

**TERMS OF REFERENCE (TOR)**

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***Designing and printing of advocacy material and knowledge products*****BACKGROUND:**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men and the third gender as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

All human development and human rights issues involve gender dimensions. UN Women globally focuses on key priority areas that are fundamental to women's equality and that can unlock progress across the board. The six priority areas include increasing women's leadership and participation in political spaces, ending violence against women, enhancing women's economic empowerment, engaging in all aspects of women peace and security processes, making gender equality central to national planning and budgeting through Gender Responsive Budgeting (GRB) and advancing gender intergovernmental processes. Within this context, UN Women Sri Lanka is implementing several programmes in line with UN Women global priority areas.

**PURPOSE:**

UN Women Sri Lanka is looking for a supplier to provide the services of designing, proof reading and printing of advocacy material and knowledge products, such as research reports, action plans, toolkits etc. The knowledge products and advocacy material are produced in Sinhala, Tamil and English languages.

The service provider is expected to undertake designing and printing tasks corresponding to the 3 UN Women projects mentioned below;

1. Strengthening gender responsiveness of employment sector Policies and programmes: A focus on Women with disabilities in Sri Lanka
2. Hidden Challenges: Addressing sexual bribery experiences by military widows and war widows in Sri Lanka to enable resilience and sustained peace
3. Empowered women, peaceful communities: Promoting peace and preventing intolerance in Sri Lanka.

**SPECIFIC TASKS**

The selected supplier is expected to undertake designing, proof reading and printing and of the below mentioned 12 deliverables. The supplier is also expected to submit the digital output; Graphic design files on Adobe InDesign or Adobe Photoshop and pdf file of each deliverable. A print proof as per the given printing specifications should be handed over to UN Women for final review, prior to printing the final version.

<b>No.</b>	<b>Name and description</b>	<b>Printing specification</b>	<b>Quantity</b>
1	Designing, proof reading and printing of the revised TOT Toolkit on Application of GRB (200 pages including a designed cover page)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate on front and back cover, with binding	English- 100 Sinhala- 100 Tamil- 100
2	Designing, proof reading and printing of the stock-taking report on the implementation of the National Policy and Action Plan on Disability (75 pages including a designed cover page)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate on front and back cover, with binding	English- 150 Sinhala- 150 Tamil- 150
3	Designing, proof reading and printing of the Roadmap on CRPD implementation (25 pages including a designed cover page)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate on front and back cover, with binding	English- 150 Sinhala- 150 Tamil- 150
4	Designing, proof reading and printing of the Policy Brief on Gender Analysis of National Budget 2019 (20 pages)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate on front and back cover, centrefold with staple	English- 200 Sinhala- 200 Tamil- 200
5	Designing, proof reading and printing of the GRB Sectoral Analyses (75 pages including a designed cover page)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate on front and back cover, with binding	English- 150 Sinhala- 150 Tamil- 150
6	Designing, proof reading and printing of the FAQs on GRB (Brochure) (5 pages)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate	English- 300 Sinhala- 300 Tamil- 300
7	Designing, proof reading and printing of the Draft National Action Plan on Women, Peace and Security (120 pages including a designed cover page)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate on front and back cover, with binding	English- 85 Sinhala- 125 Tamil- 75
8	Designing, proof reading and printing of the Final draft of the National Action Plan on Women, Peace and Security (120 pages including a designed cover page)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate on front and back cover, with binding	English- 70 Sinhala- 60 Tamil- 40
9	Designing, proof reading and printing of the Perception Survey Report on Peacebuilding and Reconciliation (50 pages including a designed cover page)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate on front and back cover, with binding	English - 150 Sinhala - 100 Tamil - 100
10	Designing, proof reading and printing of the Needs Assessment and Value Chain	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours	English - 200 Sinhala - 200

