

Children as Zones of Peace National campaign (CZOP)
Terms of Reference
Consultant for Graphic Design and Layout of Two Reports

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Introduction and Background

Children as a Zone of Peace (CZOP) National Campaign, established in 2001 and formalized as a coalition in 2003, is a premier national movement dedicated to the protection and promotion of children's rights. Comprising CSOs, INGOs, and observer members such as the National Human Rights Commission and UNICEF Nepal, CZOP has been instrumental in advocating for the exclusion of children from political movements and armed conflict.

In the context of the Federal and Provincial Elections 2082, CZOP has undertaken critical monitoring and advocacy initiatives. This includes a comprehensive analysis of party manifestos and the documentation of child rights violations throughout the electoral cycle. CZOP now seeks a professional Graphic Designer/Agency to transform these research findings into two high-impact, visually compelling publications.

Overall Objective

The primary objective is to design two high-quality reports that communicate complex research data into "skimmable," modern, and professional layouts. The design must adhere to CZOP's branding guidelines while ensuring the content is accessible to policymakers, civil society, and international partners.

Scope of Work

The consultant will be responsible for the creative direction, layout, and graphic production of the following:

Report A: Manifesto Analysis

- Language: Nepali
- Size: A4 (Print-ready)
- Color: Multicolor (CMYK)
- Estimated Volume: 50 Pages
- Focus: Evaluation of political parties' sensitivity toward child rights in manifestos.

Report B: Child Rights Violations

- Language: English
- Size: A4 (Print-ready)
- Color: Multicolor (CMYK)
- Estimated Volume: 38 Pages
- Focus: Contextual analysis of federal elections and documented violations.

Specific Design Requirements

- Clean and modern layouts with well-structured sections and clear headings for "skimmability."
- Use of call-out boxes, calligraphy, typography, infographics, diagrams, icons, and flowcharts.
- Use of original or customized pictorial icons and graphics to highlight textual information.

- Visual storytelling using timelines or process diagrams to explain key ideas.
- Strict adherence to CZOP Branding Guidelines (colors, icons, and overall style).

Deliverables of the Assignment

- High-resolution PDFs with full bleeds, crop marks, and CMYK color profiles.
- Web-optimized, interactive PDFs for online dissemination.
- Full source files (Adobe InDesign/Illustrator) including fonts and linked assets.

Specific Qualifications

- Valid firm or agency registration certificate and the most recent Tax Clearance Certificate (for FY 2081/82 or 2082/83).
- Copies of the firm’s VAT or PAN registration certificate and other registration certificates to ensure eligibility for financial transactions.
- A company profile highlighting years of experience in professional graphic design and publication layout for the development / private sector.

Timeline and Budget

SN	Deliverables/outputs Target	Delivery Date	Currency/ estimated (NPRs)
1	Submission of Initial Cover Design		
2	First Draft of Full Reports (A & B)		
3	Final Revised Versions (Incorporating Feedback)		
	Total Amount		

If you are interested to perform above mentioned tasks, please submit your duly completed technical and financial offers along with Cover Letter, CV via email to the CZOP-Nepal at procurement.czop2023@gmail.com or visiting office at hours no later than May 18, 2026.

Thank you