

## TERMS OF REFERENCE

### LEARNING & DEVELOPMENT INTERN IN GENEVA, SWITZERLAND (HQ)

(Reference: 23|HQ|RI03)

#### BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises of specialists in research design; data collection, management and analysis; GIS and remote-sensing. For more information visit: [www.impact-initiatives.org](http://www.impact-initiatives.org) and [www.reach-initiative.org](http://www.reach-initiative.org).

#### POSITION OVERVIEW

We are currently looking for a Learning & Development Intern to join IMPACT's global Research Team in Geneva, Switzerland.

**Position:** Learning & Development (L&D) Intern  
**Department:** Research  
**Supervisor:** Senior Research Officer – L&D  
**Duration:** Six months  
**Start date:** May or June 2023  
**Remuneration:** 1,300 CHF gross per month  
**Location:** Geneva, Switzerland

The overall objective of the Research Department is to ensure all IMPACT research cycles are meeting/ exceeding internal standards, wider academic research standards and overall research ethics in the research methods, data processing/ analysis, data interpretation/ visualisation and research reporting practices being used. In order to achieve this objective, the L&D team, under the supervision of the Monitoring, Evaluation and Learning (MEL) Unit Manager, is in charge of the design and implementation of IMPACT's research-specific capacity building activities, such as IMPACT's Research Foundational Learning Programme (FLP), whose roll-out is planned for June 2023. IMPACT's Research FLP aims to familiarise all new, incoming staff with existing tools and guidelines for research implementation within IMPACT (including research design, data processing and analysis, and drafting of information products), while also promoting their technical and strategic understanding of priority programmatic workstreams such as the REACH Multi-Sector Needs Assessments (MSNAs). The L&D intern will support with the smooth roll-out of the Research FLP, including piloting and testing newly developed content and migration to the online learning management platform, supporting with the development of the introduction video, among others. Once the first version of the Research FLP is rolled out, s/he will support with version 2, developing new content as well as improving existing one based on user feedback. S/he will also support the Senior Research Officer – L&D during the inception phase of the development of a Massive Open Online Course (MOOC) on Humanitarian Research and Analysis, in particular supporting with the mapping of learners' interests and of external platforms to host it, as well as the development of the learning plan.

## INTERNSHIP OBJECTIVES

- Develop capacity in learning and development, and designing and implementing trainings for adult professional audiences, with a specific focus on asynchronous learning and instructional design
- Gain practical experience with a e-learning authoring software (Articulate 360) and with an online learning management platform (e.g. Talent LMS)
- Build understanding of key challenges and related learning needs vis-à-vis research implementation within the humanitarian and international development sector
- Gain exposure to primary research in fragile and conflict settings, including research design, data processing and analysis, reporting of research findings and monitoring and evaluation

## TASKS

The L&D intern shall:

- Support with the roll-out of IMPACT's Research FLP by piloting and testing developed modules, migrating content onto a online learning management platform and providing any other support needed to ensure timely roll-out of the first version of the FLP
- Contribute to the revision and the expansion of the Research FLP once version 1 is launched, through incorporating user feedback and improving the content and delivery of existing modules as well as developing new modules for newly developed guidance or for topics not prioritized for version 1, as agreed with the MEL Unit Manager and (Senior) Research Officers - L&D
- Support with the inception phase of a MOOC on Humanitarian Research and Analysis, by contributing to defining the scope and the curriculum of the online training, including through consulting with relevant stakeholders and mapping of interests and needs of potential learners, and by mapping external platforms that could host the MOOC
- Contribute to the capitalisation of best practices/ lessons learned for increased research quality within IMPACT
- Support with the conduct of pilots or trainings, including by developing presentations or content material if needed
- Participate in and contribute to meetings, including taking minutes
- Support the (Senior) Research Officers – L&D with other relevant tasks, as required

## REQUIREMENTS

### Required

- Good academic qualifications, including a Bachelor or Master's degree in relevant discipline (e.g. Design, Visual Communication, Business, Pedagogy, Social Science, etc.)
- Strong motivation and interest in capacity strengthening and improving research in the humanitarian and development sector
- Fluency in oral and written English
- Openness to feedback and willingness to learn
- Ability to manage time effectively and to thrive in a fast paced, results-oriented environment
- Attention to detail and commitment to producing high quality work
- Ability to work independently, with initiative, and strong capacity to work in intercultural team
- Ability to communicate clearly and effectively, including in remote work settings

### Desired

- Fluency in French and/ or Spanish

# IMPACT

Shaping practices  
Influencing policies  
Impacting lives

- Prior experience in designing and implementing trainings for adult professional audiences, preferably within the humanitarian or development sector
- Good working knowledge of and experience with Articulate 360 or similar e-learning authoring software
- Prior experience managing / working with an online learning management platform (e.g. Talent LMS)
- Good understanding of research methods within the field of social sciences (quantitative and qualitative)
- Advanced working knowledge of Microsoft Powerpoint and relevant add-ons (e.g. iSpring Suite)