

## **TERMS OF REFERENCE**

**Document published on August 28<sup>th</sup> 2024**

### **Duration of Assignment:**

Approximately for the period of 3 months (preferred start on September 15<sup>th</sup> 2024), maximum of 24 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 UNICEF Kosovo Programme under the United Nations Peacebuilding Fund, Domovik will support the establishment and improvement of the functionality of student parliaments and peer mediation clubs (peer teams for prevention of violence) to actively cultivate and sustain a peaceful and inclusive environment for young people. This process will further contribute in improving the functionality of the aforementioned clubs in 24 primary and secondary schools in 6 different municipalities in Kosovo.

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

The process of Operationalization of Student Councils and Peer Clubs for the prevention of violence should cover the following objectives:

1. Collaboration with selected schools in order to identify the needs of student parliaments and peer mediation clubs.
2. Preparation of annual action plans for 24 Student Parliaments according to identified needs in cooperation with student parliaments.
3. Preparation of annual action plans for 24 Peer mediation Clubs according to identified needs in cooperation with Peer mediation clubs.
4. Creation of a guidebook for improving the operationalization of Student Parliaments and peer mediation clubs.
5. Submit the final reports.

It should be emphasized that all relevant documents, available at Domovik, will be provided upon request of External consultant/company.

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

#### **3.1 External consultant/company:**

The External consultant/company will be responsible for:

- Provide a detailed work plan for the assignment.
- Facilitate online/in-person meetings with Domovik representatives and school representatives.
- Drafting of Annual Action Plans for 24 Student Parliaments based on inputs from school and Students councils representatives.
- Drafting of Annual Action Plans for 24 Peer mediation Clubs based on inputs from school and Peer mediators representatives.
- Drafting of a guidebook for improving the operationalization of Student Parliaments and peer mediation clubs.

- Submitting the final reports on the training implementation;

### **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 draft documents Terms of Reference
- Providing technical and logistical support for conducting meetings
- Ensuring that Domovik management staff provide all necessary documentation
- Supporting consultant in facilitation process.
- Monitoring the delivery of milestones.

### **4. KEY DELIVERABLES**

- Fully developed Annual Action Plans for 24 Student Parliaments;
- Fully developed Annual Action Plans for 24 Peer mediation Clubs;
- Guidebook for improving the operationalization of Student Parliaments;
- The final reports;
- Timesheet.

### **5. DURATION AND TIMEFRAME**

The contract of the assignment should be within the timeframe of 3 months, preferable throughout the period starting from the 15 September 2024.

### **6. QUALIFICATIONS AND COMPETENCIES OF External consultant/company**

- A minimum of three (3) years' experience in working with Civil society, and public educational institutions;
- A minimum of three (3) years' experience in the field of child rights;
- Experience in developing Action Plans.
- Proven experience in developing programs for improving the role of young people in the community.
- Excellent analytical, oral, and written communication skills;
- Strong facilitation skills;
- Strong interpersonal skills and the ability to communicate and collaborate 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 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-i-uznemiravanja\\_2022.pdf](https://domovik.org/wp-content/uploads/2023/02/NGO-domovik-politika-protiv-zlostavljanja-zastrasivanja-i-uznemiravanja_2022.pdf) and [https://domovik.org/wp-content/uploads/2023/02/Politika-za-zastitu-deteta\\_2022.pdf](https://domovik.org/wp-content/uploads/2023/02/Politika-za-zastitu-deteta_2022.pdf)

### **9. How to apply**

Expression of Interest clearly named as “Operationalization of Student Councils and Peer Clubs for the prevention of violence” can be submitted at email addresses [office@domovik.org](mailto:office@domovik.org) and [c.djordjevic@domovik.org](mailto:c.djordjevic@domovik.org) or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before **September 4<sup>th</sup> 2024, 16:00** hours local time. Only short-listed candidates will be contacted.