



Terms of Reference (TOR) for Consultancy Services

Title	Capacity Building for Livelihood Enhancement among Vulnerable End Users – Nandurbar District, Maharashtra
Timeline	4 Weeks
Expected area of expertise	• Livelihood enhancement and capacity building in rural settings. • Product quality, handling, information presentation and labelling practices. • Rapid field assessment and livelihood readiness diagnostics. • Development of practical learning materials, templates and visual aids. • Documentation, case study development and field-based capacity building. • Experience working with vulnerable and economically disadvantaged individual end users, including women and rural livelihood practitioners. • Working knowledge of Marathi and experience in Maharashtra will be an advantage.
Apply Link	https://forms.gle/3CG9cNkpA13PXor27 (Contact Procurement for Form Link)
Last Date for Apply	22 nd August 2026, 5 PM

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 organization strives to create equitable societies, where services are accessed by all communities. The interventions of SELCO lead to a sustainable delivery model of essential services such as livelihoods, education and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org/>)

1. About the Programme

Nandurbar district in Maharashtra is home to individuals engaged in a range of rural livelihoods, including food and agro-based activities, honey, mushrooms, bamboo-based products, handicrafts and other locally relevant livelihood activities.

Many vulnerable and economically disadvantaged individuals engaged in these livelihoods possess local knowledge and skills. However, gaps in product quality practices, handling, information presentation, labelling, documentation and communication can limit their ability to strengthen and sustain their livelihoods.

SELCO Foundation, in coordination with relevant local stakeholders, proposes a focused four-week engagement with selected vulnerable individual end users. The engagement will focus on capacity building for livelihood enhancement, with practical support to strengthen skills and practices relevant to their existing livelihood activities.

The engagement will also document learnings and develop reusable tools and approaches that can inform similar livelihood enhancement programmes in other geographies.

2. Objective

- Assess the existing livelihood practices and capacity-building needs of selected vulnerable individual end users.
- Strengthen individual capacity in areas such as product quality, handling, basic information and labelling practices, and clear communication of product information.
- Develop practical learning materials, templates and demonstrations that individuals can use within their existing livelihood activities.
- Provide structured orientation and handholding to support adoption of improved practices.
- Document key learnings, challenges and recommendations that can inform future livelihood enhancement programmes.

3. Scope of Work

3.1 Rapid Livelihood Assessment and Capacity Needs Diagnostic

- Conduct field visits and interactions with selected vulnerable and economically disadvantaged individual end users in Nandurbar district.
- Understand the nature of their existing livelihood activities, products, production practices and current methods of product handling and information communication.
- Assess gaps related to product quality, consistency, handling, information presentation, labelling practices, documentation and basic digital readiness.
- Undertake a basic assessment of selected products and existing practices to establish a baseline.
- Document common challenges, opportunities and local ecosystem insights relevant to livelihood enhancement.

3.2 Individual Capacity-Building Plan

- Develop a simple and transparent framework to identify priority capacity-building needs among selected individual end users.
- Prepare an individual-level capacity-building roadmap based on identified gaps.
- Prioritise practical areas where targeted training, demonstrations or handholding can strengthen existing livelihood practices.

3.3 Capacity Building on Practices

- Conduct practical sessions on product handling, consistency, presentation and basic quality-related practices relevant to the identified livelihood activities.
- Build understanding of appropriate product information and labelling practices, including applicable statutory information where relevant.
- Develop simple formats for communicating essential product information clearly and consistently.
- Support individuals in understanding how to maintain and use the developed formats within their existing livelihood activities.

3.4 Practical Demonstrations and Learning Materials

- Develop practical demonstrations and simple learning aids relevant to the identified capacity-building needs.

- Prepare do-it-yourself templates, checklists and reference materials that can be used by individual end users after completion of the engagement.
- Where required, develop a limited number of demonstration samples to illustrate improved practices.

3.5 Field-Based Handholding

- Provide structured handholding to selected individual end users during application of the practices introduced through the engagement.
- Review adoption of agreed practices and provide corrective guidance where required.
- Document practical challenges and adaptations emerging during field implementation.

