



## PSS Kits Distribution Terms of Reference

<b>Request :</b>	Call for Tender for toys and printing
<b>Office:</b>	Beirut
<b>Deadline</b>	28/04/2020
<b>Delivery:</b>	PSS KIT to be distributed in North Bekaa and Akkar

**The Organisation:** Plan International is an independent child rights and humanitarian organisation committed to children living a life free of poverty, violence and injustice. We actively unite children, communities and other people who share our mission to make positive lasting changes in children's and young people's lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind. We have been building powerful partnerships for children for more than 80 years, and are now active in more than 70 countries. Plan International Lebanon is established in late 2016 and has programmes throughout the country (Beirut, Mount-Lebanon, South, North and Bekaa).

**Background:** Now entering its nine year, the conflict in Syria continues to have a drastic impact on Syrian refugee children as well as Lebanese children living in host communities. Children continue to experience different forms of violence, abuse and exploitation in their communities. Increasing levels of poverty and lack of access to quality education among refugee families have put an alarming number of Syrian girls and boys at risk of child labour and child marriage. Adolescents and youth have limited educational and economic opportunities and experience a sense of hopelessness and lack a future perspective. With the outbreak of COVID-19 in Lebanon and the decision of the government to impose a nation-wide lockdown in order to limit the propagation of the virus, the situation of the target children and their families is more challenging since they are all staying in lockdown all day long with limited resources. To address these new challenges and prevent their harmful consequences, Plan International and partners decided to distribute PSS kits for 2701 children enrolled in its program in North Bekaa and Akkar.

### **Requirements:**

**What is the PSS Kit?** The PSS Kit is a package of activities, items and supplies to support children and adolescent aged 0-17, especially those who are most vulnerable, at-risk, and affected by COVID19. The kit aims to bring a positive change in children' lives, break the routine while in quarantine and give the chance to express themselves, through fun and effective motor and cognitive activities and material, in addition to some key protection messages, which will also help them to cope with the stressful circumstances and engage positively with their family members.

### **Each PSS Kit will include:**

- 1. PSS Playbook:** One Word Document will be shared, to be printed, binded, and added to the PSS Kit.  
Approximately **30 pages**, coloured **and black and white printing**. *(Additional specifications to follow)*
- 2. Educational Games:** Educational games as per the table below:

PSS Kit				
	Age Group	#	Items	Quantity
Toys	0-5 Years Old	1	Story Telling Dice (At least 4 dices)	33
		2	Arabic Learning Game (Alphabet, Shapes, Numbers, Animal, Colors, etc)	33
		3	Musical Instrument (Animals sounds, Alphabet sounds, Classical music, etc.). <i>Battery powered. Battery to be included.</i>	33
		4	"Teddy Bear, Peluche, Puppet (Suitable for new born, hypoallergenic, Washable, No detachable pieces)	33
		5	Magnetic Drawing Board (Board(Writing area: ( 275*180mm), made of high-quality ABS plastic, safe and environmental, not easy to break; designed with handle, lightweight for easy use)	33
	5 – 18 years Old	6	Jenga (made from NON-TOXIC materials and safe to use, Wooden)	4814
		7	Lightweight soccer ball (9 cm diameter)	4814
		8	Connected 4	4814
		9	Pack of Playing Cards	4814
		10	Adolescent Puzzle (500 pcs)	4814
		11	Plastic building bricks (+100 pcs, different color, Non Toxic, pieces not less than 5 cm)	4814
		12	Box of 12 Coloring Pencils (any shape)	4847
		13	Box of 10 or 12 Pencils (any shape)	4814
		14	Note book of 300 pages, squared, spiral, A4 size, white Paper.	4814
		15	Mandela Coloring Book (A4, 100 PAGES, 100g/ paper)	4814
Printing	For all ages (in all boxes)	16	Print out of 1 Playbook: total of 34 coloured pages including 2 laminated pages (playbook cover) + spiral bender	4847

### Terms:

- Toys should be gender neutral (that work for both sex and excluding barbies and superheroes).
- Emphasis to be put on educational games that promote linguistic or mathematical knowledge.
- Make sure that the items are age appropriate, nontoxic and washable.
- Toys made of fabric should be flame resistant or flame retardant.
- Items should child friendly.
- All suppliers should provide Plan International with sample or pictures of each items.
- All items should be sanitized before the kit packing.
- The persons who will be doing the packing should wear gloves and mask.
- The vehicle that will deliver should be sanitized and every person (drivers and suppliers. employees) who will touch the kit should wear gloves and mask all the time.
- Each kit will be pre-packed by supplier in cardboard boxes, to include: Printed Playbook + Games specified.
- Supplier to deliver the PSS Kits to offices in Halba (Akkar) and Ras El Ein (Baalback).
- Supplier to assume responsibility in ensuring each kit includes the specified games and printed document.



How to apply:

- Suppliers can apply on either one or both tenders.
- Supplier should send below Documents to “ [Zahia.saleh@plan-international.org](mailto:Zahia.saleh@plan-international.org) “ mentioning “call for tender PSS kit” in the subject of your email:
  1. Certificate of registration in VAT- شهادة تسجيل في الضريبة على القيمة المضافة
  2. Company registration certificate- شهادة تسجيل شركة
  3. إذاعة تجاريه
  4. Detailed Quotation, reflecting price of each item and total amount
  5. Samples and /or clear picture of each item.

*PS: Alternative items similar to articles specified are acceptable, upon coordination and approval.*

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