



Terms of Reference (TOR) for Consultancy Services

PowerUp PMFME-DRE

Integrating Decentralized Renewable Energy (DRE) in PMFME Food Processing Enterprises

Title	Project Consultant / Organization – DRE Integration in PMFME Enterprises
Location	Karnataka and Maharashtra. Bidders may apply for both states as a single assignment, or as a consortium with a designated lead entity covering both.
Timeline	6 (six) Months
Expected area of expertise	Energy assessment, project implementation, financial analysis, capacity building, post-implementation audit, and documentation
Apply Link	https://forms.gle/gAmuuSxm3MkLofpF9
Last Date for Apply	17 th Sep 2026, 5 PM

About SELCO Foundation:

SELCO Foundation is an open-source, not-for-profit organization that engages in field-based R&D and ecosystem building for the deployment of clean energy solutions that alleviate poverty by improving access to sustainable energy to underserved communities in tribal, rural, and urban poor areas. The organization works in collaboration with practitioners in the social sector, energy entrepreneurs, NGOs from various developmental sectors, and educational institutions to link the benefits of sustainable energy to poverty eradication. The organization works across verticals such as energy access, health, and livelihoods. You can find more information about the SELCO Foundation on our website: <http://www.selcofoundation.org/>

1. Summary of the Project:

SELCO Foundation is working to integrate Decentralized Renewable Energy (DRE) solutions into micro food processing enterprises supported under the PM Formalisation of Micro Food Processing Enterprises (PMFME) scheme. The program aims to improve energy access and productivity for PMFME beneficiaries in Karnataka and Maharashtra, targeting a total of 500 sites for DRE integration.

A Project Consultant/Organization may apply to coordinate and facilitate site-level implementation across these two states, ensuring interventions align with beneficiary needs and have a meaningful impact.

2. Goals and Objectives

The program's key objectives are:

- Phase 1: Designing standardized DRE system options by system size, with leverage components identified for each - validated through a preliminary long/short list and sample site visits
- Phase 2: Conducting due diligence on listed beneficiaries, energy assessments, and facilitating implementation of DRE solutions
- Phase 3: Capacity building, post-implementation audit, and documentation of program learnings.

3. Scope of Work

Geographical project locations: Karnataka and Maharashtra. Total sites targeted: 500.

The programme is structured across three phases. However, this ToR specifically covers **Phase 1 and Phase 3**. The scope and details of all three phases are presented below to provide an overall understanding of the proposed programme, implementation approach, and interlinkages between the phases.

Area	Detailed Tasks
Phase 1: Beneficiary Identification, Site Assessment & SPV System Design	- Obtain and consolidate the PMFME beneficiary database for Karnataka and Maharashtra. - Develop a technical and operational screening framework to prepare the longlist and shortlist, in consultation with SELCO Foundation, and identify up to 500 beneficiaries for assessment. - Conduct representative sample site assessments to validate load profiles, site conditions, and key PV system design assumptions, and establish standardised solar system design categories. - Finalise the 500-site implementation list and complete all the site assessments including site-wise PV system designs and categorisation, and justification for any site-specific exceptions.
Phase 2: Procurement, Installation & Commissioning	- Finalise the implementation plan, site-wise procurement requirements, and implementation schedule based on the 500-site assessment and design outputs. - Procure and deploy the required solar PV systems and associated components in accordance with the approved site-wise designs and technical specifications. - Undertake installation of solar PV systems at the identified sites. - Conduct beneficiary orientation and handover, including basic operation, maintenance, safety, and troubleshooting protocols. - Establish a monitoring and reporting mechanism to track installation progress, system performance, operational status, and key implementation outcomes. Note: Installation of solar systems at end-user sites is outside the scope of Phase 1 Consultant and will be undertaken by a separate implementation vendor.
Phase 3: M&E, Learning and Documentation	- Develop the M&E framework and baseline assessment methodology to track DRE adoption, system utilisation, and enterprise-level outcomes. - Implement the M&E framework and track DRE adoption, system performance, and enterprise-level outcomes against the established baseline, and submit M&E report. - Document strategic case studies, field observations, best practices, and key implementation bottlenecks to generate learnings and recommendations for future scale-up.

