**Annex 4 – Goods and services specification**

1. **General Background**

The British Council is implementing Package 1 of TA 9215: Supporting Policies and Implementation in the School Sector for program management, coordination and technical support to the government of Nepal to implement School Sector Development Plan (SSDP). The TA is co-funded by the European Union (EU) and the Asian Development Bank (ADB).

As part of needs arising from COVID19 situation, TA is planning support for blended/virtual Continuous Professional Development (CPD) to teachers for teaching-learning continuity and diversification of modalities for in-service teacher training by supporting the Centre for Education and Human Resource Development (CEHRD) in printing and distribution of eighty thousand copies of the Alternative Learning Facilitation Teacher’s Manual. In this regard, the British Council would like to request a proposal from interested firms for the design, printing and distribution of the manual.

**B. Responsibility**

The firm would be responsible for the following:

* Designing of the front and back cover page of the Alternative Learning Facilitation Teacher’s Manual with appropriate placement of logo’s as per Nepal Government, British Council, ADB and the EU guidelines.
* Printing 80,000 copies of the manual upon approval from the British Council
* Publication Size - A4
* Cover - 250g Art Board Paper with Matt Laminated
* 4 Color - 4 Pages and inside: 80gsm Wood Free (Maplitho Paper)
* 2 Color printings - 20 Pages (including cover and back page, contents page and foreword)
* Center Stitching
* Distribution of the manuals to 753 Local Governments across Nepal (Province wise Local Government list available as Annex 5).

**C. Duration for completion of services**

The anticipated period completion of the design and printing services should be no later than October 2020 and distribution should be completed by November 2020 with a possibility of extension of 1 month.

**D. Deliverables**

* Final designed Alternative Learning Facilitation manual (as per British Council and CEHRD satisfaction)
* 80,000 printed copies of the manual produced
* Acknowledgement receipt of the manual from the 753 Local Government.

**D. Requirements**

**Requirement (Qualification/experience) of the Firm**:

* Excellent in knowledge of the relevant design and desktop publishing skills and software such as Page Maker, Photo Shop, Corel Draw, Illustrator, In Design
* 5 years of proven experience in design, production and distribution within Nepal.
* Extensive publications layout and design experience
* Graphic design, Illustration and visualization skills
* Creative and conceptualization skills
* Experiences of working with donors and government agencies is an advantage

To complete the assignment, the firm must be VAT registered according to prevailing law and regulation of Nepal.