TERMS OF REFERENCE

DESIGN AND DEVELOPMENT OF WEB-BASED PLATFORM FOR PROJECTS AND INITIATIVES (COMPONENTS A & B)

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Duration of Assignment:

Approximately the period of 2 months (preferred start on 1st November 2025 until December 31st, 2025).

1. BACKGROUND

Supported by The Foundation House, the project empowers grassroots CSOs and non-formal groups to use the Entry Portal for planning and delivering community initiatives, making local development more structured, inclusive, and impactful.

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 assignment is to design and develop a modern, secure, and user-friendly web-based Entry Portal that enables Civil Society Organizations (CSOs) and informal groups to apply for support through Component A (Project Applications) and Component B (Initiative Applications), fully integrated with Domovik's existing website and Digital Youth Platform to create a unified ecosystem for public calls and digital participation; by strengthening CSOs' practical knowledge and effective use of the platform, the assignment will enable more structured, inclusive, and impactful planning and development of community-based initiatives and advance local development processes.

3. ROLES AND RESPONSIBILITIES

3.1 Selected Company/Developer:

- Design and develop the front-end and back-end of the web platform.
- Create two functional modules (Component A – Projects; Component B – Initiatives) with dedicated online forms, validation rules, and file upload options.
- Ensure GDPR compliance, data encryption, and secure storage.

- Develop an administrator panel for managing web platform, reviewing submissions, and exporting reports.
- Conduct full functional, performance, and security testing prior to deployment.
- Provide documentation and training for system administrators.
- Offering post-launch technical support and maintenance for the initial operational period.

3.2 Domovik:

- Provide access to hosting, domain, and existing web platforms for integration.
- Review and approve design prototypes, testing plans, and final deliverables.
- Coordinate meetings and provide timely feedback to the developer/company.
- Facilitate visibility and communication support for the promotion of the new platform.

4. KEY DELIVERABLES

- Fully functional web platform integrated into Domovik digital ecosystem.
- Separate online application forms for Component A (Projects) and Component B (Initiatives).
- Automated validation, file upload, and email confirmation functionalities.
- Secure admin panel for reviewing, filtering, and exporting applications.
- Technical documentation and user manual.
- One training session for Domovik staff.
- Three-month post-launch maintenance and support period.

5. DURATION AND TIMEFRAME

The development and deployment process is expected to last 2 months from the start date of the contract, preferred start on 1st November 2025 until December 31st, 2025.

6. QUALIFICATIONS AND COMPETENCIES

- Minimum of 5 years of proven experience in web application development (front-end and back-end).
- Demonstrated experience in developing similar platforms (public calls, grant management systems, etc.).
- Proven knowledge of secure coding practices, GDPR compliance, and data protection.
- Experience with responsive design, accessibility standards (WCAG), and mobile optimization.

- Excellent communication skills and ability to collaborate with non-technical stakeholders.
- Fluency in English or Serbian.

7. APPLICATION PROCEDURE

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

- Expression of Interest and availability;
- CV/Portfolio demonstrating relevant experience;
- Proposed methodology and work plan;
- Expected gross fee (in EUR).

8. ZERO TOLERANCE ON SEXUAL EXPLOITATION AND ABUSE

Domovik applies zero tolerance for *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 the 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-iuznemiravanja_2022.pdf and https://domovik.org/wp-content/uploads/2023/02/Politika-za-zastitu-deteta_2022.pdf

Expression of Interest named "Design and development of web-based platform for projects and initiatives" can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before October 29th, 2025, 16:00 hours local time. Only short-listed candidates will be contacted.