

**TERMS OF REFERENCE
CONSULTANT FOR INCREASING INTERNAL CAPACITIES OF DOMOVIK**

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Duration of Assignment:

Approximately the period of 1 month (preferred start on 06th December 2022), maximum 8-10 working days within this period.

1. BACKGROUND

Domovik was established in 2010 in North Mitrovica. Over the years, Domovik has been working on the implementation of various projects. Domovik is specialized in providing activities concerning the psychosocial and legal protection of children, youth, and members of vulnerable groups, and it seeks to help people in understanding the factors that affect their life quality.

Domovik is a strategic partner of Save the Children, office in Kosova/o, which is implementing a project of the Swedish International Development Cooperation Agency (SIDA). Domovik is seeking for the services of an external independent consultant for the improvement of staff capacities on skill matrix or competencies model based on information, conduct staff Satisfaction survey, Performance Log and provide workshop session for the development of individual staff training plans and creating individual portfolio and learning Path.

This agreement will be focused on strengthening internal capacities of Domovik and supporting effectiveness as an organization and maintaining our accountability to beneficiaries, donors, and staff.

2. OBJECTIVE AND SCOPE

The process of Increasing capacity and accountability of Domovik, should cover the following objectives:

- Recognizing and assessing individual competencies and identifying areas for improvement.
- Create individual portfolio for each employee.
- Create training plan for every employee (according to individual portfolio, learning Path...). The plan includes detailed descriptions of the elements required to create instructional content, training standards, training timetable coordination, and so on. The training plan is used to develop an employee training program that teaches employees about the application, career, and business operations to improve results.
- Workshop sessions for the development of individual staff which creates an avenue for conversation around professional development and priorities, which can increase engagement, productivity, and performance.

3. ROLES AND RESPONSIBILITIES

3.1 Consultant:

The consultant will be responsible for:

- Providing a detailed work plan for the assignment
- Drafting individual portfolio for each employee
- Preparing workshops on how to create individual training and development plan for each employee
- Providing report for the consultancy sessions

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 plan for the assignment
- Providing technical and logistical support for conducting assignment
- Ensuring that Domovik management staff provide all necessary documentation
- Monitoring the delivery of milestones

4. KEY DELIVERABLES

- 4 workshop sessions
- Portfolio for each employee
- Individual training and development plan for each employee

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 1 month, preferable throughout the period starting from the 06 December 2022.

6. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT

- A minimum of five (5) years' experience in working with Civil society;
- Accredited university degree in the social sciences, international development, gender studies, or related subject area.
- A minimum of five (5) years' experience in providing trainings for civil society;
- Excellent analytical, oral, and written communication skills in English;
- Strong interpersonal skills;
- Strong interpersonal skills and the ability to communicate and collaborate well with diverse people.

7. APPLICATION PROCEDURE

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

- Expression of Interest and availability;
- CV
- 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/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 “**Consultant for increasing internal capacities of Domovik**” can be submitted at email addresses office@domovik.org, c.djordjevic@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before **05 December 2022, 17:00** hours local time. Only short-listed candidates will be contacted.