**Terms of reference (ToR) for Designing print-ready versions of CSE Activity Cards and Building Bridges Manual for Plan International Bangladesh**

1. **Background:**

Plan International Bangladesh works to advance children, adolescents and young (CAY) particularly girls and young women’s rights and equality. As part of its communication and outreach efforts, there is a need to design various translated documents, training materials, and other communication content and need to produce a print-ready version.

1. **Objectives:**

Plan International Bangladesh is going to incorporate the CSE Activity Card and Building Bridges Manual in the SRHR program intervention. CSE Activity Card and Building Bridges Manual is a global CSE intervention manual that has different modules based on the age of 5-8,9-12,12-15,15-18 age groups and for parents. However, as these documents are already translated we need to produce a designed document to operate field-level intervention for the project participants and other users.

The objective of this ToR is to engage a qualified agency to provide a design service that is aligned with PIB’s standards and follows all color codes. The design should reflect the original content's intent, tone, and context while ensuring accessibility and understanding for the target audience in Bangladesh.

1. **Scope of Work:**

The selected translator/agency will be responsible for:

* Design all the materials thus there are 28 modules for the CSE activity card and 10 modules for Building Bridges manual.
* Maintaining the original document's concept, structure, and layout.
* All the given feedback needs to be addressed earlier and designed.
* Ensuring designs are culturally appropriate and align with Plan International Bangladesh's mission and values.
* Providing revisions and edits based on feedback from Plan International Bangladesh, if necessary.

1. **Key Deliverables:**

* Designed modules (38 modules and other documents in total), and submitted in the agreed format (e.g., Word, PDF).

1. **Timelines:**

The designing services are expected to be completed within 15 working days from the date of assignment. Specific deadlines for each document will be mutually agreed upon.

1. **Qualifications:**

The translator/agency should have:

* Proven experience in designing manuals, modules, and education materials preferably in the development or non-profit sector.
* Strong understanding of cultural nuances and the ability to convey context accurately.
* Familiarity with Plan International Bangladesh's focus areas, including child rights, gender equality, and community development, is an advantage.
* Excellent written and verbal communication skills in both English and Bengali.

1. **Payments Terms:**

Payment will be made upon satisfactory completion of the translation and submission of the final deliverables. The payment structure will be as follows:

* 1st Installment after submitting 1st draft - 50%,
* Final Payment will be made after receiving the final version.

1. **Submissions Requirements:**

Interested translators/agencies are requested to submit:

* A brief proposal outlining their approach to the translation.
* CV(s) of the agency profile.
* Samples of previous work.
* Financial proposal, including a breakdown of costs per word/page.

1. **Contact Information:**

For any queries, please contact: Dipangkar Chakma, Procurement Coordinator, Plan International Bangladesh, Email [Dipangkar.Chakma@plan-international.org](mailto:Dipangkar.Chakma@plan-international.org)

1. **Confidentiality**

All materials provided by Plan International Bangladesh are confidential and must not be shared or distributed without prior written consent.