

Terms of Reference for External Support in Data Collection and Processing within the Municipal Child Rights Monitoring Framework in Municipalities with Non-Majority Communities

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Duration of Assignment:

The assignment will be implemented over a period of approximately 3.5 months, with a maximum of 23 working days within this period.

1. BACKGROUND

Supported by Save the Children Kosova/o and financed by SIDA, NGO Domovik is implementing the project “Save the Children’s Civil Society Strengthening Programme for Children’s Rights”. Within this framework, Domovik is continuing its work on strengthening evidence-based monitoring, advocacy and programme development in the field of children’s rights, with particular attention to children and youth from vulnerable and non-majority communities.

Domovik is a civil society organization established in 2010, dedicated to advancing children’s rights, social inclusion, and youth empowerment in Kosovo. The organization implements initiatives in education, child protection, advocacy, community development, and civic engagement. Domovik works with children, youth, families, institutions, and civil society actors across Kosovo, including diverse ethnic and social communities. Its work is based on inclusive and rights-based approaches, with a strong commitment to equality, diversity, and the protection of all children and young people, regardless of their background.

As the majority of Domovik’s activities are focused on the wellbeing of children and youth and the meaningful development of their abilities, skills and opportunities, Domovik seeks to further strengthen its research, monitoring and evaluation capacities. Building on its previous work, Domovik has developed and used a child rights monitoring instrument designed to support evidence-based assessment, monitoring and reporting at the municipal and community level. The instrument is grounded in the UN Convention on the Rights of the Child and relevant international child rights monitoring standards. In particular, it is informed by the core principles of the UN Convention on the Rights of the Child, namely non-discrimination, the best interests of the child, the right to survival and development, and child participation. These principles serve as cross-cutting reference points for the design of indicators, data collection, analysis and reporting. It combines qualitative and quantitative indicators and covers five key child rights domains: health and nutrition, family environment and protection, education, participation and civil rights, and poverty. It also supports the collection and analysis of disaggregated data, with particular attention to vulnerable children, non-majority communities, inequality, access to services and the responsibilities of local duty bearers. In applying this framework, Domovik follows an equity-focused approach, with explicit attention to children with disabilities, gender-related inequalities affecting girls and boys, and environmental factors relevant to children’s wellbeing, in addition to the situation of children from vulnerable and non-majority communities. Through this approach, Domovik aims to identify gaps, monitor progress and strengthen evidence-based advocacy, reporting and dialogue with institutions and other relevant stakeholders.

The consultancy agreement will be focused on research activities, data collection, data processing and analysis, digital transformation of existing instruments, monitoring and evaluation reporting, and the assessment of relevant policies, programmes and services affecting children and youth. The assignment will build on existing instruments and previous data collection experience, while supporting further improvement of methodology, tools and reporting processes. The data will be collected from relevant stakeholders, institutions and available sources at the municipal level. Where feasible, safe and ethically appropriate, the process may also include meaningful and age-appropriate

consultation with children, in line with child safeguarding standards and child participation principles. The collected data will be processed, analysed and used for the preparation and/or revision of monitoring and evaluation reports, with the aim of identifying data gaps, institutional challenges, service gaps, trends and evidence-based recommendations.

2. OBJECTIVE AND SCOPE

The process of research, data collection, data processing, analysis, monitoring and evaluation reporting should cover the following objectives:

- ✓ To coordinate research and data collection activities and provide guidance, monitoring and coaching to researchers, interviewers or data collectors engaged in the process;
- ✓ To support the data gathering process in the field, including communication with CSO's, relevant stakeholders and institutions at the municipal level, and to conduct research of relevant legislation, policies, strategies, action plans, international conventions and other documents applicable in the field of child rights;
- ✓ To include, where feasible, safe and ethically appropriate, meaningful and age-appropriate consultations with children as part of the evidence-gathering process, in line with child safeguarding standards and child participation principles;
- ✓ To process, clean, organise and analyse collected quantitative and qualitative data, and identify key findings, trends, data gaps, institutional challenges, service gaps and issues affecting children and youth, with particular attention to children from vulnerable and non-majority communities, including children with disabilities, gender-related inequalities affecting girls and boys, and environmental factors relevant to children's wellbeing;
- ✓ To ensure that collected data is analysed and, where possible, disaggregated by age, sex, ethnicity, disability, municipality and other relevant vulnerability characteristics, to strengthen equity-focused analysis and identify disparities affecting different groups of children;
- ✓ To assess the availability, accessibility, relevance, quality and inclusiveness of relevant policies, programmes, services and measures affecting children and youth at the local level;
- ✓ To prepare a technical and methodological proposal for the future digital transformation of existing data collection instruments, including the identification of key requirements, data categories, functionalities, reporting needs and practical recommendations for further development;
- ✓ To prepare and submit a draft and final monitoring and evaluation report or research findings report, based on the collected evidence, analysis and Domovik's inputs and comments, including practical and evidence-based recommendations.

All relevant documents available at NGO Domovik, including previous instruments, reports, data matrices, methodologies and other relevant materials, will be made available to the consultant upon request.

