

Republic of the Philippines  
**EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL**  
 4/F Belvedere Tower, No. 15 San Miguel Avenue, Ortigas Center, Pasig City  
 Tel. No. 571-6833; Fax No.571-4612 Local 829

Date: \_\_\_\_\_


**REQUEST FOR PROPOSAL**

**Gentlemen:**

Please quote your lowest government price (s), stating the shortest time of delivery on the item(s) listed below and submit your quotation duly signed by your representative through email or sealed envelope directed to the BAC Chairperson of this office on or before February 24, 2025.

If you do not have the exact item on request, please feel free to offer the equivalent or possible substitute.

*Very Truly yours,*

  
**NECITAS D. LARGO**  
 BAC Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
		<b>Engagement of Consultant for the Preparation of the ECCD Council 2024 Annual Report</b>		
		<b>Duration: 1 month</b>		
		Qualifications:		
		1. Has at least five years as a consultant in the preparation of reports/annual reports		
		2. Good health, enthusiastic, good ability to coordinate and work well with others		
		3. Has a Writer and Editor		
		a. Preferably with a graduate degree in any of the following: Journalism, Development Communication, Communication Arts, or any allied courses;		
		b. Five (5) to ten (10) years of continuous professional experience in the field of communication, development of publication materials and or reports;		
		4. Design and Layout Artist		
		a. Preferably a bachelor's degree holder in any of the following: Advertising, Multimedia Arts, and communication arts;		
		b. five (5) to ten (10) years of continuous experience doing layout design for publications and reports;		
		c. Can work with minimal supervision.		
		5. Provide of examples of relevant experience in working for governments and/or consultancy assignments, especially in preparation of reports.		
		Note: Sample works/portfolio of candidates may be requested.		
		<b>Pls. see attached TOR</b>		
		Other requirements:		
		1. Curriculum Vitae and proposal		
		2. Organization Profile		
		3. PhilGEPS Registration Number		
		4. Business/Income Tax Return		
		5. Mayor's/Business Permit		
		6. Omnibus Sworn Statement		
		<b>Terms of Payment: three (3) Tranches</b>		
		<b>Quotations are inclusive of all Taxes</b>		
		Email Add: <a href="mailto:ndl@eccdcouncil.gov.ph">ndl@eccdcouncil.gov.ph</a> / <a href="mailto:cora@eccdcouncil.gov.ph">cora@eccdcouncil.gov.ph</a>		
		For any queries, you may Contact Nos. 8571-6833/8571-4615		

After having carefully read and accept your requirements, I/we quote you on the above items and bind ourselves to deliver the above articles and description within the specified dates. The quotations are good up to 60 calendar days.

SUPPLIER/CONSULTANT	
Signature	
Name	
Company Name	
Address	
Telephone Nos.	

Fax Nos.	
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Polk

Republic of the Philippines  
EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL

**TERMS OF REFERENCE**

Title           **Engagement of Consultant for the Preparation of the ECCD Council 2024 Annual Report**

Date            March 2025

Project Cost   Php 200,000.00  
                  ECCD Council Fund

**Rationale**

One of the major communication tools of the ECCD Council is the Annual report which is an important medium in informing the public about the Council's various programs, projects, and activities and its achievements thereof over the past year. The publication of the Annual Report is consistent with the government policy on transparency and integrity as it details and features the Council's accomplishments pursuant to its vision, mission, and mandate.

The publication of the Annual Report is also in compliance with RA 10410, particularly Section 13 which states *"The ECCD Council shall, at the close of each calendar year, submit annual physical and financial reports to Congress, giving a detailed account of its proceedings and accomplishments during the year, making recommendations for the adoption of measures that will improve the National ECCD System and ensuring achievement of universal coverage of ECCD benefits to all children from age zero (0) to four (4) years, within a period of five (5) years."*

The ECCD Council proposes to showcase the achievements of the Council in 2024 in the annual report that narrates the accomplishments of the Council including its member agencies. To achieve this, the Council will engage a consultant to develop a comprehensive high-quality, informative, and visually appealing annual report for the ECCD Council for the year 2024 based on the initial reports provided by the Council.

The preparation of the Council's Annual Reports is often delayed due to the concurrent responsibilities of assigned staff, including the simultaneous implementation of the Council's programs, projects, and activities (PPAs). Engaging a consultant for the report's completion will streamline the process, ensuring its timely submission to the House of Representatives, Senate of the Philippines, and other relevant oversight agencies.

**I. Scope of Work**

The consultant will undertake the following tasks:

1. Conceptualization

- Understand the Purpose of the Annual Report: Collaborate with ICTU and PPU Staff of the ECCD Council to understand the objectives and messages of the annual report, among others.
- Review Content: Analyze the write-ups, texts, data, images, and visuals provided by the Council to determine the best way to present the

information. Review existing documentation, including previous annual reports, financial statements, and other relevant materials.

