

**TERMS OF REFERENCE
ADVANCED PROJECT CYCLE MANAGEMENT TRAINING**

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Duration of Assignment:

Approximately the period of 1 month (preferred start on 15 November 2022), maximum of 4 working days within this period.

1. BACKGROUND

Supported by the European Union Office in Kosovo, 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 conducting advanced project cycle management training should cover the following objectives:

- Meeting with the Domovik team to define the objectives of the consultancy;
- Defining the training agenda and preparing training materials;
- Conducting a two-days advanced project cycle management training session

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
- Preparing the training agenda and training materials
- Conducting a two-day advanced project cycle management training session

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 training documents
- Organizing informative meetings
- Ensuring that Domovik management staff provide all necessary documentation
- Supporting the training process
- Monitoring the delivery of milestones

4. KEY DELIVERABLES

- Two-day advanced project cycle management training

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

- A minimum of five (5) years experience in working with civil society, and/or public institutions;
- Advanced degree in law, development studies, social sciences, humanities, business administration, general management or related discipline;
- A proven experience in Project Cycle Management and/or delivering advisory, consulting, methodological, capacity building and/or other specific professional services;
- Extensive experience in goal-oriented project cycle management
- Extensive experience in facilitating project identification and planning processes according to a participatory approach.
- Extensive experience in developing training programmes as well as having documented training experience.
- Excellent analytical, oral and written communication and presentations 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.

7. APPLICATION PROCEDURE

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

- Expression of Interest and availability;
- CV with at least 2 references for conducted same or similar services;
- 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 “*Advanced Project Cycle Management Training*” 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.