

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

Document published on October 20<sup>th</sup> 2023.

**Duration of Assignment:**

Approximately for the period of preferred start on 1<sup>st</sup> of November 2023, maximum 5 working days within this period.

**1. BACKGROUND**

Supported by the European Union Office in Kosovo Domovik is implementing Strategic Plan for 2019-2023. As the majority of Domovik's activities are focused on the well-being 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 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.

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. A three-day training should cover following objectives:

- Strategic planning in the service of improving children's rights at the municipal level;
- Mechanisms for the implementation of the strategic plan
- Development of measures for action plans
- Definition of activities, deadlines, bearers of responsibility, budget/sources of funds;
- Methods of realization of strategic documents;
- Monitoring, reporting and evaluation;
- Materialization of all product and their use for action planning;
- 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 months, preferable throughout the period starting from the 1<sup>st</sup> of November 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>

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 27<sup>th</sup> of October 2023, 16:00 hours local time. Only short-listed candidates will be contacted.