

Types of consultants and the requirement

Girls Education Program		
Sl	Types of consultant	Scope of work
1.	Illustrator (Artist)	<p>Objective</p> <p>The key objective of hiring the Illustrator Consultant is to draw and illustrate pictures for various life skill/ mentoring program materials for Adolescent Girls with contents provided by Room to Read Bangladesh.</p> <p>Scope of Work</p> <p>The Illustrator consultant will have the following scope of work under this ToR:</p> <ol style="list-style-type: none"> 1. Design cover and inner pages with required illustrations 2. Draw and illustrate color pictures 3. Do color and contrast balance, correct and finalize picture and cover pages. 4. Provide picture in PSD format in CD/DVD 5. Incorporate feedback and do corrections at least three times.
2.	Translator (English to Bangla and Bangla to English)	<p>Scope of Work</p> <p>The Translator consultant will have the following scope of work under this ToR:</p> <ol style="list-style-type: none"> 1. Translate all documents included from English to Bangla or Bangla to English (as required) as per the guidance given by RtR; the guidance will also include regular communication and review meetings with the person assigned for specific documents from RtR. The total number of documents will be as per specification. 2. The translation should maintain lucidity of English/Bangla language in all the documents. 3. Review and edit translated documents; make necessary amendments based on the feedbacks given by RtR at least 3 times (first draft, second draft and final version). 4. Attend required number of meetings with GEP team members from RtR during regular office hour in working days (from 9:00 am to 5:30 pm; Sunday to Thursday). 5. All Bangla documents should be submitted in Bijoy software (soft copy in SutonyMJ in book form; font size 13 for generic texts, font size 15 for sub-heads, font size 20 for headlines, and use of Bijoy software). 6. Submission of the final version of the output (translated documents, both hard and soft copy)

3	Proof reading and editing	Scope of Work <ol style="list-style-type: none"> 1. Review all contents of developed print materials for secondary & higher secondary students. 2. Proof read and edit contents as required 3. Produce and submit final version of the edited contents
4	Designer & Publishers	Scope of Work <ol style="list-style-type: none"> 1. To assist Room to Read Bangladesh for designing of LSE/ Mentoring/ Alumnae/ Parents workshop manual & workbook for grade 6 to 12 in Bangla. 2. Design and format cover for the inner pages. 3. Pagination of the volumes with cover, inner cover, table of content, and inner pages. 4. Placement of texts and icons, pictures and illustrations for the volumes to make it attractive. 5. Adjust the picture and its style in all titles to ensure consistency and flow of the story. 6. Do color and contrast balance, correct and finalize pagination and output settings.

You are requested to submit the following documents

- Updated Resume
- Experience letter for the similar work (If any)
- TIN certificate
- At least three references with contact information (can be included in the resume)

ONLY hardcopy in a sealed envelope marked with RFQ title (top right corner) no later than **at 5.00PM on 30 June 2018 2018** attention to

Mohammad Mojibur Rahman

Administration Manager

Room to Read Bangladesh

House - 31 (4th & 5th Floor), Road - 4, Block - F

Banani Model town, Dhaka- 1213, Bangladesh

Phone: +88 02 9871201, 9871275, 9872051, 9872602

Email : mojibur.rahman@roomtoread.org