
**Printing of Training Manuals, Workbooks, Posters and Trainers
Guides**

**Project number/
cost centre:**

21.2199-4.300.02

Output 1

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0. List of abbreviations

BMGF	Bill and Melinda Gates Foundation
BMZ	Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung
CARI	Competitive African Rice Initiative
ComCashew	Competitive Cashew Initiative
CBSS	Community-Based Seed System
ECOWAS	Economic Community of West African States
EU	European Union
FBO	Farmer-Based Organization
FBS	Farmer Business School
MOVE	Market-oriented value chains for jobs and growth in the ECOWAS region
SRP	Sustainable Rice Production
ToRs	Terms of reference

1.0 Context

1.1 Background of MOVE

The Market-Oriented Value Chains for Jobs and Growth in the ECOWAS Region (MOVE) project is commissioned by the Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (BMZ) and co-financed by the Bill and Melinda Gates Foundation (BMGF). The project is being implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The overall (main) objective of MOVE is to build market-oriented and resilient value chains (rice and cashew) that contribute to the creation of income and employment in the ECOWAS region.

Specifically, the goals of MOVE are:

- Increasing the value creation of processing in the ECOWAS region
- Improving the economics/environmental sustainability of agricultural systems
- Improving the marketing of regional products
- Disseminating good practices in promoting inclusive business models
- Strengthening public-private cooperation in policymaking

MOVE is implemented in Nigeria, Ghana, Burkina Faso, Sierra Leone and Côte d'Ivoire and represents the merger of two previously well-established regional projects: The Competitive Cashew Initiative (ComCashew) and the Competitive African Rice Initiative (CARI). Both respective brands (CARI and ComCashew) are kept under the umbrella of the MOVE project.

1.3 Background Assignment

Following the review of the trainer's guides, manuals, picture blocks and posters, there is a need to print these training materials to support farmer-level trainings.

These materials have already been designed with an appropriate layout according to the GIZ/MOVE design guidelines for online and print publications and are ready for printing.

These materials include:

- Rice Farmer Business School (FBS) Manuals
- Rice Farmer Business School (FBS) Trainers Guide
- Rice Farmer Business School (FBS) Posters
- Sustainable Rice Production (SRP) Trainers Guide
- Sustainable Rice Production (SRP) Posters
- Rice Parboiling Economics Manual
- Good Parboiling Practices Trainers Guide

- Farmer-Based Organization (FBO) Posters
- Composting Training Posters

Printing these materials will ensure effective knowledge transfer and support for smallholder rice farmers, enabling them to adopt best practices in sustainable rice production training, Farmer Business School training, Diversification Activities, Parboiling techniques and Composting methods.

1.4 Objective(s) for the Printing of Training Materials

The objective(s) is to;

- Print **2,500** copies of Rice Farmer Business School Manuals in English according to the selected design and MOVE/GIZ publication guidelines.
- Print **30** copies of Rice Farmer Business School Trainers Guides in English according to the selected design and MOVE/GIZ publication guidelines.
- Print **120** sets (a set comprises **27** different posters) of Rice Farmer Business School Posters in English according to the selected design and MOVE/GIZ publication guidelines.
- Print **35** copies of the Sustainable Rice Production Trainers Guide in English according to the selected design and MOVE/GIZ publication guidelines.
- Print **3,500** copies of the Sustainable Rice Production Posters in English according to the selected design and MOVE/GIZ publication guidelines.
- Print **30** copies of the Rice Parboiling Economics Manuals in English according to the selected design and MOVE/GIZ publication guidelines.
- Print **30** copies of the Good Parboiling Practices Manual in English according to the selected design and MOVE/GIZ publication guidelines.
- Print **4500** copies of the Farmer- Based Organization (FBO) Posters in English according to the selected design and MOVE/GIZ publication guidelines.
- Print **1000** copies of the Composting Training Poster in English according to the selected design and MOVE/GIZ publication guidelines.

Ensure that the final copies of books are printed with ISBN numbers.

