

**TERMS OF REFERENCE
CONSULTANT FOR DATA COLLECTION, PROCESSING, AND DATA ANALYSIS**

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Duration of Assignment:

Approximately for the period of 3 months (preferred start on 1 October 2022), maximum of 16 working days within this period.

1. BACKGROUND

Supported by the European Union Office in Kosovo and the Kosovar Civil Society Foundation, Domovik is implementing Strategic Plan for 2019-2023. As the majority of Domovik's activities are focused on the wellbeing of children and youth, and the meaningful development of their abilities and skills, we are determined to be the leaders among the civil society organizations operating in this area.

Domovik was established in 2010 and is specialized to provide activities that concern physical and mental health, social and legal protection and education of children, youth, and members of vulnerable groups. Domovik is devoted to empowering people to influence the factors that affect their life quality.

The consultancy agreement will be focused on data collection, analyses, and reporting in line with the instrument and methodology for the collection of data developed by Domovik during the implementation of the Annual Work Programme of NGO Domovik for 2020. This instrument covers the following areas: Policy and Regulations, Education, Health Care, Social Protection, Juvenile Justice, and Good (local) Governance. Based on the area, data will be collected according to specific characteristics: availability of documents in local self-governments (strategies, action plans, amendments, and annexes to public documents, etc.), availability of services and measures, availability of resources within the social protection systems, health care, and education, all of these being the key factors for good (local) governance.

The data will be collected from relevant stakeholders for each of the specified areas, at the municipal level. The data collected from each stakeholder will further be compiled and integrated into a common matrix for all municipalities. The data to be collected refer to the previous calendar year.

2. OBJECTIVE AND SCOPE

The process of the data collection, analyses, and reporting should cover the following objectives:

1. To adapt the existing data collection instrument to the context in the field, based on inputs by the team of Domovik, representatives of relevant institutions, and based on the lessons learnt from the 2021 data collection exercise;
2. To coordinate the data collection activities, and provide monitoring and coaching to the interviewer;
3. To support interviewing process in the field;
4. To conduct desktop research of legislation and international conventions/treatises applicable in the field of child rights, to complement the findings of the research report;
5. To analyse data collected during the fieldwork;
6. To submit a draft research findings report for revision;
7. To submit the final research findings report, based on Domovik's inputs.

It should be emphasized that all relevant documents, available at NGO Domovik, will be provided upon request of the consultant.

3. ROLES AND RESPONSIBILITIES

3.1 Consultant:

The consultant will be responsible for:

- Adapting existing methodology for Data collection and data analysis for the fieldwork, based on inputs from the team of Domovik and representatives of relevant institutions;
- Organizing workshops with interviewers,
- Drafting of a research findings report based on analysed data and the inputs from Domovik's representatives.

3.2 Domovik:

Domovik will have the responsibility for the overall management of the consultancy, and this will include the following:

- Reviewing and approving the proposed methodology, and providing feedback and guidance
- Organizing informative meetings
- Ensuring that Domovik management staff provide all necessary documentation
- Supporting the consultant and the team of interviewers in collecting data
- Monitoring the delivery of milestones

4. KEY DELIVERABLES

- **Fully developed comprehensive research findings report on children and youth status**

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 3 months, preferable throughout the period starting from 1 October 2022.

6. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT

- A minimum of five (5) years of experience in working with Civil society, and public institutions;
- A minimum of five (5) years of experience in the field of child rights;
- Advanced degree in law, development studies, social sciences, humanistic sciences or related discipline;
- A minimum of five (5) years of experience in applying quantitative/qualitative methodologies;
- Excellent analytical, oral and written communication skills in Serbian and English;
- Experience in monitoring, evaluation and reporting;
- Strong interpersonal skills and the ability to communicate and work well with people of diverse backgrounds.

7. APPLICATION PROCEDURE

Applications must be sent in English or Serbian and must entail the following:

- Expression of Interest and availability;
- CV;
- Expected remuneration, in the form of gross fee.

8. Zero tolerance for Sexual exploitation and abuse

Domovik applies zero tolerance for Sexual exploitation and abuse. It is, therefore, required that the interested candidates read and understand the *Anti-harassment, intimidation, and bullying policy* and *Child Safeguarding Policy*. The policies are available at www.domovik.org website, or through links: <https://domovik.org/wp-content/uploads/2021/12/NGO-Domovik-politika-protiv-zlostavljanja-zastrasivanja-i-uznemiravanja.pdf>; and <https://domovik.org/wp-content/uploads/2021/12/Politika-za-zastitu-deteta.pdf>.

Expression of Interest clearly named as “*Data collection, processing, and data analysis*” can be submitted at the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before 23 September 2022, 17:00 hours local time. Only short-listed candidates will be contacted.