



Terms of Reference (TOR) for Consultancy Services

Title	Strengthening Climate-Resilient Pineapple Livelihoods in Manipur, Assam, Meghalaya and Mizoram
Timeline	From the date of signing of the agreement to 31 March 2027
Expected area of expertise	Pineapple production, post-harvest management, processing, value addition, capacity building, renewable energy applications, climate-resilient agriculture, livelihood enhancement, and multi-state field implementation
Apply Link	https://forms.gle/2oY6zSPgTNgeRTer7 (Contact Procurement for submission details)
Last Date for Apply	21st August 2026, 5PM

About SELCO Foundation

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to bridge environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organisation strives to create equitable societies where essential services and livelihood opportunities are accessible to underserved communities.

SELCO Foundation works across livelihoods, health, education, and the built environment through an ecosystem approach that integrates appropriate technology, finance, capacity building, knowledge generation, partnerships, and implementation support. (Read more about SELCO here: www.selcofoundation.org)

1. Summary of the Project

Pineapple cultivation provides livelihoods to a large number of smallholder farmers and vulnerable communities across Manipur, Assam, Meghalaya and Mizoram. While the region has favourable agro-climatic conditions and significant production potential, the value chain continues to face challenges related to post-harvest losses, limited value addition, inadequate processing infrastructure, market access, and limited adoption of climate-resilient technologies.

SELCO Foundation proposes to strengthen climate-resilient pineapple livelihoods by demonstrating practical interventions across production, post-harvest management, processing, renewable energy integration, and value addition, delivered through decentralised field demonstration sites across the four states rather than a single fixed facility.

The selected organisation will work closely with SELCO Foundation to mentor champion end users, establish field demonstration sites, implement climate-resilient interventions, build capacities of vulnerable communities, and develop practical models that can be replicated across Manipur, Assam, Meghalaya, Mizoram and the wider North Eastern Region.

2. Goals and Objectives

The engagement aims to:

- Strengthen climate-resilient pineapple-based livelihoods through demonstration of appropriate technologies and sustainable practices.
- Build capacities of champion pineapple end users and community institutions across Manipur, Assam, Meghalaya and Mizoram.
- Establish decentralised field demonstration sites as demonstration, learning and knowledge-sharing points.
- Demonstrate renewable energy and energy-efficient technologies across different stages of the pineapple value chain.
- Promote locally appropriate pineapple value addition for livelihood enhancement.
- Demonstrate practical and replicable livelihood models that can be adopted across other pineapple-growing regions.
- Generate practical learnings on technology adoption, processing, value addition, climate resilience, and replication.

3. Scope of Work

The organisation will be responsible for the following areas of work:

Area	Detailed Tasks
1. Capacity Building of Champion End Users	● Mentor 10 champion pineapple end users identified across Manipur, Assam, Meghalaya and Mizoram in consultation with SELCO Foundation. ● Build capacities on improved cultivation, post-harvest management, processing, quality improvement, renewable energy applications, climate-resilient technologies and livelihood enhancement. ● Conduct regular demonstrations, practical training sessions and exposure visits. ● Facilitate peer-to-peer learning among end users and community institutions. ● Support adoption of appropriate technologies that reduce drudgery, improve productivity and strengthen climate resilience.
2. Demonstration of Climate-Resilient Pineapple Value Chain Interventions	● Demonstrate practical interventions across production, harvesting, post-harvest management, aggregation, processing, storage and value addition. ● Extend demonstrations to at least 15 pineapple end users within the existing network across the four states. ● Demonstrate renewable energy applications, energy-efficient equipment and appropriate technologies. ● Demonstrate approaches for reducing post-harvest losses, improving resource efficiency and strengthening climate resilience.

Area	Detailed Tasks
	● Document implementation learnings and practical recommendations for wider adoption.
3. Demonstration of Pineapple Value Addition	● Identify locally relevant pineapple value-added products suitable for strengthening livelihoods. ● Demonstrate preparation of selected products using appropriate technologies. ● Build capacities of end users on processing, food safety, quality improvement, storage and handling. ● Demonstrate processing equipment and systems that can be adopted by end users and community institutions. ● Document technology requirements, operational processes, indicative investments and replication opportunities.
4. Documentation and Knowledge Sharing	● Document demonstrations, technologies, implementation processes and key learnings. ● Develop practical learning materials, case studies and technical notes. ● Document livelihood enhancement models and climate-resilient practices demonstrated during the engagement. ● Develop recommendations for replication across Manipur, Assam, Meghalaya, Mizoram and other North Eastern states.

