Terms of Reference (ToR)
For
High quality printing

Introduction
SNV Netherlands Development Organization is implementing City Wide Inclusive Sanitation Engagement (CWISE) in Southern Bangladesh under the leadership of Local Government Authorities (City Corporations and Municipalities) in first and second phase. Over the past 5 years, the program has successfully developed a multi stakeholder coordination mechanism at the local level under the leadership of Local Government Institutions, bringing together local authorities, utility, national agencies, universities, private sector and civil society around urban sanitation. To engage with large amount of audience the project needs documentation that includes training manual and guidelines for proper implementations.

Rational
The implementation of Urban Sanitation Programme, SNV Netherlands Development Organizations creates positive impacts in the community and among its stakeholders. Studies and communications materials visualize the impacts lead to create credibility and evidence based footprints.

We conducted numbers of study which are now readily available for printing. Some of them we printed earlier and needs reprinting. The printed version will be distributed among the stakeholders following audience demand and event based requirement.

Assignment Overview
The assignment will include
1. Show and propose page high quality samples for both cover and inner page
2. Design high end cover and back cover page (where we do not have previous design)
3. Fix alignment, page setting
4. High quality print

Objectives
High quality printing of the readily available studies and surveys.

Deliverables

SL	Name	Key tasks	Page number	Copies
1	Climate Vulnerability and Resilience (CVR) Assessment for the WASH SDG Programme in Bangladesh	1. Show and propose page quality samples for both cover and inner page 2. Design high end cover and back cover page 3. Fix alignment, page setting 4. High quality print **Specifications:** Page-A4 Cover and back cover-300gsm (glossy) with spot lamination Inner page- 100 gsm	38	200
2	WASH SDG Baseline Study	1. Show and propose page quality samples for both cover and inner page 2. Design high end cover and back cover page 3. Fix alignment, page setting 4. High quality print **Specifications:** Page-A4 Cover and back cover-300gsm (glossy) with spot lamination Inner page- 100 gsm	137	200
3	Final Report Gender Equality and Social Inclusion (GESI) Assessment for the WASH SDG Programme in Bangladesh	1. Show and propose page quality samples for both cover and inner page 2. Design high end cover and back cover page 3. Fix alignment, page setting 4. High quality print **Specifications:** Page-A4 Cover and back cover-300gsm (glossy) with spot lamination Inner page- 100 gsm	32	200
4	Final report of Baseline of GCC	1. Show and propose page quality samples for both cover and inner page 2. Design high end cover and back cover page **3.** Fix alignment, page setting **4.** High quality print **Specifications:** Page-A4 Cover and back cover-300gsm (glossy) with spot lamination Inner page- 100 gsm	127	100
5	Scheduled emptying services as an entry point for change	**1.** Show and propose page quality samples for both cover and inner page **2.** High quality print **Specifications:** Page-A4 Cover and back cover-300gsm (glossy) with spot lamination Inner page- 100 gsm	40	150
6	FSM Practices in Bangladesh	**1.** Show and propose page quality samples for both cover and inner page **2.** High quality print Spec: Size: 8.5 in x 9.5 in Pages: 40 Cover and Back cover: 300 gsm art card with matte and spot lamination. Inner page: 150 gsm matte paper Binding: Stich and glue Print: 4 color	36	150
7	Briquette brochure	High quality printing A4 size, 150 gsm, glossy	52	30

Qualifications and requirements
1. The agency will have minimum 5 years' experience in graphic designing, content generation, conceptualization and producing high quality print materials.
2. The agency must have a team who have excellent editing and proofreading skill.
3. The agency must have set up teams consisting of graphic designers, content developers, translator, editor and proof-readers. The graphic designing team must be handy in both InDesign and Adobe Illustrator. We will receive the final products in both formats.
4. The agency must have the mind-set to receive frequent feedback from organization and ready to comply with organizational branding guidelines.
5. The agency must have a full setup of established printing house.
6. The agency must have readily available samples of high quality pens, mugs, notebooks, brochures and folders to demonstrate.
7. Availability throughout the duration of the project is a must.
8. Excellent coordination and communication skills.
9. Familiarity with development processes, the WASH sector and/or FSM services is a plus.

Target Audience

1. City corporation and Paurashava staff including mayors
2. Relevant government officials
3. International staff of SNV
4. Local Staff of SNV
5. Media

Duration of assignment: 30 working days from the day agreement signed with SNV.

Mode of Payment

Milestone	Payment	Schedule
Upon Signing of the Contract	25% of the total budget	
Upon Final submission of 4 assignments	40 % of the total budget	After 10 working days from the day the contract signed
Upon Final submission of 3 assignments	35 % of the total budget	After 20 working days from the day the contract signed

Interested agencies are requested to submit their technical and financial proposals below Electronic copy of the proposal duly signed should be submitted to **bangladesh@snv.org** with the subject line: High quality printing for City Wide Inclusive Sanitation Engagement latest by **17th November 2019**. If you have any question related to ToR, please write Masud Rana, mrana@snv.org