

TERMS OF REFERENCE

Develop a child-friendly brochure

Published: 3 May 2024

Duration of Assignment:

Approximately the period of 1.5 months (preferred start in May 2024).

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/company to develop a child-friendly brochure on identification of risks, early warning, and anticipatory actions in coordination with the project team and children's.

2. OBJECTIVE AND SCOPE

The overarching goal of this task is to mitigate the risk of emergency situations among girls and boys in urban and rural areas of northern Kosovo by empowering them to actively participate in safeguarding their own safety and well-being. Using the workshop module such as presentation, conversation, reading, writing, drawing, pointing, dramatic methods, creative play, the consultant will be required to following specific objectives:

- To prepare a draft content proposal for a brochure in collaboration with the Domovik team.
- To participate in creative workshops organized by Domovik aimed at exchanging information with children.
- To develop the brochure, encompassing both content and design aspects.

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 content and design of brochure
- Organizing informative meetings with the consultant, to define implementation timeframe and milestones
- Ensuring that Domovik management staff provide all necessary documentation
- Supporting the brochure creation process

- Monitoring the delivery of milestones.

4. KEY DELIVERABLES

- Develop and refine the information contained within the brochure in collaboration with the Domovik team and children.
- Create child friendly designs for the brochure's content, ensuring it effectively communicates the intended message and engages the audience.
- Develop and prepare workshop materials to be used during the workshops.

5. DURATION AND TIMEFRAME

The contract for the assignment should be within the timeframe of 1.5 months, within this period preferably throughout the period starting from 13 May 2024.

6. QUALIFICATIONS AND COMPETENCIES

- Degree in graphic design, fine arts or similar.
- Designers of brochures and leaflets need to be skilled in using graphic software tools.
- To be creative and have a good sense of aesthetics for successful brochure and leaflet design.
- A proven experience in working with preschool and primary school children and young girls and boys methodological and/or other specific professional services. Having good communication skills to understand children's needs and translate them into effective designs
- 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 content, 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: domovik.org/wp-content/uploads/2023/02/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 “Develop a child-friendly brochure” 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 May 2024, 17:00 hours local time. Only short-listed candidates will be contacted.