Note: Engagement of multiple agencies for this project, as per core expertise and preferred location, may also be considered.

Disclaimer: SELCO Foundation reserves the right to onboard one or more consultants/organizations under this ToR, each assigned to a specific scope of work, based on expertise and geography.

The actual installation of solar systems at end-user sites will be undertaken by a separate implementation vendor and is outside the scope of this Consultant. The Consultant's role will be limited to Beneficiary Identification, Site Assessment & SPV System Design (Phase 1), and M&E, Learning & Documentation (Phase 3). In case multiple consultants/organisations are engaged, the Consultant may be assigned to undertake any specific component of Phase 1 or Phase 2, as agreed with the client.

4. Deliverables

The Project Consultant/Organization is expected to produce the following, based on the scope of work:

Phase	Deliverable	Required Number	Timeline
Phase 1	Consolidated PMFME beneficiary database for Karnataka and Maharashtra	1 consolidated database	
Phase 1	Technical and operational screening framework, including beneficiary longlist and shortlist with identification and prioritisation of up to 500 beneficiaries for site assessment	1 framework + 1 Excel tracker	
Phase 1	Representative sample site assessment report, including validation of load profiles, site conditions and PV system design assumptions	1 report covering representative sites	
Phase 1	Standardised solar PV system design categories, technical specifications and design assumptions	1 design framework + standardised templates/BOQs	
Phase 1	Detailed site assessment and site-wise solar PV system designs and final 500-site implementation list, including site-wise design categorisation and justification for site-specific exceptions	Up to 500 sites across Karnataka & Maharashtra + 1 consolidated implementation list with site-wise designs	
Phase 3	M&E framework and baseline assessment methodology for tracking DRE adoption, system utilization and enterprise-level outcomes	1 framework + baseline methodology	
Phase 3	M&E implementation and assessment of DRE adoption, system performance and enterprise-level outcomes against baseline	1 consolidated M&E report covering 500 sites	
Phase 3	Strategic case studies, field observations, best practices, implementation bottlenecks and scale-up recommendations	1 consolidated report	

5. Requirements

Agency/Individual should have experience in or capacity for:

- Project coordination and implementation, specifically in enterprise-level energy interventions or livelihood programs.
- Conducting field-based beneficiary identification, due diligence, and enterprise profiling within the food processing sector.
- Conducting energy assessments/audits and coordinating deployment of DRE/energy-efficient solutions.
- Facilitating capacity-building sessions and on-site demonstrations.
- Conducting post-implementation audits and outcome reporting.
- Monitoring and documentation, including maintaining trackers and developing case studies and reports.
- Excellent written and verbal communication skills, especially for stakeholder coordination.
- The consultant/firm will need to be based in Karnataka and/or Maharashtra throughout the duration of the agreement.

7. Selection Criteria

The agency will be selected on a combined technical and financial evaluation. Proposals must score a minimum of 70% on the technical components (1–5 below) to be considered for financial evaluation.

Evaluation Component	Criteria Focus	Weighting (%)	Required Evidence in Proposal
1. Technical understanding and methodology	Grasp of the PMFME beneficiary landscape and the energy/livelihood	20%	Technical approach note; proposed screening framework

