

**Terms of Reference (ToR) for
AUDIO VISUAL MATERIALS DEVELOPMENT**

Project Title	Playing for Learning Project
Type of Project	Integration of ICT in LEARNING and use of learning materials for accelerated learning
Name of the organization/company/firm	
Project Duration	

1. Background of the Organization

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 35 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 200 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.

Good Neighbors International (GNI) Nepal has been working in Nepal since 2002 with the objective of improving lives of the poor people especially children through education, child protection, and income generating activities, health, WASH, and disaster risk reduction. GNI Nepal has been operating its activities in 19 districts.

2. Project Background

The **Playing for Learning Project** aims to expand opportunities for cultivating physical, social, emotional, and creative skills of pre-primary level students prioritizing the following principles;

- Promoting educational access and equity for all regardless of age, gender, ethnicity, disability or geographical location.
- Promoting use of mutli-media and audio-visual materials as a teaching and learning tool to encourage and utilize the use of Information and Communication Technology (ICT).

Digital technologies could be used in enhancing knowledge and skills, and attitude of students. Well-designed interactive digital educational materials are instrumental in providing young students with access to digital resources. Such digital materials help learners to understand better and quicker, and eventually sustain learning.

3. Objective

This project intends to;

- Design and produce children-friendly audio-visual materials for pre-primary level (ECED) students.

4. Scope of the Work

This project/assignment has two tasks: First, designing, developing and producing audio-visual materials for ECED children. Hence, the organization/company/consultant is expected to;

- Develop, design and launch audio-visual materials (preferably animated) for pre-primary level (ECED) students.
- Collect open source audio-visual materials suitable for young Nepali learners.

Learning materials should be developed on the basis of the curriculum prescribed by Ministry of Education, Curriculum Development Center by taking into account of the age, psychology and need for young learners. The organization/company or consultant shall submit technical and financial proposal with a detailed methodology.

The audio visual materials are the combination of auditory and visual materials which may include: **Songs and rhymes, listening texts, animations (short films, feature films or motion graphics), simulation, images, video and audio and other existing digital learning features and those are mostly appropriate for the Early Childhood Development level children.**

5. Methodology:

The selected organization/company/consultant shall

- Assemble a team of content creators entirely dedicated to the project
- Form a technical team that consists of curriculum experts, educationists 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 compliance to the system details
- Prepare the demo version of audio-visual materials and present (in ppt) to GNI Nepal

6. Expected Deliverables and Timeline

The selected organization/company/consultant is obliged to work jointly with GNI Nepal for carrying out all pre to post production and deliver the following;

- Submit a storyboard and draft of the script of the audio-visual materials to GNI Nepal for review before production
- Present finalized audio-visual materials for review and feedback

7. Technical Input

- GNI Nepal will provide continuous feedback on the materials to be designed on the basis of the curriculum prescribed by the government of Nepal.
- Organization/company/consultant will develop 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 etc. which will contribute to develop physical, social, emotional, and creative skills of the learners.

8. Duration

The contract shall start from the date of signing the agreement and the completed assignment shall be provided to GNI Nepal at the earliest. The work schedule (timeline) will be decided between two parties before signing the agreement. However, the assignment is expected to be completed within four months from the date of signing of the contract.

9. Budget

The organization/company/consultant 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 etc. The

organization/company/consultant 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 organization/company/consultant.

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 organization/company/consultant shall be asked for modifications.

11. Management of the Work

The selected organization/company/consultant 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 Qualifications of the Organization/Company/Consultant

Any organization/company/consultant 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 audio-visual materials are encouraged to apply.

13. Composition of the 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 organization/company/consultant should provide the names of the key team members who meet the requirements for each job needed for the project.

Key team members may include;

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 etc.)
6. Software Engineers
7. ELearning Experts
8. Other support members as per the need

14. Responsibilities of GNI Nepal

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

15. Responsibilities of Organization/Company/Consultant

The organization/company/consultant 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.

16. Copyright

The copyright of the entire audio-visual materials produced/developed by the organization/company/consultant under this ToR will belong to GNI Nepal.

17. Termination of the Contract

GNI Nepal may terminate the agreement, if the organization/company/consultant commits a breach in the performance or observance of any of its obligations under this ToR. The organization/company/consultant shall be notified in written form within a week prior to the termination of the agreement.

18. Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the organization/company/consultant shall not disclose to any person or otherwise make use of any confidential information which the organization/company/consultant has obtained or may obtain in the course of the project relating to partner organizations and GNI Nepal. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of GNI Nepal.

19. Documents to be Submitted by Organization/Company/Consultant

The application shall contain following documents:

A. Technical and financial proposal

1. Technical Proposal- Concept note of the approach, methodology and work plan, flowchart, and timeline of activities
2. Financial Proposal- Detail budget with breakdown including Tax

B. Details of the Organization/company/consultant

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 2076/2077)
6. VAT/ PAN registration
7. Audit report (F/Y 2076/2077)
8. Any other relevant documents

The RFP should reach the address below via courier/hand delivery and e-mail by December 23, 2020, 17:00 hrs (Nepali Time). Please clearly mark "RFP for Audio-Visual Materials Development" respectively on the envelope/subject of the email.

Good Neighbors International, Nepal

Ekantakuna-13, Lalitpur, Nepal

GPO: 8975, EPC 1605, Kathmandu, Nepal

Email: eoinepal.org