TERMS OF REFERENCE (TORs)
Designing, Formatting and Printing of Disability Accessibility Assessment Reports – Balochistan

1. Project Information

Project Name: Strengthened Institutional Capacities and Community-Based Mechanisms to Advance Gender Equality

Project Objective: Strengthened institutional capacities and community-based mechanisms to advance gender equality and women's empowerment and address gender-based violence and harmful practices, including child marriage, across the humanitarian-development continuum.

Implementing Organization: Special Talent Exchange Program (STEP)

2. Background

The Special Talent Exchange Program (STEP), under the project titled "Strengthened Institutional Capacities and Community-Based Mechanisms to Advance Gender Equality," is working to strengthen institutional capacities and community-based mechanisms to advance gender equality, promote women's empowerment, and address gender-based violence (GBV) and harmful practices, including child marriage, across the humanitarian-development continuum.

As part of the project activities, STEP has developed two important publications focusing on disability accessibility in GBV services and the availability of GBV referral pathways in Balochistan. These publications aim to document accessibility-related findings, provide relevant information, and support improved access to GBV services for persons with disabilities, particularly women and girls with disabilities.

To ensure professional presentation and effective dissemination of these publications, STEP intends to engage a qualified graphic designing and printing service provider for designing, formatting, printing, and binding the reports.

3. Purpose of the Assignment

The purpose of this assignment is to professionally design, format, print, and bind two publications developed under the above-mentioned project. The selected service provider will transform the provided Microsoft Word documents into professionally designed, visually appealing, and reader-friendly publications, ensuring high-quality four-colour printing and durable binding.

4. Scope of Work

The selected service provider will be responsible for the following tasks:

A. Graphic Designing and Formatting

1. Develop professional and visually appealing cover designs for both reports.
2. Design and format the internal pages of both publications.
3. Ensure consistent typography, colours, headings, subheadings, page numbering, and overall layout.

4. Professionally format tables, charts, photographs, illustrations, and other visual elements, wherever applicable.
5. Ensure that the design and visual presentation reflect the themes of disability inclusion, accessibility, gender equality, and GBV services.
6. Incorporate STEP and relevant project/donor logos and branding elements as provided by STEP.
7. Ensure appropriate spacing, margins, alignment, and readability throughout both publications.
8. Share initial design drafts with STEP for review and approval.
9. Incorporate feedback and revisions provided by STEP before finalizing the publications.
10. Provide final print-ready PDF files and editable source files of both publications.

B. Printing and Binding Requirements

STEP will provide the source documents in editable Microsoft Word format. The selected service provider will be responsible for designing, formatting, four-colour printing, binding, and delivering the publications according to the following specifications:

- **First Report**

Title: Assessment of Gender Based Violence (GBV) Services in Balochistan with a Lens of Disability Accessibility

- Source Document: Approximately 75–80 pages in Microsoft Word format, to be provided by STEP.
- Required Quantity: 400 copies.
- Designing and Formatting: Complete graphic designing, cover design, internal page layout, and professional formatting.
- Printing: Full four-colour (4-colour) printing.
- Estimated Final Pages: Approximately 80 pages per copy after designing and formatting.
- Binding: Professional and durable binding suitable for regular use and distribution.
- Finishing: High-quality cover finishing, proper trimming, alignment, and overall presentation.

- **Second Report**

Title: Resource Directories for GBV Referral Pathways – Balochistan

- Source Document: Approximately 25–30 pages in Microsoft Word format, to be provided by STEP.
- Required Quantity: 100 copies.
- Designing and Formatting: Complete graphic designing, cover design, internal page layout, and professional formatting.
- Printing: Full four-colour (4-colour) printing.
- Estimated Final Pages: Approximately 30 pages per copy after designing and formatting.
- Binding: Professional and durable binding suitable for regular use and distribution.

- Finishing: High-quality cover finishing, proper trimming, alignment, and overall presentation.

Note: The final page count of each publication may vary slightly depending on the approved design, layout, and formatting. The service provider must obtain STEP's approval of the final print-ready files before commencing printing and binding.

5. Summary of Required Publications

S No.	Publication	Copies	Estimated Pages
1	Assessment of Gender Based Violence (GBV) Services in Balochistan with a Lens of Disability Accessibility	400	80
2	Resource Directories for GBV Referral Pathways – Balochistan	100	30
Total Reports		**500**	

6. Expected Deliverables

The selected service provider will be required to complete and submit the following deliverables:

1. Professionally designed cover pages for both reports.
2. Complete graphic designing and formatting of both publications.
3. Initial design drafts for STEP's review and approval.
4. Revised and finalized layouts incorporating STEP's feedback.
5. Final print-ready PDF files of both publications.
6. Editable source files of the final designs and layouts.
7. Four-colour printed and professionally bound copies, comprising:
    - 400 copies of Assessment of Gender Based Violence (GBV) Services in Balochistan with a Lens of Disability Accessibility.
    - 100 copies of Resource Directories for GBV Referral Pathways – Balochistan.
8. Complete delivery of all 500 printed copies to the location specified by STEP.

7. Quality Assurance and Printing Standards

The service provider must ensure that:

- All content is reproduced accurately according to the source documents provided by STEP.
- No content is added, removed, or modified without prior approval from STEP.
- The publications maintain professional design and consistent formatting.
- Text, photographs, graphics, and other visual elements are clear and properly aligned.
- Four-colour printing is of high quality, with consistent colour reproduction.
- Paper quality, cover material, and binding are suitable for professional publications.
- All pages are properly arranged, trimmed, and bound.

- Printed copies are free from printing defects, missing pages, and binding errors.
- Any defective or damaged copies identified during inspection are replaced by the service provider at no additional cost.

8. Coordination and Approval

The selected service provider will coordinate with STEP's designated focal person throughout the assignment.

All initial designs, page layouts, and final print-ready files must be submitted to STEP for review and written approval. Printing and binding shall only commence after receiving approval from STEP.

9. Duration of Assignment

The assignment shall be completed within the timeframe mutually agreed upon between STEP and the selected service provider. The service provider will ensure timely completion of designing, formatting, revisions, printing, binding, and final delivery of all publications.

10. Required Qualifications and Experience

The service provider or printing company should possess:

- Demonstrated experience in graphic designing, publication layout, and professional printing.
- Proven experience in designing and printing reports, directories, books, or similar publications.
- Technical capacity and appropriate printing facilities to undertake four-colour printing.
- Skilled graphic designers and printing professionals capable of delivering quality publications.
- The ability to meet agreed deadlines while maintaining professional quality standards.

11. Payment Terms

Payment shall be made in four (4) installments, based on the agreed payment schedule and completion of the respective deliverables, subject to verification and approval by STEP. Payment will be processed in accordance with STEP's procurement and financial procedures and the approved quotation.

12. Ownership and Confidentiality

All source documents, content, editable design files, layouts, and final print-ready publications developed under this assignment shall remain the exclusive property of STEP.

The service provider shall maintain the confidentiality of all documents and information provided by STEP and shall not reproduce, share, publish, or distribute any content or publication without prior written authorization from STEP.