Evaluation Component	Criteria Focus	Weighting (%)	Required Evidence in Proposal
	interaction in food processing enterprises; soundness of the proposed approach to beneficiary screening, site assessment, and system design categorisation.		outline; sample site assessment format; illustrative system design categorisation approach.
2. Energy assessment and solar PV design capability	Demonstrated experience in energy/load audits of micro-enterprise or livelihood-linked facilities; solar PV system sizing and design across varied load profiles; ability to standardize design categories at scale (up to 500 sites).	20%	At least two comparable completed assignments with client references; sample system design/BoQ (redacted as needed); relevant certifications held.
3. Beneficiary identification and due diligence capability	Track record of database consolidation, screening framework design, and field-based due diligence/verification of beneficiaries at scale, across both states.	15%	Sample beneficiary database/screening framework; evidence of prior due-diligence or field-verification assignments.
4. M&E and documentation capability	Capability to design and implement an M&E framework and baseline methodology; ability to document case studies, field observations, and scale-up learnings.	15%	Sample M&E framework/indicator matrix; sample case study or learnings report; data management approach.
5. Delivery capacity and team	Quality and availability of key personnel; genuine field presence in the state(s) proposed to be covered; relevant local language capability; credible plan to deliver within six months. Proposals covering a single state (Karnataka or Maharashtra) are eligible and will not be penalised on this count; coverage of both states is not a prerequisite for a high score here.	10%	CVs with time allocation; team/coverage plan by state(s) proposed; office/field presence in the relevant state(s); language capability of field staff.
6. Financial proposal and value for money	Completeness, realism, and transparency of costing; person-day rates; state-wise cost split; cost per beneficiary/site assessed.	20%	Completed financial templates with HR-day breakdown and state-wise split.
TOTAL		100%	

Minimum eligibility (screening — pass/fail):

- Entity legally registered and operating in India for a minimum of three years (company, LLP, partnership, registered society, trust or Section 8 company), or a consortium with a clearly designated lead entity holding full accountability.
- Valid PAN, GST registration and statutory compliance; audited financial statements for the last two financial years.

7. Submission Requirements

Interested agencies/consultants are requested to submit:

- A detailed proposal outlining approach, methodology, and timelines for each focus area.
- Team composition, roles, and CVs with relevant experience.

- Organizational profile.
- A financial quote with a breakdown of costs.
- Examples of similar past projects.

Please provide the proposal and quotation split by deliverables, with timelines and split costs wherever possible.

8. Timelines

The program implementation support period for the Project Consultant is from [Insert Start Month/Year] to [Insert End Month/Year].

10. Payment Terms

Payment will be deliverable based, made in accordance with the terms agreed between the consultant and SELCO Foundation, and released only against deliverables formally accepted in writing by SELCO Foundation. Please provide your proposal and quotation for the above-mentioned programme requirements, capturing timelines and splitting costs wherever possible.

Tranche	Milestone / Deliverable accepted	Timeline	% of contract value
1	Signing of contract and acceptance of Inception Report (Deliverable 1)	Month 1	20%
2	Acceptance of Master Database and Baseline Study Report for both states (Deliverables 2 and 3)	Month 1	20%
3	Acceptance of Prioritisation Framework and Site Assessment & Design Report (Deliverables 4 and 5)	Month 2	15%
4	Acceptance of Scheme Unlocking and Financing Strategy for both states (Deliverable 6)	Month 3	15%
5	Commissioning of demonstration centres and acceptance of Implementation Completion Report (Deliverable 7)	Month 4	10%
6	Acceptance of Midline Study, Final Consolidated Report, knowledge products and full data handover	Month 6	20%
Sub-total — base assignment		6 months	100%
7	Acceptance of End-line Study Report (Deliverable 10) — optional extension, triggered by written notice	Month 12	50% - 50%
TOTAL			100%

TDS will be deducted as applicable. Travel and field costs, if reimbursable rather than lumpsum, must be pre-approved and supported by original documentation.

10. To Apply

Interested consultants, 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 reach out with a detailed proposal giving a brief on the methodology and process to be adopted for this project, including budgets (with break-ups and explanation), timelines, and milestones, and submit the same via <https://forms.gle/gAmuuSxm3MkLofpF9> on or before 17th September 2026, 5 PM. (Rolling Basis Evaluation)

Any further queries may be sent to procurement@selcofoundation.org with the subject line: "Integrating DRE in PMFME Enterprises (Interested State)"

Note: The application will be evaluated on a rolling basis.

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 assignment. All amounts in INR, exclusive of GST (indicate GST separately). Costs must be split between Karnataka and Maharashtra wherever they are state-specific.

