

## ANNEX 2. TERMS OF REFERENCE FOR INSTITUTIONAL CONTRACT

<b>Reference:</b>	<b>LRPS-2026-9204640</b>
<b>Title:</b>	Typesetting of the National Curriculum Framework (NCF) Learner Teacher Support Materials (LTSM) for Children Aged Birth to Four Years
<b>Location:</b>	South Africa
<b>Duration:</b>	3.5 months
<b>Closing date:</b>	Sunday, 28 June 2026

**Submission instructions:** Refer to bid document for details.

### 1. BACKGROUND AND JUSTIFICATION

In 2023-2024 UNICEF supported the Department of Basic Education (DBE) in development of Learner and Teacher Support Materials (LTSM) for implementing the National Curriculum Framework (NCF) for children from birth to four years. Sound principles were applied in the development of the curriculum packs, including alignment with the NCF; flexibility and adaptability; cultural and linguistic relevance; incorporation of play-based learning and pedagogies; and the promotion of gender equality, diversity, and the inclusion of children with disabilities. The LTSM are developed to be used in all early learning programmes.

The LTSM was developed in English, to ensure accessibility and effective utilization across South Africa, the English is currently being translated and versioned into the following official languages: Afrikaans, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, siSwati, Tshivenda, and Xitsonga. This aligns with DBE's mother tongue-based bilingual education approach and supports the NCF's emphasis on teaching in children's home language.

Following the versioning of the materials, typesetting of all assets will be required. Typesetting in this context relates to the readjustment of design and layout of the 10 language versioned materials to assimilate the look and feel (design features) of the original English version.

### 2. SCOPE OF WORK

The scope of work for the assignment needs to be understood and interpreted against the following definitions:

**'typesetting'** refers to the process of arranging text and images on a page to prepare it for publishing or printing. It involves selecting fonts, adjusting line and letter spacing, and creating page layouts to ensure the final product is visually appealing, professional, and easy for readers to understand

The purpose of this assignment is to ensure that the Learner and Teacher Support Materials (LTSM) for the National Curriculum Framework (NCF) for children from birth to four years are professionally typeset and aligned in format, design, and presentation across all language editions.

**The objective** is to translate/typeset (including readjustment of design and layout) the versioned Learner and Teacher Support Materials (LTSM) of the National Curriculum Framework (NCF) in the 10 South African different languages (Afrikaans, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, siSwati, Tshivenda, and Xitsonga)

The LTSM are divided into the following age-cohorts:

- (a) Birth to 12 months
- (b) 13 to 24 months (1 to 2 year olds)
- (c) 25 to 36 months (2 to 3 year olds)

- (d) 37 to 48 months (3 to 4 year olds)
- (e) 49 to 60 months (4 to 5 year olds) (Transition to Grade R).

**Developed LTSM includes,**

- (a) Practitioners' manual
- (b) Big books
- (c) Resource books
- (d) Observational manual
- (e) Quick start guide
- (f) Weekly planner
- (g) Posters
- (h) Charts and friezers

3. The English word count for each asset per age-cohort is provided for the purpose of the proposal.  
Word count of the 10 lagunages are not available as yet as they are still being versioned

ASSETS		WORD COUNT (English)						TOTAL
		General	CH01	CH02	CH03	CH04	CH05	
1.	Practitioner's Manual		124,478	111,369	116,923	117,151	119,752	<b>589,673</b>
2.	Resource Book		7,178	6,472	6,753	6,622	6,617	<b>33,642</b>
3.	Observation Manual		21,119	30,026	29,761	29,214	29,404	<b>139,524</b>
4.	Video Booklet	7,962						<b>7,962</b>
5.	Quick Start Guide		8,967	10,961				<b>19,928</b>
6.	Poster #1		324	392	432	468	571	<b>2,187</b>
7.	Poster #2		344	387	391	385	522	<b>2,029</b>
8.	Poster #3		469	391	449	386	417	<b>2,112</b>
9.	Poster #4		448	403	406	459	436	<b>2,152</b>
10.	Poster #5		357	419	460	455	455	<b>2,146</b>
11.	Poster #6		342	333	338	431	413	<b>1,857</b>
12.	Poster #7		545	475	445	486	571	<b>2,522</b>
13.	Poster #8		267	425	427	465	513	<b>2,097</b>
14.	Poster #9		307	460	397	427	528	<b>2,119</b>
15.	Poster #10		478	450	412	473	420	<b>2,233</b>
16.	Poster #11		309	453	482	412	569	<b>2,225</b>
17.	Poster #12		540	419	392	489	535	<b>2,375</b>
18.	Poster #13		268	444	515	535	558	<b>2,320</b>
19.	Poster #14		431	486	479	399	548	<b>2,343</b>
20.	Poster #15		454	412	506	501	508	<b>2,381</b>
21.	Poster #16		428	457	503	449	577	<b>2,414</b>
22.	Poster #17		550	344	470	486	635	<b>2,485</b>

