



TERMS OF REFERENCE

For the Production of Starter Packs of Toys and Games for Children Under 3 Years at Labe supported Child Care Centres

1. Background

Labe (Literacy and Adult Basic Education) is committed to promoting early childhood development (ECD) through a holistic, play-based learning approach. With a focus on children 0 - 3 years, Labe engages parents and supports childcare centres in refugee hosting and vulnerable communities in West Nile and Northern Uganda, emphasizing the importance of play for nurturing cognitive, motor, language, social, and emotional skills. To enhance this work, Labe seeks to procure starter packs of developmentally appropriate toys and games to facilitate interactive and inclusive learning environments at childcare centres and homes.

2. Objective

To design, produce, and deliver 48 sets of starter packs with a variety of safe, durable, locally replicable and ECD-aligned toys and games targeting children 0 - 3 years. These materials should enhance child development outcomes and actively engage children in nurturing play activities.

3. Scope of Work

- Suggest a catalogue of toys and games aligned with developmental milestones for children aged 0-3 years that can be locally replicated.
- Include a variety of toy types and games for: sensory stimulation, fine and gross motor skills, early communication and language, problem-solving, and social skills development.
- Collaborate with Labe staff to design a comprehensive catalogue of toys and games aligned with developmental milestones for children aged 0-3 years that can be locally replicated.
- Ensure all items are made from non-toxic, child-safe, environmentally friendly and locally available materials (based on the above context).
- Produce and deliver 48 sets of starter packs with a variety of safe, durable, locally replicable toys and games.
- Provide guidance notes on how to effectively use the toys and games for caregivers to support developmental objectives.
- Deliver 48 starter packs to Labe and orient Labe staff on the toys and games use and maintenance.

- Provide post-delivery support to address any issues related to the toys.

4. Deliverables

- Catalogue, specifications and description of all toys and games for review and approval by LABE.
- A quotation for the costs of production of the starter packs.
- Production and timely delivery of 48 sets of starter packs as agreed.
- Guidance notes on usage for caregivers.

5. Qualifications and Expertise

- Demonstrated experience in designing and producing quality educational or developmental toys and games for infants and toddlers.
- Knowledge of child development needs and ECD principles, especially for children under 3 years.
- Proven ability to produce child-safe, durable, and engaging toys in the required quantities.
- Capacity to deliver on time, within budget and provide quality after-sales support.
- Familiarity with the local context and cultural considerations in refugee and host communities in West Nile settings is an advantage.

6. Timeline

- Submission of proposed toys, games catalogue and a quotation: Date:3/Oct/2025
- Approval of catalogue and production order: Date:7/Oct/2025
- Commencement of production: Date:9/Oct/2025
- Delivery of starter packs and orientation of LABE staff: Date:24/Oct/2025

7. Reporting and Communication

- The producer/partner will report regularly to the LABE Program Manager.
- We will have coordination meetings as required during the production period.

8. Submission

Submission of a Catalogue of Toys and Games with specifications and descriptions, and production quotes is due on 3rd October 2025. Please submit these documents to jackie@labeuganda.org and joyce@labeuganda.org using subject line **(Re): Production of Starter Packs**