

**Terms of Reference: Research Consultant
Women PeaceMakers program, Kroc Institute for Peace and Justice**

The Kroc Institute for Peace and Justice (Kroc IPJ) at the Kroc School of Peace Studies at the University of San Diego seeks to contract a research consultant to support the Women PeaceMaker program. This document provides the details of the prospective position and the capacities and skills desired.

The Women PeaceMaker program, housed in the Kroc IPJ, brings together women peacebuilders who are working to build more equitable and just societies around the world. During the course of their fellowship, the Women PeaceMakers conduct actionable research around a key peacebuilding theme in order to help reshape the field of peacebuilding. The research consultant will facilitate and guide this research process, in coordination with the Program Officer for Women, Peace and Security.

The Women PeaceMaker program is celebrating its 20th year in 2022, and the six Women PeaceMaker Fellows will conduct research around the theme of intergenerational partnerships and how mutually beneficial partnerships between people of different ages can affect peacebuilding efforts.

The research consultant will:

1. Work directly with the Women PeaceMaker Fellows to provide training and support for data collection and analysis;
2. Manage data collection and analysis processes;
3. Author a final report and up to two associated infosheets or briefs; and
4. Disseminate research findings.

The research consultant will be responsible for guiding and leading data collection, data analysis, and drafting the final report. This work will involve conducting original research as well as supporting the Women PeaceMaker Fellows to conduct research in their own contexts.

Deliverables

- Co-facilitate two Learning Labs
- Desk review research and report
- Research tools and protocols created by use by the Women PeaceMakers;
- Conduct research processes to inform the final report;
- Final report and up to two associated infosheets or briefs.

Work will be conducted in coordination with the Program Officer for Women, Peace and Security and under the supervision of the Executive Director. The contract will be based around the receipt of deliverables rather than a preset number of hours or days of work.

All data collected are the property of the University of San Diego and should not be shared without the permission of the Executive Director of the Kroc IPJ.

Timeline

A suggested timeline for this work is as follows:

Month	Tasks	Deliverables
January 2022	Co-facilitate a Learning Lab to support the Women PeaceMakers to identify research questions, participants, and key methodological tools to be used in the research process	-Completed Learning Lab
February-April 2022	<p>Conduct a desk review on intergenerational peacebuilding</p> <p>Support Women PeaceMakers to conduct research in their country contexts through provision of data collection tools.</p> <p>Collect data on a global level, as appropriate, through surveys</p>	<p>-Desk review report</p> <p>-Research tools and protocols created for use by the Women PeaceMakers</p> <p>-Research tools and protocols created and implemented to inform the final report</p>

	<p>and interviews to inform the final report.</p> <p>Participate in meetings with the Women PeaceMakers and the Kroc IPJ one or two times per month.</p>	<p>April 30, 2022: 40% payment due</p>
May 2022	<p>Co-facilitate a Learning Lab to finalize the data collection process and begin the data analysis and drafting process</p> <p>Data analysis process</p>	Completed Learning Lab
June-July 2022	<p>Draft the final report and associated infosheets or briefs</p> <p>Review edits from the Kroc IPJ team and external stakeholders</p>	<p>-First draft of report</p> <p>-Final draft of report</p>
August-September 2022	Co-plan and co-facilitate a report launch event and up to two dissemination workshops	<p>September 30, 2022: 60% payment due</p>

If changes to this suggested timeline are required, the research consultant will work with the Program Officer for Women, Peace and Security to define new deadlines.

Compensation

The consultant will receive \$40,000 for work on this project, inclusive of all fees, expenses and taxes that may result from the work. This fee will be split across two payments.

While no travel is anticipated for the completion of this project due to the ongoing COVID-19 pandemic, the Kroc IPJ will provide funds for any travel expenses if travel is possible and necessary.

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Preferred experience and capacities

The Kroc IPJ would prefer candidates with the following experience:

- Leading research projects and studies focused on original data collection, particularly in a multi-country context;
- Working with international cohorts and partners;
- Knowledge of the women, peace and security field and key conflict resolution and peacebuilding concepts and themes
- Working in conflict- or crisis-affected settings;
- Providing training and facilitating workshops, particularly on research-related topics;
- Drafting evidence-based, results-oriented research reports and briefs.

Work will be conducted in English, though knowledge of additional languages is beneficial.

To apply for this position, please submit your CV and cover letter to ipj@sandiego.edu by January 14, 2021.