

Terms of Reference

INTERNSHIP, REACH GLOBAL EMERGENCIES UNIT IN GENEVA, SWITZERLAND (HQ)

(Reference: 24/HQ/GEUI01)

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 and www.reach-initiative.org.

We are currently looking for an Intern to join the Global Emergencies Unit at IMPACT Initiatives in Geneva, Switzerland.

Position:	REACH Intern
Department:	REACH, Global Emergencies Unit (GEU), Research & Development team
Supervisor:	Senior Assessment Officer
Duration:	6 months
Start date:	ASAP
Location:	Geneva, Switzerland
Remuneration:	1'450 CHF/month

FUNCTIONS

Under the supervision of the global REACH GEU Senior Assessment Officer based in Geneva HQ, the Intern will support the implementation of the GEU 2024 work plan, with a particular focus on research & development activities contributing to global emergency programmes, 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 tools and guidance materials, including relating to data collection and analysis methodologies for emergency assessments
- Supporting research design and implementation activities, such as methodological validation studies and research related to the humanitarian information system;

- Supporting the consolidation of information from country missions;
- Supporting the preparation of presentations and trainings;
- Participating in and contributing to meetings, including taking minutes;
- Supporting crisis monitoring and response during emergencies, including internal surge to the Real Time Monitoring or Emergency response pillars;
- Providing other support to IMPACT Departments/ Units as required;

INTERNSHIP OBJECTIVES

- Develop capacity relating to knowledge management and technical support to IMPACT country missions – with a focus on research and development for emergency assessment approaches;
- 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;
- Develop capacity to move to a full-time field-based position to conduct primary research within the humanitarian and international development sector;

REQUIREMENTS

Required:

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline (International Relations, Political Sciences, Humanitarian Studies, Development Studies, Data Sciences, Economics, Social Research, 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:

- ❖ Knowledge of and practical skills in statistics and data analysis, including experience with statistical analysis software (in particular R) a strong asset;
- ❖ 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);
- ❖ Experience with report drafting, communication and programs under Adobe Creative Suite package (InDesign, Illustrator, and Photoshop) is an asset

COMPENSATION AND BENEFITS

- For this position, the internship stipend is 1'450 CHF monthly (before income tax). NB - IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education and experience of staff. A contribution to medical insurance of 450 CHF per month is already included in the salary figure.
- Applicants must hold a valid work permit for Switzerland or be EU/EFTA citizens
- The candidate selected for the internship position will have to sign an internship agreement. Due to Swiss regulations, the internship agreement needs to also be signed by the intern's current or last university.
- Up to 40% of remote work on a weekly basis