

**TERMS OF REFERENCE  
CONSULTANT FOR PROCESSING OF COLLECTED DATA AND DRAFTING OF THE MONITORING REPORT &  
ALTERNATIVE REPORT**

Published on September 6<sup>th</sup> 2024.

**Duration of Assignment:** Approximately for the period of 2 and a half months (preferred start on 1<sup>st</sup> of October 2024 until 15<sup>th</sup> of December 2024), maximum of 25 working days within this period.

## **1. BACKGROUND**

Supported by the Save the Children Kosova/o and financed by SIDA, Domovik is implementing project “Empowering Civil Society for Meaningful Action for Children”. As the majority of Domovik’s activities are focused on the wellbeing of children and youth, and the meaningful development of their abilities and skills, we are determined to be the leaders among the civil society organizations operating in this area.

The consultancy agreement will be focused on Processing of Collected Data and Drafting of the Monitoring Report & Alternative Report, based on the data collected in line with the instrument and methodology for the collection of data developed by Domovik. Based on the area, data will be collected according to specific characteristics: availability of documents in local self-governments (strategies, action plans, amendments, and annexes to public documents, etc.), availability of services and measures, availability of resources within the social protection systems, health care, and education, all of these being the key factors for good (local) governance.

The data will be collected from relevant stakeholders for each of the specified areas, at the municipal level. These data will be used for a comprehensive assessment of child rights at municipal level in relation with legislation and international standards.

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.

## **2. ROLES AND RESPONSIBILITIES**

### **2.1 Consultant:**

The consultant will be responsible for:

- Adapting existing methodology for Data collection and data analysis for the fieldwork, based on inputs from the team of Domovik and representatives of relevant institutions;
- Organizing workshops with interviewers, relevant stakeholders (e.g., Institution representatives, CSOs, referent youth groups) etc.
- Drafting of a Monitoring and Alternative reports, based on analysed data and desktop research data.

### **2.2 Domovik:**

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

- Reviewing and approving the proposed methodology, and providing feedback and guidance,
- Organizing informative meetings
- Ensuring that Domovik management staff provide all necessary documentation
- Supporting the consultant and the team of interviewers in collecting data
- Monitoring the delivery of milestones

### 3. KEY DELIVERABLES

- Fully developed Monitoring report
- Fully developed Alternative report

### 4. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 2 and a half months (maximum of 25 working days within this period), preferable throughout the period starting from 1<sup>st</sup> of October 2024.

### 5. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT

- A minimum of five (5) years of experience in working with Civil society, and public institutions;
- A minimum of five (5) years of experience in the field of child rights;
- Advanced degree in law, development studies, social sciences, humanistic sciences or related discipline;
- A minimum of five (5) years of experience in applying quantitative/qualitative methodologies;
- Excellent analytical, oral and written communication skills in Serbian and English;
- Experience in monitoring, evaluation and reporting;
- Strong interpersonal skills and the ability to communicate and work well with people of diverse backgrounds.

### 6. APPLICATION PROCEDURE

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

- Expression of Interest and availability;
- CV;
- Expected remuneration, in the form of gross fee.

### 7. Zero tolerance for 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)

Expression of Interest clearly named as “Consultant for Processing of Collected Data and Drafting of the Monitoring Report & Alternative Report” can be submitted at the 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 13<sup>th</sup>, 2024, 16:00 hours local time. Only short-listed candidates will be contacted.