

TERMS OF REFERENCE

ONE LOCAL CONSULTANT TO CARRY OUT INCLUSIVE WORKSHOPS FOR CHILDREN WITH DISABILITIES

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Duration of Assignment:

Approximately the period of 2 months (preferred start on 13 November 2023), maximum of 5 working days within this period.

1. BACKGROUND

Domovik was established in 2010 in Mitrovica North. Domovik is profiled as an organization that conducts activities concerning the psychosocial and physical health, social and legal protection and education of children, youth, and members of vulnerable groups, and as an organization that seeks to help people understand the factors that affect their life quality.

In partnership with Save the Children Kosova/o, Domovik is implementing activities aimed at reducing the impact of emergency situations on children and parents/caregivers in northern Kosovo. The intervention includes emergency preparedness and anticipatory actions.

The primary objective of this TOR is to engage one consultant to organise activities to reduce the impact of emergency situations on children and parents/caregivers in northern Kosovo. This initiative aims to provide structured inclusive and recreational workshops for children and young girls and boys with developmental disabilities in the Resource Centre within the special education school Kosovksi Bozur to improve their motor skills, cognitive skills, and psychosocial skills.

2. OBJECTIVE AND SCOPE

The process of conducting five inclusive and recreational workshops should cover the following objectives:

- Consultations with Domovik's team to define the methodology of the consultancy.
- Defining the workshop agendas and preparing workshop materials
- Conducting five inclusive and recreational workshops in the Resource centre within the special education school Kosovksi Bozur
- Submitting consultant's report upon completion of the assign

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

3. DOMOVIK ROLES AND RESPONSIBILITIES

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

- Reviewing and approving the proposed workshop documents
- Organizing informative meetings with the consultant, to define implementation timeframe and milestones.
- Ensuring that Domovik management staff provide all necessary documentation.
- Supporting the workshop process
- Monitoring the delivery of milestones

4. KEY DELIVERABLES

- Five inclusive and recreational workshops in the Resource centre within the special education school Kosovksi Bozur
- Consultant's report (at the end of the assignment)

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 2 months, a maximum of 5 working days within this period, preferably throughout the period starting from 13 November 2023.

6. QUALIFICATIONS AND COMPETENCIES

- Experience in working in civil society organizations, social services for children’s young girls and boys with disabilities and/or public institutions.
- Advanced degree in special education, psychology studies, social and humanities sciences.
- A proven experience in working with children’s young girls and boys with disabilities, methodological and/or other specific professional services.
- Extensive experience in facilitating workshops and professional work with children’s young girls and boys with disabilities.
- 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. PAYMENT INFORMATION

The payment will be processed as a single instalment upon the completion of the assignment and the approval of the consultant’s report, based on an invoice submitted by the consultant.

9. Zero tolerance on Sexual exploitation and abuse

Domovik applies zero tolerance to 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 the Programmes/Policies section of www.domovik.org website, or through links: <https://domovik.org/wp-content/uploads/2021/12/NGO-Domovik-politika-protiv-zlostavljanja-zastrasivanja-iuznemiravanja.pdf>; and <https://domovik.org/wp-content/uploads/2021/12/Politika-za-zastitu-deteta.pdf>

Expression of Interest clearly named as “INCLUSIVE WORKSHOPS FOR CHILDREN WITH DISABILITIES” can be submitted at the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before 10 November 2023, 17:00 hours local time. Only short-listed candidates will be contacted.