23.	Poster #18		391	501	395	487	548	<b>2,322</b>
24.	Poster #19		272	469	466	381	578	<b>2,166</b>
25.	Poster #20		460	435	420	462	518	<b>2,295</b>
26.	Big Book #1		6,501	6,876	7,010	6,459	7,185	<b>34,031</b>
27.	Big Book #2		6,344	7,232	7,571	7,521	7,489	<b>36,157</b>
28.	Weekly planner		1,060	719	719	719	719	<b>3,936</b>
29.	Colour frieze #1		15	15	15	15	15	<b>75</b>
30.	Colour frieze #2				-	5	5	<b>10</b>
31.	Colour frieze #3						5	<b>5</b>
32.	Pattern frieze		15					<b>15</b>
33.	Shape frieze		15	14	15	21	21	<b>86</b>
34.	Numbers frieze #1			14	14	21	21	<b>70</b>
35.	Numbers frieze #2						8	<b>8</b>
36.	Maze chart		159	164	189	189	189	<b>890</b>
37.	Height chart			78	78	78	78	<b>312</b>
38.	Milestone chart		894					<b>894</b>
39.	Kit (Cardboard Box)		351	351	351	351	351	<b>1,755</b>
<b>TOTAL PER COHORT</b>		<b>7,962</b>	<b>185,080</b>	<b>182,846</b>	<b>178,184</b>	<b>177,402</b>	<b>182,279</b>	<b>913,753</b>

## 4. Deliverables

### 4.1 PART I: Inception

- 4.1.1 The assignment will commence with an inception phase to clarify principles for the execution of the assignment, an agreed detailed work plan and agreement of roles and responsibilities for all three jobs.
- 4.1.2 The service provider will be invited to participate in an inception discussion within five working days after the signing of the contract to clarify all matters related to the contract and provide general guidance with regards to the implementation of the assignment within the parameters of the contract. The following will be dealt with during the inception meeting:
- detailed brief on the conceptual understanding and approach within the parameters of the terms of reference and the proposal submitted by the service provider.
  - the proposed workplan for the execution of the assignment;
  - the specific support required from UNICEF in the execution of the assignment; and
  - any other matters that pertain to this assignment.
- 4.1.3 The service provider will be required to submit an inception report (**Deliverable 1**: Inception report) (maximum 5 pages) based on the discussions and agreements during the inception meeting referred to above, and this report will include, as an annexure, a detailed work plan for the full duration of this assignment and all components thereof (**Deliverable 2**: Detailed work plan).

4.2 **PART II: Produce typeset (including the readjustment of design and layout) assets of the versioned Learner and Teacher Support Materials (LTSM) for the National Curriculum Framework (NCF) into the ten South African languages: Afrikaans, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, siSwati, Tshivenda, and Xitsonga.**

- 4.2.1 Typeset the LTSM for cohort 1 in all 10 South African Languages (**Deliverable 3**)
- 4.2.2 Typeset the LTSM for cohort 2 in all 10 South African Languages (**Deliverable 4**)
- 4.2.3 Typeset the LTSM for cohort 3 in all 10 South African Languages (**Deliverable 5**)
- 4.2.4 Typeset the LTSM for cohort 4 in all 10 South African Languages (**Deliverable 6**)
- 4.2.5 Typeset the LTSM for cohort 5 in all 10 South African Languages (**Deliverable 7**)

#### 4.3. Description and technical details of this assignment

4.3.1. The design and layout of the English version was done and approved by the Department of Basic Education. Typesetting the versioned materials to all 10 South African languages should adhere to the following guidelines:

- (a) The design and layout adjustments should closely align with the English version to the greatest extent possible
- (b) The artwork used on the cover pages should be kept as is
- (c) The artwork (illustrations/photos), although may be resized must remain clearly visible
- (d) Artwork done must be rendered consistently across all appearances
- (e) Artwork shall be of high quality.

#### 4.3.2 Revision and quality

- (a) The service provider shall submit a draft of each designed material of each completed cohort in all 10 languages for review to UNICEF and Department of Basic Education, whereafter the feedback shall be incorporated.
- (b) The service provider shall prior to finalising the final assets employ its internal quality assurance and checking procedures to ensure that the material meets the standards of the work through its internal cross-checking and quality assurance processes before the submission.