- a. Develop a logical structure for the annual report, including sections such as:
  - Executive Summary
  - Operational Highlights, Accomplishments, Challenges
  - Financial Performance
  - Directions and Strategies
- b. Ensure smooth transitions between sections for a cohesive narrative.

## 2. Edit

- Repackage agency documents into publication format and provide data visualization to accompany text.
  - a. Content Review and Editing
  - b. Condensation and Summarization: Edit a lengthy section to focus on key points, ensuring the report is concise and reader-friendly
  - c. Standardization: Align terminology, formatting, and presentation styles across all sections,
  - d. Data Visualization: Utilize photos, charts, graphs, and tables to present operational and financial, and statistical data. Use infographics to simplify complex information.

## 3. Design and Layout

- Pre-design Planning
  - a. Define the Style Guide: Establish a consistent design theme
  - b. Typography (fonts for headings, subheadings, and body text); Imagery style (e.g., photos, icons, illustrations)
  - c. Branding elements: Ensure the organization's logo, colors, and fonts are used consistently
- Layout Design
  - a. Present at least 2 layout designs as options for the ECCD Council to choose from: Develop a structure for the report, including:
    - Cover page
    - Table of contents
    - Section dividers
    - Page layouts for text, images, charts, and infographics
  - b. Ensure Logical Flow: Organize content in a way that guides the reader through the report seamlessly.
  - c. Balance Text and Visuals: Avoid overcrowding pages and ensure a clean, professional look.
- Select and Edit Imagery: Choose high-quality photos, illustrations, or icons that align with the report's theme. Edit images for consistency in style, size, and resolution.
  - a. Create Custom Graphics: Design icons, illustrations, or diagrams to enhance understanding and engagement.

## 4. Review and Feedback

- a. Facilitate a review process with the ECCD Council key to gather feedback and make necessary revisions.
- b. Ensure that all feedback is addressed before finalizing the report.

c. Turn over all raw materials (write-ups, photos, files, etc.) provided by the ECCD Council

5. Finalization and Production

a. Submission of the final version of the annual report in both digital and print format with the following specifications:

- A4 size, portrait, 155-160 pages
- Full-color printing, matte cover perfect binding
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b. Ensure the report is compliant with relevant regulations and standards.

**II. Schedule of Work**

**III.**

Submission, feedback, revision, and final form of article schedule:

Submission of 1<sup>st</sup> draft – 1<sup>st</sup> week

Feedback from ECCD Council – 2<sup>nd</sup> week

Revision and submission of revised draft – 3<sup>rd</sup> week

Submission of Final version and approval – 4<sup>th</sup> week

**IV. Deliverables**

- Cover design
- Page layouts (text, visuals, and data)
- Charts, graphs, and infographics
- Print-ready, and digital-ready files
- 2 copies of printed ECCD Council 2024 Annual Report
  - A draft editable comprehensive annual report for review by the ECCD Council Management.
  - A finalized annual report in both digital (PDF) and print formats (Adobe InDesign or PSD formats (optimized and high resolution))

**V. Terms of Payment:**

Total professional fee for the preparation of the Annual Report: Php200,000.00 inclusive of VAT

40% upon submission of 2<sup>nd</sup> draft

40% upon submission of 3<sup>rd</sup> and final draft

20% Full payment upon submission of the approved final output (2 copies of printed ECCD Council 2024 Annual Report)

**VI. Timeline**

A detailed timeline for the commencement of this project shall be agreed upon by both parties.

**VII. Confidentiality**

The consultant agrees to keep all information related to the ECCD Council and its activities confidential and not disclose any information without written consent.

## **VIII. Intellectual Property**

All materials produced during the consultancy will be the property of the ECCD Council.

## **IX. Qualification Requirements**

The ideal consultancy firm for this project should have the following qualifications:

- Has at least five years as a consultant in the preparation of reports/annual reports
- Good health, enthusiastic, good ability to coordinate and work well with others
- Has a Writer and Editor
  - a. Preferably with a graduate degree in any of the following: Journalism, Development Communication, Communication Arts, or any allied courses;
  - b. Five (5) to ten (10) years of continuous professional experience in the field of communication, development of publication materials and or reports;
- Design and Layout Artist
  - a. Preferably a bachelor's degree holder in any of the following: Advertising, Multimedia Arts, and communication arts;
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  - c. Can work with minimal supervision.
- Provide examples of relevant experience in working for governments and/or consultancy assignments, especially in the preparation of annual reports.

Note: Sample works/portfolio of candidates may be requested.