

Terms of Reference

Editor and graphic designer of the Classroom SOGIESC Teaching Guidebook

Under HEARTS II project

Save the Children's HEARTS Project (Highlighting Equality and Respect Towards all SOGIESC) is committed to creating safe, inclusive, and supportive environments where LGBTIQ+ children and youth can fully enjoy their rights. The project emphasizes meaningful participation of children and youth in shaping activities and approaches that reflect their lived experiences and needs.

As part of this commitment, the HEARTS Project is developing the **Classroom SOGIESC Teaching Guidebook** to enable teachers and stakeholders to implement effective strategies that foster safe learning environments. This guidebook needs **proofreading and graphic design** to ensure it is comprehensive, visually appealing, credible, and meets high standards. Once finalized, it will be disseminated to educators and relevant stakeholders to promote gender equality and respect for diversity within educational settings.

Purpose and scope of this service:

Conduct proofreading and design of the drafted Classroom SOGIESC Teaching Guidebook, ensuring it is comprehensive, visually appealing, credible, and meets high standards. The guide will be prepared for dissemination for teachers and interested stakeholders, with the aim of enabling effective implementation. Ultimately, this resource seeks to foster safe learning environments that respect children and people with diverse SOGIESC and promote gender equality within educational settings.

Timeframe:

The timeframe will start on 20 November 2025, and the deliverables are expected to be completed by December 15, 2025.

Time	Date	Details/Deliverables
1	8 December 2025	The editors will receive a briefing from Save the Children Thailand including the brand guideline and safeguarding.
2	11-17 December	Conduct a focused discussion group (FDG) with a small group of 5 teachers to gather feedback on the content and usability of the guidebook.

3	22 December 2025	Submit the first draft.
4	23 December 2025	Save the Children reviewed the first draft and assigned revisions to prepare the final version
5	30 December 2025	Submit the final draft

Qualifications

- Knowledge of SOGIESC and gender diversity, including the use of inclusive language and respect for equality.
- Proven track record in proofreading and editing skills, with the ability to ensure content is user-friendly and easily understandable and appropriate for teachers to use when teaching students.
- Ability to design graphics and format documents that are visually appealing and aligned with Save the Children’s branding guidelines using tools such as Adobe InDesign, Illustrator, or Canva.
- Understanding accessibility and usability to ensure the guidebook is easy to use in both print and digital formats.
- Strong time management skills and ability to meet deadlines while incorporating feedback promptly.
- Professionalism and adherence to ethical standards.

Tasks

- Proofread the drafted Classroom SOGIESC Teaching Guidebook and correct grammar, spelling, and language consistency in Thai.
- Improve layout design and visual appeal (fonts, colors, graphics) to align with Save the Children’s branding guidelines.
- Coordinate and conduct a focused discussion group (FDG) with a small group of teachers in Bangkok involved in the project to gather feedback on the content and usability of the guidebook.
- Ensure accessibility and user-friendly design for both print and digital formats.
- Finalize and deliver the guidebook in all required formats (PDF and editable file).

Deliverables

- First draft and a final submission of Classroom SOGIESC Teaching Guidebook
- Reports on FGD on feedback from participants

Management of the consultancy:

The editors will report to Bangkok Programmes Coordinator and Communication & Multimedia Coordinator. Editors ensure compliance with SCI Child Safeguarding Policy, PSEAH (Prevention of Sexual Exploitation, Abuse and Harassment) Policy, and guideline on child-safe and sensitive participation guidelines.

Payment

The budget is inclusive of any transportation required, focus group discussion package and teachers' transportation costs, and professional fees. These costs will be paid by Save the Children Thailand upon submission of a final deliverable.

- First payment upon contract signing 40%
- Second payment upon final deliverable 60%

Please note that Editors are responsible for their own personal income tax. A 3% withholding tax will be deducted from the total payment in accordance with Thai tax regulations.

Application submission

Interest applicants are requested to submit their application to Kittiphan.Samana@savethechildren.org with the subject line: **Editor and graphic designer for SOGIESC Guidebook_Your Name (or Your Team)** The application must include the following documents

- CV
- Portfolio or samples of previous work
- A quotation or financial proposal outlining the proposed consultancy fees and any associated costs