4. Roles and Responsibilities

SELCO Foundation will:

- Selection and finalization champion end users and field demonstration sites in consultation with the implementation agency.
- Provide technical guidance and review inputs on demonstrations, value addition products, and documentation.
- Review the Capacity Building Plan and periodic progress updates, and provide feedback on implementation.
- Support coordination with community institutions and ecosystem partners, where required.
- Release payments in accordance with the agreed Payment Terms and milestones.

The Organisation (Bidder) is expected to:

- Identification and Deploy field teams for assessment and personnel required to mentor champion end users and implement the Scope of Work described above.
- Undertake day-to-day field implementation, documentation, and reporting across Manipur, Assam, Meghalaya and Mizoram.

- Coordinate with community institutions, government departments, and ecosystem partners for effective delivery.
- Submit the Capacity Building Plan, periodic progress updates, deliverables, and a completion report as per the agreed milestones and Payment Terms.
- Bear responsibility for the quality, accuracy and timeliness of all deliverables submitted to SELCO Foundation.

5. Deliverables

The organisation is expected to produce the following implementation-focused deliverables:

Deliverable	Required Output	Required Number
Capacity Building Plan	Training plan and implementation schedule for identification of champion end users, including a Gantt chart with weekly and monthly plan and state-wise sequencing (Inception Report).	1
Champion End User Demonstration Programme	Capacity building and mentoring completed for champion end users across Manipur, Assam, Meghalaya and Mizoram (individually identified farmers/entrepreneurs).	10 Champion End Users (At least 1 from each state)
Climate-Resilient Demonstration Sites	Appropriate specific technologies (jam, jelly, squash and other value-added products; recipe training; storage) demonstrated across the pineapple value chain, with certificate/submission proof.	Minimum 15 End Users trained as per the Package of Practices
Pineapple Value Chain Exposure Visits and Demonstrations (Processing and Value Addition)	Demonstration of processing and value-added products of pineapple.	Minimum 5 Demonstrations
Knowledge and Replication Package	Technical documentation (solutions deck), case studies, learning materials and replication recommendations.	1 Consolidated Package

6. Requirements

The organisation should possess:

- Demonstrated experience in pineapple production, processing, post-harvest management and value addition.
- Experience in livelihood enhancement programmes with vulnerable communities.
- Experience in conducting field demonstrations and capacity-building programmes.
- Experience in renewable energy applications and climate-resilient agriculture will be preferred.

- Experience in developing field demonstration sites and learning materials.
- Ability to coordinate implementation with community institutions, government departments and ecosystem partners across multiple states.
- Strong documentation, project management and communication skills.
- Willingness and demonstrated ability to undertake field implementation across Manipur, Assam, Meghalaya and Mizoram.

7. Timelines

The engagement period will be from the date of signing of the agreement until 31 March 2027.

A detailed implementation plan with activities, milestones, outputs and timelines, including state-wise sequencing, will be jointly developed at the beginning of the engagement.

8. Selection Criteria

The selection of the organisation will be based on:

Evaluation Component	Criteria Focus	Weighting (%)	Required Evidence in Proposal
1. Field & Sector Experience	Demonstrated experience in pineapple production, processing, post-harvest management and value addition; experience in livelihood enhancement programmes with vulnerable communities and smallholder farmers.		
2. Regional & Multi-State Implementation Experience	Demonstrated implementation capability across more than one state, with willingness and ability to undertake field implementation across Manipur, Assam, Meghalaya and Mizoram.		
3. Facilitation & Capacity Building	Experience in conducting field demonstrations and capacity-building programmes.		
4. Technical Understanding	Technical understanding of climate-resilient technologies and renewable energy applications; experience in developing field demonstration sites.		
5. Documentation Experience	Ability to develop learning materials, case studies and replication recommendations; strong documentation and project management skills.		
6. Team, Approach & Cost Effectiveness	Team composition and proposed implementation approach, including multi-state coordination; cost effectiveness and potential for replication.		
TOTAL		100%	

Selection of 10 Champion Farmers for the Programme:

- Selected farmers are practising pineapple-based livelihoods across Manipur, Assam, Meghalaya and Mizoram, identified in consultation with SELCO Foundation.
- Identify and finalise at least 1 Champion end user from above mentioned states.
- Selected farmers should be following organic/sustainable agri practices and be role models to fellow farmers, with proper proof provided at the time of selection.
- Champion farmers should be willing to be open to innovation demonstrations and testing of new technologies.

