

TERMS OF REFERENCE

DEVELOPMENT OF A PROGRAM FOR MENTAL HEALTH PREVENTION

Published on 10th November 2025

Duration of Assignment:

Approximately the period of five days.

BACKGROUND

Supported by The Foundation House, the project combines the development of a comprehensive prevention and response program with direct capacity-building workshops for adolescents to support and promote mental health among children and youth.

NGO 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. NGO Domovik actively analyses the needs of young people and their communities and promotes solutions and initiatives by developing programs and projects fit for children.

1. OBJECTIVE AND SCOPE

As part of the project Connected for Impact: Empowering CSOs and Youth to Shape Communities in Kosovo, NGO Domovik aims to develop a comprehensive prevention and response program to support the mental health of adolescents. This initiative focuses on creating an evidence-based and participatory program that empowers adolescents to understand, manage, and promote their mental and emotional well-being.

The program will serve as a foundational framework for NGO Domovik work on mental health promotion and prevention, addressing stigma, raising awareness, and building coping and resilience skills among young people. The developed program will be piloted through four interactive workshops with adolescents.

The scope of work includes:

- Designing a comprehensive mental health promotion and prevention program tailored for adolescents.
- Developing educational content and interactive workshop modules addressing key topics such as stress management, self-esteem, emotional regulation, and peer support.

- Including definitions and explanations of common adolescent mental health challenges and practical tools for early recognition and support.
- Integrating participatory and creative approaches encourage open dialogue, empathy, and inclusion.
- Ensuring that the program is adaptable for schools, youth centers, and NGOs working with young people.
- Preparing facilitator's guides, participant handbooks, and supporting digital materials.

2. ROLES AND RESPONSIBILITIES

3.1 Consultant/Company:

The selected consultant or company will be responsible for the following tasks:

- Conducting a brief desk review of existing mental health education and prevention programs (local and international best practices).
- Developing a draft structure and content outline for the program, including learning objectives and session plans.
- Designing at least four interactive workshop modules and related educational materials.
- Collaborating closely with NGO Domovik team and youth representatives to ensure the participatory nature of the program.
- Incorporating digital or IT-based elements (e.g., online toolkit, interactive learning platform, or app features) to enhance engagement.
- Finalizing the comprehensive mental health prevention program, incorporating feedback from NGO Domovik and youth participants.

3.2 NGO Domovik:

NGO Domovik will provide guidance, coordination, and technical support throughout the process. Its responsibilities include:

- Reviewing and approving the draft framework, modules, and materials developed by the consultant.
- Organizing consultative meetings and validation workshops with youth participants and partner organizations.
- Providing background materials and logistical support for coordination and communication.
- Ensuring that the program aligns with the project's objectives and youth empowerment principles.

3. KEY DELIVERABLES

The consultant/company is expected to deliver the following outputs:

- Inception report outlining methodology, structure, and work plan.
- Draft version of the Mental Health Prevention Program with educational and interactive content.
- Four detailed workshop modules with facilitator and participant materials.
- Final validated Mental Health Prevention Program incorporating feedback.
- Optional: Prototype or digital component for online delivery or engagement (if applicable).

4. DURATION AND TIMEFRAME

The assignment is expected to be completed within period of five days, preferably starting in December 2025. The timeline should allow for design, feedback, and finalization phases.

5. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT/COMPANY

- Advanced degree in psychology, social work, education, or a related field.
- Minimum five (5) years of experience in mental health program design, youth work, or psychosocial support.
- Proven experience in developing educational or training materials for adolescents.
- Knowledge of participatory and experiential learning methodologies.
- Experience with IT-based educational tools or e-learning platforms is an advantage.
- Excellent facilitation, writing, and communication skills in English and local languages.

6. APPLICATION PROCEDURE

Applications must be submitted in English and should include:

- Expression of Interest outlining the applicant's understanding of the assignment and proposed methodology.
- Portfolio or CV of the consultant/company or IT professional.
- Proposed timeline and financial offer (gross fee).

7. 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 “Development of a Program for Mental Health Prevention” can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, **before 19th November 2025**, 16:00 hours local time. Only short-listed candidates will be contacted.