



A national chapter of *Transparency International*  
- a global coalition against corruption

## TERMS OF REFERENCE FOR DESIGN & LAYOUT WORK – SCHOOL BASED CIVIC EDUCATION (SBCE) PROJECT PUBLICATIONS

Transparency International PNG Inc. has tasked itself through its School Based Civic Education project to produce school materials to enable students to have a better understanding of civics and in turn empower them to become positive change makers of the country.

The project’s overall objective is *“a population that participates more effectively in governance so that state agencies are made accountable, act transparently and always use state resources in achieving greater levels of national development.”*

Reference	Terms
Guiding Principles for the SBCE project	<ul style="list-style-type: none"> <li>• This project will foster capacity building through mentoring and learning exchanges, group participation in all phases of the project.</li> <li>• This project will engage in an open and transparent process where a collective vision of the project goals is shared and where the roles and expectations of team members are clearly understood.</li> <li>• This project will be a collaborative and equitable partnership where members draw upon individual skill sets to meaningfully and mutually work toward TIPNG’s vision and mission.</li> <li>• This project will foster a supportive team environment through critical reflection of our work and group progress.</li> <li>•</li> </ul>
Roles and Responsibilities	<p>The officer-in-charge of Design and Layout will: -</p> <ul style="list-style-type: none"> <li>• Report to the SBCE Project Manager.</li> <li>• Prepare a workplan as guided by the (publications) delivery schedule.</li> <li>• Discuss samples of each publication type being worked upon on a weekly basis.</li> <li>• Provide advice/input on design and printing.</li> <li>• Be physically present in the TIPNG Office from 8:00am to 5:00pm for 3 working days per week to do design and layout work.</li> <li>• Organize own equipment, source graphics and photographs and secure permission for reproduction, provide own internet access and printing facilities.</li> <li>• Provide a brief verbal report at the SBCE Staff meeting on the last Thursday of the month.</li> <li>• Refrain from using SBCE project publication data elsewhere.</li> </ul>
Process Evaluation	We will chart our design and layout progress against our delivery schedule.
Name: _____ Officer-in-Charge / Design and Layout Sign: _____ Date: _____	Mary Udu SBCE Project Manager, <b>Transparency International PNG Inc.</b> Sign: _____ Date: _____

**Delivery Schedule:**

<b>Publication Type</b>	<b>Quantity</b>	<b>Time-frame</b>
1. Civic Education Teacher Resource Book	1	3 months
2. Student Reader (40 short stories explaining key concepts)	1	2 months
3. Background Readings / Information Book for Teachers	1	3 months
4. Big Books	5	2 months
5. Book of Corruption Fighters	1	2 months