Financial Proposal Evaluation

The financial proposal will be evaluated based on:

- Overall cost relative to proposed activities and outputs.
- Clarity of professional fees and implementation costs.
- Activity-wise budget clarity.
- Reasonableness of training, equipment, travel and demonstration costs.
- Demonstrated value for money.

9. Payment Terms

Instalment	Details	Milestones
1st Instalment	30% upon signing of the agreement and submission of the Inception Report.	–
2nd Instalment	40% upon completion of mobilisation activities, identification of champion end users and approval of the overall implementation plan.	● Demonstration of appropriate specific technologies (jam, jelly, squash and other value-added products; recipe training) across the pineapple value chain – 15 end users
3rd Instalment	30% against agreed implementation milestones, establishment of field demonstration sites and progress across champion end users.	● Completion of mentoring to 10 Champion End Users (as per Scope of Work) ● 5 demonstrations of processing and value-added products of pineapple ● Technical documentation (solutions deck), case studies, learning materials and replication recommendations – 1

10. To Apply

Interested organisations with relevant experience are requested to submit a detailed proposal covering:

- Understanding of the engagement.
- Proposed implementation approach, including how multi-state field coordination will be managed.
- Approach for capacity building of champion end users.
- Approach for demonstrating climate-resilient technologies and renewable energy applications.
- Proposed approach for pineapple value addition demonstrations.
- Approach to knowledge sharing and documentation.
- Detailed work plan, activities and milestones, with state-wise sequencing.
- Team composition and relevant experience.
- Examples of similar assignments undertaken.
- Detailed financial proposal with separate break-up for professional fees, travel, demonstrations, equipment, training, documentation and other implementation costs.

The selected organisation will be expected to work closely with SELCO Foundation to establish practical demonstration models that strengthen climate-resilient pineapple livelihoods, build capacities of vulnerable communities, and develop scalable approaches that can be replicated across Manipur, Assam, Meghalaya, Mizoram and the wider North Eastern Region.

Interested consultants/Agencies can apply through Google form link below <https://forms.gle/2oY6zSPgTNgeRTer7> on or before **21st August 2026, 5PM**

Any further queries please write to procurement@selcofoundation.org with a subject line: “Strengthening Climate-Resilient Pineapple Livelihoods in Manipur, Assam, Meghalaya and Mizoram”.

Financial Proposal Template: Budget Breakdown & HR Allocation

Collaborators are requested to use this template to provide a transparent breakdown of the costs associated with the contract, structured as per the deliverables of the Climate-Resilient Pineapple Livelihoods engagement.

Section A: Strategic & Foundational Work (Lump Sum)

This section covers the initial, high-value foundational work, typically billed as a one-time setup fee.

Foundational Activity	Estimated HR Days	Key Personnel	Proposed Cost (Lump Sum/Setup Fee)
Capacity Building Plan Development & Inception Report	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]
Identification & Selection of 10 Champion Farmers (value chain mapping)	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]

Foundational Activity	Estimated HR Days	Key Personnel	Proposed Cost (Lump Sum/Setup Fee)
Value Addition Product / Technology Selection for Demonstrations	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]
TOTAL STRATEGIC SETUP COST			[Collaborator Input]

Section B: Deliverable-wise Budget Breakdown

This section breaks down costs based on the quantifiable deliverables defined in the Scope of Work and Deliverables sections above.

Deliverable	Required Number	Estimated HR Days	Key Personnel	Cost Per Unit (INR)	Total Cost (INR)
Capacity Building Plan	1	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]
Champion End User Demonstration Programme	10 Champion End Users	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]
Climate-Resilient Demonstration Sites	Min. 15 End Users	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]
Pineapple Value Chain Exposure Visits & Demonstrations	Min. 5 Demonstrations	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]
Knowledge and Replication Package	1 Consolidated Package	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]	[Collaborator Input]
SUB-TOTAL DELIVERABLE COST					[Collaborator Input]

Section C: HR Allocation & Management

This section summarises the key personnel and their monthly time dedication to the engagement.

