**Terms of Reference (ToR)**

**Traineeship**

Pro Public focus of work is currently on peace research, infrastructure for peace (I4P), data evaluation and analysis, training design including trainings for local government, advocacy planning, project planning and Nonviolent Communication (NVC). Hence, we are looking for a trainee who would like to support us in these fields and deepen his or her understanding in these areas.

We offer opportunities to learn and deepen the understanding of research methodology, especially data analysis with the program SPSS, which is widely used in social sciences, and qualitative data analysis; Nonviolent Communication; support training design; insights into the work of a well-established NGO in peace building and conflict transformation field. The depth of trainee’s involvement will also depend on the interest, ability and duration of the traineeship.

**Functions/Duties and Outputs:**

* Support Civil Peace Service team in project development, design, implementation, and reporting;
* Data entry and analysis of training and field-based data, along with required research activities completed and ongoing at Pro Public;
* Support Local Professional in coordination with different vendors and logistics for activity level project implementation;
* Support Local Professional in managing Monitoring & Evaluation through data entry of pre/posttests, follow up and case studies;
* Compiling and documenting best practices, lessons learnt, experiences and stories on key thematic development areas of Pro Public i.e. peace-building and conflict transformation;
* English to Nepali and vice versa translation and transcription;
* Provide support to the Pro Public’s Nonviolent Communication practice sessions, seminars, workshops, conferences, where applicable;
* Maintain punctuality and communication with Pro Public team, Local Professionals;
* Carry out other duties that may reasonably or exceptionally be required to ensure the smooth operation of the project as suggested by Local Professionals and the Executive Director.