

TERMS OF REFERENCE

ORGANIZATION OF CREATIVE AND INCLUSIVE WORKSHOPS FOR ROMA, ASHKALI AND EGYPTIAN CHILDREN AND YOUNG GIRLS AND BOYS AND THEIR PARENTS/CAREGIVERS

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Duration of Assignment:

Approximately the period of 2 months (preferred start on 13 November 2023), maximum of 10 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 Domovik is implementing activities aimed at reducing the impact of emergency situations on children and parents in northern Kosovo. The intervention includes emergency preparedness, anticipatory actions, and humanitarian response activities.

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 in northern Kosovo. This initiative aims to provide structured workshops for Roma, Ashkali and Egyptian children with the intention of promoting social inclusion, child rights and positive parenting guidance.

2. OBJECTIVE AND SCOPE

The process of organising creative and inclusive workshops for Roma, Ashkali and Egyptian children and young girls and boys and their parents/caregivers should cover the following objectives:

- Consultations with Domovik’s team to define the methodology of the consultancy.
- Defining the workshop agenda and preparing workshop materials.
- Conducting ten creative and inclusive workshops in Roma, Ashkali and Egyptian community
- Submitting consultant’s report upon completion of the assign progress

It should be emphasized 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 workshops process
- Monitoring the delivery of milestones

4. KEY DELIVERABLES

- Ten workshops in the Roma, Ashkali and Egyptian community
- Consultants 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 10 working days within this period, preferably throughout the period starting from 13 November 2023.

Terms of Reference –Organization of creative and inclusive workshops for Roma, Ashkali and Egyptian children and young girls and boys and their parents/caregivers

6. QUALIFICATIONS AND COMPETENCIES

- Experience in working with civil society, social services providers, vulnerable groups and/or public institutions;
- Advanced degree in psychosocial and development studies, social sciences, humanities,
- A proven experience in working with vulnerable groups, especially with Roma, Ashkali and Egyptian children young girls and boys, methodological and/or other specific professional services.
- Extensive experience in facilitating workshops and professional work with Roma, Ashkali and Egyptian children young girls and boys
- 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 "*Organization of creative and inclusive workshops for Roma, Ashkali and Egyptian children and young girls and boys and their parents/caregivers*" 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.