Role/Personnel Title	Description of Responsibility	Monthly Time Allocation	Monthly Retainer/Salary
Project Lead / Coordinator	Overall project management, SELCO liaison, and quality assurance across Manipur, Assam, Meghalaya and Mizoram.	[Collaborator Input]	[Collaborator Input]

Role/Personnel Title	Description of Responsibility	Monthly Time Allocation	Monthly Retainer/Salary
Field Mentors / Agronomists	Mentoring and handholding of 10 champion end users; capacity building and field demonstrations.	[Collaborator Input]	[Collaborator Input]
Value Addition & Processing Expert	Demonstration of pineapple value addition, processing equipment and renewable energy applications.	[Collaborator Input]	[Collaborator Input]
Documentation & M&E Specialist	Development of the Knowledge and Replication Package and periodic progress reporting.	[Collaborator Input]	[Collaborator Input]
TOTAL MONTHLY HR ALLOCATION			[Collaborator Input]

Section D: Total Contract Value Summary

A. Total Strategic Setup Cost (Lump Sum)	[Collaborator Input]
B. Total Deliverable-wise Cost (Section B)	[Collaborator Input]
C. Total HR/Management Cost (Section C Monthly Cost x number of engagement months)	[Collaborator Input]
D. Contingency / Innovative Engagements (e.g., 5% of B+C)	[Collaborator Input]
E. TOTAL PROPOSED CONTRACT VALUE (A + B + C + D)	[Collaborator Input]

Note: If any travel is required, kindly mention the tentative budget along with the number of days of travel.

Refer Terms and Conditions

11. Sub-contracting

In the event that the Organisation requires the services of subcontractors to perform any obligations under the Contract, the Organisation shall obtain the prior written approval of the Foundation. Any rejection or non-performance of the subcontractor shall not, in and of itself, entitle the Organisation to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Organisation shall be solely responsible for all services, obligations and deliverables performed by its subcontractors.

12. Quality Assurance

The data submitted to SELCO Foundation should be accurate, complete, reliable and relevant. The Organisation shall establish additional layers for data cleaning and submission.

13. Financials & Reporting

TDS will be deducted on the fixed amount as per the Income Tax Act and rate of percentage. In accordance with the Central Board of Direct Taxes circular No. 7 of 2022 dated 30th March 2022 in relation to the clarifications with respect to Section 114AAA of the Income-tax Rules, 1962, failure to link the Aadhar number to the PAN card and/or failure by any person, who falls within the income tax bracket or otherwise, to file tax returns in relation to payment of TDS for any service (in accordance with Section 206AB and 206AA) and/or an inoperative PAN card will result in a 20% tax deduction.

14. Indemnification

Both parties shall indemnify and hold their Trustees, Directors and representative officers, employees, agents harmless from and against any and all claims, demands, actions, losses, liabilities, charges, damages, costs and expenses (including but not limited to reasonable attorney's fees) arising out of or resulting from (1) any claims arising in connection with activities undertaken by both parties in connection with the project, or (2) the Organisation's gross negligence or wilful misconduct or breach of any undertaking, covenant, representation or warranty contained in this agreement and/or the actual infringement of any patent, trademark, copyright, trade secret or any other intellectual property right of a third party.

15. Patent, Copyright and other Proprietary Rights

i. Except as is otherwise expressly provided in writing in the Contract, the Foundation shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Organisation has developed for the Foundation under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Organisation acknowledges and agrees that such products, documents and other materials constitute works made for hire for the Foundation.

ii. Subject to the foregoing provisions, all documents, reports, recommendations, and all other data compiled by or received by the Organisation under the Contract shall be the property of the Foundation, shall be made available for use or inspection by the Foundation at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to the Foundation's authorised officials on completion of work under the Contract.

iii. The Organisation will treat all information given to it as information with proprietary value and will not disclose the same to competitors or any outsiders. The Organisation will not at any time, except under legal process, divulge any trade or business secret relating to the Foundation or any customer or agent of the Foundation, which may become known to it by virtue of its position as the engaged organisation, save in so far as such disclosure shall be necessary in the interest and for the benefit of the Foundation, and will be true and faithful to the Foundation in all dealings and transactions whatsoever relating to the Foundation.

iv. Reports or other data that are developed specifically for the performance of this Contract shall be the property of the Foundation and the Organisation shall deliver reports and data to the Foundation as per the milestones. Dissemination of the reports and any information from the said contracts shall be done with written approval from the Foundation.

16. Publicity, Use of Name & Logo of the Foundation

The Organisation shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with the Foundation, nor shall the Organisation, in any manner whatsoever, use the name, emblem, logo or official seal of the Foundation or that of SELCO in connection with its business or otherwise without the written permission of the Foundation.

17. Observance of Law

The Organisation shall comply with all applicable laws, ordinances, rules, regulations and statutory requirements bearing upon the performance of its obligations under the Contract, including in relation to the manufacture and distribution of products and supplies and the provision of services to SELCO during the term of the Contract.