#### 4.3.3 Final production files

- (a) The service provider will provide the final production files electronically. These shall include the following:
  - i. *Print-ready PDF*: High-resolution file, correctly optimized for professional printing (including bleed, crop marks, etc.).
  - ii. *Web-optimized PDF*: Low-resolution, accessible file optimized for screen viewing and download.
  - iii. *Source files*: Fully packaged design files (e.g., Adobe InDesign, artwork used in high resolution, including linked assets and fonts).
- (b) **Print specifications**: The service provider will provide a detailed/clear description of the print specifications (millimeters should be used as the standard of measurement for size).

## 5. EXPECTED DELIVERABLES AND REPORTING REQUIREMENTS

Work assignment	Deliverable/ output	Estimated number of days	Estimated budget/ payment
	<p><b>Note:</b> The estimated working days specified are calculated per product (deliverable). These individual estimates do not automatically sum up to the total number of working days for the entire work assignment. This is because the estimates below were generated without considering potential factors like overlapping timelines for different deliverables or the simultaneous use of multiple staff members on various tasks</p>		
Inception	<b>Deliverable 1:</b> Inception report (maximum 5 pages)	5	10% of total fee
	<b>Deliverable 2:</b> Detailed work plan for the full duration of this assignment and all components		
	<b>Deliverable 3:</b> Final designed copy of cohort 1 in all 10 South African Languages; Print-ready PDF; web-optimized PDF; source files; and print specifications	12	18% of total fee
	<b>Deliverable 4:</b> Final designed copy of cohort 2 in all 10 South African Languages; Print-ready PDF; web-optimized PDF; source files; and print specifications	12	18% of total fee
	<b>Deliverable 5:</b> Final designed copy of cohort 3 in all 10 South African Languages; Print-ready PDF; web-optimized PDF; source files; and print specifications	12	18% of total fee
	<b>Deliverable 6:</b> Final designed copy of cohort 4 in all 10 South African Languages; Print-ready PDF; web-optimized PDF; source files; and print specifications.	12	18% of total fee
	<b>Deliverable 7:</b> Final designed copy of cohort 5 in all 10 South African Languages; Print-ready PDF; web-optimized PDF; source files; and print specifications	12	18% of total fee

5.1. The service provider shall undertake to keep all information regarding the work assignment and the content thereof confidential.

5.2. The estimated costs for the assigned were calculated against the current rates

## 6. DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

- 6.1 The following desired competencies, technical background experience will be the basis to select and appoint a service provider for this assignment:
- 6.1.1 At least 6 years of previous experience in design and layout, creative design of publications and promotional materials for children.
  - 6.1.2 Previous experience in translating/typesetting versioned materials into other languages (preferably South African languages)
  - 6.1.3 Highly qualified team of experts in different fields required for the job - CVs of team members to be provided;
  - 6.1.4 Creativity, originality, punctuality, high level of organization and efficiency; ability to respond quickly and efficiently to UNICEF request.
- 6.2 Due to the need for the service to be provided need to have a strong reference to the South Africa context, preference will be given to South African service providers.

## 7. ADMINISTRATIVE AND RELATED MATTERS

- 7.1 The contract and the related actions and deliverables required for the service provider to execute will be managed by UNICEF.
- 7.2 The service provider shall have regular engagements with UNICEF, either in person or virtually. The necessity of all engagements will be discussed with successful service provider during the inception discussion to ensure that aspects of the work assignment are understood clearly. Meetings will be at times as agreed to discuss and agreed upon on matters pertinent to the implementation of this assignment.
- 7.3 UNICEF is responsible for the overall monitoring of the implementation of this assignment as described in the contract and shall execute this in a professional and consultative manner throughout the term of the contract.
- 7.4 The service provider shall at all times keep information obtained during the work assignment confidential and shall not circulate the documents or any part there-of, at any stage to any party without the explicit written permission of **both** UNICEF and the Department of Basic Education; and may not publish a document and/or report, any part thereof, or any reworked version thereof, without the explicit written permission of **both** UNICEF and the Department of Basic Education under such conditions that both parties will agree too.
- 7.5 UNICEF and/or Department of Basic Education reserve the right to subject any work done for external peer review as part of the quality assurance process in the implementation of this assignment. The service provider shall be informed if such an action is taken and will be duly informed on the outcome there-off.
- 7.6 The service provider shall ensure that all final deliverables adhere to the required language standards, which include a thorough grammar and spell check. The service provider shall ensure consistency in the use of terminology throughout the document.

