



Date: 23.10.2020

Terms of Reference

Consultant for organization's capacity building on Action Plan, tools for Monitoring and Evaluation, organization's strategy.

Introduction

General Information

Down Syndrome Association Kosovo (DSK) is a non-governmental organization with the status of Association, founded on March 4, 2007 by parents of persons with Down Syndrome (SD). DSK was registered on April 5, 2007, with Registration Number; 5111389-6 and Nos. Fiscal: 600279485. DSK is a national community organization extending its services in four (4) regional areas of the country; Prishtina, Mitrovica, Prizren and Ferizaj.

Vision

A society where human diversity is respected and people with Down syndrome have equal opportunities and can realize their potential.

Mission

Promoting, respecting and protecting the rights of persons with Down Syndrome in Kosovo and their families.

So far, the Association has mobilized a community of over 980 families of community members, to organize initiatives on the promotion and realization of equal rights of people with Down syndrome and people with disabilities in general.

DSK has worked and continues to work strongly for the protection and realization of the rights of people with Down syndrome, so far it has launched successful innovative initiatives that have directly affected the needs and interests of the PWD community which have been found useful and of general social interest.

Down Syndrome Association Kosovo is a full member of Down Syndrome International (DSI), European Down Syndrome Association (EDSA), Down Syndrome Interest Medical Group (DSIMG), Caravan, a member of the European Association of Services for Persons with Disabilities Limited (EASPD) as well; Co-founder and member of the Kosovo PWD Forum, Co-Founder of the Coalition of NGOs for Civic

Initiatives-CMB and FDI, Co-Founder of the Coalition for Inclusive Education of Kosovo-KJJC, partnership with Rehabilitation and Training Center - Down Syndrome Centar Pula, Croatia, Partnership with Down Syndrome Association of UK, etc.

Down Syndrome Association Kosovo has its programs spread across four regions, such as Prishtina, Prizren, Ferizaj, Mitrovica.

1. Program for Intervention and Early Education (PIEH)
2. Program for Autonomy and Vocational Training (PAAP)

Objective

Down Syndrome Kosova Association, within the project “Empowering support systems toward the realization of the rights of people with Down syndrome” supported by Save the Children in Kosovo and SIDA, is seeking to engage a consultant which would provide capacity building of the organization regarding Action Plan, tools for Monitoring and Evaluation and organizations strategy.

Necessary qualification:

- University diploma or master qualification, which is adequate of the call;
- Professional/non-formal education in this field is an advantage;
- Documentation of work experience on provision of this service;
- Knowledge on regard of work with parents of children with disability;
- High analytic and communicative skills;
- Qualification and experience of group therapy (is an advantage);

Tasks and Responsibilities:

From the recruit consultant is expected to:

- Submit an initial proposal where would be described all the steps of the process and the content of final documents.
- Analysis of the strategy, action plan and programs of DSK;
- Analysis of systems and experiences of DSK on monitoring of the strategy and action plan, and the quality management in the organization;

- Development of the structure of meetings with the organization management, preparation of the agenda of the meetings, in collaboration with DSK and Save the children;
- Facilitates meetings, explain and treats the main topic and other topics which may come out as a result of team work;
- Propose an action plan for Monitoring and Evaluation including the development of instruments and mechanisms necessary for the ongoing maintenance of the quality management process and responsibilities for various actors within the organization.
- Delivers the final written report to Down Syndrome Kosova, within (5) work days after having received and incorporated potential comments from Down Syndrome Kosova and Save the Children in Kosovo.

Engagement of the professional:

The professional recruiter will be engaged by service contract from Down Syndrome Kosova. In this contract in a specific way will be defined the points which are not included in this document.

Tasks	Timeline
<ul style="list-style-type: none"> • Analysis of the strategy, action plan and programs of DSK; • Analysis of systems and experiences of DSK on monitoring of the strategy and action plan, and the quality management in the organization; 	1 day
<ul style="list-style-type: none"> • Development of the structure of meeting with the organization management, preparation of the agenda of the meetings, in collaboration with DSK and Save the children; 	2 days
<ul style="list-style-type: none"> • Propose an action plan for Monitoring and Evaluation including the development of instruments and mechanisms necessary for the 	10 day

ongoing maintenance of the quality management process and responsibilities for various actors within the organization.	
<ul style="list-style-type: none"> Delivers the final written report to Down Syndrome Kosova, within (5) work days after having received and incorporated potential comments from Down Syndrome Kosova and Save the Children in Kosovo. 	2 days
Total:	15 days

Payment Conditions:

The payment of professional recruiter will be done based on the conditions of service contract which will be prepared from Down Syndrome Kosova and it will be signed from the professional recruiter. The payment will be done through bank transaction in Euro valute. The payment will be done after finishing successfully monthly meetings.

Based on Kosovo laws, Down Syndrome Kosova is obliged to do the payment of taxes (pension) from 10% of bruto amount, while for persons who belongs to non-resident entities, and don't have permanent units in Kosovo the retention rate is 5%.

Documents and application procedure:

- Copy of University Diploma;
- A draft proposal about work methodology for this commitment, including the planning of methodology development and meetings;
- A letter which includes the expertise and experience in the field;
- Curriculum Vitae (CV);
- Financial Purposal*
 - **Financial request will be detailed about every each working that will be realized, here it should be included, information resources, procedures and techniques of preparing methodologies, meetings, writing reports and a tentative plan of work.*

Applications should be sent via e-mail address: info@downsyndromekosova.org with subject
Application: Consultant for organization's capacity building on Action Plan, tools for Monitoring
and Evaluation, organization's strategy.

The deadline of submission of application: **06/11/2020**

Only successful candidate will be contacted!