**Terms of Reference (TOR)**

**To:** All interested bidders

**From:** AWEC

**Title:** Printing and Content Development IEC Materials

**RFNT No:**  AWEC-KBL-16

**Organization Background:**

AWEC is a non-political, non-profit, woman-headed national organization established in 1991 by a group of educated Afghan women in exile, who rallied together to address the lack of facilities for Afghan refugees in Islamabad and eventually Peshawar, in Pakistan. AWEC has always been involved in advocacy and awareness-raising for women's and children’s rights while providing services to those who frequently fall through safety nets. In recent years, one of AWEC’s core activities has been to support women through mobilizing Afghans, from local communities to political elites, towards the goal of reducing and eventually eliminating violence against women.

Our vision in AWEC is “an inclusive and just society with the sensitized and responsive public and private sector, where all women and children have access to opportunities to improve their quality of life in order to realize their full potential”.

**Introduction:**

AWEC seeks proposals from experienced and Qualified Consulting, Media, and Printing press Companies, to develop organization Manuals including content Graphics, and the development Based on Suggestions of the organization. The bidder Must have a Qualified team in content development both in Pashto & and Dari and graphic designing at the primary level The organization will give the bidders an explanation of requirements then the bidder must develop the overall content of request manuals in both Dari and Pashto Languages including its designing and Printing.

Scope of work: The scope of work for the applicants will include, but is not limited to:

* Translation of Manuals to Dari and Pashto Languages
* Development of contents Mentioned in BOQ
* Designing the Manuals and requested items according to BOQ
* Printing the Requested items according to BOQ
* Delivery of items to the Main office of AWEC

**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

* Experience and Expertise:
* Relevant experience and expertise in developing similar projects.
* Cost: Cost-effectiveness of the proposal. Timeline: Ability to meet project deadlines.
* References: References from previous clients.

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| **Technical Selection Criteria** | **Maximum Points** | **Awarded Points** |
| Past Experience Similar, (Similar Manuals developed) | **30** |  |
| Financially evaluation (related to Budget limit) | **40** |  |
| Stock Availability/ Data availability | **10** |  |
| Eligibility Documents, Valid BL, NID, bank A/C, Bank Statement FY-2023 | **10** |  |
| Payment Term and Bid Validity | **10** |  |
| **Possible Total Score =** | **100** |  |

**Note:** Bidders Must Provide a Sample of developed content and materials attached to bidding documents and copy beside other documents. Suppliers will be responsible for Developing all Contents of the Manual including text and data with suitable images in the project manuals. All details must be according to the BOQ attached in the file. printing Qualities must be good according to BOQ mentioned in RFQ. High priority will be given to the suppliers who has Qualified and expert team according to organization Criteria.

Supplier Name:

Signature

Stamp