

# Terms of Reference for Short Term Experts / Consulting Firms

<b>Client (contracting entity):</b> National Solar Energy Federation of India	
<b>Project:</b> Sequa Phase 2	<b>Sequa-No.:</b> 1106
<b>Country of assignment:</b>	<b>Implementation period (month/year):</b> 08.2025 to 12.2026
<b>It is planned to assign a short-term expert (STE) / consulting firm as follows:</b>  <input type="checkbox"/> internal STE - or - <input checked="" type="checkbox"/> external STE or consultancy firm	
<b>Client's contact person for the STE:</b> Ms Catherine Leon, Project Lead, Women in Solar Energy (WISE) Initiative, NSEFI	

## 1. Preamble

The short-term assignment described below is part of the above-mentioned project. The project is financed by the German Federal Ministry for Economic Cooperation and Development (BMZ) via sequa. The client named above is responsible for the implementation of the project. The fact sheet attached to these Terms of Reference (ToRs) provides detailed information about the project.

## 2. Subject of The Assignment

The purpose of the assignment is to improve and enhance workplace conditions for women at all levels in the Renewable Energy (RE) Sector in India by supporting the development and implementation of a voluntary recognition label titled “Good Place to Work at for Women in RE.” This assignment aims to achieve systemic reforms in workplace practices, HR policies, and industry awareness regarding gender inclusivity across all RE working levels in India.

The specific tasks of the Short-Term Expert (STE) include:

- Compiling and analysing survey data on current workplace conditions and policies for women in the RE sector in India.
- Conducting site visits at selected solar manufacturing, offices, and installation facilities in India to gather and/or verify first-hand insights.
- Designing a proposal for the framework and criteria for the voluntary recognition label.
- Developing an assessment checklist to evaluate workplaces.
- Supporting the official launch of the recognition label.
- Support the design and implementation of awareness and capacity-building campaigns and training sessions to promote adoption of the label across the RE value chain.

### 3. Deliverables

The STE shall provide the following deliverables:

Document	Description	Language	Format(s)
Survey Analysis Report	Summary of findings and insights from workplace policy surveys	English	Digital PDF
Site Visit Reports	Documentation of findings from field visits	English	Digital PDF
Label Framework Document	Detailed structure and criteria for the “Good Place to Work at for Women in RE” label	English	A4 size, Word and PDF
Assessment Checklist	Practical tool for workplace evaluation	English	Excel and PDF
Launch Brief	Materials for the official label launch event	English	Word and PDF
Outreach Toolkit	Awareness and training materials for dissemination during NSEFI workshops	English	Digital and Printable

All deliverables shall be submitted in digital format (PDF/Excel/Word as applicable). One printed copy of the key framework and checklist shall be submitted for official archiving.

These Deliverables may be supplemented by additional expert input on

- how to manage voluntary labels effectively and sustainably, particularly through changing times and conditions,
- how to implement terms and conditions of the label across signee’s workplace levels effectively and sustainably, and
- local/regional input regarding site visits for gathering/verifying first-hand insights

### 4. Quantity Structure

The number of billable working days (one working day consists of eight working hours) for the assignment is foreseen as follows:

- Preparation and follow-up: approx. 30 days
- Implementation on site incl. travel days: 8 days

### 5. Implementation schedule

The assignment is scheduled to start in August 2025, with the following timeline for activities:

Activity	Timeline
Survey analysis	August 2025
Site visits to RE manufacturing and installation facilities	September 2025
Framework development for recognition label	October – December 2025
Checklist creation	December 2025 – January 2026
Official label pre-launch for NSEFI member companies	February 2026

Activity	Timeline
Official label launch for the general public	Sunday, 8 March 2026
Outreach and capacity building activities	February 2026 – December 2026

Deliverables shall be submitted progressively according to this schedule, with final documentation provided by end of 2026.

## 6. Documents provided

The following documents will be made available to the STE for preparation and implementation:

- Preliminary survey data collected from women professionals in RE.
- Background study and concept note for the WISE platform.
- Draft policies and insights from stakeholder consultations.
- NSEFI's internal project documentation and planning timelines.
- Access to prior workshops and event materials related to gender inclusion in RE.

## 7. Organisation and Miscellaneous

The following organisational arrangements and information apply for the assignment:

Component	Details	Remarks
Accommodation	All reservations during site visits and fieldwork will be arranged by the project team	Prior sanction by the project team is mandatory
Local Transport	Local transportation for site visits and meetings will be provided by the project team	Prior sanction by the project team is mandatory
Regular Progress Meetings	Online or physical meetings at the NSEFI office in Delhi, as mutually decided or contractually fixed	---

## 8. Points of Contact:

Category	Name	Function	E-Mail
Project Contact Person	Catherine Leon	Project Lead, Women in Solar Energy (WISE) Initiative, NSEFI	<a href="mailto:catherine@nsefi.in">catherine@nsefi.in</a>

**9. Visa Requirements (if applicable): For non-Indian citizens, a valid visa may be required for travel to and in India for the duration of the assignment. Necessary supporting documents will be provided by the project team to facilitate the visa application process.**



# NSEFI

RE-Imagining Sustainable India

Delhi, India  
July 2025

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***SUBMIT YOUR PROPOSALS AT [ADMIN@NSEFI.IN](mailto:ADMIN@NSEFI.IN)***

**Timeline to submit proposals by 25th August 2025**