3.6 Documentation and Handover

- Document selected individual case studies demonstrating learning and changes in practice.
- Prepare a final report capturing the approach, activities undertaken, key learnings, challenges and recommendations.
- Develop a reusable framework for future livelihood enhancement and capacity-building engagements.
- Hand over all editable source files, photographs, assessment data, templates and other agreed outputs to SELCO Foundation.

4. Roles and Responsibilities

SELCO Foundation

- Identify and facilitate introductions to selected vulnerable individual end users in coordination with relevant local stakeholders.
- Facilitate field-level coordination and scheduling of interactions.
- Provide relevant programme context and available information.
- Provide feedback at agreed review stages.
- Review and approve key outputs and deliverables.
- Coordinate with the consultant/agency to support completion within the four-week timeline.

Consultant / Agency

- Undertake the complete scope of work outlined in this TOR.
- Deploy an appropriately qualified team with relevant field and technical expertise.
- Conduct field visits and direct interactions with individual end users.
- Develop and deliver the agreed capacity-building sessions, tools and outputs.
- Ensure outputs are practical, locally relevant and usable by individual end users.
- Maintain regular progress reporting and incorporate feedback from SELCO Foundation.
- Submit all final and editable outputs within the agreed timeline.

5. Deliverables to be Provided

Key Activity	Deliverable	Indicative Quantity
A. Livelihood Assessment	Rapid assessment of selected individual end users covering livelihood activity, product quality, handling, information practices, labelling and capacity needs.	Up to 20

Key Activity	Deliverable	Indicative Quantity
B. Capacity Needs & Roadmap	Individual-level capacity needs assessment and practical capacity-building roadmap for the selected end users.	10–12
C. Capacity-Building Materials	Practical learning modules, visual aids, checklists and templates covering identified livelihood enhancement needs.	As required
D. Output Information & Labelling Support	Simple formats and guidance for product information and applicable labelling practices.	10–12
E. Demonstration Samples	Limited demonstration samples illustrating improved practices, where relevant.	5–8
F. Capacity-Building Sessions	Practical orientation, demonstrations and field-based handholding sessions.	As per plan
G. Documentation & Reporting	Weekly progress updates, selected case studies, final engagement report and recommendations.	As per schedule
H. Handover	Editable source files, photographs, assessment data, templates and other agreed outputs.	Complete

Indicative Week-wise Plan

Week	Indicative Activities
Week 1	Field assessment, individual end-user interactions and capacity-needs diagnostic.
Week 2	Prioritisation of capacity needs; development of learning plan, materials and templates.
Week 3	Capacity-building sessions, practical demonstrations and field-based handholding.
Week 4	Follow-up, documentation, finalisation of tools, reporting and handover.

6. Selection Criteria

Evaluation Component	Criteria Focus	Weighting
Relevant Technical Expertise	Experience in livelihood-related capacity building, product quality/information practices, labelling and field-based learning.	25%
Approach & Methodology	Understanding of the assignment, field approach and methodology for working with vulnerable individual end users.	25%
Relevant Experience	Demonstrated experience in rural/grassroots settings and comparable livelihood capacity-building assignments.	20%

Evaluation Component	Criteria Focus	Weighting
Team Capability	Qualifications and experience of proposed personnel in field research, technical support, communication and capacity building.	15%
Timeline & Value for Money	Ability to deliver within four weeks and reasonableness of the financial proposal.	15%
TOTAL		100%

7. Submission Requirements

- **Consultant/Agency Profile** – brief profile, relevant experience and team composition.
- **Proposed Approach** – understanding of the assignment, methodology, field approach and proposed work plan.
- **Relevant Portfolio** – examples of previous work involving rural livelihoods, capacity building, product information/quality practices or similar assignments.
- **Team Profile** – CVs/profiles of key personnel proposed for the assignment.
- **Detailed Work Plan** – week-wise activities, milestones and deliverables.
- **Financial Proposal** – deliverable-wise cost breakup, including professional fees, travel and other applicable costs.
- **Travel Budget** – tentative travel requirements and estimated costs, where applicable.

