

TERMS OF REFERENCE
ADVANCED TRAINING ON PROJECT CYCLE FOR 30 MEMBERS OF 15 LOCAL NGOs STAFF IN TARGET MUNICIPALITIES

Published on 27 May 2025

Duration of Assignment:

Approximately the period of (preferred start in June 2025), maximum 45 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

To address the identified gaps and strengthen organizational capacities, this call builds upon a prior process of capacity assessment and training needs analysis. Based on the findings of this process, targeted training activities and corresponding curricula have been developed to ensure effective capacity development. The primary objective of the training sessions is to build the capacity of participants in project cycle management, equipping them with the necessary knowledge and skills to conceptualize, develop, and manage projects focused on children and youth in local communities.

The scope of this activity includes:

- Organizing two 3-day training sessions with representatives of civil society organizations
- Developing a training agenda with course descriptions and learning objectives
- Covering training and areas topics under project cycle management (identification, development, implementation, and evaluation), setting project objectives and planning activities, budgeting, cost forecasting, and grant management, Risk assessment and mitigation strategies, Developing SMART indicators for monitoring and evaluation Result-based reporting and donor communication
- Training Methodology: Interactive workshops, case studies and practical applications

3. ROLES AND RESPONSIBILITIES

3.1 Consultant/Company:

- Deliver informative training sessions based on the curriculum and materials developed by Domovik, in line with the organization's assessed needs.
- Evaluate participant progress through assessments or feedback mechanisms.

3.2 Domovik:

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

- Oversee the overall organization and implementation of the training.
- Ensure alignment with project objectives and donor expectations.
- Coordinate logistics, including venue, materials, and participant selection.

4. KEY DELIVERABLES

- Two 3-day training sessions successfully conducted with participation from relevant stakeholders.
- Comprehensive training based on the curriculum and materials developed by Domovik, in line with the organization's assessed needs.
- Post-training evaluation and feedback report assessing learning outcomes and areas for improvement.

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of a maximum of 45 working days, preferably throughout the period starting from June 2025.

6. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT/COMPANIES

Education and Experience

- Demonstrated expertise in Social Sciences, Project Management, Development Studies, Business Administration or a related field is required;
- At least 5 –7 years of proven experience in project cycle management, including project identification, development, implementation, monitoring, and evaluation.
- Strong experience in designing and delivering capacity-building training for civil society organizations (CSOs), or development agencies.

Skills and Competencies

- Expertise in training design and delivery methodologies,
- Excellent facilitation, presentation, and public speaking skills.
- Strong written and verbal communication skills in English (knowledge of local languages is an advantage).
- Commitment to gender equality, social inclusion, and participatory approaches.

7. APPLICATION PROCEDURE

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

- Expression of Interest and availability;
- CV /Portfolio with at least 2 references same or similar services;
- 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 “Advanced training on project cycle for 30 members of 15 local NGOs staff in 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 3rd June 2025, 17:00 hours local time. Only short-listed candidates will be contacted.