

TERMS OF REFERENCE
PRODUCTION OF A STATUS REPORT ON THE MUNICIPAL CHILD RIGHTS TEAMS

Published on 5th December 2025

Duration of Assignment:

The assignment is expected to take place approximately from 17 December 2025 to 30 January 2026.

1. BACKGROUND

Kosovo has made notable progress in advancing child rights through its legal framework, including the Law on Child Protection and alignment with the UNCRC. Administrative Instruction No. 06/2022 obliges all municipalities to establish and operationalize multisectoral Teams for the Rights of the Child. However, implementation in the 11 non-majority municipalities remains uneven due to limited resources, language barriers, and differing political priorities. These teams are essential for decentralizing child rights governance, ensuring cross-sectoral coordination, and addressing vulnerabilities such as violence, exploitation, and discrimination.

Supported by the European Union Office in Kosovo, Domovik is implementing the project Strengthening Civil Society in Municipalities Populated with Non-majority Communities in Kosovo, which aims to improve the quality of life for children and youth by strengthening the role of local NGOs as key actors in child rights and youth empowerment. Within this context, the planned assessment will generate a clear overview of the current status of multisectoral Teams for the Rights of the Child in 11 selected non-majority municipalities, informing targeted capacity-building and policy advocacy efforts. Children and youth in these communities continue to face barriers in accessing health, education, social protection, and participation mechanisms, further exacerbated by limited economic opportunities and a constrained labour market.

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 support the operationalization of multisectoral Teams for the Rights of the Child in 11 municipalities populated by non-majority communities, with the aim of strengthening the respect, protection, and fulfilment of child rights through an integrated, cross-sectoral approach.

The scope of this activity includes producing a clear Status Report with a one-page snapshot for each of the 11 selected non-majority municipalities, outlining the level of establishment and functioning of the municipal child rights teams in line with Administrative Instruction GRK No. 06/2022 which includes:

- **Document Review:** Review the legal and policy framework and examine existing municipal documentation on the establishment and functioning of child rights teams.
- **Data Collection:** Gather quantitative and qualitative data from municipal stakeholders and collect available records on team structure, meetings, and activities.
- **Assessment and Analysis:** Assess the establishment and functionality of child rights teams in 11 municipalities and identify key strengths, gaps, and capacity needs.

- **Municipality Snapshots:** Prepare one-page snapshots for each municipality summarizing establishment level, structure, functionality, coordination, and key challenges.
- **Status Report Development:** Produce a comprehensive Status Report with comparative analysis and actionable recommendations.
- **Validation and Finalization:** Present preliminary findings to Domovik and finalize the report based on feedback.

3. ROLES AND RESPONSIBILITIES

3.1 Consultant/Company:

The selected consultant or company will be responsible for the following tasks for each of the 11 municipalities populated by non-majority communities:

- **Planning and Methodology Development:** Develop the methodology, data collection tools, and a realistic workplan aligned with the project timeline.
- **Stakeholder Engagement:** Coordinate consultations with municipal and civil society stakeholders and maintain regular communication with Domovik and the EU-funded project team.
- **Data Collection and Verification:** Conduct field or online data collection and ensure accuracy, reliability, and ethical handling of all information.
- **Analysis and Reporting:** Analyse collected data, assess municipal compliance with GRK No. 06/2022, and draft all required outputs, including snapshots and the Status Report.
- **Presentation and Final Deliverables:** Present preliminary findings for validation and finalize all deliverables based on feedback.
- **Quality Assurance:** Ensure high-quality, evidence-based outputs aligned with EU and child rights standards, delivered within agreed timelines.

3.2 Domovik:

Domovik will play a key supporting and coordinating role in operationalization of multisectoral Teams for the Rights of the Child in 11 municipalities populated by non-majority communities will include:

- **Reviewing and approving** all proposed draft documents, and materials prepared by the consultant.
- **Organizing and facilitating** informative meetings and workshops in coordination with the consultant and participating municipalities.
- **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 and working groups with municipalities.
- **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.

4. KEY DELIVERABLES

For each of the 11 municipalities populated by non-majority communities will be produced:

- Electronic folder with completed checklists + scanned documents
- Status Report in English (and Serbian needed/full translation):
 - ✓ 1-page executive summary
 - ✓ 11 one-page municipal snapshots
 - ✓ 4–5 pages of findings and recommendations
- PowerPoint (max. 10 slides) in English

5. Documentation and Support

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

6. DURATION AND TIMEFRAME

The contract for the assignment should cover a from 17 December 2025 to 30 January 2026 with a maximum of 15 working days within this timeframe.

7. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT/COMPANIES

- Advanced degree in social sciences, public policy, human rights, or a related field, with at least 5 years of relevant experience in child rights, social protection, or municipal governance.
- Proven experience in conducting assessments or evaluations, including data collection, stakeholder consultations, and preparation of analytical reports.
- Strong knowledge of child protection systems, multisectoral coordination, and the legal/policy framework relevant to child rights in Kosovo; experience working with non-majority communities is a strong asset.
- Excellent research, communication, and report-writing skills, with ability to work independently and maintain effective engagement with municipal stakeholders, proficiency in English and Serbian preferred.

8. 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.

9. 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 “*Production of a Status Report on the Municipal Child Rights Teams*” can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before 12th December 2025, 16:00 hours local time. Only short-listed candidates will be contacted.