

## Types of consultants and the requirement

Instructional Design and Teacher Support (IDTS) Unit		
Sl	Types of consultant	Scope of work
1.	Illustrator (Artist)	<p><b>Objective</b></p> <p>The key objective of hiring the Illustrator Consultant is to draw and illustrate pictures for various Literacy program materials for early grade students with contents provided by Room to Read Bangladesh.</p> <p><b>Scope of Work</b></p> <p>The Illustrator consultant will have the following scope of work under this ToR:</p> <ol style="list-style-type: none"> <li>1. Design cover and inner pages with required illustrations</li> <li>2. Draw and illustrate color pictures</li> <li>3. Do color and contrast balance, correct and finalize picture and cover pages.</li> <li>4. Provide picture in PSD format in CD/DVD</li> <li>5. Incorporate feedback and do corrections at least three times.</li> </ol>
2.	DTP Designer	<p><b>Objective</b></p> <p>The key objective of hiring the DTP Consultant is to design the page and layout of various Literacy program materials for early grade students with contents provided by Room to Read Bangladesh.</p> <p><b>Scope of Work</b></p> <p>The DTP consultant will have the following scope of work under this ToR:</p> <ol style="list-style-type: none"> <li>1. Design covers and back-covers pages of various print materials for early grade students with required illustration.</li> <li>2. Design inner pages of various print materials for early grade students in InDesign software as per master templates provided by Room to Read Bangladesh (page contents will be provided on hard copy manuscripts)</li> <li>3. Do correction and finalize pagination and output settings.</li> <li>4. Provide camera copies of the Pupil Book in EPS, InDesign and PSD format in CD/DVD for final print.</li> </ol>
3.	Translator (English to Bangla and Bangla to English)	<p><b>Scope of Work</b></p> <p>The Translator consultant will have the following scope of work under this ToR:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The translation should maintain lucidity of English/Bangla language in all the documents.</li> </ol>

		<ol style="list-style-type: none"> <li>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).</li> <li>4. Attend required number of meetings with LP team members from RtR during regular office hour in working days (from 9:00 am to 5:30 pm; Sunday to Thursday).</li> <li>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).</li> <li>6. Submission of the final version of the output (translated documents, both hard and soft copy)</li> </ol>
4.	Trainer/ Resource Person/ Short term consultancy	<p><b>Scope of Work</b></p> <ol style="list-style-type: none"> <li>1. Get prepared with the requirements of the training sessions as per module and contents</li> <li>2. Communicate with designated RtR person for getting updates on the training and for any other queries and concerns</li> <li>3. Facilitate sessions in RtR organized training</li> </ol>
5	Proof reading and editing	<p><b>Scope of Work</b></p> <ol style="list-style-type: none"> <li>1. Review all contents of developed print materials for early grade students</li> <li>2. Proof read and edit contents as required</li> <li>3. Produce and submit final version of the edited contents</li> </ol>
6	Writer consultant for Teacher's Guide/Pupil Book	<p><b>Objective</b></p> <p>The key objective of hiring the Consultant is to develop Instruction Pupil Book and Teachers' Guide contents provided by IDTS unit on the GO specified templates.</p> <p><b>Scope of Work</b></p> <p>The consultant will have the following scope of work under this ToR:</p> <ol style="list-style-type: none"> <li>1. Develop Pupil Book and teachers' guide contents according to RtR provided templates</li> <li>2. Review and edit contents and make necessary amendments based on the feedbacks given by RtR at least 3 times (first draft, second draft and final version).</li> <li>3. Attend required number of meetings with LP team members from RtR during regular office hour in working days (from 9:00 am to 5:30 pm; Sunday to Thursday).</li> <li>4. Documents should be submitted in Bijoy software (Soft copy in Saroda and Sabrena tonni 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).</li> </ol>

		4. Submission of the final version of the output (Pupil Book, teachers' guide documents, both hard and soft copy in Saroda and Sabrena tonni) as mentioned above.
<b>Quality Reading Materials Unit</b>		
7	Illustrator for children's picture book	<ul style="list-style-type: none"> <li>(i) Attend illustrators' orientation program organized by Room to Read Bangladesh</li> <li>(ii) Participate in the Illustrators' Workshop organized by Room to Read Bangladesh</li> <li>(iii) Illustrate children's picture books to be published by Room to Read Bangladesh</li> <li>(iv) Make required changes in the illustrations of the picture book as per feedbacks from Room to Read Bangladesh</li> <li>(v) Submit final illustrations in required formats as per Room to Read Bangladesh standards</li> </ul>
8	Writer for children's picture Book	<ul style="list-style-type: none"> <li>(i) Attend writers' orientation program organized by Room to Read Bangladesh</li> <li>(ii) Participate in the Writers' Workshop organized by Room to Read Bangladesh</li> <li>(iii) Write, review and improve children's picture books to be published by Room to Read Bangladesh</li> <li>(iv) Submit final manuscript to be illustrated and published by Room to Read Bangladesh</li> </ul>

**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 (4<sup>th</sup> & 5<sup>th</sup> Floor), Road - 4, Block - F  
Banani Model town, Dhaka- 1213, Bangladesh  
Phone: +88 02 9871201, 9871275, 9872051, 9872602  
Email :[mojibur.rahman@roomtoread.org](mailto:mojibur.rahman@roomtoread.org)