

TERMS OF REFERENCE STRATEGIC PLANNING PROCESS

Published 29 September 2023

Duration of Assignment:

Approximately the period of 2 months (preferred start on 10 October 2023), maximum of 12 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 guide and govern the strategic planning process for Domovik. This strategic planning initiative aims to provide a comprehensive framework for achieving the organization's mission and vision, enhancing its effectiveness, and ensuring long-term sustainability. The strategic plan will serve as a roadmap for decision-making, resource allocation, and performance evaluation over the specified planning.

2. OBJECTIVE AND SCOPE

This strategic planning initiative aims to provide a comprehensive framework for achieving the organization's mission and vision, enhancing its effectiveness, and ensuring long-term sustainability. The strategic planning process should cover the following objectives:

1. Support for the revision and upgrading of Domovik's Strategic Plan
 - Situation analysis
 - a. Conduct a thorough assessment of the internal and external environment affecting the organization.
 - b. Identify strengths, weaknesses, opportunities, and threats (SWOT analysis).
 - Stakeholder Engagement:
 - a. Identify and engage key internal and external stakeholders.
 - Mission, Vision, and Values:
 - a. Review and, if necessary, redefine the organization's mission, vision, and values.
 - Goal and Objective Setting:
 - a. Define clear and measurable strategic goals and objectives.
 - b. Establish key performance indicators (KPIs) to monitor progress.
 - Risk Management:
 - a. Identify potential risks associated with the strategic plan.
 - b. Develop risk mitigation strategies and contingency plans.
 - Resource Allocation:
 - a. Evaluate current resource allocation and identify potential adjustments.
 - b. Ensure optimal utilization of financial, human, and technological resources.
 - Developing a draft strategic plan
 - Developing a final version of the strategic plan with a one-year action plan.

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 scope of Strategic Planning process and methodology,

- Revision of the current Domovik’s Strategic Plan and other internal policies and documents,
- Organizing workshops with Domovik staff, board members, and other stakeholders (including children), to provide inputs for Strategic plan development,
- Prepare a draft Strategic Plan
- Prepare a final version of Strategic Plan with an Action Plan.

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 draft documents and workshop agendas & materials
- Organizing informative meetings and workshops
- Ensuring that Domovik management staff provide all necessary documentation
- Supporting the consultant in delivering the milestones
- Monitoring the delivery of milestones

4. KEY DELIVERABLES

- Strategic Plan with an Action Plan

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 2 months, preferable throughout the period starting from 10 October 2023.

6. QUALIFICATIONS AND COMPETENCIES

- A minimum of five (5) years experience in working with Civil society, public institutions;
- Advanced degree in law, development studies, economics, general management, social sciences, humanities or related discipline;
- A minimum of five (5) years experience in developing organizational capacity building;
- Excellent analytical, oral and written communication skills in English;
- Strong facilitation skills and ability to lead a plenary and document simultaneous;
- 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 “*Strategic Planning Process*” 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.