



## Terms of Reference (TOR)

### Terms of Reference (TOR) for Photo and Video documentation for 10 VCI sites

<b>Title</b>	<b>Photo and Video documentation of the Impact for 10 VCI sites.</b>
<b>Timeline</b>	<b>01 Month</b> (Duration in Month and Days)
<b>Expected area of expertise</b>	Photography and Video Production
<b>Email and website</b>	<a href="https://forms.gle/U81tAdWGT5yooqT68">https://forms.gle/U81tAdWGT5yooqT68</a> (Contact Procurement for Form Link)

#### 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 like livelihoods, education, and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org/>)

#### 1. Summary of the project:

The program, "Energizing Vulnerable Community Institutions," aims to address the challenges related to energy access through the utilization of decentralized renewable energy solutions and showcase its importance in improving healthcare services, enabling educational opportunities and opening new avenues for livelihood opportunities besides providing access to basic lighting and cooling.

Through the 'Photo Archive Project', we aim to document diverse photo essays that intend to capture the challenges faced by the institutions and the impact created through this program.

#### 2. Goals and Objectives

**Goal:** To showcase the Impact through visual stories that allows to bring awareness about the subject matter and stir emotions of the audience.

##### Objective:

- Documentation of Problem Statements and Impact through photos and videos
- Archiving photo stories for 8-10 Vulnerable Community Institutions across different typologies.

### 3. Scope of Work

The proposed project shall include the following:

#### A. Planning and Pre-production:

- Coordinate with the SELCO team to understand the completed research and the video and photo requirements.
- Provide references to give an idea of what the final output would look like.
- Plan the basic outline of the videos/photos with broad reference to frames, duration, theme, language and timeline in consultation with the SELCO Foundation team
- Prepare script, storyboard, visuals, motion graphics and any other forms of content required for the video including subtitles and voiceover.
- Provide a draft of the finalised animations.
- Provide a draft of the final script to be used.
- Provide a draft of the subtitles to be used.

#### B. Production and Post-production:

- Design and animate video content with narration and background music and subtitles.
- It would be the responsibility of the agency to complete the final video in a maximum of five drafts within the timeline specified.
- Produce the final draft in broadcast standards and full HD with 1080x1920 pixels resolution.
- Develop a teaser for the video of no longer than 60 seconds in 1:1 aspect ratio for consumption on social media. It must have a story that drives traffic to the main video

### 4. Deliverables:

Deliverables / Summary list of Key Outputs of the Program		Description	Units (VCI sites across Karnataka and Tamil Nadu)
1	Photographs and Documentation (300 PPI or more, with ranging 2,000 x 2,000 pixels)	Photographs for 10 VCI sites across Karnataka and Tamil Nadu	10
2	Video Documentation full HD with 1080x1920 pixels	Video Documentation for 10 VCI sites across Karnataka and Tamil Nadu	
3	Develop Teaser Video 60 seconds in 1:1 aspect ratio	Edition full video in short time of 60 Seconds	1
4	Editing and Post Processing	Capturing Problem statements and Impact	

#### References:

- <https://www.youtube.com/watch?v=lfPYcfEM1Ck>
- <https://www.youtube.com/watch?v=qd4iE3CfDIs>
- <https://www.youtube.com/watch?v=sY8nbtDTTY>

<https://www.youtube.com/watch?v=k59VG4Vmfuk>  
<https://sprf.in/photo-archive/nagqashi-work-and-the-art-of-making-the-chaandi-ki-chappal/>

**Note:**

All raw photographs and video footage that the agency would have access to as part of this project need to be handed over to SELCO Foundation who will be its sole owner. The agency / freelancer will have no copyright to the raw images, draft cuts, final cut, subtitles, scripts, or any other information that the agency / freelancer would obtain access during this project.

It will be the responsibility of the agency / freelancer to provide a single point of contact from the beginning of this project till its completion.

