

## **TERMS OF REFERENCE**

### **Upgrading of Human Resources Policy and Gender Equality Policy development**

**Document published on 30<sup>th</sup> November 2023**

#### **Duration of Assignment:**

Maximum duration of the assignment is 5,5 working days with the preferred start on 11<sup>st</sup> December 2023

#### **1. BACKGROUND**

NGO Domovik from Mitrovica North was established in 2010. During these years, NGO Domovik was fully operational, working on implementation of many projects. By orientation NGO Domovik is profiled as one that provides 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. With the aim of improving the internal Human resources manual and development of gender equality policy as an integral part of organization values, mission and vision supported by Kosovar Civil Society Foundation, Domovik will continue to working on internal documents to improve the position of children upgrading H&R manual as a importance placed on organizations most valuable resources – our employees and contracted staff and to eliminate harmful stereotypes, ensuring gender-sensitive communication, and promoting positive gender norms in all advertising efforts.

#### **2. OBJECTIVE AND SCOPE**

The process of the Upgrading of Human Resources Policy and Developing of gender Equality Policy, should cover following objectives:

1. Upgrading of Human Resources Manual
2. Developing a Gender Equality Policy

It should be emphasized that all relevant support, available at NGO Domovik, will be provided upon request of the company/expert/consultant.

#### **3. ROLES AND RESPONSIBILITIES**

##### **3.1. Company/expert/consultant:**

will be responsible for:

- Upgrading of Human Resources Manual in consultations with Domovik;
- Developing a Gender Equality Policy in consultations with Domovik
- Submitting final products

##### **3.2. Domovik:**

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

- Reviewing and approving the proposed products;
- Ensuring that Domovik management staff provide all necessary support;
- Monitoring the delivery of milestones

#### 4. KEY DELIVERABLES

- Fully developed the Human Resources Manual and Gender Equality Policy
- Submitted final products

#### 5. DURATION AND TIMEFRAME

The duration of the assignment should be within the timeframe of 5,5 working days, preferable throughout the period starting from the 11<sup>st</sup> December 2023

#### 6. QUALIFICATIONS AND COMPETENCIES

A minimum of five (5) years' experience in working with Civil society, public institution;

Advanced degree in communication, general management, social sciences, humanities or related discipline;

A minimum of five (5) years' experience in Human resources management, communication and gender sensitive issues;

Excellent analytical, oral and written communication skills in Serbian and English;

Strong facilitation skills and ability to lead a plenary and document simultaneous;

Strong interpersonal skills and the ability to communicate and work well with diverse people.

#### APPLICATION PROCEDURE

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

- Availability date;
- CVs of employees;
- Expected remuneration, in the form of gross fee.

Only applicants satisfying all the criteria will be taken into consideration. After the selection process, the selected company will be informed on the outcome and will be offered a contract. Domovik reserves the right not to inform other applicants on the outcome of the selection process unless a written request is submitted.

#### 7. 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 *About us* section of [www.domovik.org](http://www.domovik.org) web site, or through links: [https://domovik.org/wp-content/uploads/2023/02/NGO-domovik-politika-protiv-zlostavljanja-zastrasivanja-iuznemiravanja\\_2022.pdf](https://domovik.org/wp-content/uploads/2023/02/NGO-domovik-politika-protiv-zlostavljanja-zastrasivanja-iuznemiravanja_2022.pdf); and [https://domovik.org/wp-content/uploads/2023/02/Politika-za-zastitueteta\\_2022.pdf](https://domovik.org/wp-content/uploads/2023/02/Politika-za-zastitueteta_2022.pdf)

Expression of Interest clearly named as "Upgrading of Human Resources Policy and Gender Equality Policy development" can be submitted at email address [office@domovik.org](mailto:office@domovik.org) or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, **before 7<sup>th</sup> December 2023**, 16:00 hours local time. Only shortlisted candidates will be contacted.