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## Call for Independent Contractor Terms of Reference (ToR)

### 1. Position Information

Job Title	: Educational Illustrator & Graphic Designer
Report To	: Executive Director
Location	: Remote
Contract Type	: Independent Contractor
Duration	: 23 February – 30 April 2026
Deadline for application	: 13 Feb 2026

### 2. Assignment Overview

ZEWG is undertaking a revision of the Zolai textbook, originally developed by the Zolai Simbu Committee in 1974, for primary school students. This initiative aims to enhance literacy and cultural relevance through engaging text and supportive visual imagery. The Contractor will be responsible for designing and producing original illustrations and a cohesive layout that facilitate language acquisition, ensure visual clarity of concepts, and reflect the Zomi/Chin cultural context.

### 3. Scope of Work

The selected candidate will be responsible for:

- **Concept Development:** Collaborating with the Textbook Revision Consultant to translate linguistic concepts (e.g., action verbs, prepositions, cultural stories) into sketches
- **Original Illustration:** Creating full-color and black-and-white illustrations that are age-appropriate and gender-sensitive.
- **Layout Design:** Integrating text and images using professional software to ensure a balanced, readable “path” for young readers.
- **Technical Preparation:** Managing file formats, resolutions, and “bleed” settings for high-volume offset printing.

### 4. Desired Qualifications and Skills

- **Portfolio:** Proven experience in children’s book illustration or educational publishing.
- **Software Proficiency:** Advanced skills in Adobe Creative Suite (Illustrator, InDesign, Photoshop) or other softwares.
- **Pedagogical Awareness:** Understanding of “Cognitive Load Theory” (Keeping images simple enough to avoid distracting from the words)
- **Cultural Competence:** Ability to accurately depict local attire, architecture, and social norms.

### 5. Deliverables and Timeline

No.	Deliverables	Deadline
001	Initial sketches: style guide and character designs for approval.	27 Feb 2026
002	Layout of KG with integrated art.	6 Mar 2026
003	Layout of Grade 1 with integrated art.	13 Mar 2026
004	Layout of Grade 2 with integrated art.	20 Mar 2026
005	Layout of Grade 3 with integrated art.	27 Mar 2026
006	Layout of Grade 4 with integrated art.	3 Apr 2026
007	Layout of Grade 5 with integrated art.	10 Apr 2026
008	Print-ready files: Final high-resolution PDF and source files (packaged)	30 Apr 2026



## 6. Application Process

- Interested candidates can apply for the position by filling up [this application link](#) by 13 Feb 2026.
- ***Things to prepare for the application:***
  - A cover letter outlining your suitability for the role (Can be written in Zolai, Burmese or English).
  - Updated full CV/resume.
  - A sample graphic illustration by you.

ZEWG