



## Early Literacy Toolkit Scope of Work

### ABOUT LIBRARIES WITHOUT BORDERS US

Libraries Without Borders US (LWB US) is the American branch of the international nonprofit, Bibliothèques Sans Frontières (BSF). Since 2007, BSF has delivered access to information and learning opportunities to 1.5+ million people in 50+ countries. Utilizing innovative tools, training programs, and educational resources, BSF builds new learning spaces to strengthen the capacity of people in vulnerable situations.

LWB US believes that everyone deserves access to a library: a safe place to learn, create, and connect to critical resources. Since 2014, we have partnered with library systems and community-based organizations to bring library resources and services to those that need them most.

LWB US revolutionizes library outreach by reaching into communities where library services are currently inaccessible or underutilized. We reimagine what—and where—a library can be and how its services and resources can most effectively reach the community. Specializing in community stakeholder engagement, we build custom strategies with libraries that meet a local need and leverage existing assets. Our partnerships include capacity-building webinars, trainings, and tools; coaching and customized technical assistance; and/or integrated implementation support.

### SUMMARY

Libraries Without Borders US seeks the design and development of a comprehensive, culturally responsive **Family Literacy Toolkit** for the LIFT (Literacy Integration for Families Together) Program. This consultancy will create accessible, engaging resources in both English and Spanish for families with children ages 0-5 in disadvantaged communities across Baltimore, MD, Washington, DC and Richmond, Virginia.

The toolkit will be distributed to 12,000+ families as part of book distribution kits and

will empower parents and caregivers to support early literacy development at home. The ideal candidate brings expertise in early childhood development (birth through age 5), family engagement, multilingual/multicultural education, and experience designing practical resources for families with varying literacy levels.

**Contract Structure:** Fixed-price, deliverables-based 3-month consulting contract

**Compensation Range:** \$15,000 - \$18,000 based on experience

## **PRIMARY DELIVERABLE: FAMILY LITERACY TOOLKIT**

**Audience:** Parents, caregivers, and family members of children ages 0-5

**Purpose:** Empower families to engage in meaningful literacy activities at home, regardless of educational background or economic resources

### **Toolkit Components:**

#### **1. Developmentally Organized Activities**

- Age-specific sections: 0-12 months, 1-2 years, 3-5 years
- Simple, engaging literacy activities for each developmental stage
- Play-based learning ideas using everyday materials
- Tips for creating literacy-rich environments on limited budgets

#### **2. Accessible Design**

- Visual, low-text instructions accessible to caregivers with varying literacy levels
- Photographs and illustrations showing activities in action
- Simple language at 6th grade reading level or below
- Culturally diverse images reflecting varied family structures and backgrounds

#### **3. Practical Guidance**

- Read-aloud techniques and conversation starters
- What to expect at each developmental stage
- How to use the books in your kit
- Connection to local library resources and community programs

#### **4. Cultural Responsiveness**

- Content reflecting diverse family experiences and cultural practices
- Integration of music, storytelling, and cultural traditions
- Inclusive language and imagery
- Space for families to add their own cultural practices

## 5. Support for Bilingual/Multilingual Families

- Guidance on raising children in bilingual or multilingual households
- Benefits of maintaining home language while learning English
- Activities that celebrate multiple languages
- Tips for code-switching and translanguaging with young children
- Resources for multilingual early literacy development

## 6. Inclusive Practices for Children with Disabilities

- Adaptable activities for children with diverse abilities
- Guidance on supporting early literacy for children with developmental delays
- Sensory-friendly activity modifications
- Visual supports and alternative communication strategies
- Inclusive language and representation of children with disabilities
- Connection to early intervention and specialized resources

## 7. Bilingual Versions

- Complete toolkit in English
- Complete toolkit in Spanish
- Culturally appropriate translations (not literal word-for-word)

**Format:** 18-24 page family-friendly guide (per language), designed for printing and distribution in 12,000+ book kits

## SCOPE OF WORK

### Phase 1: Research & Design (Weeks 1-4)

- Conduct literature review of evidence-based early literacy practices for ages 0-5
- Interview 8-10 family members from target communities (Baltimore, DC, Richmond areas)
- Review existing family literacy toolkits and identify best practices
- Develop content outline and visual design framework
- Create wireframes/mockups for LWB US review
- Present preliminary concepts to program team for feedback

**Deliverable:** Design concept and content outline

### Phase 2: Development & User Testing (Weeks 5-9)

- Create draft English version of Family Literacy Toolkit
- Conduct user testing with 6-8 families in target communities
- Gather feedback from community partners and library staff

- Iterate design based on testing results and stakeholder input
- Develop Spanish version with culturally appropriate translation
- Test Spanish version with Spanish-speaking families

**Deliverable:** Draft English and Spanish toolkits with user testing report

### **Phase 3: Finalization & Delivery (Weeks 10-12)**

- Incorporate final feedback and refinements
- Produce final versions in English and Spanish
- Create print-ready PDF files optimized for cost-effective printing
- Deliver editable source files for future customization
- Provide design specifications and usage guidelines
- Brief virtual orientation for program staff on toolkit usage

**Deliverable:** Final print-ready and editable files

## **FINAL DELIVERABLES**

Upon completion of the 3-month contract, the consultant will deliver:

- **Family Literacy Toolkit - English Version** (print-ready PDF, 18-24 pages)
- **Family Literacy Toolkit - Spanish Version** (print-ready PDF, 18-24 pages)
- **Editable Source Files** (InDesign, Illustrator, or editable format with all fonts/graphics)
- **Design Specifications** (printing guidelines, color profiles, paper recommendations)
- **Usage Guidelines** (brief document on toolkit purpose and suggested distribution approach)
- **User Testing Summary** (1-2 page summary of family feedback and design iterations)
- **Virtual Staff Orientation** (60-minute session introducing toolkit to program team)

## **CONTRACT DETAILS**

**Duration:** 3 months from contract start date

**Location:** Remote with 2-3 site visits to Baltimore, DC, or Richmond for family engagement and user testing (travel expenses covered separately)

**Contract Type:** Fixed-price consultant agreement, deliverables-based

**Compensation:** \$15,000 - \$18,000 based on experience, paid in milestone payments:

- 30% (\$4,500 - \$5,400) upon contract signing and completion of Phase 1
- 40% (\$6,000 - \$7,200) upon completion of Phase 2 and draft toolkit delivery
- 30% (\$4,500 - \$5,400) upon final deliverable acceptance

**Reports to:** Program Director, LIFT Program

**Expected Start Date:** November 2025

## **TIMELINE**

- **Applications due:** October 15, 2025
- **Interviews:** October 2025
- **Contract award:** Early November 2025
- **Project start:** November 2025
- **Project completion:** February 2026