

Terms of Reference for Hiring of Individual Short-Term Consultant for Designing Coffee Table Book

1. Meghalaya Basin Development Authority (MBDA) has decided to commission a coffee table book for the Handloom products of Meghalaya. The Coffee Table Book (comprising of approximately 100 – 150 pages) will showcase the unique Handloom traditions of the different tribes of Meghalaya. The Coffee Table book will serve to highlight the handlooms of the state to the wider audience and help to connect to potential consumers of these unique creations.
2. MBDA invites Expression of Interest (EOI) from eligible individuals for designing of the said Coffee Table Book. Detailed CVs along with sample of work undertaken should be produced with expressions of interest.

3. Scope of Work

The individual consultant would work under the instructions and overall supervision of the Deputy CEO, Meghalaya Basin Development Authority. The scope of work and deliverables will include:-

- (i) Sourcing of content /photos in original and wherever archived material are available to be utilised after obtaining permission from the copyright holder.
- (ii) Editing of contents, preparing the design/layout
- (iii) Ensuring quality (editorial and production)
- (iv) Effective coordination with content and reference material and design
- (v) Ensuring high quality of work
- (vi) Type settings
- (vii) Organization of content
- (viii) Headings
- (ix) All the references to be edited in consistent format
- (x) Setting of the book
- (xi) Bibliography

(xii) Ensure illustrations and captions are correct.

(xiii) The applicant will have to make a presentation before MBDA with brief concept & roadmap to complete the task.

4. Evaluation Criteria:

The applicants will be asked to present a few samples for the Coffee table book on the basis of their understanding of the EoI document.

5. The technical proposal will be evaluated as follows (Total 100 points):

- a) Compliance with documents requested in Annexure A (Maximum 10 points)
- b) Layout, Concept development, Design templates and creativity and designing ability (Maximum 50 points): Concept development, layout and design templates are key elements of the presentation of the book. Samples of concepts, layout and design templates should be attached by the applicant for the coffee table book; preferably as soft copy.
- c) Prior Experience (Maximum 50 points): The applicant will be expected to provide details of her/his experience in specific contracts of this nature/ type/ complexity. They must also provide samples of the books/coffee table books they have designed. They may also present testimonials from previous or existing clients; preferably in soft copy

Note: an applicant securing more than 75 percent in the technical evaluation will be invited for the second round of presentation and negotiations. An interview (as mentioned in (b) above) of the consultant may be conducted separately to ensure the proper evaluation of technical bid.

6. Duration of the assignment

The assignment will be for a period of 3 months from the date of signing of the contract.

7. Deliverables, Timelines and Payment Terms

Sr No.	Deliverable	Time line (T)
1	Concept Finalization/ Desk Research	T + 15 days
2	Field Visits for Content Sourcing	T + 45 days
3	Editing and Layout work	T = 60 days
4	Draft Coffee Table book preparation and presentation	T + 80 days
5	Final Coffee Table book presentation	T + 90 days

8. Payment Terms

20 per cent on signing of the contract
20 per cent on completion of Deliverable No. 2 specified above
30 percent on completion of Deliverable No. 4 specified above
30 percent on completion of Deliverable No. 5 specified above

9. Facilities to be provided by the Client.

1. MBDA will provide a working space at its office in Shillong on a need basis.
2. MBDA will facilitate, wherever possible, permissions to visits to the districts and villages and respective ministry for sourcing of content.

Annexure A

TECHNICAL PROPOSAL

Sl No	Particulars	To be filled by applicant (use separate sheets if necessary)
1	Name of the applicant	
2	Detailed Contact Address	
3	Past experience of the applicant along with profile and past projects handled.*	
4	Experience in dealing with Government Departments (Indicate the names of the depts and attach list of few clients)*	
5	Experience in creating similar publications. (Provide samples) *	
6	Minimum 5 years' experience in editing /photographs etc. (Provide details of knowledge and experience) *	
7	Sample of Coffee Table Book*	

*: soft copies wherever available must be attached.