3. ROLES AND RESPONSIBILITIES

3.1 Consultant/Company

The consultant/company will be responsible for:

- ✓ Supporting the planning, coordination and implementation of research and data collection activities at the municipal level;

- ✓ Supporting the data gathering process in the field, including communication with CSO's, relevant stakeholders, institutions, parents and children where feasible and ethically appropriate, and in line with safeguarding standards;
- ✓ Conducting desk research of relevant legislation, policies, strategies, action plans, international conventions and other documents applicable to child rights and related sectors;
- ✓ Preparing a technical and methodological proposal for the future digital transformation of existing data collection instruments;
- ✓ Processing, organising and analysing collected quantitative and qualitative data and ensuring that data is analysed and, where possible, disaggregated by age, sex, ethnicity, disability, municipality and other relevant vulnerability characteristics;
- ✓ Identifying key findings, trends, data gaps, institutional challenges and service gaps affecting children and youth;
- ✓ Preparing and submitting a draft and final monitoring and evaluation report or research findings report, including practical and evidence-based recommendations.

3.2 Domovik

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

- ✓ Providing relevant existing documents, instruments, reports, data matrices, methodologies and other available materials;
- ✓ Reviewing and approving the proposed methodology, work plan and tools;
- ✓ Supporting the consultant in identifying relevant stakeholders, institutions and sources of data;
- ✓ Facilitating communication with CSO's, relevant institutions, stakeholders and partners, when needed;
- ✓ Providing guidance on child safeguarding, ethical standards, and child-friendly consultation approaches where children are involved in the data collection process;
- ✓ Supporting the coordination of consultants, interviewers or data collectors involved in the process;
- ✓ Reviewing, provide feedback on and approving the technical proposal for the future digital transformation of the existing child rights monitoring instrument.
- ✓ Reviewing draft deliverables and providing consolidated comments and input;
- ✓ Monitoring the delivery of agreed milestones and approving final deliverables.

4. KEY DELIVERABLES

The consultant/company is expected to deliver the following:

- ✓ Data collection plan and/or data matrix for organising information collected from relevant institutions and stakeholders;
- ✓ Cleaned, organised and analysed quantitative and qualitative data, including, where possible, disaggregation by age, sex, ethnicity, disability, municipality and other relevant vulnerability characteristics;
- ✓ Technical and methodological proposal for the future digital transformation of existing data collection instruments;
- ✓ Draft monitoring and evaluation report or research findings report, submitted for review by Domovik;
- ✓ Final monitoring and evaluation report or research findings report, including key findings, identified gaps, conclusions and practical evidence-based recommendations.

5. DURATION AND TIMEFRAME

The contract for the assignment should be within the timeframe of 3,5 months, preferably starting from 15.08.2026. The total number of working days for this assignment shall not exceed 23 working days within the contract period. The detailed timeline for the implementation of activities and submission of deliverables will be agreed between Domovik and the selected consultant at the beginning of the assignment.

6. QUALIFICATIONS AND COMPETENCIES:

The consultant /company should meet the following requirements:

- ✓ A minimum of five (5) years of experience in research, data collection, data analysis, monitoring and evaluation;
- ✓ A minimum of five (5) years of experience in working with civil society organisations, public institutions or international organisations;
- ✓ Experience in the field of child rights, child protection, education, social protection, youth development or related areas;
- ✓ Experience in applying quantitative and qualitative research methodologies;
- ✓ Experience in developing or adapting data collection instruments, monitoring tools, indicators and reporting frameworks;
- ✓ Experience in monitoring and evaluation of policies, programmes or services;
- ✓ Strong analytical, writing and reporting skills;
- ✓ Excellent oral and written communication skills in Serbian and English;
- ✓ Knowledge of the local institutional context and experience in working with vulnerable and non-majority communities will be considered an asset;
- ✓ Strong interpersonal skills and the ability to communicate and work well with people of diverse backgrounds.

7. APPLICATION PROCEDURE

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

- ✓ Expression of Interest and availability;
- ✓ CV;
- ✓ Brief description of relevant previous experience;
- ✓ Expected remuneration, in the form of gross fee.

Domovik reserves the right to request additional information or clarification from applicants during the selection process.

8. ZERO TOLERANCE FOR SEXUAL EXPLOITATION AND ABUSE

Domovik applies zero tolerance for sexual exploitation, abuse, harassment, intimidation and bullying. It is therefore required that interested candidates read, understand and comply with Domovik's relevant policies, including the Anti-harassment, intimidation and bullying policy and Child Safeguarding Policy. The selected consultant will be required to act in accordance with Domovik's safeguarding standards and principles throughout the assignment, particularly in relation to any activity involving children, young people, vulnerable groups, personal data or sensitive information.

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 “External Support in Data Collection and Processing within the Municipal Child Rights Monitoring Framework in Municipalities with Non-Majority Communities” can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before July 31st, 2026, 16:00 hours local time. Only short-listed candidates will be contacted.