

## **Annex A**

### **TERMS OF REFERENCE**

#### **TEAM OF WRITER AND LAYOUT ARTIST**

Flipbook Documenting the Results of Child-Friendly Outcome Harvesting under the SUFASEC Programme

#### **I. BACKGROUND**

The Down to Zero (DtZ) Alliance is a global initiative of six organizations: Terre des Hommes Netherlands, Child Rights Coalition Asia (CRC Asia), Conexión, Defence for Children-ECPAT, Free a Girl, and Plan International Nederland. The DtZ Alliance aims to prevent and stop sexual exploitation of children in twelve countries in Asia and Latin America by implementing a three-year program called Stepping Up the Fight Against Sexual Exploitation of Children (SUFASEC) funded by the Dutch Ministry of Foreign Affairs.

The SUFASEC Programme has three main objectives: Children, youth, and their communities challenge social norms and harmful practices related to sexual exploitation of children (SEC); children and others work with duty bearers, such as governments and other authorities to hold them accountable to their obligations towards improved implementation of laws, policies, and systems; and children and youth have access to and are supported by strengthened assets and protective environments.

As the SUFASEC Programme enters its final year of implementation, CRC Asia seeks to gather information and assess how the activities and interventions of its partners have contributed to changes among key stakeholders, including children, parents, and community members. To support this process, CRC Asia will organize a child-friendly outcome harvesting workshop with children. The workshop will help identify, describe, verify, and analyze both positive and negative changes resulting from the program's contributions. Insights from this workshop will inform the remaining months of implementation and guide future projects.

Given the importance of evidence-based documentation, a consultant will be engaged to compile and package the results into a flipbook highlighting the outcome harvesting workshops conducted in the Philippines, Laos, Indonesia, Nepal, and Thailand. Beyond the workshop outcomes, the flipbook will also cover the following: 1) peer-to-peer education, 2) co-creation workshops, which involve children and youth in actively developing engaging, child-friendly IEC materials on prioritized issues, and 3) storytelling (testimonials).

#### **II. ABOUT THE PUBLICATION**

The details of the material are as follows:

Communication Objective:



- To document and present the evidence-based results of the child-friendly outcome harvesting workshops, peer-to-peer education, co-creation workshops, storytelling (testimonials) in a format that is both accessible and engaging. Through the flipbook, CRC Asia aims to highlight the contributions of the SUFASEC Programme and the initiatives of CRC Asia's member organizations implementing the program in the Philippines, Laos, Indonesia, Nepal, and Thailand, while ensuring that the learnings are effectively communicated to stakeholders, informing future programming and strengthening advocacy efforts.

#### Specifications

- No. of Pages including Cover: Between 20 to 30 pages
- Digital-first, printable (A4 size, landscape works well for flipbook style)
- Size: A5 (folded - landscape)
- Color: Full-Color

### **III. TASKS OF THE TEAM OF WRITER AND LAYOUT ARTIST**

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

- Review and synthesize reports and workshop outputs from five countries.
- Draft clear, evidence-based content in a child-friendly and accessible style.
- Highlight key changes, lessons learned, and stories from children.
- Develop visual concepts and infographics to simplify complex data.
- Design and lay out the flipbook in line with CRC Asia's branding.
- Ensure readability, accessibility, and suitability for both digital and print formats.
- Coordinate with CRC Asia for validation, revisions, and approval.
- Produce final versions: interactive digital flipbook and optimized printable PDF.
- Ensure implementation of CRC Asia's child safeguarding measures and Ethical Content Policy of the Terre des Hommes-Netherlands and the Down to Zero Alliance

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

### **IV. DELIVERABLES AND TIMEFRAME**

The Team of Writer and Layout Artist is expected to deliver the following between 11 December 2025 to 11 February 2026:

Deliverables:

- Draft manuscript of the flipbook (content narrative and proposed structure).
- Design concept/mock-up of the flipbook (sample layout and visual style), with Infographics, charts, and visuals based on program data and stories.



- Revised versions of content and layout reflecting CRC Asia’s feedback (up to 3 revisions)
- Final interactive digital flipbook (optimized for web/mobile use).
- Final print-ready PDF version (optimized file size and resolution).
- Source files of all design and layout materials (editable formats).

**Timeline**

<b>Date</b>	<b>Activities</b>
December 11 – 21, 2025	<ul style="list-style-type: none"> <li>● Consultant reviews workshop reports and raw data from all 5 countries.</li> <li>● Drafts manuscript: narrative, structure, key findings, and stories.</li> <li>● Submits Draft manuscript to CRC Asia.</li> </ul>
December 22 – January 7, 2025	<ul style="list-style-type: none"> <li>● Develops design concept/mock-up (layout, visual style, sample infographics/charts).</li> <li>● Submits to CRC Asia for initial review.</li> </ul>
January 7 – 20, 2025	<ul style="list-style-type: none"> <li>● Incorporates feedback, refines content and visuals.</li> <li>● Submits First full draft (content + design).</li> <li>● CRC Asia and Members review and provide consolidated comments.</li> </ul>
January 21 – February 5, 2026	<ul style="list-style-type: none"> <li>● Consultant revises based on feedback (up to 2 more rounds).</li> <li>● Produces Revised versions of content and layout.</li> </ul>
February 6 – 10, 2026	<ul style="list-style-type: none"> <li>● Finalization of interactive digital flipbook (optimized for web/mobile).</li> <li>● Preparation of print-ready PDF version.</li> </ul>
February 11, 2026	<ul style="list-style-type: none"> <li>● Submission of final deliverables:               <ul style="list-style-type: none"> <li>○ Interactive flipbook</li> <li>○ Print-ready PDF</li> <li>○ Source files (editable formats)</li> </ul> </li> </ul>

**IV. QUALIFICATIONS**

The members of the Team must collectively have the following qualifications:

- Advanced degree in communications, development studies, social sciences, design, or related field (or equivalent professional experience).
- Proven experience in documentation, report writing, and packaging knowledge products for NGOs or development programs.
- Familiarity with child rights, child participation, or development sector issues is an advantage.
- Strong background in layout design, infographics, and data visualization (portfolio required).



- Proficiency in design software (e.g., Adobe InDesign, Illustrator, Photoshop, or equivalent).
- Excellent written communication skills in English
- Experience in producing original graphics/illustrations
- Have no records of violations of child rights and fraud

## **V. PAYMENT**

The Team of Writer and Layout Artist will be paid **Two Hundred Seventy-Seven Thousand Seven Hundred Seventy-Seven and 78/100 Philippine Peso (277,777.78)**, inclusive of taxes and bank charges, for the service.

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

	<b>Deliverables</b>	<b>Amount</b>
1 <sup>st</sup> Tranche (30%)	Upon signing of contract	83,333.33
2 <sup>nd</sup> Tranche (40%)	First Full Draft of the Material	111,111.11
3 <sup>rd</sup> Tranche (30%)	Final copy of the material ready for posting/printing	83,333.34

## **VI. APPLICATION PROCEDURE [IF NEEDED]**

Interested applicants are requested to submit the following to [jtapil@crcasia.org](mailto:jtapil@crcasia.org) and [jgabe@crcasia.org](mailto:jgabe@crcasia.org) on or before 27 October 2025:

1. curriculum vitae of all members of the team
2. portfolio of sample works
3. Letter of Intent (Addressed to Ms. Amihan Abueva, Regional Executive Director)

### Considerations:

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. Due diligence will be exercised by administering background checks of Contracted Service Providers needed for CRC Asia-led activities involving children.