

Term of Reference for Design and Printing of Save the Children Country Annual Report-2014

Background:

Save the Children has been working in Bangladesh to assist the children of the country since 1970. The program works across six thematic sectors: Child Protection, Health-Nutrition & HIV/AIDS, Livelihoods and Food Security, Humanitarian, Education and Child Rights Governance.

Like most other similar organizations, each year Save the Children publishes an annual report to inform various stakeholders about aspirations and achievements of the previous year. Save the Children being the leading international NGO in Bangladesh has an extensive audience for its Country Annual Report (CAR) including its regional and central offices, member countries, donor agencies, partners, Government of Bangladesh etc. These stakeholders need to be informed about the results Save the Children is achieving for some of the most marginalized and underprivileged children of Bangladesh. CAR also serve as a historical record of our activities and progress.

Objective of this ToR:

- To clarify the nature of Save the Children CAR.
- To elaborate Save the Children requirements for developing, designing and printing of CAR.

Target audiences: Save the Children Regional Office, centre, donor agencies, national/international NGOs, government offices, and other local stakeholders.

Deliverables:

- A dummy design to be submitted as per Save the Children CAR design guidelines (Save the Children will provide the detail guideline)
- High quality design and printing
- Deliver the Ai formatted soft copy after completion of the delivery
- Provide unbiased suggestions and advise on the overall aspects of publications as an external stakeholder
- Obtain approval from Save the Children's contact point (see at the end) on mail/hard color copy and machine proof copy before final print
- As per below specification an entire book design including cover and other necessary illustrations to be provided:
 - Size: 11.69"X8.27",
 - Front and Back cover page: 300 gsm art card
 - # of Inner leaf-20-22 (150 gsm art card)
 - Mat lamination
 - 4 color.
 - Binding: Pin

Timeframe

Completion of mentioned tasks, outcomes and achievement of stated objectives would be performed within 15 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. 100% payment after completion the delivery and getting satisfactory notes from PDQ/quality section.

Evaluation criteria:

Sl.	Criteria	Assigned Score
i	Own design and creative expert/house (Minimum 5 years' experience for related field / services)	10
ii	Experience on annual report design and printing (Need to show examples of past work.)	10
iii	Have own proof reader/copy writer	10
iv	Quality of print (Need to show minimum 3 examples and documents)	10
v	Company/agency reputation*	10
	Total Points: 50 (Pass Marks 40 Points)	

* have extensive experiences to produce and design annual report, have quality unit to ensure maximum quality production, have positive communication attitude with Save the Children/clients.

Evaluation weight:

Technical Proposal	Financial Proposal	Technical pass Marks
80%	20%	40

Selection method: Combined highest score.**Copyright and ownership of data:**

The Copyright of the CAR will remain with Save the Children. Dissemination and use of the Save the Children CAR are strictly prohibited without consent of Save the Children.

In case any change made in the scope of work by Save the Children causes 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 made in writing.

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Program Development & Quality

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