

Delhi Commission for Protection of Child Rights (DCPCR)

Government of NCT of Delhi

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Subject: Inviting applications for engagement of a designer for the *DCPCR's Children First Journal on Children's Lives*.

The Commission invites applications from designers for its bi-annual and peer-reviewed Journal "*Children First Journal on Children's Lives*".

1. Eligibility Criteria:

- The designer (part-time/ full-time/freelancer) must have experience in designing a journal/magazine/periodical/books/reports for either government or non-governmental organisations, publishing houses, newspapers, etc.
- The designer must be willing to deliver a high-quality journal design on short notice. Work experience of at least 5 years is mandatory.

2. Scope of Work:

The designer engaged will be expected to perform these functions:

- Design a high-quality template for the fourth issue of the journal of A4 size (8.5" X 11"). Each issue shall be approximately 180 pages. This includes cover and back design, contents, section break pages, page layouts, infographics, illustrations, diagrams and graphs, colour correction of images, and other related work.
- The work shall also include the creation of a paginated print-ready file for production including a digital version of each paper that will be published on the Journal's Website in a .pdf file of EPUB or any other e-book format as may be decided by the Commission.
- The work shall also include sharing inputs/suggestions/feedback for further improvement of the content layout and other aspects of the journal design.
- The work shall also include designing social media creatives and launch creatives for the Journal's outreach.
- Please note that the contract may be extended if the Commission finds the designer's work satisfactory.

3. How to apply:

- Interested designers must submit their application and cost estimate for the aforementioned work by **April 12, 2023** upto 11:59 PM.
- The application form for applying for the engagement as a designer can be accessed at <https://forms.gle/R7CMysByKj7csJtW9>.
- Total Cost Estimates must be mentioned and include all costs including design, formatting, paging, etc. including all admissible taxes.
- Please note that the quotation needs to be submitted only for one issue.
- The Commission reserves the right to change the number of pages and the size of the Journal and costs shall be adjusted proportionately.

In case of any queries, the journal team can be contacted at:
cfjournal-dcpcr@delhi.gov.in

This has the approval of the Competent Authority.

Sd/-
(B.C. Narula)
Sr. Consultant, DCPCR