

TERMS OF REFERENCE DEVELOPMENT OF A STRATEGIC PLAN FOR GRASSROOTS NGOS

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Duration of Assignment:

Approximately the period of (preferred start in August 2025), maximum 60 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 effectively address existing gaps and enhance the long-term sustainability of local civil society, this call is designed to build upon previous efforts aimed at strengthening the organizational capacities of 15 target NGOs. Central to this process is the development of comprehensive, tailored strategic plans for each organization, carried out in a participatory and structured manner.

The scope of this activity includes:

The objective of this activity is to support 15 Civil Society Organizations (CSOs) in developing or revising their strategic plans through a structured and participatory process based on a previously developed self-assessment tool. The selected expert or company will be engaged for a total of 60 working days (approximately 4 days per CSO) to facilitate the strategic planning process, which includes:

- Conducting a self-assessment-based capacity review across key organizational domains such as governance, management, human resources, inclusion, communication, and influence.
- Facilitating a strategic planning process tailored to each CSO, including:
 - Situation analysis (internal/external environment)
 - Stakeholder engagement
 - Review of mission, vision, and values
 - Definition of strategic goals, objectives, and key indicators
 - Preparing a one-year Action Plan
 - Monitoring and evaluation of the strategic plan
 - Sustainable sources of financing.

3. ROLES AND RESPONSIBILITIES

3.1 Consultant/Company:

The selected consultant or company will be responsible for the following tasks for each of the 15 Civil Society Organizations (CSOs):

- Conducting an initial meeting with each CSO to define the scope, methodology, and timeline of the strategic planning process.
- Reviewing existing strategic plans, internal policies, and relevant documents to inform the planning process.
- Facilitating participatory workshops with staff, board members, and relevant stakeholders (including children where applicable) to gather inputs for the strategic plan.
- Leading the development of a draft strategic plan, including strategic goals, objectives, and key indicators.
- Finalizing the Strategic Plan, incorporating feedback from the organization, and preparing a one-year Action Plan with clear responsibilities and timelines.

3.2 Domovik:

Domovik will play a key supporting and coordinating role in the strategic planning process for the 15 Civil Society Organizations (CSOs). Its responsibilities will include:

- **Reviewing and approving** all proposed draft documents, workshop agendas, and materials prepared by the consultant.
- **Organizing and facilitating** informative meetings and workshops in coordination with the consultant and participating CSOs.
- **Ensuring timely provision** of all relevant internal documentation and information by Domovik's management and staff.
- **Providing logistical and communication support** for scheduling and organizing meetings, workshops, and working groups with CSOs.
- **Supporting the consultant** in achieving key milestones and deliverables throughout the process.
- **Monitoring the progress** and quality of deliverables to ensure alignment with the agreed scope and objectives.

3. KEY DELIVERABLES

For each of the 15 CSOs, the following outputs will be produced:

- A **draft strategic plan** based on the facilitated process
- A **final strategic plan**, including:
 - Strategic goals and objectives
 - One-year action plan

5. Documentation and Support

- All relevant documents available at each CSO will be provided to the consultant upon request.
- The consultant will ensure that the process is participatory, inclusive, and tailored to the specific context and needs of each organization.

5. DURATION AND TIMEFRAME

The contract for the assignment should cover a period of 6 months, with a maximum of 60 working days within this timeframe, preferably spread throughout the period starting in August 2025.

6. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT/COMPANIES

- A minimum of five (5) years' experience in working with Civil society, public institutions;
- A minimum of five (5) years' experience in developing organizational capacity building;
- Excellent analytical, oral and written communication skills in English;
- 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;
- Portfolio/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 “*Development of a Strategic Plan for Grassroots NGOs*” can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before 21th August 2025, 17:00 hours local time. Only short-listed candidates will be contacted.