

TERMS OF REFERENCE

TEAM OF WRITER AND LAYOUT ARTIST

Flipbook Documenting the Results of Yap Sesh on Tech:
Dialogue between Filipino Teens and the Tech Sector

I. BACKGROUND

CRC Asia in partnership with ChildFund Philippines and ChorogUsan for Children (formerly ChildFund Korea) through the *Promoting Digital Literacy for Learning and Optimized Online Protection (Pro-Digital LOOP) Project*, organized a discussion—or, using the young people’s lingo, a “yapping session”—between Filipino teens and tech companies. Held on 12 – 14 May 2026, the **Yap Sesh on Tech: Dialogue between Filipino Teens and the Tech Sector** aimed to empower Filipino teens to co-create child-friendly, safe, and inclusive digital platforms by providing a space for dialogue between Filipino teens and the private sector working in the digital environment, understanding how tech companies provide space for child participation and give due with to inputs from teens, and gathering tailored-fit recommendations of Filipino teens on the development, implementation, or evaluation of policies, products, features, and services of the tech companies.

II. ABOUT THE PUBLICATION

This engagement will focus on the development of a flipbook based on the documentation report of the Yap Sesh on Tech. The flipbook will highlight the recommendations of Filipino teens on the development, implementation, or evaluation of policies, products, features, and services of the tech companies gathered during the dialogue between teen and the tech sector.

Specifications:

- No. of pages including cover: between 20 to 30 pages
- Digital-first (interactive), printable (A4 Size, landscape works well for flipbook style)
- Size: A4 (folded, landscape)
- Color: Full-color

III. TASKS OF THE TEAM OF WRITER AND LAYOUT ARTIST

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

- Review the documentation report of the activity and propose content for the flipbook
- Draft clear and evidence-based content in a child-friendly and accessible style
- Highlight point of view and recommendations of children
- 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 data privacy

The Layout Artist is expected 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 10 August 2026 to 10 September 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)

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 One Hundred Thirty Thousand Pesos (P130,000.00) inclusive of taxes and bank charges for the service.

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

Tranche	Deliverables	Amount
1 st Tranche (30%)	Upon signing of contract	Php 39,000.00
2 nd Tranche (40%)	First full draft of the material	Php 52,000.00
3 rd Tranche (30%)	Final copy of the material ready for posting/printing	Php 39,000.00

VI. APPLICATION PROCEDURE

Interested applicants are requested to submit the following to mescobedo@crcasia.org and amihan.abueva@crcasia.org on or before 7 August 2026:

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.