

TERMS OF REFERENCE

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Duration of Assignment:

Approximately for the period of 2 months (preferred start on October 20th, 2025), up to 24 working days within this period.

1. BACKGROUND

Domovik, established in 2010 in Mitrovica North, is a civil society organization focused on psychosocial and educational support, child protection, and community development. Supported by the UNICEF Kosovo Programme under the United Nations Peacebuilding Fund, Domovik aims to strengthen evidence-based monitoring on inclusive education across four municipalities, in close collaboration with students’ councils and school representatives. In the framework of these efforts, Domovik aims to conduct a monitoring process across four municipalities in Kosovo, focusing on identifying the current situation of children, key challenges, existing policy implementation, and gaps in services. The process will involve schools as active partners in data collection, validation, and local consultation activities.

2. OBJECTIVE AND SCOPE

The main objective of this assignment is to produce four municipal monitoring reports about children, with emphasis on access to education, social inclusion, protection, and participation.

The assignment will result in:

- A comprehensive Monitoring Report summarizing findings from all four municipalities;
- A Short Action Plan outlining practical recommendations for key actors.

Specific objectives:

- Collect and analyze data from four municipalities, in close cooperation with participating schools.
- Assess the current situation of children regarding education, safety, inclusion, and protection mechanisms.
- Identify institutional, infrastructural, and human capacity gaps at local and school levels.
- Facilitate consultations with school representatives, municipal officials, and CSOs to validate findings.
- Engage students’ councils as partners in collecting data and providing school-level perspectives on inclusive education implementation
- Draft four municipal reports and one consolidated report summarizing the overall situation and proposing an action plan.

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

3. ROLES AND RESPONSIBILITIES

3.1 External consultant/company:

The External consultant/company will be responsible for:

- Preparing a detailed work plan for the implementation of the assignment;
- Coordinating with school and municipal representatives for data collection and validation;
- Conducting interviews, focus group discussions, and desk research;
- Drafting four Municipal Monitoring Reports and one consolidated Summary Report;
- Developing a Short Action Plan based on findings and recommendations;
- Submitting final deliverables in line with agreed timelines.

3.2 Domovik:

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

- Provide access to relevant documentation, contact points, and logistical support;
- Review and approve all draft documents and deliverables;
- Monitor progress and ensure compliance with standards.

4. KEY DELIVERABLES

- Detailed work plan and methodology;
- Four municipal monitoring reports (one per municipality);
- A short action plan with recommendations for improving inclusive practices at school and municipal levels;
- Presentation of findings to Domovik and partners;
- Timesheet and final report.

5. DURATION AND TIMEFRAME

The assignment is expected to last two months, preferably starting in October 20th, 2025, with an estimated 24 working days within this period.

6. QUALIFICATIONS AND COMPETENCIES OF External consultant/company

- A minimum of three (3) years' experience in working with Civil society, and public educational institutions;
- A minimum of three (3) years' experience in the field of child rights;
- Experience in developing monitoring reports.
- Proven experience in developing programs for improving the role of young people in the community.
- Excellent analytical, oral, and written communication skills;
- Strong facilitation skills;
- Strong interpersonal skills and the ability to communicate and collaborate 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;
- 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

9. How to apply

Expression of Interest clearly named as "Development of Monitoring Reports on the Implementation of Inclusive Education in Collaboration with Students'" can be submitted at email addresses office@domovik.org and c.djordjevic@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before **October 17th 2025, 16:00** hours local time. Only short-listed candidates will be contacted.