

**TERMS OF REFERENCE
PREPARING AND PRODUCING A VISUAL MATERIAL ON SPECIFIC WORKSHOPS**

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Duration of Assignment:

Maximum duration of the assignment is 1.5 months, with the preferred start on 7th November 2025

1. BACKGROUND

NGO Domovik from Mitrovica North was established in 2010. During these years, NGO Domovik was fully operational, working on implementation of many projects. By orientation Domovik is specialized as one that provides activities concerning the psychosocial and physical health, social and legal protection and education of children, youth, and members of vulnerable groups, and as an organization that seeks to help people in understanding the factors that affect their life quality.

Supported by the Peacebuilding Fund and in partnership with the UNICEF Kosovo Programme and IOM Kosovo, Domovik is realizing a working package that aims to empower teachers and students to strengthen intercultural competence, critical thinking, and skills for peaceful conflict resolution. The work package will involve training sessions led by professionals to equip teachers with the necessary knowledge and skills. Subsequently, these teachers will organize and deliver participatory workshops for students, fostering active learning, dialogue, and creative reflection. At programme close, a short, consolidated visual material will be prepared, providing an overview of all workshops and short participant stories (teacher, mentor, student).

OBJECTIVE AND SCOPE

The objective and scope of the selected video production company's assignment will include the following:

- Preparation of a visual material on specific workshops;
- Development of a visual material on specific workshops

It should be emphasized that all relevant support, available at NGO Domovik, will be provided upon request of contractor.

2. ROLES AND RESPONSIBILITIES

3.1 Contractor:

The contractor will be responsible for:

- Preparation of a visual material on specific workshops;
- Development of a visual material on specific workshops;
- Close cooperation with Domovik for the development of final product;
- Application of brand toolkits of Domovik and donors

3.2 Domovik:

Domovik will have the responsibility for the overall management of contractor’s engagement, and this will include the following:

- Ensuring that Domovik management staff provide all necessary support
- Supporting contractor in working in the field, scheduling, and logistics.
- Monitoring the delivery of milestones

3. KEY DELIVERABLES

- One fully developed visual product, including materials from the specific workshops, such as photographs, testimonials of participants, and other relevant information with the use of brand toolkits of Domovik and donors.
- Deliver final material on a USB/Optical disk, in high-resolution

DURATION AND TIMEFRAME

The duration of the assignment should be within the timeframe of 1.5 months, preferable throughout the period starting from 7th November 2025.

4. QUALIFICATIONS AND COMPETENCIES OF CONTRACTOR

- Video production company with a clear design style and a good track record;
- Proven experience in video and graphic production (Employees’ CVs);
- Experience in developing materials which can be used on social media/YouTube;
- High level of creativity in developing videos, graphics or animated materials;
- Ability to deliver products on time and according to set schedule;
- Experience in working with civil society will be considered an advantage;

5. APPLICATION PROCEDURE

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

- Expression of Interest and availability;
- CVs of employees;
- Expected remuneration, in the form of gross fee.

6. 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 [the https://domovik.org](https://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 clearly named as “Preparing and producing a visual material on specific workshops

can be submitted at email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before 5th November 2025, 16:00 hours local time. Only short-listed candidates will be contacted.