



## TERMS OF REFERENCE

### Vacancy Announcement

<b>Project title</b>	<b>Prevention of HIV transmission and drug use among resident population in the cross-border area</b>
<b>Contracting authority</b>	EU co-funded project; Instrument for Pre-Accession Assistance (IPA) programme; Component II - CBC Programme the former Yugoslav Republic of Macedonia – Kosovo
<b>Lead partner on national level</b>	HOPS - Healthy Options Project Skopje
<b>Position Title</b>	Field researcher
<b>Number of Positions</b>	Four
<b>Supervisor</b>	Project manager of the Lead partner organization
<b>Reporting line:</b>	Principal researcher
<b>Duration of Contract</b>	3 Months
<b>Duty Station (city; country)</b>	Skopje, Kumanovo, Tetovo Gostivar
<b>Type of engagement</b>	Part time

#### A. Project Background

The project is co-founded by the The European Union represented by The Delegation of the European Union to the former Yugoslav Republic of Macedonia and the European Union Office in Kosovo\* under the Instrument for Pre-Accession Assistance (IPA) programme, within the Component II - Cross-Border Cooperation Programme the former Yugoslav Republic of Macedonia – Kosovo (2010, 2011 and 2012).

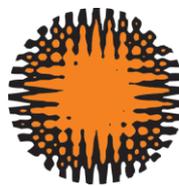
Aware of the importance of establishing sustainable social cohesion between Republic of Macedonia and Kosovo as precondition for regional stability and prosperity and encouraged by the EU support for engaging in cross-border partnerships, the CSOs HOPS`s - Healthy Options Project Skopje form Republic of Macedonia and NGO Labyrinth from Kosovo ((Co)Applicants) **have developed this action aiming to contribute social cohesion between the neighbouring countries and deliver measurable and long-term results.** The (Co) Applicants are organisations experienced in implementation of various HIV prevention activities having particular **focus on most-at-risk population.** The action intends to reach the overall and specific objectives through exchange of best practices, developing common strategies/action plans and active involvement of all relevant stakeholders.

#### B. Overall objective of the action

- To contribute to sustainable social cohesion between Republic of Macedonia and Kosovo through establishing cross-border partnership in the area of HIV/drugs prevention.

#### C. Specific objectives of the action:

- Raising awareness on prevention of HIV transmission and drug prevention among most-at-risk population in target municipalities;
- Promoting partnership between the civil and public sector in establishing sustainable HIV prevention mechanisms;
- Promoting cross-border co-operation between local institutions and organizations from bordering areas of Macedonia and Kosovo as valuable tool for exchange of best practices and achieving long-term results on regional level.



#### **D. Scope of the assignment**

The Action foresees more **extensive analyses of the present strategies and current community system support for HIV and drug prevention** in 4 municipalities: Tetovo, Gostivar, Kmanovo and City of Skopje. The activity foresees identification of relevant authorities and their attitude, active organizations, to most-at-risk population, level of involvement by the media, mapping etc.). The analysis and mapping will be made by experts in Macedonia.

Namely, the field researchers will be engaged in gathering relevant information in behalf of the preparation of a written analysis. Gathering information includes field work; meetings with relevant stakeholders, interviews etc., according the previously designed methodology. Four field assistants will be hired for conducting on-field activities on national level (interviews, surveys etc.). In the same period, the similar research will be conducted in the Republic of Kosovo.

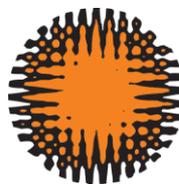
#### **E. Duties and Responsibilities**

##### ***Overall responsibility***

The field researcher should demonstrate expertise in the general area being analyzed by the project and specific researcher skills especially in ethnography. He/she should follow and implement the designed methodology by the principle researcher. Also the field researcher must have ability to gather knowledge of practices on HIV/AIDS preventions carried out on local level by the local self government and CSO sector, data analyzing, and current community system support for HIV in Macedonia. The field researcher should demonstrate ability to carry out and deliver independent field research in an area related to the project.

##### ***Specific tasks and duties:***

- send requests to submit official documents that contain strategies and action plans by local government and local associations and to develop a interviews schedule.
- identify potential sources of information between key representatives of local government and local associations responsible for HIV / AIDS,
- conduct interviews with key representatives of local government and local associations responsible for HIV / AIDS,
- keep records of requests sent and received responses from relevant institutions and organizations
- compile field notes for each field unit individually, keep ethnographic records,
- Travels to field sites to collect and record data as appropriate to the specific objectives of the study.
- As appropriate to the specified position, codes and verifies data in accordance with specified research protocol and coding procedures, and enters data into a computer database and/or spreadsheet application for subsequent analysis.
- Identifies and compiles lists of potential research subjects in accordance with study objectives and parameters, as appropriate to the individual position.
- Conducts and records face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures, and documentation standards.
- Reviews and edits data to ensure completeness and accuracy of information; follows up with subjects to resolve problems or clarify data collected.



## F. Qualifications:

<u>Personal</u>	<u>Technical</u>
<ul style="list-style-type: none"><li>• ability to work under pressure and manage multiple tasks</li><li>• Ability to communicate effectively, both orally and in writing.</li><li>• ability to plan and work independently without supervision</li><li>• proven communication and networking skills</li><li>• accuracy and reliability</li><li>• individual and team research skills</li><li>• ability to work in a multicultural team</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of planning and scheduling techniques.</li><li>• Skill in identifying and recruiting research subjects.</li><li>• Interviewing and ethnographic data collection skills.</li><li>• Experience in data analyzing and writing of research data based reports</li><li>• Ability to understand and apply specified field and/or laboratory research procedures and protocols.</li><li>• Ability to evaluate, verifies, and edit research data.</li><li>• Proficiency in Macedonian is a must</li><li>• Knowledge of Albanian is an advantage.</li><li>• Very good knowledge of civic organizations involved in HIV prevention and treatment in Macedonia</li><li>• Knowledge of local self government.</li><li>• Knowledge of the health sector. Particularly in HIV/AIDS prevention program on local level.</li><li>• University degree in humanities is an advanced.</li></ul>

## G. Distinguishing Characteristics

Position requires: a) independent travel to field sites; b) using established research protocol, procedures, and techniques to collect and/or prepare field data, c) following detailed protocol and procedures in the recording, processing, and routine analysis of field data; d) setting up and operation of relevant research equipment.

## H. Expected outputs/deliverables

The field researcher will deliver the following outputs in Macedonian language:

- Collected data according the designed methodology
- Time sheets for three months of hours worked on the assignment.



**I. Tentative work schedule / Duration of expertise**

<b>Activity</b>	<b>Home based (City) or in cross-border area</b>	<b>Duration</b>	<b>Deadline</b>
Training upon the field research methodology	Home based - Skopje	2 days Follow up is possible to be expected	At the beginning of March (optional)
Field research	Skopje Kumanovo Tetovo Gostivar	60 days	1 March – 30 April
Consultation process with the principle researcher	Home based	30 days	1 May –30 May

**J. Other Requirements / Competencies:**

- Excellent computer skills: research data analyzing software, Microsoft Office, Internet literacy.
- Ability to work within a team to share ideas and information. Ability to have good and easy relation with the different partners.
- Ability to determine priorities and to organize his/her works within tight deadlines.
- Initiative, creativity and team spirit should be shown.