Section A: Studies, Design and Strategy (Lump Sum by Deliverable)

Deliverable	HR days – Karnataka	HR days – Maharashtra	Key personnel deployed	Proposed cost (INR)
A.1 Inception, MEL framework and tool development (Del. 1)				
A.2 Enumeration and master database, both states (Del. 2)				
A.3 Baseline field survey, instrumented measurement and report (Del. 3)				
A.4 Prioritisation framework and ranked lists (Del. 4)				
A.5 Site assessment, energy audits, design packages (Del. 5)				
A.6 Scheme unlocking, financial model and DPRs (Del. 6)				
A.7 Midline study (Del. 8)				
A.8 Final report, knowledge products and dissemination workshops (Del. 9)				
TOTAL SECTION A				

Section B: Implementation Support (Unit Cost per Centre)

Advisory, engineering and supervision services only. Equipment supply and EPC to be quoted separately in Section D if the consultant intends to execute the works.

Activity / unit of output	Qty (no. of centres)	HR days per centre	Cost per centre (INR)	Total cost (INR)
B.1 Detailed Value chain and energy audit, site survey				
B.2 Detailed engineering design, drawings and BoQ				
B.3 Procurement and Installation support				
B.4 Installation supervision and quality assurance				
B.5 Pull-down testing, commissioning, net-metering and discom approvals				
B.6 Operator training, manuals and site material				
B.7 Monitoring and temperature-logging configuration and handover				
TOTAL SECTION B				

Section C: HR Allocation and Management

Role / personnel title	Description of responsibility	Total days on assignment	Rate per day / total (INR)
Team Leader / Project Manager	Overall delivery across both states, client communication, institutional engagement, quality control.		

Role / personnel title	Description of responsibility	Total days on assignment	Rate per day / total (INR)
Solar PV / Electrical Engineer	Energy audit, load assessment, and on-grid solar PV system sizing based on existing value chain. Solar system design, sizing, drawings, net metering, load augmentation, commissioning oversight.		
Certified Energy Auditor	Load profiling, instrumented measurement, efficiency recommendations.		
Structural / Civil Engineer	Roof and mounting structural assessment and certification; cyclone-resilience design in coastal Maharashtra.		
MEL / Research Specialist	Study design, indicators, analysis, baseline–midline–endline reporting.		
GIS / Data Analyst	Database design, geo-referencing, dashboard, data quality.		
Policy and Public Finance Specialist	Scheme mapping, financial model, DPR, tender and approval documentation for both states.		
State Coordinator – Karnataka	Field management, KMF and union liaison, Kannada-language interface.		
State Coordinator – Maharashtra	Field management, MSCMF and union liaison, Marathi-language interface.		
Field Enumerators (both states)	Primary data collection across districts.		
TOTAL SECTION C			

Section D: Travel, Logistics and Other Direct Costs

Item	Unit / basis	Quantity	Cost (INR)
D.1 Field travel – Karnataka (districts, trips, mode)			
D.2 Field travel – Maharashtra (districts, trips, mode)			
D.3 Inter-state travel and coordination			
D.4 Accommodation and per diem			
D.5 Energy data loggers, temperature loggers and measurement instrumentation			
D.6 Workshops and consultations (2 per state + 2 dissemination + 1 cross-state exchange)			
D.7 Translation (Kannada, Marathi), printing, training material and documentation			
D.8 Software licences, dashboard hosting			
D.9 Optional: solar PV equipment / EPC (only if executed by consultant — quote separately per site)			
TOTAL SECTION D			

Section E: Total Contract Value Summary

Description	Karnataka	Maharashtra	Total (INR)
A. Studies, design and strategy cost (Section A)			
B. Implementation support cost (Section B)			
C. HR / management cost (Section C)			
D. Travel, logistics and direct costs (Section D)			
E. Contingency (e.g., 5% of A+B+C+D)			

Description	Karnataka	Maharashtra	Total (INR)
F. SUB-TOTAL — BASE ASSIGNMENT (8 months)			
G. End-line Study (optional extension, Month 14)			
H. GST as applicable			[Input]
I. TOTAL PROPOSED CONTRACT VALUE (F + G + H)			[Input]

Note: If there is travel required, kindly mention the tentative budget along with the number of days of travel. Bidders should note that field work spans multiple districts in two states and should cost travel, inter-state coordination and instrumentation realistically.

