

**TERMS OF REFERENCE  
DATA COLLECTION, PROCESSING AND ANALYSIS RESEARCHER/CONSULTANT**

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

**Duration of Assignment:**

Approximately for the period of 5 months (preferred start on 15<sup>th</sup> of July 2023), maximum of 16 working days within this period.

**1. BACKGROUND**

Domovik is implementing project “Annual Work Programme of NGO Domovik for 2023”, supported by the European Union Office in Kosovo and Kosovar Civil Society Foundation (KCSF). 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. 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 2022 data collection exercise;
2. To coordinate the data collection activities, and provide monitoring and coaching to the interviewers;
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 analyze data collected during the fieldwork and submit full data-sets;
6. To submit 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 analyzed 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
- Consultant report with lessons learned

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

The contract of the assignment should be within the timeframe of 5 months (maximum of 16 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 *“Data collection, processing and analysis researcher/consultant”* 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.