

TERMS OF REFERENCE (TORS)

Provision of Printing Service's – Nairobi

Nairobi, 8th July 2022

1. Introduction

The Centre for Multiparty Democracy, CMD-Kenya is a political parties-based membership organization established in March 2004. The mandate is to enhance multiparty democracy and strengthen the institutional capacity of political parties in Kenya through policy influence and capacity building. The organization provides a platform for political parties, political actors and policy makers to engage in dialogue and cooperate in strengthening multiparty democracy. CMD-Kenya works closely with political parties, political actors, strategic partners and key stakeholders in promoting social justice, political governance best practices, respect for human rights and fundamental freedoms.

CMD-Kenya with support from the UN Women is currently implementing a project whose overall goal is to support the increased participation of women in the politics and in decision making process in Kenya. In order to support increased visibility of women aspirants during this period, CMD-Kenya is seeks to engage the services of a printing firm to offer printing services of the Information, Education and Communication (IEC) materials for women candidates contesting for political office in the country's August 2022 General Election. The printing firm will be required to produce the IEC materials in the design and format as forwarded by CMD-Kenya on high resolution and samples submitted to CMD-Kenya for review and approval prior to bulk printing. The Materials to be printed are as indicated below:

1. Lesso's/ Kangas
2. T-Shirts
3. Reflectors
4. Flags
5. A3 Posters
6. Caps
7. Aprons

2. Methodology

The printing firm will work with CMD-Kenya's Gender Officer to ensure timely delivery of the IEC materials.

3. Deliverables

Provide quotations with company profiles detailing previous experience

Provide samples of previous work done

Printing/ production of IEC materials as submitted without alterations

Timely production, packaging, labeling and delivery of the IEC materials to CMD-Kenya offices.

4. Production Period

The production period will be for 5 working days, starting **12th July 2022**.

5. Application process

Interested candidates should submit a short proposal, including a breakdown of costs for each item by close of **Business Monday, 11th July 2022** to tenders@imd-cmd.co.ke