**Annex 4 – Goods and services specification**

1. **General Background**

Connecting Classrooms through Global Learning (CCGL) supports teachers and school leaders to improve teaching giving students the knowledge, skills and attitudes they need to make a positive contribution now and in the future. Through connections with other schools, professional development for teachers and engaging with learning resources, Connecting Classrooms helps develop students by equipping them to live and work in a globalized world.

As a contribution to this programme we are producing a book on using technology to support remote teaching and learning in developing countries. This book aims to explore the ways that technology has been used to support school students’ (5-18) learning outside of the classroom in developing countries, and in Nepal in particular.

As part of the programme, Connecting Classrooms is planning to distribute the research publication to all 293-local municipalities of Nepal. In this regard, the British Council would like to request a proposal from interested firms for the design, printing, and distribution of the research book.

**B. Responsibility**

The firm would be responsible for the following:

1. Designing of the front and back cover page and placing research articles and case studies in order of the Using technology to support remote teaching and learning in developing countries with appropriate placement of logo’s as per British Council guidelines.
2. Printing 1000 copies of the manual upon approval from the British Council.
* Publication Size - A4
* Cover - 250g Art Board Paper with Matt Laminated
* Inside: 80gsm
* 6 Color printing for cover page and 2 color printing for inside pages.
* Center Stitching
* Maximum page – 210
1. Distribution of the 2 research books to 293 Municipalities across Nepal (Province wise Local municipalities list available as Annex 5)

**C. Duration for completion of services**

The anticipated period completion of the design and printing services should be no later than January 2021 and distribution should be completed by February 2022.

**D. Deliverables**

* Final designed research book of Using technology to support remote teaching and learning in developing countries. (as per British Council satisfaction)
* 1,000 printed copies of the research book produced
* Acknowledgement receipt of the research book from the 293 Local Municipalities.

**D. Requirements**

**Requirement (Qualification/experience) of the Firm**:

* Excellent in knowledge of the relevant design and desktop publishing skills and software such as Page Maker, Photo Shop, Corel Draw, Illustrator, In Design.
* 5 years of proven experience in design, production and distribution within all municipalities of Nepal.
* Extensive publications layout and design experience
* Graphic design, Illustration and visualization skills
* Creative and conceptualization skills
* Experiences of working with donors and government agencies is an advantage

To complete the assignment, the firm must be VAT registered according to prevailing law and regulation of Nepal.