

GLOBAL PEACE DEVELOPMENT

Terms of Reference (ToR)

Request for Quotation for the Production of Community Peace and Resilience Plans (CPRPs) in four States (Katsina, Plateau, Kaduna and Benue)



1. Background

Global Peace Development (GPD) is a Non-Governmental Organization founded in April 2002, dedicated to promoting peace, social justice, gender equality, and sustainable development in Nigeria. Registered with the Corporate Affairs Commission (CAC) in 2004 and the National Planning Commission in 2011, GPD has over 22 years of experience delivering humanitarian, development, and peace nexus interventions across Nigeria.

GPD, with funding support from Tetra Tech Nigeria and UK AID, is implementing the project “Promoting Agropastoralism Reconciliation and Resilience for Sustainable Livelihood and Peace (PARSULP)” in Benue, Plateau, Kaduna, and Katsina States.

As part of this intervention, Community Peace and Resilience Plans (CPRPs) have been developed through Participatory Rural Appraisal (PRA) processes in collaboration with members of the various LGA’s across the four (4) project states.

To strengthen visibility, ownership, and operational use of the CPRPs by stakeholders, GPD seeks qualified vendors to provide professional design, layout, and printing of one thousand (1000) copies of the Community Peace and Resilience Plans for dissemination across the four project states. That is 250 copies per LGA

2. Purpose of the Assignment

The purpose of this assignment is to engage a competent and reputable printing vendor to:

- Professionally design, format, and brand the Community Peace and Resilience Plans (CPRP) in line with GPD, Tetra Tech Nigeria and UK AID branding guidelines.
- Print high quality copies for dissemination to state level, LGA level, and community stakeholders across the four states.

3. Scope of Work

- Develop professional layout and design templates for the CPRPs (cover page, table of contents, main content, graphics, charts, and community maps).
- Ensure compliance with GPD, Tetra Tech Nigeria, and UK AID’s branding guidelines.
- Incorporate relevant photographs, illustrations, and infographics provided by GPD.
- Submit draft design for review and approval before final production
- Printing of high quality copies of the CPRPs in line with approved specifications.
- Delivery of the printed materials to the four project states.

4. Deliverables

- Professionally designed soft copy of CPRPs
- Printed copies of CPRPs as per agreed specifications
- Delivery and distribution of materials to designated states

5. Production Specification

- Pages: 100
- Quantity: One thousand (1,000) copies

6. Vendor Requirements

- Duly registered with the Corporate Affairs Commission (CAC) with a valid TIN.
- Demonstrate proven experience in design and printing of publications
- Have the capacity to deliver within the agreed timeline and quality standards.

7. Quotation Requirements

- Detailed proposal outlining design approach, timeline, and delivery plan.
- Financial quotation clearly indicating unit costs, and total cost.

8. Payment Terms

- Payment will be made upon satisfactory delivery and acceptance of deliverables.
- All payments will be subject to Withholding Tax (WHT) deductions

9. Submission Details

Qualified vendors are to submit their quotation via email procurement@globalpeacedev.org on or before October 25th, 2025.