

Annex A

TERMS OF REFERENCE

CONSULTANT (TEAM OF LEAD WRITER AND LAYOUT ARTIST): PACKAGING OF RESULTS: 2025 REGIONAL CHILDREN'S MEETING ON ONLINE GAMING (#GAMERPOV)

I. BACKGROUND

Child Rights Coalition Asia (CRC Asia) is a regional network of organizations working together for the fulfillment of children's rights and is a part of the Down to Zero (DtZ) Alliance, a global initiative of six organizations: Terre des Hommes Netherlands, CRC Asia, Conexion, 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.

Child Rights Coalition Asia (CRC Asia) convened the 2025 Regional Children's Meeting on Online Gaming (#GamerPOV) as part of its work advancing dialogue on child protection and Sexual Exploitation of Children (SEC) risks within evolving digital environments.

Online gaming platforms increasingly function as interactive spaces where children encounter: grooming and exploitation risks, digital harassment and coercion, privacy and data protection concerns, and exposure to harmful sexualized content.

Grounded in the principles of the **United Nations Convention on the Rights of the Child (UNCRC)**, the meeting engaged children as rights-holders and experts in identifying protection gaps and proposing solutions relevant to child protection-related policy and legal frameworks.

The meeting generated thematic analysis of digital protection risks, child-led recommendations for governments and platforms, creative outputs, and letters written by participants to fellow gamers promoting safer gaming cultures

CRC Asia seeks to package these results into a consolidated publication that contributes to ongoing policy conversations on SEC prevention and child protection in digital contexts.

II. SCOPE OF WORK

Specifically, the objective of this consultancy is to produce a professionally written and designed publication in both print and digital flipbook formats, synthesizing 2025 child-led dialogue outcomes related to protection and SEC risks in online gaming, highlights policy and regulatory relevance, preserves and amplifies children's authentic voices, and serves as a reference document for advocacy and stakeholder engagement.

The publication should demonstrate how child participation informs child protection-related discourse in the digital world.

Specifications

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

- Size: A4 (folded - landscape)
- Color: Full-Color

The Consultant will serve as both Lead Writer and Layout Artist and will directly report to CRC Asia's Communications Manager.

The consultancy will be conducted in a remote setting but he/she must be based in Metro Manila, Philippines.

III. TASKS OF THE LEAD WRITER AND LAYOUT ARTIST

The Consultant will undertake the following:

- **Content Development & Writing**
 - Review all meeting documentation, including session notes and summaries, children's reflections and quotes, recommendations, creative outputs, letters written to fellow gamers
 - Develop a structured publication including executive summary, contextual framing (online gaming as a child protection and SEC policy concern), overview of the RCM methodology and child participation approach, thematic findings from discussions, dedicated section for children's letters (prominently featured), stakeholder-specific recommendations (governments, gaming companies, civil society, parents, educators), and conclusion and call to action
 - Ensure children's voices are centered and clearly distinguished, letters are preserved authentically, with minimal editing, tone balances child-centered authenticity and policy credibility
- **Strategic Positioning for Partnerships and Fundraising**
 - The Consultant will frame the publication to clearly communicate why children's perspectives matter in digital safety and gaming governance, the urgency of investing in child-led digital rights work, and CRC Asia's value proposition as a regional convenor of child participation.
 - The publication should be compelling for foundations and institutional donors, private sectors (including gaming and tech companies), regional and international partners, and digital rights stakeholders
- **Design and Layout**
 - The Consultant will develop a professional, advocacy-ready layout aligned with CRC Asia branding and integrate quotes from children, visual presentation of letters, infographics summarizing key messages, and photos and creative outputs, and deliver print-ready PDF, web-optimized version, and editable source files
 - The Layout Artist is expected to need to create original or use license-free materials, including open-source/free font styles.
 - The design should reflect children's creativity while maintaining professional polish.

IV. DELIVERABLES AND TIMEFRAME

The Consultant is expected to deliver the following between **15 January 2026 to 28 February 2026**

- Draft manuscript of the publication (content narrative and proposed structure).
- Design concept/mock-up of the publication (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

Date	Deliverables
January 15– 30, 2026	<ul style="list-style-type: none"> ● Consultant reviews reports and raw data ● Drafts manuscript ● Submits draft manuscript to CRC Asia.
January 30-February 10, 2026	<ul style="list-style-type: none"> ● Develops design concept/mock-up (layout, visual style, sample infographics/charts). ● Submits to CRC Asia for initial review.
February 10-15, 2026	<ul style="list-style-type: none"> ● Incorporates feedback, refines content and visuals. ● Submits First full draft (v1) (content + design). ● CRC Asia reviews and provides consolidated comments
February 15-28,2026	<ul style="list-style-type: none"> ● Consultant revises based on feedback (v2) ● Produces revised versions (v2) of content and layout
February 28, 2026	<ul style="list-style-type: none"> ● Finalization of digital flipbook (optimized for web/mobile) ● Preparation of print-ready PDF version.

V. QUALIFICATIONS

The Consultant must collectively have the following qualifications:

- A 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

VI. APPLICATION

Interested applicants must submit a quotation/proposal, curriculum vitae, and at least two sample written materials to Mica Fernando of CRC Asia (secretariat@crcasia.org and mfernando@crcasia.org).

Please be advised that only shortlisted applicants will be contacted.

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.