8. Intellectual Property

All final outputs, templates, assessment frameworks, learning materials, photographs, documentation and other materials developed under this engagement shall be the property of SELCO Foundation. The consultant/agency shall hand over all editable source files and relevant working files at completion of the assignment. Any external use, reproduction or dissemination of the outputs shall require prior written approval from SELCO Foundation.

9. Payment Terms

Payment will be deliverable-based, with the payment schedule agreed between the consultant/agency and SELCO Foundation. The financial proposal should provide a clear cost breakup corresponding to the proposed deliverables and timeline, with travel, materials and other applicable costs separately identified.

10. Application Process

- If your organisation/consulting practice meets the eligibility criteria and is interested in undertaking the assignment, please complete the application form shared by SELCO Foundation.
- Applicants are requested to upload their technical proposal, work plan, team details, relevant work samples and financial proposal.
- The proposal should clearly address the scope of work and deliverables outlined in this TOR.

• 11. To Apply

Interested consultants/organisations, with relevant experience (please include samples and/or references of previous similar work as proof of experience) and based out of India, are requested to submit a detailed proposal covering methodology, process, budgets (with break-ups and explanation), timelines and

milestones via the Google form: <https://forms.gle/3CG9cNkpA13PXor27> on or before 22nd August 2026, 5 PM.

Queries: procurement@selcofoundation.org

Subject line: Capacity Building for Livelihood Enhancement – Nandurbar

Note: *The engagement is intended to strengthen the capacities and practices of vulnerable individual end users for livelihood enhancement. The scope is focused on capacity building, practical learning, field-based handholding and documentation.*

Annexure: Terms and Conditions

1. Sub-contracting

In the event that the Consultant requires the services of subcontractors to perform any obligations under the Contract, the Consultant 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 Consultant 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 Consultant shall be solely responsible for all services, obligations and deliverables performed by its subcontractors.

2. Quality Assurance

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

3. 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 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.

4. Indemnification

Both parties shall indemnify and hold its 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 Consultant's gross negligence or willful misconduct or breach of any undertaking, covenant, representation or warranty contained in this agreement and/or the actual infringement of any patent, trademark, copyrights, trade secret or any other intellectual property right of a third party.

5. Patent, Copyright and other Proprietary Rights

- 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 Consultant 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 Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the Foundation.

- Subject to the foregoing provisions, all documents, reports, recommendations, and all other data compiled by or received by the Consultant 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 authorized officials on completion of work under the Contract.
- The Consultant will treat all information given to him/her as information with proprietary value and will not disclose the same to competitors or any outsiders. The Consultant 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 him by virtue of his position as consultant, save in so far as such disclosure shall be necessary in the interest and for the benefit of the said Foundation, and will be true and faithful to the Foundation in all dealings and transactions whatsoever relating to the said Foundation.
- Reports or other data that are developed specifically for the performance of this Contract shall be the property of the Foundation and the Consultant 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.

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

The Consultant 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 Consultant, 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.

7. Observance of Law

Compliance with Laws and Regulations: The Consultant will comply with all applicable laws, rules, regulations and statutory requirements and amendments thereof, in the manufacture and distribution of products and supplies and in providing services to SELCO during the term of this Agreement.

- **Child Labour:** The Consultant, its parent entities, partners or subcontractors, nor any of its subsidiary or affiliated entities (if any), shall be engaged in any practice inconsistent with the rights set forth in the Child Labour (Prohibition and Regulation) Act of 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 Consultant will not engage in any activity that will result in forced or compulsory labour under applicable laws, including the Bonded Labour System (Abolition) Act, 1976.
- **Abuse of Labour:** The Consultant 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 legislations.
- **Working Hours, Overtime, Wages and Other Benefits:** Working hours, wages and benefits shall be provided by the Consultant to its staff and employees in accordance with applicable laws including the Minimum Wages Act, 1948.

Declaration of Blacklisting: The Consultant represents and warrants to SELCO that, as on the date of signing of this Purchase Order, it is neither blacklisted/debarred nor under a declaration of ineligibility by any Central/State or Semi-Government Organization/Department or Institution and Public Sector