Child Labour:

The Organisation represents and warrants that neither it, its parent entities, partners or subcontractors, nor any of its subsidiary or affiliated entities (if any), is engaged in any practice inconsistent with the rights set forth in the Child Labour (Prohibition and Regulation) Act, 1986, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

Forced Labour:

The Organisation will not engage in any activity that results in forced or compulsory labour under applicable laws, including the Bonded Labour System (Abolition) Act, 1976.

Abuse of Labour:

The Organisation will act in accordance with applicable laws and regulations and will not violate the rights of labourers as stated in the Factories Act, 1948 and similar legislation.

Working Hours, Overtime, Wages and Other Benefits:

Working hours, wages and benefits shall be provided by the Organisation to its staff and employees in accordance with applicable laws, including the Minimum Wages Act, 1948.

Declaration of Blacklisting:

The Organisation represents and warrants to SELCO that, as on the date of signing of the Contract, it is neither blacklisted/debarred nor under a declaration of ineligibility by any Central/State or Semi-Government Organisation/Department or Institution or Public Sector Undertaking in India or abroad. The Organisation further undertakes to duly inform SELCO in the event it is blacklisted subsequent to execution of the Contract.

Compliance with Anti-Bribery Laws:

The Organisation and each of its directors, officers, employees and agents represent and warrant that they shall not, either directly or on behalf of SELCO Foundation, give, offer, promise to offer, or authorise the offer, directly or indirectly, anything of value (such as money, shares, goods or services, gifts or entertainment) to government officials, government customers, potential government customers, or officials of any political party, in India or abroad, with an intent to influence any act or decision in an

official capacity, induce an official to act or omit to act in violation of a lawful duty, obtain any improper advantage, or improperly influence an official's use of their position.

The Organisation shall not offer, promise, give, receive, solicit or accept any financial or other advantage with the intention of influencing or rewarding the behaviour of a person in a position of trust to perform a public, commercial or legal function improperly, in order to obtain or retain a commercial advantage.

The Organisation understands and acknowledges that any non-adherence to the warranties stated above will constitute a violation of the Prevention of Corruption Act, 1988 and other applicable Anti-Bribery Laws, and agrees to promptly report to SELCO Foundation any incident of breach or potential breach of this section.

Compliance with the Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013 (PoSH):

The Organisation shall adhere to the mandates prescribed under the Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013, which requires all workplaces to have a Policy and Internal Committee to address complaints of sexual harassment that women may face at the workplace.

18. Termination

Either party may terminate this Contract by giving notice in writing to the other party stating their intention to terminate the same, effective on the expiration of seven (7) days from the date of such notice. In addition, the Foundation may also terminate this Contract forthwith in the event of any fraud, misconduct or neglect of duties on the part of the Organisation. Any notice under this clause shall be sufficiently given to the Organisation if forwarded by registered post or courier service to its last known postal address, and to the Foundation if similarly forwarded to its registered office. Upon termination of this Contract and payment of fees due up to such termination, along with all disbursements and out-of-pocket expenses incurred up to that date (provided the same were incurred after obtaining prior approval), the Organisation shall deliver all deeds, documents and papers in its possession relating to the business of the Foundation, or as the Foundation shall direct, and shall continue to afford the Foundation all reasonable assistance for concluding pending matters at the date of termination, without making any charge thereof.

19. Force Majeure

i. Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Organisation.

ii. In the event of, and as soon as possible after, the occurrence of any cause constituting force majeure, the affected Party shall give notice and full particulars in writing to the other Party of such occurrence or cause, if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The affected Party shall also notify the other Party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice, the affected Party shall also submit a statement to the other Party of estimated expenditures likely to be incurred for the duration of the change in condition or the event of force majeure.

iii. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting force majeure shall take such action as it reasonably considers appropriate or necessary in the circumstances, including granting the affected Party a reasonable extension of time in which to perform any obligations under the Contract.

iv. If the Organisation is rendered unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Foundation shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in this Contract.

Both the Foundation and the Organisation fully and freely intend to create an independent contractor relationship under this Contract. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. Both parties agree that the Organisation has the right to sole and exclusive control over the manner and means employed in performing its activities under this Contract.

20. Settlement of Disputes

The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the Contract or its breach, termination, or invalidity.

Any dispute, controversy, or claim between the Parties arising out of the Contract or its breach, termination, or invalidity, unless settled amicably within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be Bangalore, and the jurisdiction shall vest with the courts in Bangalore.