



Republic of the Philippines
National Book Development Board

TERMS OF REFERENCE OF EXTERNAL EDITOR OR EDITORIAL SERVICES FOR THE NATIONAL CHILDREN'S BOOK AWARDS (NCBA) CATALOGUE

I. Background and Rationale

The National Book Development Board (NBDB) and the Philippine Board on Books for the Young (PBBY) present the 6th National Children's Book Awards. The NCBA will award and honor to the best books for children and young adults (0-19 years) published during the years 2019 and 2020. As part of the marketing paraphernalia and communication tools, the NBDB will produce the NCBA Catalogue.

II. Objective for Hiring Editor or Editorial Services

The National Book Development Board (NBDB) is looking for an editor or editorial services for the NCBA Best Reads for 2019 and 2020 catalogue.

III. Scope of Work

The Editor or Editorial Services is expected to undertake the following tasks:

1. Conceptualize, write, and edit articles and contents for the NCBA Best Reads for 2019 and 2020;
2. Solicit contents from other writers and resource persons for the NCBA Best Reads for 2019 and 2020;
3. Ensure that all contents are submitted to NBDB on time;
4. Provide creative direction to the graphic and layout artist;
5. Coordinate closely with the other members of the publication team (contributors, web administrator, and NBDB secretariat);
6. Directly report to the NBDB secretariat the progress and status of the publication from conceptualization to actual production/publication; and
7. Ensure that publication process timeline is followed and that target release date of the issue is strictly met.

IV. Required Skills and Experience

The module developer(s) should have the following qualifications:

1. Be a writer and editor with a degree in any one or combined streams of Communications, Journalism and other related courses;

2. Should have minimum of 5- year hands-on experience in writing and editing creative and/ or technical content;
3. Should have excellent communication skills in English and Filipino;
4. Should be Philgeps registered
5. Must submit sample body of works related to the development of the modules

V. Arrangement

1. Editor or Editorial Services
 - a. Provide a copy of one's curriculum vitae upon confirmation of the engagement;
 - b. Ensure that output is research- based and does not reflect opinions of the writer/ editor or editorial services; and
 - c. Shoulder expenses that may be incurred by editor or editorial services outside the normal NBDB procedure or allocation.
2. NBDB Secretariat
 - a. Provide close guidance on the design of the catalogue;
 - b. Provide blurb from judges on the winning titles;
 - c. Process payment with the Administrative and Finance Division.

VI. Payment and Schedule

The editor or editorial services will receive a Professional Fee (PF) amounting to Php 11,200 subject to applicable government taxes, charges and bank transfers.

The PF is computed based on the salary grade level of an Editor (SG 20- GFI) as implemented in the "Salary Standardization Law" or its equivalence in the Civil Service Quality Standard for private individuals.

The following are the proposed schedule for the project:

- Fifteen days after signing of JO – Submission of First Draft
- Ten days after Final Edited drafts – Submission of Final Draft

Payment shall be made in lump sum after submission of print ready draft.

VII. Deadline and submission of expression of interest

The NBDB invites interested individuals or teams to submit a letter of intent with costing, respective CVs, sample work and copy of Philgeps registration to caroltapia@nbdb.gov.ph until **February 19, 2021, 5:00 pm**.

VIII. Conditions

Gender Integration: The trainer/facilitator is expected to have a consideration of the Gender and Development (GAD) perspective.

Approved by:

Conforme:



RYAN A. ESTENAN
OIC- Executive Director
National Book Development Board

Signature over Printed Name