

TERMS OF REFERENCE

PROJECT CYCLE MANAGEMENT TRAINING AND PCM RULEBOOK

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Duration of Assignment:

Approximately the period of 2 month (preferred start on 10 October 2023), maximum of 7.5 working days within this period.

1. BACKGROUND

Domovik was established in 2010 in Mitrovica North. Domovik is profiled as an organization that conducts activities concerning the psychosocial and physical health, social and legal protection and education of children, youth, and members of vulnerable groups, and as an organization that seeks to help people in understanding the factors that affect their life quality.

The primary objective of this TOR is to enhance the capacity of Domovik in effectively managing projects through the entire project life cycle. This initiative aims to provide structured training programs and establish a clear set of rules and guidelines (PCM Rulebook) for consistent and efficient project management practices, ensuring successful project implementation and delivery of results.

2. OBJECTIVE AND SCOPE

The process of conducting a PCM Training and the development of a PCM Rulebook should cover the following objectives:

- Meeting with 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
- Developing a draft PCM rulebook
- Developing a final version of a PCM rulebook

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 External expert/consultant/consulting company:

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
- Developing a PCM rulebook

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
- PCM rulebook

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 2 months, preferably throughout the period starting from 10 October 2022.

6. QUALIFICATIONS AND COMPETENCIES OF EXTERNAL EXPERT/CONSULTANT/CONSULTING COMPANY

- 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;
- Expected remuneration, in the form of gross fee

8. Zero tolerance on Sexual exploitation and abuse

Domovik applies zero tolerance to 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 the Programmes/Policies section of www.domovik.org website, 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 “*Project Cycle Management Training and PCM rulebook*” can be submitted at the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before **6 October 2023, 17:00** hours local time. Only short-listed candidates will be contacted.