

Term of Reference for Designing Training Materials

Background: Save the Children's mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

We have been working in Bangladesh since 1970 and today reach over 15 million people each year. With a staff of over 800 and a network of more than 100 partners, Save the Children is one of the largest child-rights organizations in Bangladesh.

USAID's flagship READ project is a 4-year collaboration with Save the Children International to improve early grade reading competence. Learning to read affects all aspects of children's education. By ensuring a strong foundation at the beginning of school, the expectation is that fewer children will repeat grades or drop out in the primary cycle. A higher proportion will hopefully complete school with solid primary school skills- such as literacy- which are critical life skills in today's world.

READ's overall objective: Increased reading competencies among grade 1-3 students in READ supported schools in selected districts.

Objectives of work: The main objectives are:

- To design the supplied word document using adobe illustrator
- To submit the designed soft copies as they can directly go for printing
- To submit the hard copy of the designed soft copies.

Scope of Work: Following specifications should be considered for completing the assignments and eventually getting the output:

- During designing all the materials need to consider the following specifications:
Cover: 300 gsm art card & matt lamination (Both side), Size: 8.5x11 inch (width x height),
Inner page: 100 gsm matt paper (Foreign) accept Academic Supervision Format (100 gsm offset- Foreign), Color: 4 & Binding: Juice
- As per below specification the following materials will be designed including cover and inner pages with necessary illustration:

Academic Supervision Training Manual	Academic Supervision Resource Book	Refresher Training Manual on Reading Instruction & Assessment	Refresher Resource Book on Reading Instruction & Assessment	Academic Supervision Format
Pages: 85 (+3) Forma: 10/11	Pages: 54 (+5) Forma: 7/8	Pages: 71 (+5) Forma: 8/9	Pages: 45 (+5) Forma: 6/7	Pages: 32 (+5) Forma: 4

Target audience: Local stakeholder, Save the Children staff, Partner NGO, Donor agencies. Local & Central level government administration.

Timeframe: Completion of mentioned tasks, outcomes and achievement of stated objectives would be performed within 20 days effective from the beginning of agreement.

Mode of payment & Budget source: As per tax rules and regulation of government of Bangladesh, Save the Children will deduct the TAX & VAT.

Copyright and ownership: The Copyright of the materials lie with Save the Children in Bangladesh. Dissemination and use of those materials are strictly prohibited without consent of Save the Children in Bangladesh.

Technical Evaluation criteria: Total 80 marks will be allocated for selecting designing vendor through an evaluation process. Evaluation criteria and marks are as shown below:

SI	Marking area	Marks	Remarks
1	Related Experience	20	Minimum 5 year experience in related service
2	Time line/work plan	20	
3	Own design house	20	Mandatory
4	Technical expertise/resources	20	Mandatory
	Total	80	

Note: Qualifying Marks is 50 out of 80.

Evaluation Weight: a) Financial Weight : 20
 b) Technical Weight : 80

Deliverables:

- Designed soft copies/ AI file that could be used directly for printing (DVD)
- Hard copy of the designed soft copies.

General:

- A concept presentation needs to be made based on the ToR.
- Before designing the whole document of each item, three sample designs need to be shared for selecting the best one.
- Before submitting the final version a draft version needs to be shared.
- All documents prepared during the assignment will be treated as Save the Children in Bangladesh property.
- Assignment will not be sub-contracted to anyone.
- Confidentiality of all the assignment will be assured at all times.
- All materials, photos, and language are subject to approval by Save the Children

In case of any change made in the scope of work by Save the Children in Bangladesh cause an increase or decrease in the cost or time required for performance of any part of the work under the contract, equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.

Key contact:

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