

TERMS OF REFERENCE

Improving mechanism for Protection from Sexual Exploitation and Abuse

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Duration of Assignment:

Approximately the period of 1 month (preferred start on 15 November 2023), maximum of 6 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 in understanding the factors that affect their life quality.

Supported by the Save the Children Kosovo and financed by SIDA, Domovik is implementing project “Joint efforts for improving child wellbeing” in partnership with Save the Children Kosova/o.

The primary objective of this TOR is to enhance the capacity of Domovik and Partner for effectively mechanism for protection from sexual exploitation and abuse. This initiative aims to provide support Domovik and partners to improving PSEA procedures through the assessment process and develop raising awareness material.

2. OBJECTIVE AND SCOPE

The process of conducting a PSEA Assessment and the development of a PSEA raising awareness material should cover the following objectives:

- Meeting with Domovik team to define the objectives of the consultancy;
- Developing a questionnaire for PSEA assessment process;
- Workshop session with Domovik and partner
- Reweaving of availability partner PSEA documents and creation of mini report
- Developing a raising awareness material.

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

3. ROLES AND RESPONSIBILITIES

3.1 External experts/consultants/consulting companies:

Will be responsible for:

- Initial meeting to define the objectives of the consultancy
- Preparing the questionnaire and workshop agenda
- Conducting a workshop session
- Conducting an PSEA assessment for partner
- Developing a raising awareness material.

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 training documents
- Organizing informative meetings
- Ensuring that Domovik management staff provide all necessary documentation
- Supporting the assessment process
- Monitoring the delivery of milestones

4. KEY DELIVERABLES

- Assessment Checklist and mini report.
- PSEA awareness raising material.

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 1 months, preferably throughout the period starting from 15 November 2022.

6. QUALIFICATIONS AND COMPETENCIES OF EXTERNAL EXPERT/CONSULTANT/CONSULTING COMPANY

- A minimum of five (3) years experience in working with civil society, and/or public institutions;
- Advanced degree in law, development studies, social sciences, humanities, business administration, general management or related discipline;
- A proven experience in PSEA Management and/or delivering advisory, consulting, methodological, capacity building and/or other specific professional services;
- Extensive experience in facilitating project identification and planning processes according to a participatory approach.
- Extensive experience in developing training programmes as well as having documented training experience.
- Excellent analytical, oral and written communication and presentations skills in English;
- 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 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-i-uznemiravanja.pdf>; and <https://domovik.org/wp-content/uploads/2021/12/Politika-za-zastitu-deteta.pdf>

Expression of Interest clearly named as “*Improving mechanism for Protection from Sexual Exploitation and Abuse*” can be submitted at the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before **13 November 2023, 17:00** hours local time. Only short-listed candidates will be contacted.