

***Safety + Health for All Plantation Workers in South Asia-
Nepal Component***

Terms of Reference

Requirement	Service Provider for Printing
Assignment	Print 45 sets of 2 Flipbooks and 2 checklists of OSH in Nepali
Expected Start Date	December 5, 2022
Expected End Date	December 10, 2022
Total Working Days	5

Background Information/Context

ILO/Japan project “Safety + Health for All Plantation Workers in South Asia aims at improving the Occupational Safety and Health (OSH) conditions of the workers in the plantation sector in South Asia covering the countries of India, Sri Lanka, and Nepal. The ILO programme pays particular attention to the hurdles developing countries face; high-risk sectors such as agriculture; workers in vulnerable conditions such as women, young workers, and migrant workers; small and medium enterprises; and global supply chains.



The immediate objectives of the project are:

- Generate and share knowledge on constraints and opportunities to improve the safety and health of workers and prevent discrimination in the plantation sector in South Asia;
- Strengthen national and local institutions to better promote and protect the safety and health of plantation workers in India, Nepal and Sri Lanka;
- Develop or strengthen workplace and industry level practices and initiatives to promote the safety and health of workers, in the plantation sector in India, Nepal and Sri Lanka, notably through improved representation (including ‘voice’) of workers in the smallholdings and of women workers.

In Nepal, the project aims to enable occupational safety and health of the workers in the tea and cardamom plantations, build capacities of the constituents on OSH issues and strengthen the national framework and implementation mechanisms to promote occupational health and safety for all workers.

Task to be Accomplished

The project intends to print 2 Flipbooks on Occupational Safety and Health (OSH) in the context of workers in the tea and cardamom sectors engaged in both factories and farms. The two Flipbooks are on:

- a) Materials Handling, Work Posture and machine safety,
- b) Physical environment, and work-related welfare facilities

And 2 booklets on:

- a) WIND Action Checklist
- b) WISE Action Checklist

Given below are the specifications for printing and tasks that need to be undertaken by the printer.

1. Description

S.N.	Descriptions	Paper Quality	Binding type	Size	Page per set	Set*
1	Materials Handling, Work Posture and machine safety (Nepali) a. Four Color print in A3 size. b. One sided printing	300gsm art paper with matt finish	Wired binding with table calendar like hardbound stand	A3	53	45
2	Physical environment and work-related welfare facilities (Nepali) a. Four color print in A3 size. b. One sided printing	300gsm art paper with matt finish	Wired binding with table calendar like hardbound stand	A3	54	45
3	WISE – Action Checklist (Nepali) a. Four colour Print in A4 size b. Two-sided printing	100gsm	Staple	A4	8	45
4	WIND Action Checklist (Nepali) a. Four colour Print in A4 size b. Two-sided printing	100gsm	Staple	A4	7	45

**One set will comprise of 2 A3 Flipbooks and 2 Master A4 Action-Checklists.*

2. Cover page and Back page

The 2 Flipbooks in A3 size will have a cover page and back page as per the ILO publication guidelines. The cover pages will be in Nepali. A total of 2 cover pages will need to be layout and typeset by the printer as per the ILO templates.

In addition, the back cover of each of the A 3 size Flipbooks will be hard and the front cover will have a plastic film.

The A4 size checklist will be stapled.

3. Binding and Stand to hold the Flipbook

The 2 Flipbooks in A3 size will be spiral bound. The spiral quality should be sturdy

Each A3 size Flipbook should be able to stand on a cardboard/hard paper holder (same style as a table calendar) or be help in hand like a visual aid.

4. Payment Modality

100% of the total fee will be made after the delivery of the final products to the satisfaction of ILO.

5. Application Procedures:

Interested agencies are invited to submit a Request for Quotation (RfQ) addressed to the Director, ILO Country Office for Nepal, Dhobighat, Nayabato, Lalitpur, containing “**one copy of ownership certificate, VAT/PAN registration etc.**” at the latest by Wednesday, 30 November 2022 (17:30 hrs) to KTM_PROCUREMENT@ILO.ORG.