

TERMS OF REFERENCE

Consultancy for Municipal Child Rights Planning in 11 Municipalities

Development of 3-Year Work Plans for Child Rights Teams and Municipal Action Plans for Child Rights and Youth Empowerment

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1. BACKGROUND

Kosovo has made important progress in strengthening the legal and institutional framework for the protection and promotion of child rights, including through the adoption of the Law on Child Protection and the establishment of municipal-level mechanisms aimed at ensuring coordinated and multisectoral responses to issues affecting children.

Administrative Instruction (GRK) No. 06/2022 provides the framework for the establishment and functioning of the Teams for the Rights of the Child at municipal level. These Teams are envisaged as multisectoral coordination mechanisms bringing together representatives of relevant municipal departments and institutions, including education, health, social protection, youth, human rights, law enforcement and other relevant actors. Their purpose is to strengthen coordination, planning, monitoring and joint action related to the promotion, protection and fulfilment of children's rights at the local level.

Supported by the European Union Office in Kosovo, Domovik, in partnership with Women's Inclusion Center, is implementing the project ***"Strengthening Civil Society in Municipalities Populated with Non-majority Communities in Kosovo"***. The project aims to contribute to improving the quality of life of children and youth in municipalities populated by non-majority communities by strengthening the role and capacities of local civil society organisations, promoting child rights and youth empowerment, and enhancing cooperation between civil society and local institutions.

Within the project, two complementary planning processes are foreseen in the 11 target municipalities.

Task 1: Development of 3-Year Work Plans for the Teams for the Rights of the Child in 11 target municipalities aims to support each Team for the Rights of the Child in developing a comprehensive three-year Work Plan in accordance with its mandate and the relevant legal framework.

Task 2: Development of municipal action plans for child rights and youth empowerment in 11 target municipalities aims to support the preparation of municipality-specific action plans through a broad participatory process involving municipal departments, sectoral civil society organisations, children and parents.

The two activities are complementary. The 3-year Work Plans will provide an operational framework for the Teams for the Rights of the Child, while the municipal action plans will provide a broader municipality-level framework for coordinated action on child rights and youth empowerment involving local institutions, civil society, children, youth and parents.

2. OBJECTIVE AND SCOPE

The overall objective of this assignment is to support coordinated, participatory and evidence-informed planning for child rights and youth empowerment in 11 municipalities populated with non-majority communities through the development of: three-year Work Plans for the Teams for the Rights of the Child; and municipal Action Plans for child rights and youth empowerment.

The assignment will cover the implementation of two complementary project activities:

Task 1: Development of 3-Year Work Plans for the Teams for the Rights of the Child in 11 target municipalities

The consultant will facilitate the participatory development of a three-year Work Plan for each Team for the Rights of the Child. The Work Plans should reflect the mandate of the Teams, relevant legal and policy frameworks, municipal priorities and the specific context and needs of each municipality.

The process will involve the respective Teams for the Rights of the Child, relevant municipal departments and institutions, civil society actors, and children and youth from the target municipalities.

Each Work Plan should include, at minimum, clearly defined priorities and objectives, planned activities, responsible institutions and actors, implementation timelines, measurable indicators, monitoring and reporting arrangements.

Task 2: Development of municipal Action Plans for child rights and youth empowerment in 11 target municipalities

The consultant will support the development of one municipal Action Plan for child rights and youth empowerment in each of the 11 target municipalities through a broad and participatory planning process.

The process will include:

- at least two focus group meetings with relevant municipal departments for each municipal Action Plan;
- consultative meetings with relevant sectoral NGOs;
- workshops/meetings with children and parents to ensure that their views, priorities and experiences are reflected in the planning process.

Each municipal Action Plan should contain a set of proposed activities, implementation timelines, budgetary allocations and clearly assigned responsibilities for achieving short-term, mid-term and long-term objectives related to the improvement of child rights and youth empowerment.

In developing both types of planning documents, the consultant should ensure that relevant cross-cutting priorities are systematically considered, including Gender Equality, Disability and Social Inclusion (GEDSI), environmental considerations, meaningful child and youth participation, and child safeguarding.

The two planning processes should be complementary and mutually reinforcing. While the 3-year Work Plans will focus on the mandate, functioning and priorities of the Teams for the Rights of the Child, the municipal Action Plans will provide a broader framework for coordinated municipal action on child rights and youth empowerment.

