



# Khyber Pakhtunkhwa Judicial Academy

Old Session Courts Building, Jail Road, Peshawar,  
Khyber Pakhtunkhwa, Pakistan  
Phone: +92-91-9210744 | Fax: +92-91-9213078  
Email: info@kpja.edu.pk | URL: www.kpja.edu.pk

## TERMS OF REFERENCE FOR SPECIAL SERVICE AGREEMENT

**Position:** Programmer  
**Number of Positions:** 1  
**Length of Contract:** 10 days  
**Start Date:** June 2013  
**Duty Station:** Peshawar  
**Main Duties:** Providing Expert advise on SPSS

### 1. Background:

The Khyber Pakhtunkhwa Judicial Academy (Academy) is currently implementing two research projects:

- a. ADR: Gaps between the Formal and Informal Justice System in Malakand
- b. Civil disputes culminating into criminal conflicts

Both projects are being funded by the United Nations Development Program (UNDP) under SRLM programme. Project one seeks to enhance the efficiency of justice services delivery in the militancy hit Malakand that shall, in the long run, contribute to lasting peace through the establishment of the rule of law. In order to assess the extent of gaps between formal and informal dispute settlement mechanisms in Malakand division of Pakistan's Khyber Pakhtunkhwa province, a baseline assessment is envisaged to capture the larger canvas of all the related issues around legal empowerment, the nexus of poverty/ vulnerability and formal/informal justice system and the various mechanisms of redress mechanisms available for all. This baseline assessment will not only map the entire landscape of the formal and informal justice system vis-à-vis performance of justice system but will also attempt to delineate the issues of access, knowledge, attitudes and practices. Thus it will comprehensively inform the subsequent project interventions along with providing milestones of achievements.

Project two seeks to explore the grounds for civil litigation resulting in criminal disputes. Focusing on Pakistan's Swat valley—recently hit by militancy—this study investigates if, why and when a civil dispute culminates to a criminal conflict and what implications does it bring on the rule of law and dispensation of justice.

### 2. Main Duties:

Under the direct supervision of Principal Investigator, the main duties and responsibilities of the Programmer



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will be as follows:

- Providing training to enumerators and data entry operators on SPSS
- Giving expert opinion on technical aspects of questionnaires
- Assist data entry operators and PI on data cleaning
- Assist PI on data analysis
- Perform other duties as assigned by Principal Investigator

The Programmer is expected to work for 10 days spread over an agreed time period.

### **3. Qualifications:**

Second class Masters degree in Statistics or related discipline with at least 8 years experience in the relevant field.

### **4. Other requirements:**

- Ability to work and act under pressure
- Proven ability to establish priorities and to plan, organize, and monitor own work plan
- Ability to work as an effective member of a team
- Excellent and effective communication skills
- Excellent interpersonal skills; ability to establish and maintain effective working relations with people
- Thorough knowledge of SPSS programme

### **7. Payment terms:**

The Programmer will be paid on a monthly basis at market competitive rate