

## **Terms of Reference (ToR)**

**Position:** Researcher

**Organization:** Women Now for Development Deutschland e.V

**Project Name:**Addressing the Crisis of Missing Persons in Syria

**Reporting to:** Research manager and Project manager

**Timeline:** Between April 15, 2024, to October 1, 2024

**Unit of Service:** 30 Day

### **Organization Introduction:**

Women Now for Development (Women Now) a locally-embedded feminist intersectional Collective organizations led by Syrian women. We utilize participatory and transformative methods by empowering women and girls on the ground in their leadership roles. We also contribute to building women-led/feminist movements and enriching feminist knowledge production nationally, regionally, and globally to reach a more just and democratic society.

### **Project Introduction and Objectives:**

Overall objective: the project seeks to engage victims and their loved ones more deeply in efforts to determine a way forward for Syrian society, with an emphasis on ensuring a victim-centered and supported approach to addressing the issue of the missing and disappeared.

Syrian survivors, victims, and family organizations transform emerging international political will and momentum into concrete, sufficient, and effective policies and measures to address the missing and detainee crisis in Syria.

Specific objective: The project aims to develop a working paper on adopting gender-sensitive, responsive, and transformative approaches in justice and accountability efforts. The paper will inform actors working within Syrian civil society organizations, particularly those focusing on justice issues, with a special focus on arbitrary detention, enforced disappearance and torture in the Syrian context.

### **Scope of Work:**

1. Conduct research on the importance of understanding the diverse gender impacts of crimes and violations in Syria. Explore how this approach can reflect efforts to pursue transformative justice and accountability.
2. Examine the WN approach to justice, encompassing both theoretical frameworks and practical applications. This analysis should delve into the methodology behind adopting this

approach, elucidate its significance in broader discourse, and identify areas for enhancement and dissemination to other stakeholders.

3. Engage with a spectrum of Syrian stakeholders, including civil society organizations and victims, survivors and family associations, to provide a holistic understanding of justice approaches and practices.

4. Compile findings into a comprehensive working paper, highlighting key learnings, best practices and practical policy recommendations.

### **Deliverables:**

1- an initial methodology that reflects the main outlines of the paper, main research questions, research methods, and participating actors (one month).

2- Draft the paper's main content or headlines after gathering the data and analyzing it. (up to 3 months)

3- Draft working paper (1 month).

4- Final working paper (1 month)

### **Skills and Experience:**

- Demonstrate expertise in writing research using critical analysis and qualitative research methods.

- Good understanding of the Syrian context, violations, and the existing justice trajectories.

- Previous experience working with civil society organizations, preferably in the context of justice or human rights.

- Strong research writing and communication skills.

- Ability to work independently and collaboratively within a team.

- Knowledge of the Syrian context and/or experience working with Syrian communities.

### **Reporting:**

The researcher will provide by-weekly updates on work progress to the designated point of contact within Women Now.

### **Timeframe:**

The project will commence on April 15, 2024, and conclude on October 1, 2024, with key milestones and deadlines outlined in the deliverables section.

### **Application Process:**

Interested candidates should submit the following to [Lilas@women-now.org](mailto:Lilas@women-now.org) by (20.04.2024):

- CV (Resume)

- Technical proposal that includes:

1- Your understanding of the research paper scope.

2- How does this work align with your research passions and your interest in the field of justice in Syria?

3- Proposed initial methodology and possible research methods.

- Financial proposal outlining total project costs, aligned with the units, timeframe, and requirements outlined in the Terms of Reference
- Confirmation of VAT inclusion or explanation if not applicable

**Evaluation Criteria:**

Candidates will be evaluated based on their experience, qualifications, with a specific emphasis on experience related to Feminist and women's rights and research skills and experience.

**Remote Work Considerations:**

The selected offers may work remotely. However, it is essential that the candidate has the capability to issue an invoice for their services and can be contracted with the organisation.

**Cost and fees**

The fees will be commensurate with experience and in line with the project budget and organization's policies.

**DEADLINE**

Applications are due by April 15, 2024 and will be reviewed on a rolling basis.

**Important Note:** Only shortlisted applicants will be contacted for interviews. Communication regarding the results of this position will take place within four weeks starting from the deadline. After this period, all applicants that have not been communicated should be considered as not shortlisted.

Women Now is committed to safeguarding program participants from exploitation and abuse. The successful candidate is expected to sign and adhere to Women Now Protection from Sexual Abuse and Exploitation (PSEA) Policy and Code of Conduct. Adhering to this policy includes the following responsibilities:

- Take responsibility to fully understand the policy and its implications.
- Follow the Code of Conduct and respect the PSEA policy at all times (in your professional and personal lives) and ask for clarification if anything is unclear.
- Carry out work duties in a way that does not harm children or adults Women Now serves or other staff or volunteers, and does not expose them to risk of abuse or exploitation.
- Promote an environment of respect and trust with program participants and community members, both at the office and in the field.
- Report any safeguarding concerns according to Women Now procedures.

**Women Now is committed to creating a diverse and inclusive workplace. We welcome applications from individuals of all backgrounds. Our hiring process is merit-based, and all candidates will be considered fairly and without discrimination.**