Terms of Reference / Aufgabenbeschreibung

For: Designing books

Project: BEPA

Project-No: 17.2013.5-004.00

Tasks: Designing Student Books and Teacher Books for the subjects specified in paragraph 4 of this ToR

Time frame: 1st October 2020 until 30th April 2021

Location: Kabul, Afghanistan

1. Context

As a competent service provider, GIZ supports the German Government in achieving its development policy objectives. Its mission is to promote international cooperation and international education work. GIZ implements their projects responsibly, efficiently and partner-oriented.
The Primary Education Diploma includes several courses (subjects) which are offered throughout a 2-year program divided in 4 semesters. The content of teaching materials for a number of courses have been developed, and now they need to get designed for printing.

In consultation with the GIZ staff and in accordance with MoE/TED guidelines, the consultant will design student/teacher books from existing teaching materials. S/He liaises with GIZ staff mandated to ensure quality control of the designed books. The Consultant supports BEPA staff at all stages of the consultancy: design first versions of the books, editing them based on the feedback from MoE/TED and finalizing the designs.

2. Function of Consultant:

- Compiling and designing Curriculum and Syllabi Book, Student Books and Teacher Books for the subjects specified in Paragraph 4, assuring quality and meeting deadlines.
- Coordinate and ensure communication with GIZ, partners and others involved in the project
- Planning and steering assignments
- Regular reporting in accordance with deadlines

<u>Qualifications</u>

- Education/training (2.1.1): University degree, preferably in design and layout
- Language (2.1.2): Good business language skills in English, Dari
- General professional experience (2.1.3): 5 years of professional experience in the publication sector
- Specific professional experience (2.1.4): 3 years in Editing and Designing (providing 3 sample works is required)
- Leadership/management experience (2.1.5): Not required
- Regional experience (2.1.6): 2 years of experience in projects in Asia, preferably in Afghanistan
- Development Cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

<u>Soft skills of the team</u>

In addition to the specialist qualifications, the following qualifications are required of the expert(s):

- Team skills
- Communication skills
- Efficient, partner- and client-focused working methods

3. Aim of mission: Designing student books and teacher books for primary education diploma

4. Tasks / Scope of work:
The consultant is responsible for providing the following services:
Dari language:

- Design the pages and cover of *Curriculum Guidelines and Syllabi* of primary education diploma (122 A4 pages)
- Design the pages and cover of one teacher book and one student book for the subject *Theory and Practice in Teaching Grades 1-6* (213 A4 pages in total)
- Design the pages and cover of one teacher book and one student book for the subject *Making and Using Teaching and Learning Aids* (197 A4 pages in total)
- Design the pages and cover of one teacher book and one student book for the subject *Mathematics* I (317 A4 pages plus 157 PowerPoint slides in total)
- Design the pages and cover of one teacher book and one student book for the subject *Mathematics II* (324 A4 pages plus 122 PowerPoint slides in total)
- Design the pages and cover of one teacher book and one student book for the subject *Mathematics III* (413 A4 pages plus 29 PowerPoint slides in total)
- Design the pages and cover of one teacher book and one student book for the subject *Mathematics IV* (387 A4 pages plus 95 PowerPoint slides in total)
- Design the pages and cover of one teacher book and one student book for the subject *Teaching, Health and Environment G 4-6* (136 A4 pages in total)
- Design the pages and cover of one teacher book and one student book for the subject *Teaching Sports I & II* (98 A4 pages in total)

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at indicated locations:

Milestones	**Deadline/place/person responsible**
1) All books are reviewed, meeting was held between consultant and GIZ-BEPA and all questions are clarified.	5 days after the start of the contract/Afghanistan/Consultant
2) First edition of designed books 5 subjects are submitted to GIZ-BEPA in soft copy and hard copy.	30 days after the start of the contract/Afghanistan/Consultant
3) First edition of designed books for 3 remaining subjects plus Curriculum Guideline & Syllabi are submitted to GIZ-BEPA in soft copy and hard copy.	Up to 55 days after the start of the contract/Afghanistan/Consultant
4) Second/final edition of all books are submitted to GIZ-BEPA, after applying the feedback received from TED	10 days after final version of the book submitted to consultant/Afghanistan/Consultant

All books should be designed exactly according to the following description:

- The covers of the manuals should be designed according to TED template with nice and artistic layout and colors
- Page Size: Waziri Cutting (235*165mm)
- Margins: Top: 30mm Bottom: 25mm Inside: 23mm Outside: 23mm
- Fonts and Sizes: **Body Text:** IRLotus (13 Points), **Chapter Titles:** IRZar Bold (16 Points), **Titles:** IRZar Bold (13 Points), **English texts:** Calibri 11
- Font Colors: Black
- Headers and Page Number: Standard Dari Books Style

- Chapters starting pages: Standard Dari Books + One Designed Page as template for all chapters
- All books should have Table of Content, Identification and Index Pages: According to Standard Dari Books (and TED Template)
- All the books should be designed in a professional and standard book style with no designing errors.
- The designer is responsible to adopt any kind of correction or changes asked by BEPA
- All designed books should be submitted to GIZ-BEPA in two formats of MS Word and PDF plus 6 copies (3 copies from first draft and 3 copies from final draft) of printed samples from each book.

5. Results:
17 Dari books have been designed and sample copies have been printed.

6. Reports: At least once a week the consultant gives update through email about progress of the work.

7. Period of mission:
1st October 2020 until 30th April 2021 and deadlines specified in section 4 should be met.

8. Other:
Number of pages specified in the ToR for each subject is subject to change. So, the bidder is required to specify designing cost per page as well as estimated total cost.

Payment will be done upon the completion of the tasks.