

**TERMS OF REFERENCE FOR DEVELOPING INFORMATION, EDUCATION AND COMMUNICATION MATERIALS
ON EARLY CHILD CARE AND DEVELOPMENT
WITH THE PURPOSE OF SUPPORTING PARENT TO IDENTIFY DEVELOPMENTAL DELAYS**

Introduction

Provision of appropriate nurturing care environment, in which the child receives age appropriate health interventions, psychosocial stimulation, and learning opportunities, while their safety and security being assured is considered to be the most cost effective investment of human development. Parents become the most important provider of this environment and empowering them with the necessary knowledge, so that they can optimize the nurturing care available for their children becomes a very important requirement and also can identify if any developmental delays of the child.

With this particular purpose, Children’s Secretariat in collaboration with the child development and special need unit of the Family Health Bureau, Ministry of Health under the “Social Protection Action Plan – 2016 – 2018” of “Save the Children”, is planning to produce information materials (suitable form of a hanging banner) for government medical clinics and an information calendar for parents who are expecting a new child to their family to be distributed through same clinics.

The following are the terms of the reference for a suitable supplier based on which a quotation can be submitted.

Deliverable

Develop, validate, and print information materials (suitable form of a hanging banner) for government medical clinics and parent information material in the form of a calendar.

1. Development

This includes development of both information materials (suitable form of a hanging banner) for government medical clinics and an information calendar for parents who are expecting a new child to their family to be distributed through same clinics.

The supplier is expected to develop the draft layouts in consultation with the early child care and development (ECCD) specialists in the child development unit of the Family Health Bureau (FHB) of the Ministry of Health. All technical advices will be provided by the ECCD specialists from the FHB.

The supplier is expected to provide the onsite (i.e. in the Family Health Bureau) availability of a professional lay outter with appropriate computing facilities (e.x Adobe master suite, etc..) to develop the layout under the direct technical supervision of ECCD specialist in the child development unit of the FHB. The payment for hiring such lay outter and computing facilities should be borne by the supplier. Estimated time period for development, will be around 21 working days (may be intermittent).

Both layouts are expected to contain message specific photographs. The supplier is expected to provide the services of professional photographer to obtain necessary photographs. FHB can facilitate the participation of children and parent in the photos. All the payments related to photo taking (Photographer, development, transport to field visits) should be borne by the supplier.

It is also expected that the supplier also makes appropriate honorariums payments for ECCD technical expertise for the project based on person days invested by the experts (3 people for 10 days).

This should be finally recommended by Children’s Secretariat.

2. Validate

The supplier is also expected to host a stakeholder meeting (n= 40) in a suitable venue (a hotel/ Foundation Institute etc.) to validate the draft layouts. The costs related to this events(venue, refreshment, computing, meeting facilitators) should also be borne by the supplier.

Supplier should make sure that the final layouts for both materials are certified for the technical accuracy by the ECCD experts in the FHB. Also this should be finally recommended by Children’s Secretariat.

3. Print

Final copies of printing, after validation should be certified for the technical accuracy by the ECCD experts in the FHB and should be finally recommended by Children’s Secretariat.

Deliverable frame for payments

Payment/ Installment	% amount paid from total cost	Deliverables
1 st phase	20%	After development phase is over and according to the recommendation of FHB and CS
2 nd phase	30%	After validate phase is over and according to the recommendation of FHB and CS
3 rd phase	50%	After Printing phase is over and according to the recommendation of FHB and CS and submitting the particular soft copies

4. Specifications

Pre bid meeting should be held

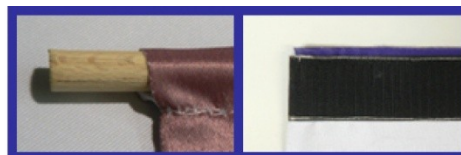
Specification	Description for the hanging banner	Description for the calendar
DEVELOPMENT PHASE		
Lay outing	Personnel, computing	Personnel, computing
Photography	(photographer, print editing, transport)	(photographer, print editing, transport)
Expert honorariums	Should be bear by supplier (3 people for 10 days).	
Validate PHASE		
Stakeholder meeting	1 meeting for 40 person	
PRINTING		
Paper	N/A	150 GSM, gloss laminated 24" x 36"
Flex	72"*42 feet (6 feet * 3.5 feet)	N/A
Color	4 color	4 color
Number of pages per calendar	N/A	10 (5 pages in both sides)
Binding	N/A	Spiral
Hanging type	Rod Hanging Rod – durable and light with easy hanging	N/A
Number of copies	Sinhala(S) – 2000 Tamil(T) – 1000	provide quotations separately for copies 25,000(S- 18,750 , T –6,250) 50,000 (S- 37,500 , T –12,500) 100,000 (S- 75,000 , T - 25,000) 375,000 (S- 300,000 , T - 75,000)
Translations	Translation resource fee - Should be bear by supplier (3 people for 10 days).	

Terms/ Conditions:

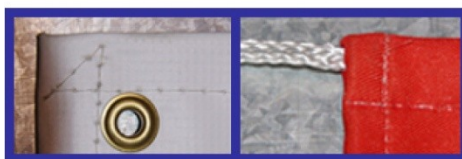
1. Should submit the printable/editable soft copy to after completion of work

Notes:

1. Should quote in installments according to the “Deliverable frame for payments”



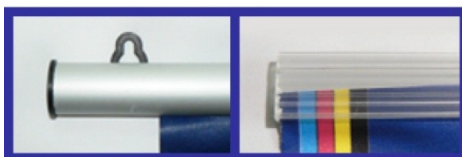
Wooden Dowel & Velcro



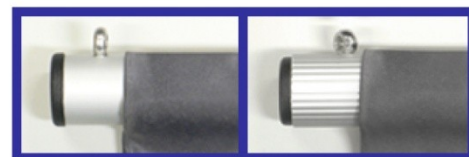
Eyelets & Rope



Sister Clips & Sailtrack



Aluminium & Plastic Clamp Rods



Quality Brush Aluminium Hanging Rods