2.0 Specific Requirements of Service Provider

- Request for soft copy formats of all training materials from MOVE/GIZ.
- Send mock-ups of the publications for final approval:
 - 1 copy of each trainer's guide and manual (printed double-sided, trimmed and comb-bound for final approval).
- Print **2,500** copies of Rice Farmer Business School Manuals with ISBN numbers according to the following guidelines:
 - Paper size: A4, 91 pages (including cover)
 - Double-sided printing
 - Art paper for inside pages and art card paper for the cover
 - Paper thickness: 130gsm for inside pages, 300gsm for cover
 - Comb binding
 - Cover: laminated gloss
 - Pack in sets of 100 per pack
- Print **30** copies of Rice Farmer Business School Trainers Guides with ISBN numbers according to the following guidelines:
 - Paper size: A4, 46 pages (including cover)
 - Double-sided printing
 - Art paper for inside pages and art card paper for the cover
 - Paper thickness: 130gsm for inside pages, 300gsm for cover
 - Comb binding
 - Cover: laminated gloss
- Print **120** sets of Rice Farmer Business School Posters Guides with ISBN numbers according to the following guidelines:
 - Paper size: A0
 - One-side printing
 - Art paper
 - Paper thickness: 150gsm
 - Glossy
 - Arrange 27 posters per set, roll and cover the rolled set to avoid tear.

- Print **35** copies of the Sustainable Rice Production Trainers Guide with ISBN numbers according to the following guidelines:
 - Paper size: A3, 90 pages (including cover)
 - Double-sided printing
 - Art paper for inside pages and art card paper for the cover
 - Paper thickness: 130gsm for inside pages, 300gsm for cover
 - Comb binding
 - Cover: laminated gloss
- Print **3,500** copies of the Sustainable Rice Production Posters with ISBN numbers according to the following guidelines:
 - Paper size: A3
 - Double-sided printing
 - Art paper
 - Cover: laminated gloss
 - Pack in sets of 500 per pack
- Print **30** copies of the Rice Parboiling Economics Manual with ISBN numbers according to the following guidelines:
 - Paper size: A4, 43 pages (including cover)
 - Double-sided printing
 - Art paper for inside pages and art card paper for the cover
 - Paper thickness: 130gsm for inside pages, 300gsm for cover
 - Comb binding
 - Cover: laminated gloss
- Print **30** copies of the Good Parboiling Practices Trainers Guide with ISBN numbers according to the following guidelines:
 - Paper size: A3, 33 pages (including cover)
 - Double-sided printing
 - Art paper for inside pages and art card paper for the cover
 - Paper thickness: 130gsm for inside pages, 300gsm for cover
 - Comb binding
 - Cover: laminated gloss
 - Pack in sets of 50 per pack.
 - Block Calendar Format

- Print **4500** copies of the Farmer-Based Organization (FBO) Posters with ISBN numbers according to the following guidelines:
 - Paper size: A4
 - One-sided printing
 - Art paper
 - Cover: glossy
- Print **1000** copies of the Composting Training Poster with ISBN numbers according to the following guidelines:
 - Paper size: A3
 - One-sides printing
 - Art paper
 - Cover: Glossy

3.0 Timeline

- All printed trainer's guides and manuals should be delivered to MOVE/GIZ by end of June.

4.0 Output/ Reporting

The consultant will report to Princesa Abakah via princesa.abakah@giz.de; , Jeffrey Okusu via jeffrey.okusu@giz.de and Serwaa Akoto Adams via serwaaakoto.adams@giz.de;

5.0 Experience and Qualifications of the Printing Firm

The firm must have been in operation for at least five (5) Years with the following further requirements:

- At least 5 years experience in
 - i. Design, format, typesetting and layout of book publication.
 - ii. Design, format and layout of poster/block images publication.
 - iii. Capacity to print the required number with ISBN numbers.
- The Printing firm must have the capacity to deliver within the stipulated timelines.

6. Other

Deduction of applicable withholding tax will be applied.