1. **Background**

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 37 countries around the world. It is headquartered in South Korea. GNI has fundraising offices in the USA, Korea, and Japan, and an International Cooperation Office in Geneva. GNI currently implements 318 community development projects (CDPs), covering a variety of areas including rural development, income generation, health, water, sanitation and hygiene, child education, protection, disaster risk reduction as well as advocacy and network building to improve the impact of the projects, thereby benefitting approximately 16.8 million people, including 9.6 million children.

GNI has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating its activities in 17 districts.

2. **Project Background**

The **Smart Classroom Project** aims to narrow the digital divide between the developed and developing countries in the global scenario and private and public schools in Nepal with the focus of promoting quality education prioritizing the following principles:

- Promoting the use of multimedia as a teaching and learning tool that would also encourage for the utilization of all Information and Communication Technology (ICT).
- Promoting educational access and equity for all regardless of age, gender, ethnicity, disability or geographical location.

The Project can be adopted an alternative approaches such as ICT in education to increase the knowledge level of the students and add value to the output and to the entire teaching learning process. With the beginning of the Information Communication Technology (ICT), the role of ICT in education has become
significant. It is remarkably noticed that the impact of digital technologies could be used in inspiring the knowledge level, enhance skills and form positive attitude of students that may lead to create space for the better future.

Well-designed interactive digital educational materials are instrumental to provide students with access to digital resources. Such digital materials help learners better understand the contents and sustain the learning.

3. **Objective**

This project intends to design and develop comprehensive, interactive and user-friendly digital materials for grade 1-8 in both Nepali and English medium. And also design and develop awareness raising materials.

4. **Scope of the Work**

Designing and developing of educational materials for the Project, the organizations/companies/firms is expected to develop and design digital materials of subjects such as English, Nepali, Math and Science in both Nepali and English language. Educational materials should be developed on the basis of the curriculum prescribed by Ministry of Education, Curriculum Development Center. Moreover, the awareness raising materials such as video, drama, and documentary shall also be developed. The organization/company or consultant shall submit technical and financial proposal with detailed methodology.

Scope of the assignment comprises to produce a complete digital teaching learning material with the requirement and verification.

a. **Functional Requirements**
   i. Interactive Activities
   ii. Evaluation (Self Assessment & Progress Management)
   iii. Highlighting, Bookmarks, Reference points, Interaction, Tracking, Tagging
   iv. Search Options (Learning Content, Activities, Assessments and Discussions)
   v. Animations, Simulations, Images, Video and Audio Voice Dabbing, Coding/Programming
   vi. Songs and Rhymes
   vii. Listening texts etc.

b. **Design an information preparation which will cater to the above mentioned requirements**
   i. Produce System Preparation
   ii. Submission of Software Design Specific Documents
   iii. User Interface Standards
   iv. Prepare Test Case and Test Scenarios

c. **Non-functional Requirements**
   i. Transferability, Scalability, Reusability, Adaptability
   ii. Responsiveness
   iii. Able to perform standalone in digital device such as tabs, smart phones, computers etc.
iv. System Consistency
v. Security, Audit
d. Develop a working prototype that contains main features and functionalities which will be included in
the final product
e. Conduct continuous consultation with the Technical Unit and design, improvise and finalize the
materials

The materials should be a web enabled which the users can access via internet. The product should also be
able to be transferrable to a CD/DVD media where it can be played through a standalone computer. The
materials should be presented interactively. It should contain graphics, animations, videos and other
existing digital learning features.

5. Methodology

The selected organizations/companies/firms shall
- Assemble a team of developers entirely dedicated to the project.
- Form a technical team that consists the curriculum expert, educationist and authors.
- Submit a work schedule and hold a meeting with GNI Nepal periodically (preferably at every stage of
development) so that feedbacks could be incorporated.
- Make recommendations to GNI Nepal in technical aspects related to the digital materials whenever
needed.
- Ensure proper coupling and compliance to the system details.
- Prepare the demo version and make a presentation to GNI Nepal.

6. Expected Deliverables

The following are the expected results of the assignment:

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<th>Deliverables</th>
<th>Duration</th>
<th>Remarks</th>
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<td>1.</td>
<td>Project Management Plan</td>
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<td>2.</td>
<td>Requirement Verification Product</td>
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<td>3.</td>
<td>Detailed design document for the complete system</td>
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<td>4.</td>
<td>User Interface Standard</td>
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<td>5.</td>
<td>Detailed Design</td>
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<td>6.</td>
<td>Operational Acceptance Testing</td>
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<td>User Acceptance Testing</td>
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<td>Deployed and working Version</td>
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<td>Instalment of materials</td>
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<td>Preparation of training module and training delivery</td>
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<td>12.</td>
<td>Update and Maintenance</td>
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7. **Technical Input**

- Technical Unit of GNI Nepal will provide continuous feedback on the materials to be designed and improve on the basis of the curriculum prescribed by the government of Nepal, course/textbooks of English, Nepali, Math and Science of subjects of each grade up to eight.

