TERMS OF REFERENCE
Provision of Psychological and Health Educational Sessions for Adolescents

1. BACKGROUND

Supported by the European Union Office in Kosovo, Domovik and Women Inclusive Center are implementing the project "Strengthening Civil Society in Municipalities Populated with Non-majority Communities in Kosovo", which aims to enhance the quality of life of children and youth in municipalities with non-majority communities by strengthening the role of local NGOs as key actors in child rights and youth empowerment.
Adolescents in these communities, particularly those from vulnerable, marginalised or underserved groups, may face limited access to accurate, age-appropriate and reliable information on mental health, physical health, healthy lifestyles and disease prevention. Limited opportunities to discuss these topics in a safe, structured and age-appropriate educational setting may further affect their knowledge, awareness and ability to make informed decisions related to their health and wellbeing.
To respond to these needs, the project foresees a series of interactive, school-based educational sessions focused on adolescent mental and physical health, psychosocial wellbeing, prevention and healthy behaviours. The sessions will provide adolescents with reliable and age-appropriate information through participatory and non-judgmental educational methods.
The implementing organisations will coordinate the overall implementation of the activity, including cooperation with schools, partner organisations and relevant municipal actors, as well as the engagement of qualified psychologists and health professionals to prepare and deliver the educational sessions.

2. OBJECTIVE AND SCOPE

The assignment seeks to engage qualified Psychologists and qualified Health Professionals to prepare and deliver educational sessions in accordance with their respective professional profiles, expertise and assigned thematic areas.
The objective of this assignment is to prepare and deliver interactive, participatory and age-appropriate educational sessions for adolescents from Gracanica, Strpce, Dragas, Zvecan, Zubin Potok, Leposavic, Ranilug, Severna Mitrovica, Partec, Klokot and Novo Brdo.
The sessions are educational and preventive in nature and do not constitute individual clinical, medical or psychological consultations.
The activity will include a total of 110 educational sessions, with 10 educational sessions planned in each municipality. The proposed model includes five sessions primarily focused on mental health and psychosocial wellbeing, delivered by a qualified Psychologist, and five sessions primarily focused on physical health, prevention and healthy behaviours, delivered by a qualified Health Professional with relevant expertise in the respective thematic areas.
Where feasible and depending on available local capacities, one Psychologist and one qualified Health Professional will be engaged in each municipality, with each professional expected to prepare and deliver approximately five sessions in each municipality assigned to them. Where this is not feasible, the same professional may be engaged to deliver sessions in more than one municipality, subject to their availability, relevant expertise, language capacities and agreement with the implementing organisations.
The educational sessions should be adapted to the age, maturity, needs and context of participants and delivered using interactive and participatory methods.

Lot 1: Mental Health and Psychosocial Wellbeing (Psychologist)

The Psychologist will prepare and deliver five distinct interactive, school-based educational sessions focused on mental health, psychosocial wellbeing and social skills:

- Understanding Emotions and Mental Wellbeing: Recognising and naming emotions; understanding how emotions influence behaviour, relationships and everyday functioning; normalising emotional experiences and encouraging healthy expression of feelings.
- Managing Stress, Anxiety and Everyday Challenges: Common sources of stress among adolescents;

recognising signs of stress and anxiety; practical techniques for emotional regulation, relaxation and problem-solving.

- Communication, Peer Pressure and Conflict Resolution: Assertive and respectful communication; active listening; recognising and responding to peer pressure; constructive resolution of conflicts and disagreements without violence or humiliation.
- Healthy Relationships, Personal Boundaries and Safety: Respectful relationships; personal and emotional boundaries; recognising controlling, harmful or unsafe behaviour; consent and gender equality.
- Digital Wellbeing, Safety and Online Peer Pressure: Healthy and balanced use of digital devices and social media; recognising and preventing cyberbullying; understanding forms of online peer pressure; protecting privacy and maintaining healthy boundaries in the digital space.

Lot 2: Physical Health and Prevention (Health Professional)

The selected Health Professional will prepare and deliver five distinct interactive, school-based educational sessions focused on physical health, disease prevention and healthy behaviours, within the scope of their professional expertise:

- Puberty, Body Changes and Personal Hygiene: Physical changes during adolescence; puberty and body development; menstrual and reproductive health basics; personal hygiene and the importance of obtaining health information from reliable sources.
- Healthy Nutrition, Physical Activity and Sleep: Balanced nutrition, hydration, regular physical activity and healthy sleep routines; links between physical health, concentration, energy, mood and overall wellbeing.
- Sexual and Reproductive Health: Age-appropriate information on reproductive health, responsible behaviour, consent and protection from health risks.
- HPV, Sexually Transmitted Infections and Disease Prevention: Basic information on HPV and sexually transmitted infections; routes of transmission; prevention; immunisation; regular health check-ups and hygiene.
- Prevention of Risky Behaviours and Healthy Choices: Health consequences of tobacco, alcohol, substance use and other risky behaviours; informed decision-making and healthy choices.

