**LAYOUT ARTIST FOR RESEARCH AND CASE STUDIES ON THE IMPLEMENTATION OF THE INSTANBUL PRINCIPLES**

1. **Background**

**Name of the organization:**

Asia Pacific Research Network Foundation (APRN)

**Location of the organization/project**

Horeb House 275 E. Rodriguez Avenue, Barangay Kalusugan, Quezon City 1112

**Overview of the project**

APRN is a Framework Partnership Agreement (FPA) signatory organization of the European Commission (EC) implementing the Action, “Building Peoples Organizations’ Capacities to Claim Their Rights and Sustainable Development”. The overall objective of the Action is to build capacities of communities and people’s movements to face globalization and claim their rights. Specifically, APRN will build capacities of people’s organizations including sectoral organizations of marginalized sectors such as small farmers, fisherfolk, urban poor, women, youth, and children as well as movements on the following areas:

1. Individual and collective advocacy to influence development policy at all levels
2. Knowledge building and information dissemination through peoples’ research, information and education, advocacy on emergent issues along the following themes: Trade and Development, Regional Integration and Connectivity, Natural Resources, Peace and Security, and Development Effectiveness
3. Peoples organizations/civil society organizations own Development Effectiveness

In September 2019, APRN was able to hold a regional training of trainers on CSO Development Effectiveness in Hanoi. A call for proposals for case studies was issued after this capacity building activity. Ten (10) case studies/research papers will be submitted anchoring on the reframing of the Istanbul Principles (IP). The reframing has the intention of analyzing effectiveness of CSO work on people empowerment.

**General Objective**

The objective of the assignment is to ensure that the case studies/research papers on the implementation of the Istanbul Principles is rendered clearly and innovatively with the graphic guidelines of APRN and EC taken into consideration.

**Scope of Work**

1. The layout artist shall design and layout the compendium of case studies/research papers on the implementation of the Istanbul Principles;
2. The layout artist shall recommend photos appropriate for the scoping research report. He/she shall be responsible for acknowledging the source of the photos. He/she is also expected to do custom editing such as restoration, noise reduction, and tonal adjustment; and,
3. The Organization shall be under no obligation to acquire prior permission from the consultant for the reproduction, adaptation, re-use, and re-purposing of all work submitted as part of this agreement. The consultant relinquishes any intellectual property claims from the submissions but shall be credited accordingly in the Organization’s publications or wherever applicable.

**Timelines and Deliverables**

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| --- | --- |
| **Deliverables** | **Timeframe** |
| First submission of case studies rendered in book form | 27 December 2019 |
| Second submission of case studies rendered in book form | 6 January 2020 |

 **Institutional Arrangements**

The Consultant should report directly to the APRN Secretariat through its

 **Qualifications**

The Consultant should have the following qualifications:

1. Strong theoretical and practical background in graphic design including the use of design software such as Adobe In-Design and Adobe Illustrator;
2. Demonstrate a clear and mature style of design aligned with the communications requirements of APRN and EC;
3. Knowledge of standard software packages such as MS Office and Adobe Acrobat;
4. Exhibits familiarity with CSO Development Effectiveness and Istanbul Principles;
5. Exhibits expertise with publication style guides (APA, Chicago, Harvard, and the like); and,
6. At least five (5) years of work experience in graphic production from start to published/printed product with working knowledge of printing processes and color management.

**Renumeration and Terms of Payment**

Lump-sum

The cost of contract shall be paid in the following manner:

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| **Deliverables** | **Percentage (%)** | **Amount (in EUR)** |
| Submission of first lay out | 30% | 450.00 |
| Submission of revised copy | 70% | 1,050.00 |
| **TOTAL** | **100%** | **1,500.00** |

Prepared by:

**Maria Ima Carmela L. Ariate**Planning, Monitoring, and Evaluation Officer/
Grants Management

Reviewed as to the availability of funds:

**Alecel T. Enano**
Finance Officer

Approved by:

**Jazminda F. Lumang**General Secretary
Project Manager