- Organizations/companies/firms has to develop that into an interactive digital educational material including images, audios/videos, animations as well as games/extra activities and there should be a way to evaluate the learner’s progress.

- The designed materials should cover the aspects of learning theory such as behaviorism, cognitivism, constructivism and connectivism.

- The organizations/companies/firms has to design and develop awareness raising materials to address personal, social and cultural issues.

8. **Duration**

The contract shall start from the date of signing the agreement and the complete result should be provided to GNI Nepal at the earliest. The work schedule (timeline) can be decided between two parties before signing the agreement. The agreement shall be for:

- Developing the digitized materials of the subjects English, Nepali, Maths and Science from grade one to eight

- Prepare the training package and deliver the training

- Assessment of the use of materials in the real class situation, maintenance, and updating the materials

9. **Budget and Payment Procedure**

The organizations/companies/firms shall submit a budget sheet with detailed breakdown including applicable taxes at the time of proposal submission.

The budget should cover all fees of designing, implementing, regular technical support, updating and maintenance for a year.

The organizations/companies/firms shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work. GNI Nepal shall release the budget of the agreed amount through account payee cheque in the name of the organizations/companies/firms.

Payment will be in three instalments, these are:

- **First installment:** 20% agreed amount upon signing of the contract.

- **Second installment:** 30% after the integration of the design product.

- **Third installment:** 50% after the submission final version.

10. **Acceptance of Proposal**

All rights to accept or reject proposal without giving any reasons, shall be reserved by GNI Nepal. If deemed necessary, the organizations/companies/firms shall be asked for modifications.
11. **Management of the Work**

The selected organizations/companies/firms shall manage all of the design, development, and deployment of the system and be accountable for the timely delivery of the expected quality products.

12. **General Qualification/skills Required**

Any organizations/companies/firms registered with an authorized agency of the Government of Nepal and having minimum five years of experience in the field of designing and development of Information and Communication Technology (ICT) teaching learning materials are eligible to apply.

13. **Composition of Team Members**

All of the team members should have a proven experience in similar projects. The applicant shall send a detailed CV of the team members that will be involved in the proposed project including academic qualification, training, and work experiences. The bidding organizations/companies/firms should provide the names of the key team members who meet the requirements for each job needed for the project.

**Key Professional Staff**

1. Team Leader
2. Curriculum expert
3. Author
4. Educationist
5. Digital Content/Topic Development Team (Instructional Designers, Subject Matter Experts, Animators, Content Developers, Graphic Designers)
6. Software Engineers
7. eLearning Experts
8. Other support developers as per the need

14. **Responsibilities of organizations/companies/firms**

The organizations/companies/firms will be responsible for carrying out the tasks outlined in this ToR and ensure the delivery of outputs stated above within the agreed budget and timeline.

15. **Responsibilities of GNI Nepal**

Remaining within the policies and practices, GNI Nepal's primary responsibility will be to help the organizations/companies/firms to achieve the objectives of this ToR.

16. **Termination of the Contract**

GNI Nepal may terminate the agreement, if the organizations/companies/firms commits a breach in the performance or observance of any of its obligations under this ToR. The organizations/companies/firms shall be notified in written form within a week prior to the termination of the agreement.
17. **Confidentiality**

During the performance of the assignment or any time after expiry or termination of the agreement, the organizations/companies/firms shall not disclose to any person or otherwise make use of any confidential information which the organizations/companies/firms has obtained or may obtain in the course of the survey relating to partner organization/GNI Nepal, the respondents or otherwise.

18. **Copyright**

The copyright of the entire system and its components developed by the organizations/companies/firms under this ToR will belong to GNI Nepal.

19. **Documents to be Submitted**

a. The application shall contain following documents:
   1. Technical and financial proposal
   2. Technical Proposal- Concept note of the approach, methodology and work plan, flowchart, and timeline of activities
   3. Financial Proposal- Detail budget with breakdown including Tax

b. Details of the Organization/firm
   1. Organization profile with relevant experiences
   2. Signed CV of the Team leader
   3. A copy of Company/Organization registration
   4. Organization Profile
   5. A copy of Tax Clearance Certificate (F/Y 2072/073)
   6. VAT/ PAN registration
   7. Audit report (F/Y 2072/73)
   8. Any other relevant documents

The proposal should reach the address below via courier or hand delivery by 10 January, 2017, 17 hrs. (Nepal Local Time). Please, enclose the proposal in an envelope and mark it “Proposal for materials' design, development and digitization” and drop it at:

**Good Neighbors International, Nepal**
Ekantakuna-13, Lalitpur, Nepal
GPO: 8975, EPC 1605, Kathmandu, Nepal

**Email:** eoi@goodneighbors.org