

TERMS OF REFERENCE
THE NEEDS ASSESSMENT AND DEVELOPMENT OF TRAINING CURRICULA FOR 15 SECTORAL NGOS
OPERATING IN 11 TARGET MUNICIPALITIES

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Duration of Assignment:

Approximately the period of 3 month (preferred start in April 2025), maximum 25 working days within this period.

1. BACKGROUND

Supported by the European Union Office in Kosovo Domovik is implementing project **Strengthening Civil Society in Municipalities Populated with Non-majority Communities in Kosovo** aims to enhance the quality of life for children and youth in municipalities with non-majority communities by strengthening the role of local NGOs as key actors in child rights and youth empowerment.

Domovik is Mitrovica North-based civil society organization, established in 2010. The organization is active in the fields of child rights and child protection and implements activities dealing with psychosocial support and healthcare, social and legal protection, education, and the overall well-being of children, youth, and members of vulnerable groups. Domovik actively analyses the needs of young people and their communities and promotes solutions and initiatives by developing programmes and projects fit for children.

2. OBJECTIVE AND SCOPE

The objective of this activity is to conduct a Needs Assessment (NA) of 15 sectoral NGOs operating in 11 target municipalities to identify training areas needs for capacity-building. Based on the results, a training curriculum will be developed to enhance the skills and knowledge of NGO professionals. The curriculum will cover core competencies, including project and program management, communication skills, advocacy techniques, children's rights, child rights monitoring frameworks, and data collection.

The scope of this activity includes:

- Designing and implementing a Needs Assessment (NA) questionnaire, development and analysis.
- Organizing 15 consultative meetings with NGOs representatives to conduct need assessments.
- Developing a training curriculum with course descriptions and learning objectives
- Finalizing and integrating the training catalogue into the capacity-building framework of the target NGOs.
- Covering both the identified training areas and core competencies such as project and program management, communication skills, advocacy techniques, children's rights, child rights monitoring, and data collection.

3. ROLES AND RESPONSIBILITIES

3.1 Consultant/Company:

- Design the NA questionnaire and conduct needs assessment through consultative meetings.
- Analyse responses and providing a needs assessment report.
- Develop the training curriculums, including learning objectives, methodologies, and assessment criteria.

3.2 Domovik:

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

- Oversee and coordinate the NA implementation and training curriculum development.
- Assign a consultancy/expert to develop the curriculum based on NA results.
- Ensure consultation with target NGOs through meetings.
- Validate and integrate the finalized training curriculum into the NGO capacity-building framework.

4. KEY DELIVERABLES

- **The Needs Assessment Report** – A detailed list of training and thematic fields
- **Training Curriculum** – A structured syllabus with course descriptions, learning objectives, methodologies, assessment strategies, and key resources.

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 3 month, a maximum of 25 working days within this period, preferably throughout the period starting from April 2025.

6. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT/COMPANY

Education and Experience

- Advanced degree (master's or higher) in Social Sciences, Education, Development Studies, Public Policy, or a related field.
- Minimum 5 years of professional experience in capacity-building or NGO training.
- Proven experience in conducting Needs Assessments (NA) for NGOs or similar organizations.
- Strong background in child rights, advocacy, project management, and civil society strengthening.

Skills and Competencies

- Expertise in training design and delivery methodologies, including online and in-person formats.
- Excellent research, data analysis, and report-writing skills.
- Strong facilitation and stakeholder engagement abilities.
- Fluency in English (required); knowledge of local languages (preferred).

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 Programmes/Policies section of 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 and https://domovik.org/wp-content/uploads/2023/02/Politika-za-zastitu-deteta_2022.pdf

Expression of Interest named “*The Needs Assessment and Development of Training Curricula for 15 Sectoral NGOs Operating in 11 Target Municipalities*” can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before 25 March, 2025, 17:00 hours local time. Only short-listed candidates will be contacted.