Refer 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 performance, or to assert any excuses for 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 applicable rate of percentage. In accordance with Central Board of Direct Taxes circular No. 7 of 2022 dated 30th March 2022, relating to clarifications on Section 114AAA of the Income-tax Rules, 1962, failure to link the Aadhar number to the PAN card, and/or failure to file tax returns in relation to payment of TDS for any service (per Sections 206AB and 206AA), and/or an inoperative PAN card, will result in a 20% tax deduction.

4. Indemnification

Both parties shall indemnify and hold their Trustees, Directors, representative officers, employees, and 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 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.

5. Patent, Copyright and Other Proprietary Rights

Except as 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, documents, and other materials developed by the Consultant for the Foundation under the Contract. All documents, reports, recommendations, and other data compiled by or received by the Consultant under the Contract shall be the property of the Foundation, 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 them as proprietary and will not disclose it to competitors or outsiders. Reports or data developed specifically for this Contract shall be the property of the Foundation, and dissemination of any reports or information shall require 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 use the name, emblem, logo, or official seal of the Foundation or SELCO without written permission.

7. Observance of Law

The Contractor will comply with all applicable laws, rules, regulations, and statutory requirements in providing services to the Foundation during the term of the Agreement.

8. Child Labour

The Contractor, its parent entities, partners, subcontractors, or affiliated entities shall not engage in any practice inconsistent with the Child Labour (Prohibition and Regulation) Act, 1986.

9. Forced Labor

The Contractor will not engage in any activity resulting in forced or compulsory labor under applicable laws, including the Bonded Labour System (Abolition) Act, 1976.

10. Abuse of Labour

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

11. Working Hours, Overtime, Wages and Other Benefits

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

12. Declaration of Blacklisting

The Contractor represents and warrants that, as of the date of signing, it is neither blacklisted/debarred nor under a declaration of ineligibility by any Central/State/Semi-Government Organization, Department, Institution, or Public Sector Undertaking in India or abroad, and will inform SELCO if this changes.

13. Compliance with Anti-Bribery Laws

The Contractor and its directors, officers, employees, and agents shall not, directly or indirectly, give, offer, promise, or authorize anything of value to government officials or any political party official with intent to improperly influence any act or decision. Any non-adherence will constitute a violation of the Prevention of Corruption Act, 1988, and other applicable laws. The Contractor agrees to promptly report any incident of breach or potential breach of this section.

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

The Contractor shall adhere to the mandates prescribed under the PoSH Act, 2013, which requires all workplaces to have a Policy and Internal Committee to address complaints of sexual harassment.

15. Termination

Either party may terminate this contract by giving written notice to the other party, effective seven (7) days from the date of notice. The Foundation may also terminate the contract forthwith in the event of fraud, misconduct, or neglect of duties by the Consultant. Upon termination and payment of fees and expenses due up to that date, the Consultant shall deliver all deeds, documents, and papers relating to the Foundation's business and continue to provide reasonable assistance for concluding pending matters without additional charge.

16. Force Majeure

Force majeure means any unforeseeable and irresistible act of nature, act of war, invasion, revolution, insurrection, terrorism, or similar events beyond the control of the Consultant. The affected party shall give notice and particulars in writing, and shall submit a statement of estimated expenditures within fifteen (15) days of such notice. The unaffected party shall take reasonable action, including granting an extension of time for performance. If the Consultant is rendered unable, wholly or in part, to perform its obligations due to force majeure, the Foundation shall have the right to suspend or terminate the Contract on the same terms as provided herein. Both parties intend to

create an independent contractor relationship; nothing herein establishes a partnership, joint venture, association, or employment relationship.

17. 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. If not settled amicably within sixty (60) days of a written request, the matter shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The venue of arbitration and jurisdiction shall be Bangalore.