

## TERMS OF REFERENCE

<b>Position title:</b>	<b>Designer – Content Layout and Booklet Packaging</b>
<b>Organization:</b>	Aflatoun International
<b>Location:</b>	Remote/Online
<b>Job type:</b>	Consultancy
<b>Remuneration:</b>	TBA (per booklet or per page)
<b>Timeline:</b>	13 May until 30 July, 2024
<b>Deadline:</b>	7 May 2024

### The Organization

Aflatoun International is a non-profit organization, which offers social, financial & entrepreneurship education to children and young people worldwide, empowering them to make a positive change for a more equitable world. Aflatoun creates high-quality curricula for different age groups, which are contextualized to local needs and circumstances, and are implemented by over 300 partner organizations in 101 countries. Aflatoun programmes inspire children to discover their talents and put them to use, to stand up for their rights and those of their communities through active learning and problem solving. They learn how to save, how to budget, and how to set up social and financial enterprises that benefit themselves, their families and their communities. Aflatoun has been recognized globally (Brookings, Harvard, HundrEd, Million Lives Club) for its high-impact, low-cost model, which has shown to be effective in changing behaviors of participants across the globe.

By using a social franchise model, Aflatoun transfers curricular content, monitoring and evaluation tools, and training capacity to partner organisations, helping them enhance their existing expertise and create an efficient learning ecosystem. Aflatoun's programmes follow an active-learning, participant-centered methodology, which combines social and financial education (SFE) through engaging participants, educators, government institutions and civil society organisations.

### Purpose of the consultancy

The Aflatoun project team is currently looking to contract a **designer** to support the team in adapting and packaging a youth-centered programme on **Crypto and Blockchain Technologies** as part of Aflatoun's new social financial literacy programme. The programme packaging is needed for the following languages:

1. **English**
2. **Arabic**
3. **French**
4. **Spanish**
5. **Vietnamese**

The consultant is expected to have the design/editing skills as well as technical knowledge to **develop illustrations** such as flashcards, flowcharts and others.

The programme is composed of **two (2) booklets**: 1 facilitator-led activities package + 1 training manual. The total word count estimate is **22,600 words**.

### Deliverables

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The consultant is expected to:

- Participate in meetings and discussions with the Aflatoun project team if needed;
- Familiarize with the programme content and the learning framework;
- **Illustrate** some activity-components such as flashcards, flowcharts, etc.;
- **Package** the content into two booklets per language using the branding guidelines (2 booklets in ENG, 2 booklets in FR, 2 booklets in AR, 2 booklets in SPA, 2 booklets in VIET);
- **Revise and finalize** as per the provided feedback and comments.

### Required Skills & Qualifications

- Bachelor's or academic degree in design/graphic design or related fields;
- Basic or moderate understanding and knowledge of digital finance and innovations
- Knowledge and experience of the *Crypto and Blockchain Technologies is preferred*;
- Excellent verbal and written communication skills in some or all languages;
- Ability to deliver on tight deadlines and on short-notice;
- Strong computer skills, including sound knowledge of Windows and Microsoft Office applications, including Outlook, Word, Excel and PowerPoint;
- Generally familiar with Aflatoun's holistic child- and learner-centered approach, as well as PSEA policy in place

### Hiring details

The position is for a Consultancy under the scope of an ongoing project. We offer a dynamic and pleasant multicultural working environment. Due to the nature of Aflatoun's work with children around the world, specific attention is drawn towards Aflatoun's Child Protection Policy and its Policy on the Protection of Sexual Exploitation and Abuse (PSEA). These two policies are required to be signed by consultants and forms part of the consultancy contract. The applicant commits to zero tolerance towards sexual exploitation and abuse.

Screening for integrity is part of the recruitment process. Aflatoun considers it important to ensure the reliability, professionalism and the Integrity of its organization and its team. By applying for this position, the candidate accepts to be screened by Aflatoun which involves conducting a background check with 2 referees from the professional environment of the candidate, submitting a self-declaration of good conduct along with the CV and cover letter, and submitting a declaration of good conduct issued by the Judicial Documentation system in their home country in case they reach the final stage of the hiring process. The screening will cover up to 10 years. Only the data relevant for the screening of the position will be collected. In case the candidate is not selected for the position, the data will be destroyed 4 weeks after the closing of the position. For technical positions, an additional written test may be required.

### Questions and Application

If interested in joining our team as one of the translators, please send your CV and quotations in EUR to [yara@afatoun.org](mailto:yara@afatoun.org) and apply here- <https://afatoun.bamboohr.com/careers/218>

If you have any specific, questions about the position or responsibilities please contact the online project manager at [yara@afatoun.org](mailto:yara@afatoun.org)