

Shishuder Jonno-Integrated Child Development Program (SJ ICDP)
Implemented by Manabik Shahajya Sangstha (MSS)
Supported by Save the Children
03 August 2022

Terms of Reference to Preparing Magic Bag for Children of 0-3 & 4-5 Years

Sealed proposals are hereby invited by Manabik Shahajya Sangstha (MSS) from eligible vendor/individual or agency for making the 2,000 Magic Bag (Approx.) with selected age appropriate play and learning materials (1,500 Magic Bags for 0-3 years children and 500 Magic Bags for 4-5 years children) its Save the Children supported Shishuder Jonno–Integrated Child Development Program (SJ-ICDP) being implemented in urban area of Dhaka.

Project / Program: Shishuder Jonno–Integrated Child Development Program (SJ-ICDP)

Location: Rayerbazar, Chand Udyan, Sunibir housing, Baroikhali (Ward No. 34, 33, 31 of Dhaka North City Corporation and 14 of Dhaka South City Corporation)

Duration : From August 2022–September 2022

Reporting To: Program Manager- Shishuder Jonno- ICDP, Manabik Shahajya Sangstha (MSS)

1. Background Information

Shishuder Jonno (For the children) Program is a sponsorship funded initiative of Save the Children in Bangladesh to support development of children particularly who are deprived from basic needs and services like Early Childhood Care and Development (ECCD), health, education opportunities. Since October 2014, Manabik Shahajya Sangstha (MSS) has been implementing the program supported by Save the Children Shishuder Jonno Program at Rayerbazar and Chandudyan slum area in Dhaka. The goal of the program is that all children will learn and develop to their full potential. It has been implementing five core programs for holistic child development through life cycle approach. Early childhood Care and Development (ECCD) is one of the core components, working for the children having age range zero to five from the beginning of the project. It focuses on Early Childhood Care, stimulation, early learning, responsive caregiving practices, ELM parenting and school readiness support to create child friendly, joyful environment for children at home, community and school.

Under this SJ program, ECCD component has intended to provide support for age-appropriate development of children aged 0-5 years old from marginalized society of urban slum area. So that, the component has been working to create a conducive environment for children to play at home by using playful learning materials to improve their learning and development skills. As a part of the process, in 2021 when COVID-19 pandemic outbreak

and regular intervention of ECCD was disrupted then a new intervention was taken by Save the Children which is 'Magic Bag' containing playful learning materials for 0 to 5 years aged children. The materials of Magic Bag were helped children to learn through play including improving their physical, intellectual, linguistic and socio-emotional development. Considering the effectiveness of the intervention, this year also ECCD component has planned to develop and distribute Magic Bags with play and learning materials for children (0-3 years and 4-5 years) aiming to support their age-appropriate development. Beside this, in urban slum area there are lack of playground and safe place for children that's why Magic Bag can be created a conducive environment for children to play at home.

2. Description of the assignment:

MSS is successfully implementing various interventions under Shishuder Jonno Program such as MNCHN, ECCD, BE, SHN and AD for development of disadvantage children in urban slum area. For supporting child development SJ-ICDP, MSS has planned to prepare 2,000 (approx.) 'Magic Bag' containing playful learning materials for 0 to 5 years aged children. To fulfill the requirements, SJ Program is going to hire a renowned individual/vendor or agency for making the 2,000 Magic Bag (Approx.) with selected age appropriate play and learning materials (1,500 Magic Bags for 0-3 years children and 500 Magic Bags for 4-5 years children).

3. Objective of Magic Bag

- To improve learning and development skills of 0-5 years age children;
- To increase opportunities for children to play and have more interaction with their caregivers through playful learning materials,
- To create a conducive environment for children to play at home.

