

**TERMS OF REFERENCE  
CHILD-RIGHTS SPECIALIST FOR CHILD-RIGHTS MONITORING AND REPORTING**

**Published on 17<sup>th</sup> of October 2023**

Duration of Assignment: Approximately the period of 1 and a half month (preferred start on 1<sup>st</sup> of November 2023), maximum of 16 working days within this period.

**1. BACKGROUND**

Supported by the European Union Office in Kosovo and Kosovar Civil Society Foundation, 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.

NGO Domovik from Mitrovica North was established in 2010. The organization is active in the fields of child rights and child protection and implements activities dealing with psychosocial support and healthcare, social and legal protection, education, and the overall well-being of children, youth, and members of vulnerable groups. NGO Domovik actively analyses the needs of young people and their communities and promotes solutions and initiatives by developing programmes and projects fit for children.

**2. OBJECTIVE AND SCOPE**

The process of Child-rights monitoring and reporting should cover the following objectives:

1. Meeting with Domovik representatives to discuss the objectives and areas covered by the child-rights monitoring exercise.
2. Collection of data and desktop research of legislation applicable in the field of child rights, based on Domovik's data collection instrument.
3. Focus group meetings with local stakeholders in the fields of child rights.
4. Submission of a draft monitoring report for revision.
5. Submission of the final monitoring report based on Domovik's inputs.
6. Submission of a draft policy paper (availability of formal and non-formal programs for adolescents and youth). The subject of the policy paper will be further defined based on preliminary monitoring data, in consultation with Domovik.
7. Submission of the final policy paper.

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:

- Provide a detailed work plan for the assignment;
- Facilitate online/in-person meetings with Domovik representatives and local stakeholders;
- Drafting of a monitoring report and policy paper based on inputs from Domovik representatives, inputs from focus group meetings, and monitoring data.

### **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 Terms of Reference – Child-rights monitoring and reporting;
- Organizing informative meetings;
- Ensuring that Domovik management staff provide all necessary documentation;
- Supporting consultant in focus group facilitation;
- Monitoring the delivery of milestones.

### **4. KEY DELIVERABLES**

- Fully developed UN-based child-rights monitoring report for the improvement of the existing child support ecosystem;
- Policy Paper.

### **DURATION AND TIMEFRAME**

The contract of the assignment should be within the timeframe of 1 and a half month, preferably throughout the period starting from 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, and/or public institutions;
- A minimum of five (5) years 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 experience in developing quantitative/qualitative methodologies;
- Excellent analytical, oral and written communication skills in English;
- Experience in monitoring, evaluation and reporting;
- 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 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/politika-protiv-zlostavljanja-zastrasivanja-i-uznemiravanja/>; and <https://domovik.org/politika-zastite-dece/> Expression of Interest clearly named as “Child-rights monitoring and reporting” can be submitted at email address [office@domovik.org](mailto:office@domovik.org) or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before 24<sup>th</sup> of October 2023, 16:00 hours local time. Only short-listed candidates will be contacted.