

TERMS OF REFERENCE
ANNUAL EXTERNAL MONITORING AND EVALUATION OF DOMOVIK’S ANNUAL WORK PROGRAMME 2023

Published on 20 November 2023

Duration of Assignment:

Approximately the period of 1 month (preferred start on 30 November 2023), maximum 6 working days within this period.

1. BACKGROUND

Supported by the European Union Office in Kosovo and the Kosovar Civil Society Foundation (KCSF), Domovik is implementing a 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 Mitrovica North-based civil society organization, 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. 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 external monitoring and evaluation should cover the following objectives:

- Defining indicators at the level of strategic and operational goals of the organization
- Proposing methods of data collection and revising available documentation
- Conducting M&E exercise at Domovik’s premises
- Collecting data to verify the achievement of set indicators
- Drafting M&E external report

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

3. ROLES AND RESPONSIBILITIES

3.1 Consultant:

The consultant will be responsible for:

- Initial meeting to define the methodology of the M&E exercise
- Collecting/reviewing/analysing data on Strategic Plan implementation, available at Domovik
- Provision of an external M&E report, with factual findings

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 M&E methodology
- Organizing informative meetings
- Ensuring that Domovik management staff provide all necessary documentation
- Supporting M&E process
- Monitoring the delivery of milestones

4. KEY DELIVERABLES

- External M&E report

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 1 month, a maximum of 6 working days within this period, preferably throughout the period starting from 30 November 2023.

6. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT

- A minimum of five (5) years experience in working with civil society, and/or public institutions;
- University degree in social sciences, humanities, general management or related discipline;
- Relevant experience in evaluating programmes/projects or M&E processes;
- Understanding monitoring and evaluation methodologies is essential;
- Demonstrated ability to meet deadlines and work under pressure;
- Excellent English, report writing, presentation and communication skills;
- 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 with at least 2 references same or similar services;
- 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 web site, or through links: <https://domovik.org/politika-protiv-zlostavljanja-zastrasivanja-i-uznemiravanja/>; and <https://domovik.org/politika-zastite-dece/>

Expression of Interest named “*Annual External Monitoring and Evaluation of Domovik's Annual Work Programme 2023*” can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before **27 November 2023, 17:00** hours local time. Only short-listed candidates will be contacted.