3. ROLES AND RESPONSIBILITIES

3.1 Selected Facilitators (Psychologists and Health Professionals)

- Preparation: Adapt session content and methods to the age, maturity, needs and context of participants, using relevant educational and methodological materials available to partner organisations or other reliable and age-appropriate materials agreed with the implementing organisation. Prepare a short session plan for each assigned topic, including the objective, key messages and proposed methods.
- Delivery: Conduct interactive, school-based educational sessions using discussions, practical examples, short exercises, anonymous questions and clear key messages in a respectful, non-judgmental and adolescent-friendly environment.
- Safeguarding and Ethics: Apply child safeguarding, confidentiality and do-no-harm principles throughout the preparation and delivery of the sessions. Keep discussions focused on educational topics and avoid encouraging participants to disclose personal or sensitive experiences.
- Reporting: Collect brief participant feedback and complete the standard short session report after each delivered session.

3.2 Implementing Organisations:

- Coordinate the overall implementation of the activity and communication with schools, partner organisations and relevant municipal representatives.
- Manage the selection, engagement and contracting of facilitators.
- Coordinate the schedule of educational sessions with participating schools and facilitators.
- Provide agreed implementation tools, reporting templates, attendance sheets and evaluation guidance.
- Monitor implementation progress, collect required documentation and oversee the overall quality of the activity and compliance with safeguarding requirements.

4. KEY DELIVERABLES

Each engaged expert (Psychologists and Health Professionals) is expected to submit/deliver the following minimum documentation package to the implementing organisation:

- Session Plans / Agendas: A short session plan for each assigned topic, prepared prior to delivery.
- Educational Session Delivery: Successful delivery of the assigned interactive, school-based educational sessions, typically five sessions in each municipality assigned to the expert.
- Signed Attendance Lists: Attendance records including gender, age and/or school grade, where applicable and in line with data protection requirements.
- Participant Feedback: Brief, age-appropriate participant feedback collected through forms, oral reflection or anonymous comments.
- Short Session Reports: A short report completed after each session, including municipality, school, date, topic, duration, facilitator, number and profile of participants, methods used, key messages, observations and recommendations.

5. DURATION AND TIMEFRAME

The assignment is expected to be implemented during the first semester of the 2026/2027 school year. In exceptional and justified circumstances, the implementation period may be extended, subject to prior agreement with the implementing organisations. The exact schedule of educational sessions will be coordinated in advance with the implementing organisation and participating in schools.

The engagement of each facilitator will cover the preparation, delivery and reporting of the assigned educational sessions, in accordance with the agreed work plan and implementation schedule.

Facilitators will be compensated based on a fixed fee per completed educational session. The fee will cover the preparation and delivery of the session, as well as the related reporting requirements. The applicable fee will be specified in the individual contract.

6. QUALIFICATIONS AND COMPETENCIES OF FACILITATORS

For Psychologists:

- Advanced university degree (or relevant professional qualifications/licence, where applicable) in Psychology or a related mental health field.
- Relevant professional experience in psychology, mental health or psychosocial wellbeing, including experience in working with adolescents.
- Experience in delivering educational, awareness-raising or similar group activities with adolescents will be considered an advantage.

For Health Professionals:

- University degree or relevant professional qualification in medicine, nursing, public health, health sciences or another field directly relevant to the assigned health education topic.
- Relevant professional experience in adolescent health, public health, disease prevention, health promotion, reproductive health, healthy lifestyles or health education.
- The professional background and demonstrated expertise of the applicant must be appropriate to the thematic areas and sessions they are expected to deliver.
- Experience in delivering educational, awareness-raising or similar group activities with adolescents will be considered an advantage.

General Requirements for Both Profiles:

- Proven professional experience in their respective fields.

- Ability to communicate health and wellbeing-related information in an accurate, age-appropriate, inclusive and non-judgmental manner.
- Ability to deliver interactive and participatory educational sessions for adolescents.
- Good understanding of child safeguarding, confidentiality and do-no-harm principles.
- Knowledge of the local context and experience in working with adolescents from diverse communities will be considered an advantage.
- Ability to deliver sessions in the language appropriate to participants in the assigned municipality.
- Strong communication and interpersonal skills.

7. APPLICATION PROCEDURE

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

- professional profile applied for (Psychologist or Health Professional), including the applicant's specific professional background and area of expertise
- CV highlighting relevant professional experience;

Applications titled "Provision of Psychological and Health Educational Sessions for Adolescents" can be submitted to the email address office@domovik.org or as a hard copy at the address Sutjeska bb, L1, Mitrovica North. The call will remain open until a sufficient number of qualified professionals have been selected to cover all planned municipalities and educational sessions. Applications will be reviewed on a rolling basis, and qualified facilitators may be engaged progressively throughout the process.

8. ZERO TOLERANCE ON SEXUAL EXPLOITATION AND ABUSE

The implementing organizations apply zero tolerance towards sexual exploitation, abuse, harassment, intimidation and bullying.
Selected facilitators are required to read, understand and comply with the relevant child safeguarding, protection and anti-harassment policies and procedures applied by the implementing organizations throughout the implementation of the activity.