

TERMS OF REFERENCE
EXPERT/CONSULTANT/CONSULTANT COMPANY FOR ANALYSES OF LOCAL NORMATIVE FOR CHILDREN

Published on 13th of October 2023.

Duration of Assignment:

Approximately for the period of 2 months (preferred start on 21st of October 2023), maximum of 14 working days within this period.

1. BACKGROUND

Supported by the UNICEF Kosovo Programme, Domovik is mapping the child rights and wellbeing legal and regulatory framework in Zubin Potok municipality. The consultancy agreement will be focused on mapping of the existing legal and regulatory framework, available services with special focus on children and youth with disabilities and children in foster care system, aiming to improve available services. Results and recommendations acquired during the mapping exercise will be used for the development of a municipal action plan (by Zubin Potok municipality) which will include components of child right implementation and monitoring, budgeting for children programmes and services, defining measures for establishment of new services for children, children participation, etc.

Domovik was established in 2010 and is specialized to provide activities that concern physical and mental health, social and legal protection and education of children, youth, and members of vulnerable groups. Domovik is devoted to empowering people to influence the factors that affect their life quality.

2. OBJECTIVE AND SCOPE

The process should cover the following objectives:

- Mapping of current legal and regulatory frameworks, available services (with special focus on children with developmental disabilities and foster care) in order to improve services
- Creating municipal action plan (Zubin Potok municipality) for the improvement of services for children with developmental disabilities and foster care.

3. ROLES AND RESPONSIBILITIES

3.1 Consultant:

The consultant will be responsible for:

- Data collection and data analysis from the fieldwork;
- Desk research;
- Organizing meeting with stakeholders;
- Mapping of legislative and regulatory frameworks and available services;
- Creation of a municipal action plan for Zubin Potok municipality.

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 methodology, and providing feedback and guidance;
- Organizing informative meetings;
- Ensuring that Domovik management staff provide all necessary documentation;
- Supporting the consultant and the team of interviewers in collecting data;
- Monitoring the delivery of milestones.

4. KEY DELIVERABLES

- Municipal action plan;
- Consultant report;
- Timesheet.

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 2 months (maximum of 14 working days within this period), preferable throughout the period starting from 25th of October 2023.

6. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT

- A minimum of five (5) years of experience in working with Civil society, and or public institutions;
- A minimum of five (5) years of 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 of experience in applying quantitative/qualitative methodologies;
- Excellent analytical, oral and written communication skills in Serbian and English;
- Experience in analyzing local normative for children;
- Strong interpersonal skills and the ability to communicate and work well with people of diverse backgrounds.

7. APPLICATION PROCEDURE

Applications must be sent in English or Serbian and must entail the following:

- Expression of Interest and availability;
- CV;
- Expected remuneration, in the form of gross fee.

8. Zero tolerance for Sexual exploitation and abuse

Domovik applies zero tolerance for 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 at 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 “*Consultant for Analysis of Local Normative for Children*” can be submitted at the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before October 20th 2023, 16:00 hours local time. Only short-listed candidates will be contacted.