4. The following tasks will be carried out by the individual/vendor or agency

- Develop two separate type of Magic Bag with play and learning materials for children 0-3 years and 4-5 years.
- Collect materials as per provided list both 0-3 years and 4-5 years age children and share the sample of each materials pack (0-3 & 4-5 years).
- Incorporate feedback from SCI and MSS-ICDP team before materials finalization.
- Need to attend meeting with SCI & MSS as per requirement.
- Ensure all the materials based on selected sample by SCI and MSS-ICDP team.
- Need to package all the materials in separate age appropriate Magic Bag.
- Need to ensure quality of each materials. MSS will be checked the quality of Materials before receiving and if any material may find damage or/and not the same quality as per sample then the materials must be changed by the selected vendor.
- Play and learning materials will be environment friendly and safe for children.
- Ensure all kind of branding issues of SCI and MSS where needed.

List of play and learning materials for each Magic Bag and specification of Goods

CHILDREN: (0-3) AGE GROUP						
Sl. No.	Category	Name	Specification	Unit	Qty	Remarks
1	Toy Materials	Bag	1) Diameter Size: 15x15x6.5 inch (apprx.) 2) Outside cloth: cotton with print (one color, SCI & MSS logo and project name) 3) Carrying option: cotton Rope 4) Shape: Round, there will be a small round Bottom with a little harder base so that the bag can stand. 5) Inside cloth color: cotton (one color: red with red ribbon) [As per sample]	Pcs	1500	
2	Learning and printing materials	1 Book with pictures of baby faces	Total pages: 12 pages (1 book consisting 6 sheet of paper, both side print, 4 color, 4 round corner) Size: 5x4.5 inch (apprx) Paper: 300gsm (Good quality with lamination) [As per sample]	Pcs	1500	-Language and literacy skills
3	Learning and printing materials	4 small books: Animal, Fruit, Flower & Fish	Total pages: 12 pages x 4 books (each book will consist 6 sheet of paper both side print, 4 round corner) Size: 5x4.5 inch (apprx) Color: Four color Paper: 300gsm (Good quality with lamination) [As per sample]	Set (04 pcs 01 set)	1500	-Language and literacy skills

4	Toy materials	a) 1 Cloth ball b) 1 dog	<p>a) Ball: 1)Size: 8"-10" circumference 2) Shape: Round 3) Materials: Cloth (good quality cotton as per sample design) 4) Inside stuffing: cotton/feather/sponge so that it's soft. 5) colour: Multi color [As per sample]</p> <p>b. Dog: 1)Size: 10" (apprx) 2) Materials: Cloth (good quality cotton as per sample design) 3) Inside stuffing: cotton/feather/sponge so that it's soft. 4) Colour: yellow/red/blue [As per sample]</p>	set (02 pcs)	1500	Motor Development
5	Toy materials	2 sets a) 1 swan set and b) 1 small car set) as per sample	<p>a) Duck set 1) Design: 4 pcs= 1 set with net bag) 2) Materials: plastic (soft) 3) Size: Small 4) Colour: yellow/ any bright colour</p> <p>b) Car set: 1) Design: 6 pcs = 1 set with zipper bag 2) Materials: plastic 3) Size: Small 4) Colour: multi-colour As per sample.</p>	Set (02 items)	1500	Social and Emotional -Language and literacy skills
6	Learning materials	Wooden Sport Ring Toss game set	<p>1) Set: 6pcs rings with a Cone shape base and with a packet. 2) Material: Wooden/good quality plastic [as per sample]</p>	Pcs	1500	Social and Emotional - Language and literacy skills

