

**TERMS OF REFERENCE
IMPROVEMENT OF HUMAN RESOURCES MANAGEMENT**

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Duration of Assignment:

Approximately the period of 1 month (preferred start on 15 November 2022), maximum of 7 working days within this period.

1. BACKGROUND

Supported by the European Union Office in Kosovo and Kosovar Civil Society Foundation, Domovik is implementing Strategic Plan for 2019-2023. As the majority of Domovik's activities are focused on the well-being 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.

NGO Domovik from Mitrovica North was established in 2010. The organization is active in the fields of child rights and child protection and implements activities dealing with psychosocial support and healthcare, social and legal protection, education, and the overall well-being of children, youth, and members of vulnerable groups. NGO Domovik actively analyses the needs of young people and their communities and promotes solutions and initiatives by developing programmes and projects fit for children.

2. OBJECTIVE AND SCOPE

The process of Improvement of Human Resources Management should cover the following objectives:

1. Improvement of HR policies and procedures
 - Desktop research of available policies ;
 - Updating existing policies and drafting missing policies (jointly with Domovik programme staff);
2. A comprehensive staff portfolio system
 - Identifying Domovik staff profiles based on the systematization act
 - Evaluate and identify human capital inefficiencies and recommend solutions
 - Developing a comprehensive, updatable, staff portfolio system at Domovik

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:

- Initial meeting to define the objectives of the consultancy
- Meeting with the Domovik HR and management team to define the Organization's HR issues, goals, and requirements
- Reviewing existing HR policies and systematization act
- Evaluate and identify human capital inefficiencies, recommend solutions,
- Proposing updates to existing policies and identifying new HR policies, models and best practices to be drafted

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 documents
- Organizing informative meetings
- Ensuring that Domovik management staff provide all necessary documentation

- Supporting the consultant in organizing participatory sessions with programme staff
- Monitoring the delivery of milestones

4. KEY DELIVERABLES

- Updated existing HR policies and identified missing policies
- Comprehensive staff portfolio template
- List with recommended trainings for improvement of Domovik's team skills and competences

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 1 month, preferably throughout the period starting from 15 November 2022.

6. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT

- Advanced degree in HR, law, development studies, social sciences, humanities, business administration, general management or related discipline;
- A minimum of five (5) years experience in working with civil society, and/or public institutions;
- A minimum of five (5) years experience in HR management;
- In-depth knowledge of HR principles, functions, methods and best practices
- Excellent analytical, oral and written communication skills in English;
- Strong facilitation skills and ability to lead a plenary and document simultaneously;
- Strong interpersonal skills and the ability to communicate and work well with diverse people.
- Able to quickly identify workforce issues and recommend effective solutions.

7. APPLICATION PROCEDURE

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

- Expression of Interest and availability;
- CV including a list of related references.
- Expected remuneration, in the form of gross fee

8. Zero tolerance on Sexual exploitation and abuse

Domovik applies zero tolerance on 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 in Programmes/Policies section of www.domovik.org web site, or through links: <https://domovik.org/politika-protiv-zlostavljanja-zastrasivanja-i-uznemiravanja/>; and <https://domovik.org/politika-zastite-dece/>

Expression of Interest named "*Improvement of Human Resources Management*" can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before **11 November 2022, 17:00** hours local time. Only short-listed candidates will be contacted.