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 producing a publication that presents the environment-related advocacy actions and campaigns of at least 5,000 children human rights / environmental rights defenders in Asia. The publication will be used to promote children’s participation on issues related to children’s rights to a healthy environment at the national and regional levels. It will include feature/case stories of children and their experiences in their environment-related advocacies and campaigns.

In this regard, CRC Asia is looking for a Layout Artist/Illustrator to help make the publication accessible to the target audience – policy makers, and children human rights/environmental rights defenders in countries in or from Asia.

II. ABOUT THE PUBLICATION

The details of the publication are as follows:

A. Communication Objective:
   To present environment-related advocacy actions and campaigns of at least 5,000 children human rights / environmental rights defenders in at least 10 countries/territories in Asia

B. Target Audience:
   Main: Policymakers / government representatives of regional intergovernmental bodies

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¹ electronic and hardcopy
Secondary: Partner organizations of CRC Asia, TDH-Germany, and families/households, including children and youth in Asia

C. Specifications
- Size: 8.5 in x 8.5 in
- Color: Full-Color
- No. of Pages including Cover: Between 60 to 80 pages

The material is to be published online and may also be printed in hardcopy.

III. TASKS OF THE LAYOUT ARTIST/GRAPHIC ARTIST

The Layout Artist/Illustrator is expected to develop the layout of the manuscript and work closely with the CRC Asia Secretariat and its partners.

Scope of Work
- Provide three layout studies/prototypes
- Layout the manuscript based on the agreed study/prototype
- Edit the layout based on the comments from CRC Asia and its partners (up to 3 revisions)
- Develop original graphics/illustrations for the publication
- Prepare the raw and print-ready files of the publication to CRC Asia
- Ensure implementation of CRC Asia’s child safeguarding measures in the publication
- Coordinate with the Team of Writers of the publication

The Layout Artist is expected to create original or use license-free materials, including open-source/free font styles.

IV. DELIVERABLES AND TIMEFRAME

A. Deliverables:
- Three layout studies/prototypes
- First draft of design
- Second draft of the design based on the comments from CRC Asia, TDH-Germany and Team of Writers
- Third and final draft based on the comments from CRC Asia, TDH-Germany and Team of Writers
- Raw and print-ready (for digital and print copy) files

B. Time Frame:

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Deliverables</th>
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<tbody>
<tr>
<td>7 March 2022</td>
<td>Three Layout Studies (sample designs of the key and common features of the publication)</td>
</tr>
<tr>
<td>15 March 2022</td>
<td>First draft of design of the approved 2nd draft of the manuscript</td>
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</tbody>
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30 March 2022 | Second draft of the design based on the comments from CRC Asia, TDH-Germany and Team of Writers
---|---
15 April 2022 | Third and final draft based on the comments from CRC Asia, TDH-Germany and Team of Writers
15 April 2022 | Raw and print-ready (for digital and print copy) files

*Notes:
1. CRC Asia, TDH-Germany and Team of Writers will be given a maximum of 5 working days to provide comments.

V. QUALIFICATIONS

The Layout Artist must have the following qualifications:

- Must have proven experience in designing publications
- Must have experience in producing original graphics/illustrations
- Have no records of violations of child rights and fraud

Preferably, the Layout Artist must have:
- Familiarity with child rights
- Familiarity with environmental rights

Equal Employment Opportunity: CRC Asia follows the Philippine Labor Code and commits to equal employment opportunity. CRC Asia provides equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under national and local laws. Each person shall be evaluated on the basis of personal skill and merit.

Child Safeguarding Policy and Code of Conduct: CRC Asia is a child-safe organization. We shall not knowingly enter into a service agreement with providers that have records of child rights violations. We will exercise due diligence by administering background checks of Contracted Service Providers needed for CRC Asia-led activities involving children.

VI. PAYMENT

The Layout Artist/Graphic Artist will be paid Eighty-Six Thousand Nine Hundred Sixty-Eight Pesos and Sixty-Five Centavos (PHP 86,968.65) or its equivalent in EUR/USD, inclusive of taxes and bank charges, for the service.

A down payment of 50% shall be made upon signing of the contract, and the remaining amount shall be made after the submission of all the deliverables.