**Annex A:**

The Contractor is required to select a specific area of interest/competence in the Knowledge, Information and Communication categories of products/outputs defined below, and for the selected product/output, indicate the service to be provided based on one or more of the key elements; (i) content development, (ii) desktop publishing and/or (iii) printing. Details of the cost breakdown/rates for each type of product and service will be required.

**Name of Applicant:**

| **Table 1:**  **Specific Knowledge, Information and Communication Outputs/Products** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Select one or more from the Categories Below** | | **Quantity** | **Quotation Required US$**  Delete unnecessary rows (optional), i.e products that you will not be providing quotes for, **but maintain the numbering system**. | | |
| **Content Development** | **Desktop Publishing[[1]](#footnote-1)** | **Printing** |
| **1** | **Policy Briefs:**  Print and electronic searchable briefs   * 2 Briefs per Component (2 x 3) * 2 Briefs that integrate the 3 Components * min #pages = 8; max #pages = 12 pages; | 8 |  |  |  |
| **2** | **APP Outcomes Reports:**  As described briefly in Section 2.2, ER 1 above   1. April Report, covering the period of April 2013 to March 2016 with a Final draft to be submitted no later than 30 April 2016; 2. November Report: Final Report that builds on the April report and promotes the work and results of the APP with emphasis on Possible scale up activities, to be completed in Nov. 2016**.**  * min # pages = 60 * max # pages= 120 | 2 |  |  |  |
| **3** | **Commodity–Based Profiles:**  At least 3 short publications that extract information from the activities and reports of all 3 Components in a commodity specific approach to capture the work done by the APP on the priority commodities that should:   * explain why the commodity is a priority; * trace the development path from inputs to market; * identify gaps (which can either be dealt with in a subsequent project or by existing agency work programmes) |  |  |  |  |
| **4** | **Visibility Products:** | | | | |
|  | ***Monthly print & online news articles***  At least one monthly news article, media release in mainstream printed and online press for the duration of the consultancy MS Word   * Min. 300 words with photo; * Max. 700 words with photos | 8 |  |  |  |
| ***Thematic-Technical features***  One per APP Component  March; June, Sept 2016 | 3 |  |  |  |
| ***Pre & post media releases linked to regional workshops/meetings***  (max # between March – October = 6) |  |  |  |  |
| **5** | **APP Reports**  Copy-editing of APP final technical reports and studies, workshop and meeting reports to include proof reading, basic augmentation for enhanced reading, creation of abstracts and summaries, as necessary for circulation for general audience. These reports range from min. #pages @30 to maximum # pages @ 200. | Specific documents to be identified as and when completed |  |  |  |

1. Design, Artwork and Layout for print/online ready versions [↑](#footnote-ref-1)