TERMS OF REFERENCE

TEAM OF WRITER AND LAYOUT ARTIST
Popularized Version of the Children’s Rights and the Environment: Guidance on the Reporting to the Committee on the Rights of the Child¹

I. BACKGROUND

Child Rights Coalition Asia (CRC Asia) is a regional network of child rights and human rights organizations working together to be a strong voice of child rights in the region. CRC Asia’s work includes the promotion and provision of spaces and support to the participation of children and young people on issues that directly impact them. To enable this, CRC Asia develops child-friendly materials to raise children’s awareness on their rights and the mechanisms for them to exercise their right to participate and be heard.

In partnership with Terre des Hommes Germany (TDH Germany), CRC Asia is developing a child-friendly version of the Children’s Rights and the Environment: Guidance on the Reporting to the Committee on the Rights of the Child. The publication primarily provides guide to civil society organization’s (CSOs) shadow reporting to the UN Committee on the Rights of the Child on children’s rights as they relate to environmental issues. As such, it is written for adult readers/users.

In this regard, CRC Asia is looking for a Team of Writer and Layout Artist to develop the popularized contents of the publication to make the reporting process on children’s rights in relation to environmental issues understandable to children. This publication will be used to promote and support children’s participation.

II. ABOUT THE PUBLICATION

The details of the material are as follows:

Communication Objective:
- To present the contents of the “Children’s Rights and the Environment: Guidance on the Reporting to the Committee on the Rights of the Child” in a language that is easy to understand by the target audience

Target Audience:
- Main: children between the ages of 9 to 17
- Secondary: members of child rights, human rights, and environmental rights CSOs

Specifications
- Size: A5 (folded - landscape)
- Color: Full-Color
- No. of Pages including Cover: Between 40 to 50 pages

¹https://static1.squarespace.com/static/5dca1afe13943a33f7cc7570/t/5f3117d7be6db12b5f0689da/1597052900756/Guidance_On_Reporting_To_The_Committee_On_The_Rights_Of_The_Child-FINAL.pdf
III. TASKS OF THE TEAM OF WRITER AND LAYOUT ARTIST

The Team of Writer and Layout Artist is expected to develop the child-friendly version of the “Children’s Rights and the Environment: Guidance on the Reporting to the Committee on the Rights of the Child”, in coordination with CRC Asia and TDH-Germany.

Specifically, the Team of Writer and Layout Artist is expected to:

- Prepare an outline of the manuscript
- Develop the manuscript based on the agreed outline, with instructions for layout artist and proper citation of sources
- Edit the manuscript (up to 4 revisions) based on the comments from CRC Asia and/or TDH-Germany and on the results of the validation with children
- Secure the permission of sources of new contents integrated into the child-friendly version of the publication
- Provide three layout studies/prototypes
- Layout the manuscript based on the instructions of the Writer
- Edit the layout (up to 4 revisions) based on the comments of CRC Asia and/or TDH-Germany and on the results of the validation with children
- Participate in the validation of the draft child-friendly publication by children
- Use license-free materials, including open-source/free font styles
- Prepare the raw and print-ready files of the publication

IV. DELIVERABLES AND TIMEFRAME

The Team of Writer and Layout Artist is expected to deliver the following between 1 February 2022 to 20 June 2022:

Deliverables:
- Proposed outline
- First draft of manuscript
- Revised drafts of the manuscript (up to 4 revisions)
- Three layout studies/prototypes
- First draft of the layout
- Revised drafts of the layout (up to 4 revisions)
- Final copy of the material
- Raw and print-ready files

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<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Proposed Outline</td>
<td>3 working days after signing of contract</td>
</tr>
<tr>
<td>Comments of CRC Asia and/or TDH Germany</td>
<td>3 to 5 days from receipt of the outline</td>
</tr>
<tr>
<td>First Draft of Manuscript</td>
<td>7 working days after approval of proposed outline</td>
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<tr>
<td>Comments of CRC Asia and/or TDH Germany</td>
<td>3 to 5 days from receipt of the first draft</td>
</tr>
<tr>
<td>Second Draft of Manuscript</td>
<td>5 working days from receipt of comments to the first draft</td>
</tr>
<tr>
<td>Comments of CRC Asia and/or TDH Germany</td>
<td>3 to 5 days from receipt of the second draft</td>
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Third Draft of Manuscript 5 working days from receipt of comments to the second draft

Comments of CRC Asia and/or TDH Germany 3 to 5 days from receipt of the third draft

Final Manuscript 5 working days from receipt of comments to the third draft

Approval of Final Manuscript by CRC Asia and/or TDH Germany 2-3 days from receipt of the Final Manuscript

First draft of the layout 10 working days from the approval of the final manuscript

Comments on the first draft of the layout 3-5 working days upon receipt of the first draft of the layout

Second draft of the layout 5 working days from receipt of the comments to the first draft layout; the children participants of the validation activity will need to have a copy of the second draft at least 2 weeks before the validation activity

Validation/Focus Group Discussion with Children 3 A maximum of 2-hour FGD with 6-10 children from different countries in the region

Third draft of the layout 5 working days from the validation activity

Comments on the third draft of the layout 3-5 working days upon receipt of the third draft of the layout

Final layout 5 working days from receipt of comments to the third draft of the layout

Raw and print-ready files

V. QUALIFICATIONS

The members of the Team of Writer and Layout must collectively have the following qualifications:

- Experience in producing child-friendly materials in English
- an understanding of the importance of children’s participation in issues that directly or indirectly affect them
- Excellent written communication skills in English
- Experience in producing original graphics/illustrations
- Have no records of violations of child rights and fraud

Preferably, the Team members collectively have:

- Familiarity with child rights
- Familiarity with environmental rights
- Working knowledge of languages other than English

VI. PAYMENT

2 Layout can begin upon availability of a good third or earlier draft of the manuscript.
3 dependent on the availability of the FGD-ready draft of the publication
The Team of Writer and Layout Artist will be paid **Two Hundred Eighty-Nine Thousand Eight Hundred Ninety-Five Pesos and Fifty Centavos (PhP289,895.50) or its equivalent in US Dollars**, inclusive of taxes and bank charges, for the service.

The payment shall be made in three increments and according to the following:

PHP 89,895.50 – upon signing of the contract
PHP 100,000.00 - upon completion of the following:

- Proposed outline
- First draft of manuscript
- Revised drafts of the manuscript (up to 4 revisions)
- Three layout studies/prototypes
- First draft of the layout

PHP 100,000.00 - upon completion and submission of the following:

- Revised drafts of the layout (up to 4 revisions)
- Final copy of the material
- Raw and print-ready files

VII. APPLICATION PROCESS

Interested parties are requested to submit the following documents on or before 26 January 2022 to labayan@crcasia.org:

1. Letter of interest addressed to Ms. Amihan Abueva, Regional Executive Director of CRC Asia;
2. Curriculum Vitae of Team Leader and Members, if applying as a team; and
3. Samples of similar work.