	Analysis: Development and Delivery of a Training Package on Women's Economic Empowerment (150 pages including a designed cover page)	<u>Print:</u> Matt laminate on front and back cover, with binding	Tamil - 200
11	Designing, proof reading and printing of the Information brochure on Sexual Bribery (2 pages)	<u>Size:</u> A4, 300 gsm hard paper <u>Design:</u> four colours <u>Print:</u> Matt laminate	English - 300 Sinhala - 300 Tamil – 300
12	Designing, proof reading and printing of the ROK Report- Tamil (70 pages)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate on front and back cover, with binding	Tamil – 75
13	Printing of the ROK Report- Sinhala (70 pages) and English (70 pages)	<u>Size:</u> A4, 150 gsm art paper <u>Design:</u> four colours <u>Print:</u> Matt laminate on front and back cover, with binding	Sinhala- 100 Sinhala- 150

### Deliverable timeline

No.	Deliverable	Target date
1	Revised TOT Toolkit on Application of GRB	27 December 2019
2	Stock-taking report on the implementation of the National Policy and Action Plan on Disability	27 December 2019
3	Roadmap on CRPD implementation	27 December 2019
4	Policy Brief on Gender Analysis of National Budget 2019	15 December 2019
5	GRB Sectoral Analyses	27 December 2019
6	FAQs on GRB	27 December 2019
7	Draft National Action Plan on Women, Peace and Security	5 <sup>th</sup> Jan 2020
8	Final draft of the National Action Plan on Women, Peace and Security	18 <sup>th</sup> Feb 2020
9	Perception Survey Report on Peacebuilding and Reconciliation	24 <sup>th</sup> January 2020
10	Information brochure on Sexual Bribery	Tamil – 22 <sup>nd</sup> January 2020 English and Sinhala – 24 <sup>th</sup> January 2020
11	Needs Assessment and Value Chain Analysis: Development and Delivery of a Training Package on Women's Economic Empowerment	30 <sup>th</sup> January 2020

12	ROK Tamil Report	30th December 2019
13	ROK Sinhala and English Reports	30th December 2019

## QUALIFICATIONS OF THE ORGANIZATION:

### Company Profile:

- Must be a legally registered entity;
- Minimum 2 years of experience in graphic design, data visualization, layout design and offset/digital printing
- Must own or possess high resolution state of the equipment to carry out designing and printing functions.
- Working experience with the United Nations and other international organizations is an advantage.
- Must not be politically affiliated.

Team members will be assessed on the following:

- Team composition and qualifications:
  - Team leader
    - University degree or diploma or training in graphic design, animation, copy editing and/or journalism will be an added advantage.
    - Minimum 3-5 years of relevant experience as a graphic designer and or copy-editor.
    - Proven experience in designing and printing sensitive subject material.
    - Advanced knowledge of copyright, licensing and usage practices
    - Outstanding organizational and time-management skills
    - Team members should have relevant experience in the area of media production.
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  - Designers
    - Minimum 2-3 years of relevant experience working on design and printing interventions
    - Prior experience in graphic design and printing on sensitive subject material
  - Copy Editors
    - Intermediate knowledge of copyright, licensing and usage practices
    - Language qualifications – English, Sinhala, and Tamil language skills are required
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  - Printing Technician
    - Minimum of 1-year experience in carrying out printing and binding of reports

## INTELLECTUAL PROPERTY:

All information pertaining to this project (documentary, digital, cyber, project documents, etc) belonging to UN Women, which the consultant may come into contact with in the performance of his/her, duties

under this assignment shall remain the property of UN Women who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UN Women in line with the national and International Copyright Laws applicable.

#### **ROLES AND RESPONSIBILITIES OF THE PARTIES:**

UN Women will provide technical guidance where possible. The service provider shall be required to bear all the related costs and work independently to successfully achieve the end results.

The service provider will be responsible for following costs:

- The professional fee must be quoted in the quotation as a lumpsum amount per deliverable.
- Indirect costs in relation to the scope of work of services must be included in the quotation, including the travel costs for delivery of the printed material.

#### **COMMUNICATION AND REPORTING OBLIGATIONS:**

The service provider will report to the Programme Analyst UN Women Sri Lanka.

#### **SUBMISSION OF APPLICATION:**

Submission package includes:

- Company profile
- Company registration
- Updated CVs of team members
- Financial proposal: Quotation with a breakdown of budget lines as per required deliverables. The quotation must specify a lump sum amount breaking down the professional fee for each deliverable and travel related costs.
- 02 reference checks
- 03 samples of previous (similar or relevant) work undertaken