## 8. CONDITIONS

- 8.1 The service provider will employ its own office and administrative system in the execution of this assignment.
- 8.2 The service provider's fee/budget shall be inclusive of all local (national) travel (at the most economical fare) associated with the execution of this assignment, if applicable. In extraordinary

circumstances where UNICEF deems it necessary for the service provider to travel outside the ambit of the contractual agreement, air transport and airport transfers (where applicable) will be covered in accordance with UNICEF's rules and tariffs. Flight costs will be covered at economy class rate (at the most economical fare) as per UNICEF policies.

- 8.3 The drafts and final documents, as well related data, will be the property of UNICEF with full title rights after completion, which UNICEF may transfer to the Department of Basic Education without reservations. The service provider will be acknowledged for the work done in the draft documents as well as the final document, except if the document is published as official policy or document of the Department of Basic Education, then the discretion to do this lies solely with the Department of Basic Education in accordance with its policies and procedures.
- 8.4 As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.
- 8.5 The team/consultant/firm selected will be governed by and subject to UNICEF's *General Terms and Conditions* for institutional contracts.

## 9. TECHNICAL EVALUATION CRITERIA AND RELATIVE POINTS

- 9.1 Interest service providers are required to submit their proposal in two separate parts, i.e., a technical proposal and a financial proposal.
- 9.2 Technical proposal
  - 9.2.1 The technical proposal shall contain the required information as indicated in the ensuing paragraphs, which shall relate directly to the terms of reference (non-inclusion of any components will lead to disqualification).
  - 9.2.2 Profile of the service provider/institution.
    - (a) Portfolio of the organisation/agency and three reference letters demonstrating evidence of relevant capacity, qualification or specialized knowledge/experience.
    - (b) Information and credentials of the team lead and team members: including designated role of each team member and their resumé, experience in working on similar assignments.
  - 9.2.3 Proposed approach that will be followed:
    - (a) This shall include the proposed implementation plan, detailing the proposed methodology, defining specific implementation steps and description of activities, indicating timeline for each activity, including estimated number of workdays necessary for each team member, amongst others.
    - (b) An indication of possible risk factors associated with this assignment, based on the perception and experience of the service provider.
  - 9.2.4 Reference to similar work which shall include:
    - (a) Reference to at least 2 recent examples of similar work, preferably final products that are available and accessible either through email or on a website. In case of confidential work, indicate as such.
    - (b) The names and contact details of two persons that can be contacted as reference check related to the service provider's work.
  - 9.2.5 The evaluation of the technical proposals will be based on the following criteria.

Technical Criteria	Description of Technical Sub-criteria	Maximum points
<b>A. Overall Response</b>	A.1: Response is complete, coherent and logically organised, and elaborates and articulates an understanding of scope, objectives and overall assignment requirements aligned with the scope work detailed in this TOR	20
	<b>A. Maximum points</b>	<b>20</b>
<b>B. Institution</b>	B.1: Range and depth of experience as required in this TOR with similar projects as reflected in portfolio with samples of work or links to sample of work	20
	B.2: Quality assurance mechanism and risk mitigation measures included	5
	B.3: Two client references, two recent examples of similar work relevant, to assess competency	5
	<b>B. Maximum points</b>	<b>30</b>
<b>C: Competency</b>	C.1: Team leader and team members with the required qualifications and experience to carry out this type of assignment.	20
	<b>C. Maximum points</b>	<b>20</b>
<b>D. Proposed methodology and approach</b>	D.1: Methodology and approach indicate ability to complete the assignment as per the TOR against the timelines.	10
	<b>D. Maximum points</b>	<b>10</b>
<b>MAXIMUM SCORE (A+B+C+D) FOR TECHNICAL PROPOSAL</b>		<b>80</b>
<i>Minimum score of 60 out of 80 for technical proposal is required to be considered for appointment to this consulting assignment. A technical proposal that receives less than the minimum acceptable score will be deemed disqualified and not proceed further</i>		

9.2.6 Notwithstanding whether the minimum acceptable score is above 55 or not, if a sub-score of 14 or less is achieved under *Technical Criteria C* (competency), the technical proposal will also be deemed disqualified.

9.2.7 UNICEF reserves the right to engage the Department of Basic Education in the assessment of technical proposals in accordance with UNICEF's policy.

### 9.3 Financial proposal

9.3.1 A separate *financial offer* detailing all activity expenses and logistics per each of the 3 jobs should be submitted and the associated costs should be itemised.

9.3.2 The financial proposal should indicate budget estimated in South African Rands (ZAR). Please note:

- (a) Prices offered shall be all inclusive and shall remain fixed for the duration of the contract.
- (b) VAT needs to be indicated separately (i.e. fees/budget needs to exclude VAT).

9.4 The final assessment of the proposal will be weighed as follows: Technical proposal at 80% and financial proposal at 20% to determine a final score.