Expenses incurred on travel, food and accommodation

**5. Site Locations :**

Sl.No	Name of the institution	Typology	Location
1	Dayabhavan	Orphanage	Tumkur
2	Project Vision	Special Health Center and Special School	Gauribidanur
3	KARBAS	Rehabilitation Center	Magadi
4	Alamba Chetana Trust	Rehabilitation Center	Narayanapura
5	Sakya Foundation	Special School	Kasturi Nagar
6	Avyang Foundation	Old age Home	Hebbal
7	Mysore Waste Collection Center	Waste Collection Center	Nagawala
8	Thhai Trust	PWD institution	Sivaganga
9	ITWWS	Tribal Center	Chengalapattu
10	Dr OHM	Special Health Center	Gulbarga

**6. Requirement:**

Below are the qualifications that a video creator should possess to apply for the work:

- **Experience and Portfolio:** Proven track record of creating compelling video content across various sectors, with a particular focus on collaborating with non-profit organizations.
- **Expertise:** Proficiency in using professional video equipment, editing software and other necessary tools to produce high-quality videos
- **Creativity:** Ability to craft compelling stories, visually appealing compositions and innovative production designs to effectively communicate messages and captivate audiences.
- **Communication:** Strong communication and collaboration skills to understand client requirements and work effectively as part of a team.
- **Adaptability:** Capability to adapt to different project scopes, timelines, and requirements while maintaining quality standards.
- **Client Focus:** Dedication to understanding and meeting client needs, ensuring satisfaction with the final video deliverables.
- **Time Management:** Effective time management skills to meet project deadlines and deliver content within specified timelines.
- Financial proposal Includes

1. Staff cost
2. Planning and Preproduction
3. Production and postproduction

#### **7. Timelines:**

We estimate that the project will take approximately **1 Month** to complete, subject to change based on the complexity of the project and the scope of the work.

#### **8. Selection Criteria:**

The proposals submitted by the prospective agencies/ consultants will be evaluated by an expert in house committee on the following criteria -

- Relevant background and experience
- Technical Approach
- Cost effectiveness
- Timelines
- The final selection will rest with the competent authority of the SELCO Foundation.

#### **9. Payment Terms:**

Fixed as per the agreement between consultant and SELCO Foundation. Please provide your proposal and quotation for the above-mentioned program requirements.

#### **10. To apply**

Interested consultants / organisations, with relevant experience (please include samples and/or references of the 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 the process they will uptake for this project, including budgets (with break-ups and explanation), timelines and milestones and submit the same to google form <https://forms.gle/U81tAdWGT5yoogT68> on before 22th May, 2024

Any further queries please write to [procurement@selcofoundation.org](mailto:procurement@selcofoundation.org) with a subject line: **“Photo and Video documentation of the Impact for 10 VCI sites.”** (Name of Project)

#### **Refer Terms and Condition:**

- 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. Consulting agency shall establish additional layers for data cleaning and submission.

## **3. Financials & Reporting**

TDS will be deducted on the fixed amount as per 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) 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 the third party.

## **5. 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 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.
- (ii) Subject to the foregoing provisions, all documents, reports, recommendations, documents, 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
- (iii) 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.

- (iv) 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:**

- (i) The Consultant shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract.
- (ii) The Consultant 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 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.
- (iii) The Consultant represents and warrants that it 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

**8. Termination:**

Either party may terminate this contract by giving a notice in writing to the other party stating their intention to terminate the same 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 Consultant. Any notice to be given hereunder shall be sufficiently given to the Consultant if forwarded by registered post or by Courier Service to the last known postal address of the Consultant and shall be sufficiently given to the Foundation if similarly forwarded to the registered office. Upon the termination of this contract and payment of the said fees due up to such termination, and payment of all disbursements and out-of-pocket expenses incurred up to the date thereof (provided the same have been incurred after obtaining prior approval), the Consultant shall deliver all deeds, documents and paper in his possession relating to the business of the Foundation or as the Foundation shall direct, and shall continue to afford him all reasonable assistance for concluding pending matters at the date of such termination without making any charge thereof.

**9. 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 Consultant
- (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 of *force majeure* or other changes in condition or occurrence, the affected Party shall also submit a statement to the other Party of estimated expenditures that will likely 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 to be appropriate or necessary in the circumstances, including the granting to the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.
- (iv) If the Consultant 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.

**10.** Both the Foundation and the Consultant 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 consultant has the right to sole and exclusive control over the manner and means employed in performing their activities under this Contract.

**11. Settlement of disputes:**

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

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