

TERMS OF REFERENCE

PROJECTS AND PARTNERSHIPS INTERN

(Reference: 25|HQ|INT01|EXT)

ABOUT IMPACT AND REACH

[IMPACT Initiatives](#) is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, which includes i) the REACH Initiative aimed at facilitating the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts, ii) the PANDA Initiative aimed at directly supporting key aid actors in improving the effectiveness, efficiency, and efficacy of their programmes, and iii) the AGORA Initiative aimed at promoting localised and multi-sectoral aid action in support of the recovery and stabilisation of crisis-affected communities.

The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of [Acted](#) and 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.

OVERVIEW

We are looking for a Projects and Partnerships Intern to join our team in HQ.

Supervisor:	IMPACT Head of Projects and Institutional Partnerships, with functional links with the 2 managers
Position:	Projects and Partnership Intern
Contract duration:	6 months
Location:	Geneva, Switzerland
Remuneration:	1'450 CHF gross per month
Starting Date:	asap

FUNCTIONS

The Projects and Partnerships Intern will report to the Head of Projects and Institutional Partnerships, but will work closely with the 2 managers composing the unit 1) the Projects and Funding Manager, and 2) an Institutional Partnerships Manager. Following the recent US freeze, the department has undergone a restructuring with several functions being decentralised at regional hub level, with which the intern will also closely interact.

Based on these terms of reference and initial briefings, the selected candidate will progressively take on more responsibilities during the internship period, based on performance.

The Projects and Partnerships Intern will be responsible for:

FOLLOW UP OF PROCESSES RELATED TO PROJECT CYCLE MANAGEMENT (PCM)

- Support the unit in keeping the department's knowledge management tools updated – most notably the PCM Database – on a continuous basis.
- Support project-related tools and processes on a rolling basis, including but not limited to analysis of donor contracts and requirements, project codes, project cards, kick off meetings, follow up of performance / contractual indicators.
- Support the formalisation of external partnerships (specifically review and follow-up of grant agreements with IMPACT's global partner Acted)
- Contribute to the development of internal guidance, tools, and templates.
- Assist with review and validation of external documents, such as donor proposals and donor reports.

SUPPORT TO FUNDRAISING

- Monitor and track potential funding opportunities through IMPACT's tender monitoring framework.
- Analyse potential funding opportunities and liaise with HQ team and field missions to support the decision-making process on funding applications.
- Support with the preparation of specific funding applications.
- Support the preparation of due diligences and other vetting processes for donor registration.
- Develop / consolidate project past performances.

SUPPORT TO PARTNERSHIP MANAGEMENT

- Support to the development and review of unfunded partnerships, notably by contributing to updating the consolidated database.
- Support the consolidation and review of due diligence exercises required by upstream partners
- Support to the monitoring of due diligence of funded downstream partners.

REQUIREMENTS

- ❖ Studies related to a relevant field such as International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar.
- ❖ Excellent written and spoken English, and ideally good working level in French.
- ❖ Good working knowledge of Microsoft Office 365.

- ❖ Proven experience of copywriting and editing articles, reports and presentations.
- ❖ Academic exposure to Grant management, Project Cycle Management and/or monitoring and evaluation.
- ❖ Attentive to detail, rigorous and organised.
- ❖ Proactive team player with the ability to think and work independently.
- ❖ Ability to work in a dynamic, multicultural environment, to work under stress and to meet tight deadlines.
- ❖ Fast learner and resourceful individual, able to take on a challenge and try new approaches.
- ❖ Previous experience in the non-profit sector and understanding of the humanitarian coordination system would be a plus.
- ❖ Knowledge of donor/institutional funding mechanisms would be a plus.

COMPENSATION AND BENEFITS

- ❖ For this position, gross salary 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 520 CHF per month is already included in the salary figure.
- ❖ Insurance covering professional and non-professional accidents throughout the period of employment with IMPACT
- ❖ Health insurance, life insurance and repatriation assistance in case of field visits/temporary deployments
- ❖ Enrolment in IMPACT Initiatives Research Foundational Learning Programme within the first 3 months from the start of contract.
- ❖ Up to 40% of remote work on a weekly basis.