

## Terms of Reference

### INTERNSHIP, GLOBAL REACH INTER-SECTOR UNIT IN GENEVA, SWITZERLAND (HQ) (22|HQ|AI01)

#### BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

REACH was born in 2010 as a joint initiative of two International NGOs (IMPACT Initiatives and ACTED) and the United Nations Operational Satellite Applications Programme (UNOSAT). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

For more information visit: [www.impact-initiatives.org](http://www.impact-initiatives.org) and [www.reach-initiative.org](http://www.reach-initiative.org).

**We are currently looking for an Intern to join the IMPACT Initiatives team in Geneva, Switzerland.**

<b>Position:</b>	<b>REACH Assessment Intern (Humanitarian Situation Monitoring)</b>
<b>Department:</b>	REACH Inter-Sector Unit (ISU)
<b>Supervisor:</b>	Senior Assessment Officer
<b>Duration:</b>	6 months
<b>Start date:</b>	15 March 2022
<b>Location:</b>	Geneva, Switzerland

#### FUNCTIONS

Under the supervision of the global REACH ISU Senior Assessment Officer based in Geneva HQ, the Intern will support the implementation of ISU's 2022 work plan, with a particular focus on activities relating to REACH Humanitarian Situation Monitoring (HSM) or any other activities as required. The focus of day to day tasks of the internship will be determined based on the intern profile and current priorities as determined by supervisors, and could include:

- Desk research;
- Supporting the development of research tools and guidance materials;
- Supporting the consolidation of information from country missions;
- Supporting the preparation of presentations and trainings;
- Participating in and contributing to meetings, including taking minutes;
- Providing other support to IMPACT Departments/ Units as required;

## INTERNSHIP OBJECTIVES

- Develop capacity relating to global policy and advocacy activities in the humanitarian sector, and to knowledge management and technical support to IMPACT country missions;
- Gain exposure to research practices in the humanitarian sector, including various research methodologies and tools
- Develop thematic knowledge in specific thematic or geographical areas of interest within the humanitarian and international development sector;
- Gain practical experience in the international humanitarian coordination system, and develop in-depth understanding of today's major humanitarian crises, their main drivers and consequences, and resulting humanitarian needs;

## REQUIREMENTS

### Required:

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline (International Relations, Political Sciences, Social Research, Economics, Anthropology, Assessment, Monitoring & Evaluation or similar);
- ❖ Fluency in English, written and oral;
- ❖ Strong motivation and interest in working with research in the humanitarian and development sector;
- ❖ Excellent communication and drafting skills;
- ❖ Attention to detail and commitment to producing high quality work;
- ❖ Openness to feedback and willingness to learn;
- ❖ Ability to manage time effectively and work in a fast paced, results oriented working environment;
- ❖ Ability to work independently, with initiative, and strong capacity to work in an intercultural team;
- ❖ Good working knowledge of Microsoft Office, especially Excel;

### Desirable:

- ❖ Familiarity with the humanitarian system and global humanitarian policy frameworks;
- ❖ Proficiency in French or a second relevant language an asset;
- ❖ Interest in an extended career of research within the humanitarian and development sector, especially the desire to move to a field-based position upon the successful completion of the internship;
- ❖ Experience with primary research, especially in an international context;
- ❖ Experience with programs under Adobe Creative Suite package (InDesign, Illustrator, and Photoshop).