

Terms of Reference For designing and printing Leaflets and Posters

Assignment:

Design and print leaflets and posters.

Background:

Badabon Sangho is a women's rights and women-led organization that has been working in the southwestern part of Bangladesh, near Sundarbans. Since 2016, Badabon Sangho has been implementing programmes and activities for and with marginalized and vulnerable women to create a movement against racial and social injustice, establish their rights and fight to eliminate violence against women. Badabon Sangho worked with migrant workers, landowners, women fisherfolk, VAW survivors, farmers, and so on.

Based on the gathered knowledge and experiences from the field, Badabon Sangho has learned that people need to be more aware of their rights. Volunteers regularly conduct courtyard sessions with the women group members and discuss topics and their issues. During the sessions, it has been observed that visual tools (leaflets, posters) will be a strong method for educating the group members. Such tools help to make meetings meaningful, joyful, interesting, and understandable for the members.

Key points to be noted:

- The press/vendors should have a clear understanding of the design and page makeup. Also have knowledge of graphics and illustrations.
- The vendors should have good-quality of printing machineries.

Objectives:

1. To produce effective visual materials (leaflets and posters) in order to facilitate easy, educative, understandable, and interesting courtyard sessions.

Specific responsibilities:

- 1) Design the document as per the suggestion of Badabon Sangho's communication team
- 2) Prepare the page make-up, share it with the team and finally print

SL.	Name of items	Details	Quantity
1	Leaflet Size: 8.5"x10.5"	Paper: 350 GSM Art Card, Print: 4 Colors (Both sides), Lamination: Matt Deliverables: Both soft copy and hard copy	2000 Pcs
2	Poster Size: 18 x 23"	Paper: 150 GSM art paper, Print: four colors (one side) Deliverables: Both soft copy and hard copy.	1000 Pcs

Qualification of the Consultant:

1. The vendor must have experience in communication materials printing.
2. Vendors must have five (5) years of experience in designing communication materials for NGOs.


The subject of the Contract

The professional will work under the guidance of the Communication Officer. The duration of the assignment will cover two months which may be further extended based on mutual understanding of both parties.

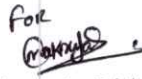
Process of quotation submission

Interested firms/individuals are requested to submit a Quotation including timeline and cost to hr.badabonsangho@gmail.com. All quotations must reach on or before 30th October 2023.

Signature of committee members


Farabi Chowdhury
Sr. Programme Officer
Badabon Sangho.


Fariha Jesmin
Sr. Programme Officer
Badabon Sangho.


Mahmuda Ridee
Programme Support Manager
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