The 11 target municipalities are: Gracanica, Ranilug, Partes, Klokot, Novo Brdo, Strpce, Dragas, Zvecan, Zubin Potok, Leposavic and North Mitrovica.

3. ROLES AND RESPONSIBILITIES

3.1 Consultant

The selected consultant or consulting company will be responsible for the overall technical implementation of the assignment across all 11 target municipalities.

For Task 1: Development of 3-Year Work Plans, the consultant will:

- Develop a harmonized methodology and Work Plan template applicable across all 11 municipalities, while allowing for municipality-specific priorities and actions.
- Review relevant legal, policy and municipal planning documents.
- Organize and facilitate participatory planning consultations with each Team for the Rights of the Child and relevant municipal and institutional stakeholders.
- Design and facilitate safe, inclusive and age-appropriate consultation processes with children and youth in the target municipalities, in line with applicable child safeguarding standards.
- Support each Team in identifying priorities, objectives, activities, responsible actors, timelines, indicators, monitoring arrangements.

- Ensure that relevant cross-cutting priorities, including Gender Equality, Disability and Social Inclusion (GEDSI), environmental considerations, meaningful child and youth participation and child safeguarding, are systematically considered in the planning process.
- Draft 11 municipality-specific three-year Work Plans in a harmonized format.
- Present the draft Work Plans to the respective Teams and project partners for review and validation.
- Incorporate relevant feedback and finalize all 11 Work Plans.

For Task 2: Development of Municipal Action Plans for Child Rights and Youth Empowerment, the consultant will:

- Develop a harmonized methodology and template for the preparation of municipal Action Plans for child rights and youth empowerment.
- Review relevant municipal strategies, sectoral plans, available data and other planning documents relevant to child rights and youth empowerment.
- Facilitate at least two focus group meetings with relevant municipal departments for each municipal Action Plan.
- Facilitate consultative forums with relevant sectoral NGOs.
- Design and facilitate workshops with children and parents to ensure that their views, priorities and experiences are reflected in the Action Plans.
- Support stakeholders in identifying short-term, mid-term and long-term objectives, priority actions, implementation timelines, responsible institutions, budgetary allocations and monitoring indicators.
- Ensure that the Action Plans address, as relevant to the local context, the areas of education, health, social protection, employment, participation, culture and leisure.
- Ensure that relevant cross-cutting priorities, including GEDSI, environmental considerations, meaningful participation and child safeguarding, are appropriately reflected in the Action Plans.
- Develop 11 municipality-specific draft Action Plans for child rights and youth empowerment.
- Present the draft Action Plans for consultation and validation with relevant municipal stakeholders and project partners.
- Incorporate relevant feedback and finalize all 11 municipal Action Plans.

Throughout the assignment, the consultant will maintain regular communication with Domovik, Women's Inclusion Center and the project team, provide timely updates on progress, identify and communicate implementation challenges, and ensure that all deliverables are submitted in accordance with the agreed timeline and quality requirements.

3.2 Domovik and Women's Inclusion Center

Domovik and Women's Inclusion Center will provide coordination, logistical and technical support throughout the assignment. Their responsibilities will include:

- Providing the consultant with relevant project documentation and available background materials.
- Supporting communication and coordination with the 11 target municipalities, Teams for the Rights of the Child, relevant municipal departments, civil society organisations and other stakeholders.
- Providing technical supporting the organisation and scheduling of focus group meetings, consultations, workshops and validation sessions.
- Providing technical supporting the organisation of consultations with children, youth and parents in accordance with applicable child safeguarding standards.
- Reviewing and approving the methodology, consultation tools and templates developed by the consultant.
- Reviewing draft Work Plans, municipal Action Plans and related outputs.
- Providing consolidated feedback and supporting the validation and finalization of all deliverables.

- Monitoring the overall progress and quality of the assignment and ensuring alignment with project objectives, contractual requirements and relevant visibility provisions.