7	Toy materials	1 rattle/Jhunjhuni	1) Material: Plastic, colorful 2) Size: 4" to 5" length (apprx) [As per sample]	pcs	1500	Gross Motor
8	Learning materials	1 Soft Cloth Book (customized)	Total page: 5 Inner page: 4 Cover page: 1 front page, red color cloth with one colour printing (Avgvi eB) Size: width 7" height: 7" (apprx) Inner page Color: four color (2 white, 1 yellow and 1 green color cloth for figures) Material: thick cloth/flannel cloth for pages double layers Photos: Butterfly, Sunflower, Sun, Smiling face of a child (stitching and cut work/applic/embroidery) Binding: through stitching Design: As per sample.	Pcs	1500	Cognitive Development
9	Learning materials	2 Taggy Toys (Customized)	1) Size: 6" by 6" (apprx) 2) Material: good quality soft Cotton & Jute 3) Design: Two designs (one with a Star applic/embroidary and other with a Sun and ribbon around the square cloth) As per sample.	set (02 pcs)	1500	Motor Development
10	Toy Materials	1 Tote Bag (Customized)	1) Size: height- 10" X width 12" with 4.5" depth at bottom 2) Design: as per sample with handle option. 3) Material: Cotton fabric with double layer [As per sample]	Pcs	1500	Multiple colors of same materials can be used
11	Learning materials	2 Books	Amar Bari, Amar Jogot			Will provide from SJ-ICDP

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CHILDREN: (4-5) AGE GROUP						
Sl. No.	Category	Name	Specification	Unit	Qty	Remarks
1	Toy materials	Bag	1) Diameter Size: 15x15x6.5 inch (apprx) 2) Outside cloth: cotton with print (one color, MSS & SCI logo and project name) 3) Carrying option: cotton Rope blue colour 4) Shape: Round, there will be a small round Bottom with a little harder base so that the bag can stand. 5) Inside cloth color: cotton (one color: Blue) [As per sample]	Pcs	500	
2	Learning and printing materials	1 Ludu with box	As per Sample	Set	500	Social and Emotional
3	Learning materials	1 coloring Book	1) Size: 10" by 9.5" (apprx.) (Availability of market) 2) Color: Four color 3) Paper:80gsm 4) Page: 16 pages without cover and back page (apprx.) [As per sample]	Pcs	500	Cognitive Development
4	Learning materials	1 color pencil set	12 mom color [As per sample]	Set	500	Motor Development
5	Toy and learning materials	1 Animal Set	Each set containing 6 pcs of plastic made small shapes (as per sample). 3-4" in size(apprx). Edge finishing should be smooth. Origin-China or equivalent. [As per sample]	Set (06 pcs)	500	Fine Motor
6	Toy materials	1 sponge Emoji Ball	Ball Size: cricket ball size Color: yellow/multicolor	Pcs	500	Motor Development

CHILDREN: (4-5) AGE GROUP						
Sl. No.	Category	Name	Specification	Unit	Qty	Remarks
			Material- sponge (Round edge)			
7	Learning Materials	1 puzzle set	Material: wooden/plastic, 6" to 6" (Approx.) Color: colorful (different shape etc.) [As per sample]	Pcs	500	Cognitive Development
8	Learning Materials	1 Abacus set/wooden block shape	As per sample	set	500	Cognitive Development
9	Printing & designing	1 Sets of Alphabet Cards = 50 pcs (customized)	1) All Bangla and English letters: 50 2) Size: width- 3" height- 5" (apprx) 3) Paper Quality: 300 gsm Art card and 4 corners with round shape 3) Print color: 4 color 4) A zipper plastic bag to carry the cards [As per sample]	Set (50 pcs alphabet card)	500	Cognitive Development
10	Printing & designing	1 Set of Number cards : 1) 20 pcs Number Cards: 1 to 20 with pictures 2) 3 sign cards: +, -, = (customized)	1) Total number of cards: 23 pcs 2) Size: width- 3" height- 5" (apprx) 3) Paper Quality: 300 gsm Art card, 4 corners with round shape 3) Print color: 4 color 4) A zipper plastic bag to carry the cards [As per sample]	Set (23 pcs card)	500	Cognitive Development

