

**TERMS OF REFERENCE  
CONSULTANT FOR ASSESSMENT OF CHILD RIGHT STATUS AND CREATION OF POLICY DOCUMENT**

**Published on June 23<sup>rd</sup> 2023.**

**Duration of Assignment:**

Approximately for the period of 5 months (preferred start on 15<sup>th</sup> of July 2023), maximum of 20 working days within this period.

**1. BACKGROUND**

Supported by the Save the Children Kosovo and financed by SIDA, Domovik is implementing project “Joint efforts for improving child wellbeing” in partnership with Save the Children Kosova/o. 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 Assessment of Child Right Status and Creation of Policy Document, based on the data collected in line with the instrument and methodology for the collection of data developed by Domovik. 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. These data will be used for a comprehensive assessment of child rights at municipal level in relation with legislation and international standards.

**2. OBJECTIVE AND SCOPE**

The process of the Assessment of Child Right Status and Creation of Policy Document should cover the following objectives:

1. To coordinate the data collection activities, and provide monitoring and coaching to the interviewers;
2. To support interviewing process and coordination with partner CSOs;
3. To conduct desktop research of legislation and international conventions/treaties applicable in the field of child rights;
4. To analyze data collected during the fieldwork;
5. To submit full data-sets;
6. Production of policy document on children and youth status based on data collected on various aspects of children and youth wellbeing;

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, relevant stakeholders (e.g., Institution representatives, CSOs, referent youth groups) etc.
- Drafting of a policy document on children and youth status based on analyzed data and desktop research data.

#### **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 policy document on children and youth status
- Consultant report with lessons learned

### **5. DURATION AND TIMEFRAME**

The contract of the assignment should be within the timeframe of 5 months (maximum of 20 working days within this period), preferable throughout the period starting from 15<sup>th</sup> of July 2023.

### **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](http://www.domovik.org) website, or through links: <https://domovik.org/wpcontent/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 Assessment of Child Right Status and Creation of Policy Document”* can be submitted at the email address [office@domovik.org](mailto:office@domovik.org) or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before July 6<sup>th</sup>, 2023, 16:00 hours local time. Only short-listed candidates will be contacted.