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| **Internship – Research Analyst Volunteer, Programme Team** |

**Reports to:** Monitoring, Evaluation, Learning & Technical Manager

**Location:** London, United Kingdom

**Please express your interest by:** 13th July 2018

**Languages Required:**  English

**Starting date:** July/August 2018

**Duration:** 3-6 months (flexible)

**Salary:** Volunteer position, reimbursable expenses (lunch and travel) covered

**Expected weekly contribution:** 2 days minimum. Days are flexible but ideally we would like someone to be based in our London offices on Monday/Tuesday/Wednesday. Working from home for one day will be considered.

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| **Background** |

Since 2003 the Hand in Hand network has worked in 14 countries, generating more than 3.4 million jobs. We’ve trained more than 2.29 million entrepreneurs, predominantly female, rural smallholder farmers in East Africa, Afghanistan and India. Our entrepreneurs have transformed 12.59 million lives for the better. Through working with women, we know that this has greater impact on overall household health and wellbeing. Additionally, through supporting female entrepreneurs we want to contribute towards reducing gender inequality where we work.

Hand in Hand International is based on Baker Street in central London. Our 15 UK staff work in close collaboration with our partners in the Hand in Hand network. Hand in Hand International provides strategic advice and programme support to implementing Hand in Hand offices, primarily in Kenya, Tanzania and Afghanistan. We are currently developing our evidence base for our programme methodology through our own and other sources – predominantly research reports.

We are now looking for an intern to support both our research and analysis of our programme results.

The volunteer will be required to carry out research to understand:

* What evidence gaps do we have related to our programme model? For example, we deliver a microfinance component in our programme however, the evidence from microfinance programming is mixed. How can we ensure that our approach to microfinance is effective?
* Read development reports on a range of topics (Savings Groups, Microfinance, Climate Smart Agriculture, Gender equality, Enterprise development, Economic Development) and summarise and present lessons to team staff;
* Analysis of our current programme data in order to ensure we are maximising our understanding of the impact of our programmes.

We are looking for a natural self-starter with excellent analytical, organisational and research skills. We are aware that interns need to balance gaining experience, often with fulltime study or work and so we wanted to offer a flexible opportunity to ensure we reach a wide range of candidates.

**What benefits do we offer?**

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* Opportunity to gain practical work experience at an international development NGO;
* Flexible opportunity that can fit around existing commitments for those already studying or working/or resident outside of London;
* Mentoring, career advice and support about the international development sector.

Many of our volunteers have progressed to fulltime work within the NGO sector or have continued on with their studies.

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| **Task Description** |

**The Research Analyst Volunteer tasks:**

* Work with the MEL and Technical Manager to clarify the list of programmatic evidence gaps i.e. gender, climate smart agriculture, micro-finance etc.;
* Draw up a work plan and clarify outputs in order to address these evidence gaps;
* Research the evidence gaps from sources such as World Bank, UN, IFAD, other NGOs and produce short reports on a range of topics e.g. ‘Microfinance for Women: What the evidence tells us’;
* Do short summaries of key development reports related to the identified evidence gaps;
* Work with our Programme Finance and Analysis Manager to carry out analyses of our primary programme data to gain a deeper understanding of our programmes in Afghanistan and East Africa.

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| **Profile**  We believe that, in order for you as an volunteer to get the most out of your time with Hand in Hand International, you should have the following background. | | |
| **Skills:**   * Strong communication skills (written and oral); * Excellent analytical and research skills; * Familiarity with or interest in research on international development and gender, poverty, economic development, climate change; * Ability to critically review the quality of the evidence; * Ability to present findings in a clear, structured and informative way; * Ability to coordinate effectively with colleagues to extract and consolidate relevant information; * Commitment to accuracy, attention to detail and follow-through; * Proficient in Microsoft Office suite particularly Excel (however, training can be provided).   **Personal attributes:**   * A natural self-starter who enjoys working independently; * Well organised; * Delivers work on time and to high quality; * Good attention to detail; * Ability to take direction and receive constructive feedback.   **Education:**  Completed or ongoing University Degree or MA; MSC in International Development, Economics, Gender; Social Sciences or other related field.  **Experience:**   * Experience of carrying out research; * Track record of presenting information in clear and concise way (examples will be requested); * Understanding of and interest in international development issues.   **Language:**  Fluency in written and spoken English. | | |
| **How To Express Your Interest and Inquires** | | |
| **Apply:** | Please send your CV and a supporting statement (no more than 1 A4 page) outlining why you would like to join Hand in Hand International as a volunteer to: [apply@hihinternational.org](mailto:apply@hihinternational.org). We will meet with potential candidates on rolling basis |
| **Please visit our website:** | [www.handinhandinternational.org](http://www.handinhandinternational.org) |
| **For general inquiries please contact:** | Elisabeth Marriott  Phone: 0207-514 5091, e-mail: [emarriott@hihinternational.org](mailto:emarriott@hihinternational.org) |
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