CHILDREN: (4-5) AGE GROUP						
Sl. No.	Category	Name	Specification	Unit	Qty	Remarks
11	Printing & designing	1 Set with 6 Cards with common emotions (customize d)	1) Total number of cards: 6 pcs 2) Size: width- 3" height- 5" (apprx) 3) Paper Quality: 300 gsm Art card, 4 corners with round shape 4) Print color: 4 color 5) A zipper plastic bag to carry the cards [As per sample]	Set (06 pcs)	500	Cognitive Development
12	Learning Materials	Story books	Option-01 - অপুর বিড়াল; ২। ডিম; ৩। কচ্ছপের পিঠ; প্রকাশক: এফআইভিডিবি Option-02 -Amader Golpo (Kishor Prokashok), Thambelina (Gyan Bitan), Tinti Valoker Golpo (Noleg View)	Set (03 books)	500	Cognitive Development

N.B The mentioned items of each bag and total number of bags can be increase or decrease based on materials availability, price, budget and time. So please provide the cost of each bag with mentioned items cost in proposal separately. The items of each bag and number of bags will be finalized after getting prior approval from MSS & SCI management.

5. **Duration/Period:** By September 2022 (30 calendar days after agreement signed)

SL.	Particulars	August	September
1.	Selection of materials for two separate type of Magic Bags		
2.	Vendor selection and agreement sign		
3.	Share sample of two types of Magic Bag with materials as per final list and availability in market		
4.	Incorporate feedback from SCI and MSS-ICDP team		
5.	Receive approval before finalization of materials for develop and purchase		
6.	Develop total 2,000 Magic Bag		

	(1500 for 0-3 years and 500 for 4-5 years children)		
7.	Provide 2,000 Magic Bag with all materials to SJ-ICDP, MSS		
8.	Need to attend meeting with SCI & MSS as per requirement		

6. Contact person and reporting

Deputy Manager-Education, SJ-ICDP of MSS and representative/s from Save the Children will provide necessary feedback and support to develop the materials of Magic Bag. The selected individual/vendor or agency will report and provide 2,000 Magic Bag (Approx.) with play and learning materials for children 0-3 years and 4-5 years to the Finance and Admin Officer, SJ-ICDP of MSS.

7. Desired Qualification of the Vendor

Renowned and registered individual/vendor or agency who have the similar experience of developing play and learning materials for children of 0-5 years age. The vendors/agency/individual need to be experienced with NGOs and INGOs.

8. Expressions of Interest

Expressions of interests are from suitably qualified candidate and addressing the following:

- Proposal should be very specific in line with the ToR and the detail budget (including VAT & Tax) with breakdown (including transportation and packaging cost) must be submitted.
- Sealed hard copy with registration, VAT/Tax certificate and detailed financial proposal should be submitted in mentioned time and address.

9. Mode of Payment

The payment will be made by two installments which will be paid in A/C payee cheque. 1st installment (50%, after agreement sign) will be made after submission of detail work plan and submission of sample Magic Bags with materials. Second installment (50%) will be made after completion of tasks and submission of all deliverables as per approved sample Magic Bags with materials. Tax and VAT will be deducted at source according to the Regulation of the Government of Bangladesh.

10. Obligation

By this contract agreement, the individual Magic Bag package during the assignment will be treated as MSS & Save the Children's property and any of the item with SCI & MSS logo should not be reproduced or used in another place by selected individual/vendor or agency.

11. Risk and Compliance

- Violation of this ToR, is caused of cancelation, dismissal of work order and any other decision made by MSS and/or SCI.
- Selected individual/vendor or agency must be signed and follow the Child Safeguarding and Protection from Sexual Exploitation and Abuse policy of SJ-ICDP. SJ-ICDP is committed to ensure a safe environment and culture for all children with whom we come in contact during the course of our work.

Submission of Proposal

Interested individual/vendor or agency are requested to submit a financial proposal addressing **the Executive Director** to the following address:

Manabik Shahajya Sangstha, SEL Centre (3rd Floor), 29 West Panthapath, Dhaka 1205. The deadline of proposal submission is **14 August 2022**. **Please mention “Proposal for Preparing Magic Bag for Children of 0-3 & 4-5 Years”** on the top of the envelope. The authority of MSS reserves the right to accept or reject any or all of the proposals without assigning any reason whatsoever.