

## **Terms of Reference**

### **Designing, Printing and Translation of Pakistan School Safety Framework Document/Booklet & Training Tools (KIT)**

#### **Introduction:**

As part of the completion of the Pilot Programme of Pakistan School Safety Framework (PSSF), NDMA intends to engage the services of a highly creative Consultant/Firm for the designing and printing of the draft document of the Framework.

#### **Assignment/Deliverables:**

##### **1. PSSF Booklet**

- Designing of the PSSF Booklet
- Printing of the PSSF Booklet

##### **2. PSSF Trainer's Guide with Exercise Book**

- Designing of the PSSF Trainer's Guide with Exercise Book
- Printing of the PSSF Trainer's Guide with Exercise Book

##### **3. PSSF Teacher's Guide**

- Designing of the PSSF Teacher's Guide
- Printing of the PSSF Teacher's Guide

##### **4. PSSF Evaluator's Guide**

- Designing of the PSSF Evaluator's Guide
- Printing of the PSSF Evaluator's Guide

##### **5. Student's Handbook**

- Designing of the Student's Handbook
- Printing of the Student's Handbook

##### **6. Translation of the PSSF Draft Document and Training Tools from English to Urdu**

#### **Specifications of Printing of 4 Colour PSSF Booklet & Training Tools:**

- Title

- Art Paper
- 350 gm
- Matt Lamination
- **Paper**
  - Glossy Paper
  - 120 gm
- **Quantity:**
  1. PSSF Booklet- 250 English, 250 Urdu
  2. PSSF Trainer's Guide with Exercise Book- 250 English, 250 Urdu
  3. PSSF Teacher's Guide- 250 English, 250 Urdu
  4. PSSF Evaluator's Guide- 250 English, 250 Urdu
  5. Student's Handbook- 250 English, 250 Urdu

#### **Terms of Reference:**

1. Content design and specifications for development of the PSSF booklet will be decided in close consultation with NDMA.
2. Design provided will include content, format/style, layout, styling, colour, placement of photos, logo etc.
3. The Consultant/Firm will provide NDMA with proofs of all designs (title, layout, colours, fonts, etc.) for reviews and approval prior to printing
4. Cost of the overall assignment will include designing, printing and delivery of PSSF booklet to NDMA.
5. NDMA will hold all copyrights to the published material

#### **Sequence of Deliverables for PSSF Booklet and Training Tools:**

##### **Design Approval**

- Share creative design options of the PSSF booklet with corresponding illustrations & design elements to get approval on the font design, size, paper, colour etc.

##### **Printing and Delivery of Kits**

- Print and deliver after final approval from NDMA.

## **Duration of the Assignment**

30 days from the signing of the contract

## **Payment Schedule:**

- Designing of the PSSF booklet and training tools- 60%
- Printing of the PSSF Booklet and training tools- 40%

## **Payment Schedule for Translation from English to Urdu of PSSF Booklet & Training Tools:**

- Submission of Translation Drafts- 60%
- Approval of Translations - 40%

## **Quotations:**

- Quotations should include technical proposal with background and past experiences
- CVs/ past experience with similar assignments
- Detailed work plan with timelines
- Financial proposal with a lump sum amount along with a breakdown
- All supporting documents, technical and financial proposals must be submitted as one document

## **Disclaimers:**

NDMA may require the applicant to clarify their quotation during presentation. However the applicant may not modify their quotation after the deadline for submission of quotations.

NDMA reserves the right to stop the service hiring procedure completely or partly, temporarily or permanently until the moment of contract signing. In these situations applicants are not entitled to reimbursement of any costs or damages incurred in connection with this service hiring procedure.

Financial quotations should be valid for at least three months after the deadline for handing in quotations.

NDMA cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.

The risk of any costs and/or damages which may arise by not awarding this contract to a bidder lay solely with the bidder. NDMA cannot be held responsible for any such costs or damages.

By submitting a proposal to email ID **fo.gcc@ndma.gov.pk** by **July 7<sup>th</sup>, 2017**, the applicant/firm agrees all the terms and conditions specified in this procedure and the provisions of the contract template. The proposal will not contain any reservation(s) to these terms and conditions. A proposal with one or more reservations can be excluded from the procedure.