Request for a Quotation

Contract Type: Contract for Services (Editing, Designing and Printing)

Project Title: "State of the Education Report for India 2020: Technical and Vocational Education and Training (TVET)"

Validity: 23 March – 26 June 2020

Background

Within the framework of UNESCO New Delhi’s programme on Technical Vocational Education and Training (TVET), the office partnered with Tata Institute of Social Sciences (TISS), to develop a Publication/Research Report titled, "State of the Education Report for India 2020: Technical and Vocational Education and Training (TVET)". The aim of the Report is to influence policy to ensure access, equity and quality TVET education for all.

UNESCO’s ‘State of the Education Report for India 2020’ focusing on TVET, will make a thorough study of the landscape of TVET in the country in the context of: i) India’s stated national priorities, ii) the SDGs 4 and 8, and iii) UNESCO’s global TVET strategy.

UNESCO is commissioning the editing, designing, proofing and printing of the Report, as well as developing a Social Media package for its launch on 01 July 2020.

The contractor shall

Work closely with the author, namely Tata Institute of Social Sciences (TISS), and with the vendor responsible for creating visuals for the report.

Output and deliverables

Within the context of UNESCO New Delhi’s Education Programme, under the authority of the UNESCO New Delhi Director and direct supervision of the Programme Specialist in Education, the Contractor shall undertake copy editing, designing, proofreading and printing of the Report titled "State of the Education Report for India 2020: Technical and Vocational Education and Training (TVET)"
Activity 1 - Copy Editing

1.1. Copy edit the final document submitted by the author, to check for spelling, capitalization, punctuation, verb tenses and other grammatical errors.
1.2. Finalize the Report and submit 2-3 design options for the inside layout of the Report, in line with the existing cover page and UNESCO publishing guidelines, to UNESCO for approval, latest by 12 June 2020.

Activity 2 - Designing

2.1 Based on the design selected by UNESCO, work on the layout of the full Report.
2.2 Work on the artwork by making color/contrast correction of images.
2.3 Ensure enhancement of the visual appeal of the entire Report by including high quality of pictures, illustrations - infographics, boxes, and charts.
2.4 Create information hierarchy in the text, breaking of information into excerpts, blurbs, snippet boxes etc.
2.5 Based on the feedback from the UNESCO Team, fine-tune and complete the layout for the full Report (up to 150pgs) latest by 20 June 2020.

The Designer will work closely with the vendor responsible for photographs and other audio visual material, to ensure that the deliverables are in line with the requirements of the project.

The Designer will also liaise closely with the UNESCO Education and Public Information (PI) Team and incorporate feedback received at various stages, for completion of the layout and art works of the Report.

Activity 3 - Printing

3.1 Prepare a print ready file and print the Report and its Executive Summary with following specifications:

<table>
<thead>
<tr>
<th>Report</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>A4</td>
</tr>
<tr>
<td>Color</td>
<td>Four colour</td>
</tr>
<tr>
<td>Total pages</td>
<td>Up to 150pgs + Cover (4pgs)</td>
</tr>
<tr>
<td>Paper</td>
<td>270 gsm revolution extra white (cover)</td>
</tr>
<tr>
<td></td>
<td>120 gsm revolution extra white (inside)</td>
</tr>
<tr>
<td>Cover</td>
<td>Spot or abrasive UV</td>
</tr>
<tr>
<td>Binding</td>
<td>Perfect (Centre sewn)</td>
</tr>
<tr>
<td>Print run</td>
<td>500/1000</td>
</tr>
</tbody>
</table>

Also kindly quote for designing and printing + 4 pages

3.2 Ensure provision for print-on-demand run for further requirement/s (bundles of 100 copies) at a cost effective price.
3.3 Print copies to be delivered to UNESCO Office, latest by 26 June 2020, for its launch on 01 July 2020
Activity 4

Submit Adobe InDesign open files, fonts, image and illustration links, and press-quality PDF.

Activity 5 - Launch of the Report

5.1 For high visibility create 2-3 conceptual themes for the launch of the book
5.2 Based on selection by UNESCO, finalize and adapt for a single master theme for following outputs:

5.2.1 Main visual – 1
5.2.2 Animated post in GIF format (over twitter + FB) - 4
5.2.3 Infographics - 8
5.2.4 Banner each for FB and Twitter - 2
5.2.5 Teaser – 1

Activity 6 – Dispatch

Undertake dispatch of 700 copies of the report to UNESCO partners, major libraries, and other stakeholders. The dispatch list to be prepared in consultation with UNESCO ED Sector and PI Team.

Application Process

Interested individuals/vendors shall prepare a proposal along with the cost associated with the above assignments and send it no later than 13 March to newdelhi@unesco.org. While submitting your proposal, please use the following subject header ‘State of the Education Report for India 2020: Technical and Vocational Education and Training (TVET) – Designing and Printing Package’.

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