

Job description

Intern: Inclusive Growth and Resilience practice

About us

IPE Triple Line is a UK-based consultancy providing specialist professional services across a range of sectors and disciplines to help meet the challenges of international development. Since its establishment in 1999, IPE Triple Line has completed more than 300 assignments for donors in the international development arena, including particular experience in monitoring and evaluation. IPE Triple Line is a part of the IPE Global Group which has offices in India (Global Headquarters), Kenya, Ethiopia and Bangladesh.

IPE Triple Line has a new opening for a three month internship over the summer in our Inclusive Growth and Resilience (IGR) practice, based in our London office. In our IGR practice we design, implement and evaluate programmes that address market failure, promote inclusive growth and reduce poverty in developing countries and fragile states. We work with governments, donors, foundations, development banks, financial intermediaries and businesses.

About the job

As an intern, your primary role will be to support the IGR team in the delivery of a large evaluation assignment, through conducting research, collecting and analysing data, and supporting project management functions. As a core member of the project team you will have the opportunity to participate in stakeholder interviews, undertake analysis and draft client deliverables.

In addition, you will provide research support to the broader IGR portfolio of technical work, and will assist on business development by helping to identify new business opportunities, finding the right team, and assisting in writing methodologies for proposals.

We are looking for someone who is passionate about the role the private sector and markets play in international development, a committed team player with excellent writing ability and with the confidence to take the initiative.

Key responsibilities

- Working on a major evaluation of an international innovation support programme in the agricultural sector. This includes background research, survey design and administration, scheduling of meetings and interviews with stakeholders, data analysis and assistance with drafting of deliverables for the client.
- Assistance in the preparation of bids and proposals, including competitor market analysis, identification of opportunities, outreach to external consultants, support to proposal writing, and budget and workplan development.
- Research to support both business development and ongoing technical work, including literature reviews, country analysis, quantitative data collection and tracking procurement opportunities
- Technical support to ongoing projects, including data analysis, report writing, quality assurance, and the editing and review of proposals, reports and presentations.

Qualifications and Experience

Essential	Desirable
Undergraduate degree in a relevant discipline	Currently studying towards or holding a Masters degree in a relevant discipline
Self-starter who has the ability to plan, prioritise and manage workload effectively with limited supervision (within a clear remit)	Experience or interest in agriculture and international development, in particular market systems development
Must be organised, with the ability to work under pressure and meet strict deadlines	Experience or interest in working in monitoring and evaluation
A team player who is a fast learner, flexible, and able to adapt to changing priorities	Experience working (or interning) in a consultancy environment
Excellent standard of written and spoken English	
Some experience in conducting desk based research and in undertaking quantitative analysis	
Advanced MS office skills (e.g. MS Word, Excel, PowerPoint)	
Eligible to live and work in the UK	

Interested candidates may apply by sending a short CV (max 2 pgs) and cover letter (max 2 pages) to Daria.Dubovitskaya@tripleline.com by 6 May 2019. In your cover letter, we would also like to hear your views (~300 words) on how supporting innovation can lead to increased economic growth in developing countries.

Our plan is to hold interviews on a rolling basis as applications are received, with a start date as soon as possible but by 3 June 2019 at the latest.

The internship will run for a fixed period of 3 months (i.e. until end-August), with the possibility of a one month extension based on mutual agreement. The internship is envisaged to be full time over that period although we are willing to consider flexible part-time arrangements (with a minimum of 28 hours per week) for the right candidate.

This is a paid position, and remuneration will be at the London Living Wage, currently GBP £10.55 per hour.