

## **Annex A: Terms of Reference (TOR) Research Intern**

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**Position Title:** Research Intern

**Location:** Nairobi, Kenya (Hybrid – remote and in-office as required)

**Duration:** Three (3) months with possibility of extension based on performance and programme requirements

**Reports to:** Programme officer Research and Policy

**Start Date:** TBD

**Type of Contract:** Short-term, internship

### **1. Introduction**

The Partnership for African Social and Governance Research (PASGR) is an independent, non-partisan pan-African, not-for-profit organization established in 2011 and located in Nairobi, Kenya. Currently engaged in more than 26 African countries, PASGR works to enhance research excellence in governance and public policy that contributes to the overall wellbeing of women and men. Our core programmes include Research, Capacity Development and Training, both geared towards promoting evidence-informed policymaking and good governance in Africa. As part of our ongoing commitment to nurture the next generation of African researchers and strengthen evidence systems, PASGR seeks to recruit a Research Intern to support the implementation of research and policy activities across different projects. This position offers a unique opportunity for early-career professionals or students pursuing their graduate level studies, to gain hands-on experience in applied policy research, from fieldwork planning and logistics management, data entry, cleaning and analysis, and evidence translation and dissemination. The selected persons will enjoy working in collaboration with distinguished scholars in Africa and leading African researchers and practitioners across the continent.

### **2. Purpose of the Role**

The Research Intern will work closely with PASGR's Research and Policy team to provide technical and administrative support in the design, implementation, and communication of research projects. The intern will work under a designated Programme Officer or Principal Investigators for mentorship, and contribute to reviewing of synthesis reports, conducting literature reviews, supporting fieldwork planning, engaging in data management, supporting report writing, and participating in stakeholder engagement, with opportunities for professional growth and mentorship.

### **3. Key Duties and Responsibilities**

#### **a) Research Support**

- Support research teams in qualitative and quantitative data collection, management, and analysis.

- Conduct literature reviews and evidence synthesis on different aspects of governance, public policy, and social development topics.
- Assist in the preparation of research tools, survey instruments, and fieldwork logistics.
- Participate in drafting sections of reports, policy briefs, and presentations.

#### **b) Knowledge Translation and Learning**

- Support the preparation of communication products such as infographics, blogs, and summaries of research findings.
- Assist in documenting lessons learned and success stories from ongoing programmes.
- Support internal learning sessions and knowledge-sharing initiatives within PASGR and partner institutions.

#### **c) Administrative and Logistical Support**

- Provide logistical and coordination support for meetings, workshops, and convenings.
- Support the organization of virtual and in-person events and follow-up documentation (minutes, reports).
- Maintain organized digital and physical records of research outputs and supporting documentation.
- Any other administrative duties as may be assigned.

### **4. Safeguarding**

All interns at PASGR will be required to sign and abide by the organization's official position statement on exploitation and abuse, which includes a zero-tolerance policy for sexual exploitation and abuse. PASGR's commitment to safeguarding includes its employees as well as all those with whom it comes into contact through its work. All interns who work for PASGR and its consortium members will be required to sign and abide by PASGR's Data Protection Policy.

### **5. Qualifications and Competencies**

#### **a. Essential Qualifications:**

- A Bachelor's degree or Masters' Degree in Social Sciences, Economics, Public Policy, Statistics, Development Studies, or related field from a recognized institution.
- Demonstrated interest in governance, social policy, and evidence-informed decision-making.
- Basic understanding of research design, data collection, and analysis techniques.
- Proficiency in **Microsoft Office Suite (Word, Excel, PowerPoint)**
- Excellent written and verbal communication skills in English (French proficiency is an added advantage).
- High attention to detail, good organizational skills, and ability to work independently under minimal supervision.

#### **b. Desirable:**

- Experience with qualitative or quantitative fieldwork (e.g., interviews, focus groups, or surveys).
- Familiarity with African governance and development issues.
- Commitment to teamwork, ethical standards, and continuous learning.

## 6. Learning and Growth Opportunities

The internship is designed as a practical learning opportunity for emerging researchers to:

- Gain hands-on experience in applied policy research and knowledge translation.
- Receive mentorship and supervision from PASGR's experienced researchers.
- Build networks with practitioners, policymakers, and academics across Africa.
- Strengthen analytical, communication, and project coordination skills in a dynamic policy research environment.

## 7. Duration and Remuneration

This is a three-month full-time position, with the possibility of extension based on performance and institutional needs. The intern will receive a stipend to support living expenses during the engagement period.

## 7. Application Process

Interested candidates should submit:

1. A **cover letter with the title - Research Intern** highlighting their motivation and relevant experience.
2. A **CV (maximum 3 pages)** with contact information for three referees.
3. A **writing sample** (academic paper, blog post, podcast, report excerpt, or policy brief, maximum 5 pages).

Applications should be sent to [recruitment@pasgr.org](mailto:recruitment@pasgr.org) no later than 5:00 pm EAT the 12<sup>th</sup> December 2025.

Only shortlisted candidates will be contacted.

***PASGR is an equal opportunity employer.***