

TERMS OF REFERENCE

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

Published 12 April 2024

Duration of Assignment:

Approximately the period of 2 months (preferred start in May 2024), for 3 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 to emergency preparedness and anticipatory action to reduce the risk of emergency situations on children and community members in northern Kosovo. The proposed plan of intervention encompasses a range of activities involving primary and secondary schools, creative arts organizations, early childhood education centres, civil society organizations, professionals, and community members.

Domovik is seeking to engage one consultant to organise activities aims to reach children from different social backgrounds, specifically children with disabilities.

The activity aims to reach children with disabilities aged 6 to 19 to participating in tailored creative workshops adapted to their specific needs and developmental opportunities to improve skills for social functioning within their community. Specifically, creative workshops will meet the needs of children with disabilities, bearing in mind their increased susceptibility to various forms of discrimination and violence. This initiative aims to provide structured 3 creative workshops for children with disabilities within three age groups 6 – 10; 11 – 14; 15 – 19; in the Resource Center within the special school Kosovski Božur and will implies regular communication with the professional staff to prepare ground for the activity realization.

2. OBJECTIVE AND SCOPE

The overarching goal of this consultancy is to mitigate the risk of emergency situations among children with disabilities by empowering them to actively participate in safeguarding their own safety and well-being:

- To develop workshop modules on empowering to children with disabilities to become active participants in their own safety and well-being.
- To conduct three one day creative workshops in Resource Center within the special school Kosovski Božur

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

- Develop the workshops module according to requested tasks
- Submitting consultant's report upon completion of the assignment
- Develop workshop agenda in agreement with Domovik project staff
- Develop and prepare workshop materials to be used during the workshop

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 2 months, a maximum of 3 working days within this period, preferably throughout the period starting from 1 May 2024.

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 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;
- Methodology of work
- 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:

[NGO-domovik-politika-protiv-zlostavljanja-zastrasivanja-i-uznemiravanja_2022.pdf](#); and [Politika-za-zastitu-deteta_2022.pdf \(domovik.org\)](#)

10. How to apply

Expression of Interest clearly named as “CREATIVE 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 19 April 2024, 17:00 hours local time. Only short-listed candidates will be contacted.