4. KEY DELIVERABLES

The consultant will be expected to produce the following deliverables:

Task 1: Development of 3-Year Work Plans for the Teams for the Rights of the Child

- Inception Report: Methodology, harmonized Work Plan template, consultation approach and detailed workplan for the assignment, covering all 11 target municipalities.
- Consultation records: Notes from consultation meetings with the Teams for the Rights of the Child, relevant municipal and institutional stakeholders, and child/youth consultation sessions in each municipality.
- Draft 3-Year Work Plans: 11 municipality-specific draft Work Plans for the Teams for the Rights of the Child, prepared in a harmonized format and reflecting local priorities, needs and capacities.
- Final 3-Year Work Plans: 11 final Work Plans incorporating feedback received through the consultation and validation process, in English and Serbian.

Task 2: Development of Municipal Action Plans for Child Rights and Youth Empowerment

- Methodology and Action Plan Template: Harmonized methodology and template for the development of municipal Action Plans for child rights and youth empowerment across the 11 target municipalities.
- Consultation records: Documentation of at least two focus group meetings with relevant municipal departments per municipality, consultative forums with sectoral NGOs, and workshops with children and parents. Where appropriate and based on geographical proximity, workshops/meetings with sectoral NGOs, children and parents may be organized jointly for participants from two or more neighboring municipalities.
- Draft Municipal Action Plans: 11 municipality-specific draft Action Plans for child rights and youth empowerment, reflecting identified priorities and stakeholder inputs.
- Final Municipal Action Plans: 11 fully developed municipal Action Plans for child rights and youth empowerment, incorporating feedback from the consultation and validation process.

The development of both the 3-Year Work Plans and the Municipal Action Plans should systematically consider relevant cross-cutting priorities, including Gender Equality, Disability and Social Inclusion (GEDSI), environmental considerations, meaningful child and youth participation, and child safeguarding, ensuring that these dimensions are reflected, where relevant, in priorities, activities, indicators and implementation arrangements.

5. DOCUMENTATION AND SUPPORT

- Relevant legal, municipal and sectoral documents required for the development of the Work Plans and Municipal Action Plans will be made available to the consultant, where available.
- Domovik and Women's Inclusion Center will support coordination and access to relevant municipal institutions, Teams for the Rights of the Child, civil society organisations and other stakeholders.
- The consultant will ensure that the process is participatory, inclusive and adapted to the context of each municipality.
- Consultations with children and youth will be conducted in line with applicable child safeguarding standards.
- Relevant cross-cutting priorities, including GEDSI, environmental considerations, meaningful participation and child safeguarding, should be considered throughout the planning process.

6. DURATION AND TIMEFRAME

The assignment is expected to be implemented during the period from 5 October 2026 to 31 March 2027, with a maximum of 66 working days within this timeframe.

Applicants are expected to propose a realistic allocation of working days and a detailed implementation schedule as part of their technical proposal, taking into account the scope of work, required consultations, preparation of deliverables, validation and finalization processes.

7. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT/COMPANIES

- The consultant, or the proposed lead expert in the case of a consulting company, should have an 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, strategic/action planning, or municipal governance.
- Proven experience in facilitating participatory strategic or action planning processes, including multistakeholder consultations and results-based planning (objectives, indicators, budgets, timelines).
- Strong knowledge of the Law on Child Protection, Administrative Instruction (GRK)-No. 06/2022, and the institutional and legal framework relevant to child rights and municipal governance in Kosovo; experience working with non-majority communities is a strong asset.
- Demonstrated experience in facilitating child and youth participation processes, in line with international child safeguarding standards.
- Excellent facilitation, drafting, and report-writing skills, with the ability to work independently across multiple municipalities and maintain effective engagement with municipal and civil society stakeholders.
- Proficiency in English and Serbian preferred; working knowledge of Albanian is an asset.

8. APPLICATION PROCEDURE

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

- Expression of Interest and availability.
- Portfolio/CV, including references from similar assignments.
- A brief technical note (max. 2 pages) outlining the proposed methodology, approach, work plan and indicative allocation of working days.
- Financial proposal indicating the total fee for the assignment, inclusive of all applicable taxes, travel and other assignment-related costs.

9. ZERO TOLERANCE ON SEXUAL EXPLOITATION AND ABUSE

Domovik applies zero tolerance on sexual exploitation and abuse. It is, therefore, required that interested candidates read and understand the Anti-harassment, Intimidation, and Bullying Policy and the Child Safeguarding Policy. The policies are available in the About Us section of the www.domovik.org

Expression of Interest named "Consultancy for Municipal Child Rights Planning in 11 Municipalities" can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before September 30th 2026, 16:00 hours local time. Only short-listed candidates will be contacted.