

TERMS OF REFERENCE

CREATION OF AN EVALUATION AND LESSONS LEARNED REPORT

Published on June 13th 2025.

Duration of Assignment:

Approximately the period of 2 months (preferred start on June 25th, 2025 until August 25th, 2025), maximum 6 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. Within this project, Domovik and consultant/consultant company will directly engage with stakeholders and child beneficiaries, gathering insights on the impact of work, challenges faced, and success stories. This process will allow for the collection of valuable lessons learned, which will be documented in a report to inform future programming and improve overall effectiveness. 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 process of evaluation and lessons learned report should cover the following objectives:

- Defining indicators at the level of the project “Empowering Civil Society for Meaningful Action for Children”, implemented by Domovik, within the SIDA’s CSO Strengthening Programme
- Proposing methods of data collection and revising available documentation
- Conducting evaluation exercise at Domovik’s premises
- Collecting data to verify the achievement of set indicators
- Drafting Evaluation and Lessons learned report.

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

3. ROLES AND RESPONSIBILITIES

3.1 Consultant:

The consultant will be responsible for:

- Initial meeting to define the methodology
- Collecting/reviewing/analyzing available data
- Provision of an Evaluation and Lessons learned Report, with factual findings

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 methodology
- Organizing informative meetings/events
- Ensuring that Domovik management staff provide all necessary documentation
- Supporting Data Collection, Evaluation and Lessons learned process
- Monitoring the delivery of milestones.

4. KEY DELIVERABLES

- Evaluation and Lessons Learned Report.

5. DURATION AND TIMEFRAME

The contract of the assignment should be within the timeframe of 2 months, a maximum of 6 working days within this period, preferably throughout the period starting from June 25th, 2025 until August 25th, 2025.

6. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT

- A minimum of five (5) years experience in working with civil society, and/or public institutions;
- University degree in social sciences, humanities, general management or related discipline;
- Relevant experience in evaluating programmes/projects;
- Understanding evaluation methodologies is essential;
- Excellent English, report writing, presentation and communication skills;
- Strong facilitation skills and ability to lead a plenary and document simultaneously;
- 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 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 *About US* 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 “Evaluation and Lessons Learned Report” can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before **June 20th 2025, 16:00** hours local time. Only short-listed candidates will be contacted.