

**TERMS OF REFERENCE**  
**TRAINER FOR CONDUCTING A TRAINING STRENGTHENING CAPACITIES OF PROFESSIONALS FOR THE RIGHTS OF**  
**THE CHILD ON MUNICIPAL LEVEL**

**Document published on September 22<sup>nd</sup> 2023.**

**Duration of Assignment:**

Approximately for the period of preferred start on 5<sup>th</sup> October 2023, maximum 5 working days within this period.

**1. BACKGROUND**

Supported by the UNICEF Kosovo Programme, Domovik is implementing activities for capacity development and strengthening the skills of municipal multi-sectoral teams to coordinate and facilitate identification and improvement of child rights mechanisms and the quality of child rights protection. To ensure the capacity development needs are properly addressed and to facilitate the implementation, Domovik will be focused on the introduction with the provisions of the Law on Child Protection, the Law on Local Self-government, the Family Law of Kosovo, the Law on Social and Family Services, emphasising of the importance of a multisectoral approach for determining the priorities and needed measures for improving the position of children.

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. This agreement will be focused on strengthening capacities of municipal Teams for the Rights of the Child to advocate the full implementation of child rights.

**2. OBJECTIVE AND SCOPE**

Implementing a three-day training for capacity development and strengthening skills of professionals from different areas to work on the improvement of child rights mechanisms and quality of child rights protection, with a focus on the legislation, convention on the rights of the child, the Law on Child Protection with special emphasis on article 20 (Team for the Rights of the Child). A three-day training should cover following objectives:

- Strategic planning in the service of improving children's rights at the municipal level;
- The importance of strategic/action planning;
- Actors in the creation of documents, Problem analysis, Goals, measures, indicators;
- Budgeting;
- Intersectoral and public consultations;
- Methods of realization of strategic documents;
- Monitoring and evaluation;
- Contribute measures to be taken continuously to improve the existing condition of rights and protection of the child on local level;
- Analysis next steps for the establishment of the Team for the Rights of the Child.

It should be emphasized that all relevant documents, available at Domovik, will be provided upon request of trainer.

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1 Trainer:**

The trainer will be responsible for:

- Providing a detailed work plan and agenda for the assignment;
- Preparing a three-day training session,
- Creating pre and post training evaluation questionnaires in cooperation with Domovik;
- Delivering a three-day training for municipal Teams for the Rights of the Child;
- Reporting on the training implementation.

#### **3.2 Domovik:**

Domovik will have the responsibility for the overall management of the training, and this will include the following:

- Reviewing and approving the proposed training agendas;
- Providing technical and logistical support for conducting trainings;
- Ensuring that Domovik management staff provide all necessary documentation;
- Inviting participants in training sessions;
- Monitoring the delivery of milestones;

### **4. KEY DELIVERABLES**

- Three-day training session;
- Trainer's report;
- Timesheet.

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

The contract of the assignment should be within the timeframe of 1 month, preferable throughout the period starting from the 5<sup>th</sup> of October 2023.

### **6. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT**

- A minimum of five (5) years' experience in working with Civil society;
- Advanced degree in Law, social sciences, humanistic sciences or related discipline;
- 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 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 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](http://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>

*Terms of Reference – Strengthening capacities of professionals for the Rights of the Child on Municipal Level*

Expression of Interest clearly named as “*Strengthening capacities of professionals for the Rights of the Child on Municipal Level*” can be submitted at email addresses [office@domovik.org](mailto:office@domovik.org), or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before 29<sup>th</sup> of September 2023, 16:00 hours local time. Only short-listed candidates will be contacted.