



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: Research Coordinator (Quantitative Research)

Number of Positions: 2

Length of Contract: 40 days

Start Date: June 2013

Duty Station: Peshawar (With frequent visits to Swat)

Main Duties: Supervising investigators & Providing logistic support

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.



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2. Main Duties:

Under the direct supervision of Principal Investigator, the main duties and responsibilities of the Research Coordinator will be as follows:

- Supervise and facilitate enumerators during data collection process
- Assist Principal Investigator in arranging workshops and FGDs by providing logistic and other support
- Liaise and coordinate between the enumerators and Principal Investigator
- Design outline of key informant interviews
- Design outline for Focus Group Discussion (FGDs)
- Ensure quality management and assurance

3. Duration of assignment, duty station and expected places of travel:

The Research Coordinator is expected to work for 40 days spread over an agreed time period. The incumbent is expected to travel across the Khyber Pakhtunkhwa for the duration of the assignment, therefore the relevant DSA will be provided according to the UNDP rules and regulations, whichever apply.

4. Academic Requirements & Experience:

Judicial Officer with at least 5 years experience. Preference will be given to candidates having done LLM or equivalent from a recognised institution. Previous research experience will be desirable.

5. Personal Attributes:

- Ability to work and act under pressure in a politically and psychologically difficult environment
- Proven ability to establish priorities and to plan, organise, and monitor own work plan
- Ability to work as a team leader and member of a team
- Excellent and effective communication skills
- Excellent interpersonal skills; ability to establish and maintain effective working relations with people
- Ability to coordinate work of multi potential/ role team members, motivate, foster work coherence and meet timelines by working in interdisciplinary work arrangements;



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6. Language requirements:

Excellent written and spoken skills in English & Pashto.

7. Payment terms:

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