

## TERMS OF REFERENCE

### FOR TRANSLATION, DESIGNING, PRINTING AND CONTEXTUALIZING THE PICTURES TO PAKISTANI CONTEXT OF DISABILITY AWARENESS TOOLKIT

#### FOR

#### PLAN INTERNATIONAL PAKISTAN

#### About Plan

Plan is an international, humanitarian, child focused development organization without any religious, political or governmental affiliations. The organization is committed to achieving a world in which all children realize their full potential in societies that respect people's rights and dignity. Pakistan is one of the 49 programme countries in which Plan operates.

Plan International Pakistan strives to reach out to as many children as possible with programs that aim to ensure children's rights in various spheres of life. Plan works in partnership first and foremost with children and their families, communities and their organizations, with government departments and like-minded development agencies.

#### About the Project

The aim of the Early Childhood Care and Development (ECCD) project is to enhance participation of children in ECCD/ECE by creating safe and healthy environment where girls and boys are respected, protected, empowered and active in their own protection. They will be provided with opportunities to enjoy better health and nutrition, parenting, care and development as their basic right.

The project also strengthen its advocacy with government, communities and families to facilitate for provision of ECCD/ECE at community level and in educational institutions, to express their views and especially in the rural setting, with a focus on the girl child and other marginalized groups.

The main objectives of the project are;

1. Increase access to quality ECE for vulnerable and marginalized children of 3-5 years, boys and girls with minor disabilities, minority and indigenous groups and its smooth transition to the formal schools.
2. Piloting Home Based ECCD focusing on early stimulation and learning for age 0 to 3 and improving parenting skills (both mothers and fathers) in rural settings of district Sujawal and Thatta
3. Strengthening of Government's existing initiatives of ECE/Kids Rooms in selected public schools in 2 districts in Punjab for up scaling of the ECE model demonstrated by Plan in schools.
4. Advocacy and lobbying from community up-to provincial level to formulate ECE policy and its implementation with Sindh Education Sector Plan 2014 to 2018 and developing operational plan for institutionalization of ECE provision as per School Education Sector Plan 2013-2017 in Punjab.
5. Enhance knowledge and skills of caregivers/teachers and community members to deliver high quality inclusive gender sensitive ECE with integration of child protection and Disaster Risks Reduction in schools and communities

#### Purpose:

The Disability Awareness Toolkit contains guidelines for facilitators and teachers/caregivers on how to effectively include children with disabilities in the teaching and learning process so that they can learn effectively same like other normal children. Translated copies of the Disability Awareness Toolkit will be disseminated to the facilitators, teacher and caregivers working in ECCD Centers.

#### Scope of Work

The work of the service provider, shall adhere to agreed timelines as well as Plan's corporate guidelines and shall include, but not be limited to the following:

- Translation (English to Urdu), designing as per sample placed at admin department and printing of the training manual (initially two copies) ensuring high quality deliverables.
- The translated version should contain clarity of meaning and elegance of phrasing with easy to recognize expressions maintaining both brevity and focus.
- Contextualize the pictures/cartoons in the document into Pakistani context so that it could clearly convey the message not only to the users of the Toolkit but also to the target audience.
- The proof read document will be reviewed by Plan's Communications department following its own procedures for final approval.
- The service provider will submit (two) hard color copies and print ready soft copy on CD in Coral, PDF and InPage as deliverables of this assignment.
- Service provider/vendor would also quote separate rates for the printing of at least 100, copies.
- Subject to the availability of funds, the vendor will start the printing process once the translation & designing of the final draft is approved by Plan's Communications department.

**Preferably those agencies are invited to submit their proposals for this service that have expertise in-house or joint venture for all services.** The selection of the service provider will be based on technical & financial proposals.

- Technical proposal will contain previous similar experience with samples, CVs of creative team (Translator, designer and creative writer) and details of printing facilities or printing partners. Vendor has to provide timeline schedule for completion of each task listed below.
  1. Translation & Proofreading
  2. Contextualizing the cartoons into Pakistani context
  3. Designing
  4. Printing
- The financial proposals should include the Schedule of Prices attached as Annexure I. Financial Proposal will contain all costs inclusive of all applicable taxes.

### **Specifications**

Sample of the training manual can be seen at Plan CO admin Department. The specifications of manual will be as below:

#### **1 Awareness toolkit**

Size: A5  
Printing: 4 colour  
Pages: 32 pages including title page  
Paper: Title pages Art card 300 g imported with matt lamination

Inner pages 150 g art paper matt finish imported  
Both side printing  
Spot UV: On title pages  
Binding: Centre pin binding  
Quantity: 100

## **2 Facilitator cards**

Size: A5  
Printing: 4 colour  
Pages: 14 pages  
Paper: Art card 300 g imported with matt lamination  
Both side printing  
Spot UV: On title pages and on some inner pages.  
Binding: Just Plastic film packing  
Quantity: 100 sets

## **2 Impairments cards**

Size: A5  
Printing: 4 colour  
Pages: 50 pages  
Paper: Art card 300 g imported with matt lamination  
Both side printing  
Spot UV: On title pages and on some inner pages.  
Binding: Just Plastic film packing  
Quantity: 100 sets

## **3 Casing (Sample Available)**

Size: 12 x 9 with two flip size 12 x 8.80 left and right  
Printing: 4 colour  
Folds: 3 folds with sides  
Spot UV: On Front & Back  
Board: Bleach Board 400 g, Imported with Matt Lamination  
Quantity: 100 copies

## **Deliverables**

Initially two hard copies of Disability Awareness Toolkit in Urdu language and afterwards subject to the availability of funds and approval, printing of additional 100 copies **as per sample.**

## **Instructions for Proposal Submission:**

Closing date for response to RFP is no later than Monday 21 November, 2016.

The separately sealed technical & financial proposals clearly marked “**Quotation for Disability Awareness Toolkit**” should be sent to

**Country Director  
Plan Pakistan  
3rd Floor, Kamran Center  
85-E, Blue Area, Islamabad, Pakistan  
www.plan-international.org**

Only short listed organizations would be contacted. Plan reserve the right to reject any or all proposals and is not bound to any legal claim in this regard.

TOR Prepared by

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TOR Reviewed By

**Name** Moiz Ali-National Program Manager    Signature\_\_\_\_\_

TOR Approved By

**Name** Imran Yusuf Shami-Country Director    Signature\_\_\_\_\_