So you're thinking about a textbook component for your project!

What a task team leader needs to know
for project preparation and implementation
(but were afraid to ask)

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Your basic go-to docs

- World Bank Operational Guidelines for Textbooks and Reading Materials
- Standard Bidding Document (SBD) for Textbooks
- Procurement Guidance Note
- Other helpful docs:

  SBD Users Guide AN ANNOTATED SBD

  Procurement Technical Note on Textbooks

At project identification

- The lay of the land: languages, publishers, printers, freight forwarders, bookstores
- Publishing and printing USUALLY PUBLISHING
- Should the government write textbooks?
- Should the project support local printing?COMMERCIAL VS. INDUSTRIAL PRINTING
- Delivery to district or to school?

Policy options

- Public or private origination
- Single or multiple adoption ETHIOPIA, TANZANIA
- Book:pupil ratios
- Central procurement or local purchase
- Distributed free, loan-free, or by open market EGYPT, PHILIPPINES, NAMIBIA, FIJI
- Delivery to district office or to school

During project preparation

- Conformity with project development objective
- Textbook policy
- Support for curriculum, teacher training, student assessment
- Physical targets TEXTBOOKS TEACHER GUIDES SUBJECTS GRADES
- Implementation arrangements WHO WILL DO WHAT WHEN
- Procurement methods

At appraisal

- Implementation schedule over project life
- Detailed quantities
- Unit costs and total cost estimates
- Technical assistance support EXPERTS FELLOWSHIPS
- Agreed actions to ensure viability of implementation CONDITIONS OF EFFECTIVENESS, DATED COVENANTS

Preparing the procurement plan

- Year 1 of project implementation schedule
- Plan must-haves: packaging PACKAGE LOT ITEM, estimated cost of package, procurement methods, time allocation ICB NCB SHOPPING THRESHOLDS
- The full cycle: preparation, procurement, contract execution, completion A REALITY CHECK

Know your SBD: Schedule of Requirements

- How book publishers count pages
- How book printers count copies
- Order quantities: Enrollment by grade at school level, estimated growth, losses, reserve stock TEACHER GUIDES MISPLACED
- Provision for reprinting VARIATION, REPRINT FORMULAS
- Points of delivery, delivery documentation

Know your SBD: Technical Specifications

- Paper BODY TEXT, COVER STOCK; BASIS WEIGHT, OPACITY, BRIGHTNESS
- Printing, binding, finishing
- Packaging WRAPPING, BUNDLING, CARTONS; VOLUME, WEIGHT, MARKINGS

Know your SBD: Bid evaluation

- Technical evaluation for quality
- Criteria, sub-criteria, questions, scoring rubrics SCALE , FORCED CHOICE
- Selection & training of evaluators
- Documentation
- Quality-price formula WEIGHTS REFLECT POLICY

Contract execution: Why does it take so long?

- Purchasing off shelf, evaluating finished books, evaluating sample unit then developing the book
- The cycle: preparation of bidding documents, bid announcement, tender period, bid opening, bid evaluation, approvals, contract award
- Contract execution: manuscript development and review, page preparation and review, manufacturing, shipping, distribution

Parting words of wisdom

The world of books is the most remarkable creation of man. Nothing else that he builds ever lasts. Monuments fall, nations perish, civilizations grow old and die out; and, after an era of darkness, new races build others. But in the world of books are volumes that have seen this happen again and again, and yet live on, still young, still as fresh as the day they were written, still telling men's hearts of the hearts of men centuries dead.

CLARENCE DAY