

Junior Research Analyst / Assistant (Apprenticeship)

Number of Positions: 4

Location: Kathmandu, Nepal

Duration: As per the IIDS Apprenticeship Policy

About IIDS

The Institute for Integrated Development Studies (IIDS) is Nepal's leading independent, non-partisan public policy think tank dedicated to generating evidence, fostering informed dialogue, and supporting evidence-informed policymaking. For over four decades, IIDS has worked closely with government, development partners, the private sector, academia, and civil society to address Nepal's most pressing development challenges through rigorous research, policy engagement, and knowledge dissemination.

The Center for Economic Policy (CEP) conducts research and policy engagement on macroeconomics, trade and investment, private sector development, tourism, agriculture and food systems, public finance, labor markets, digital economy, and other emerging economic policy issues.

If you are curious about how economic policy is researched, debated, and translated into real-world decisions in Nepal, this apprenticeship offers a unique opportunity to gain first-hand experience in one of the country's leading policy institutions.

Position Summary

The Center for Economic Policy is seeking enthusiastic, intellectually curious, and motivated individuals who are passionate about understanding Nepal's economic and development challenges through evidence-based policy research.

As an apprentice, you will gain hands-on experience across the policy research process—from identifying and analyzing evidence to engaging with stakeholders, supporting policy dialogues, organizing events, and communicating research findings. You will work alongside experienced researchers and policy practitioners while contributing to projects that address some of Nepal's most important economic policy issues.

This apprenticeship is designed for individuals who enjoy asking questions, seeking evidence, working with people, and communicating ideas. It offers exceptional exposure to Nepal's policy ecosystem and provides a strong foundation for careers in public policy, research, development, consulting, government, or higher studies.

Areas of Work

- Macroeconomic policy

- Trade and investment
- Private sector development
- Tourism
- Agriculture and food systems
- Labor markets and employment
- Public finance

Key Responsibilities

Research and Evidence Support

- Conduct literature reviews and gather information from government publications, research papers, policy documents, official databases, and other credible sources.
- Collect, organize, and synthesize qualitative and quantitative information to support research and policy analysis.
- Assist with field visits, stakeholder consultations, key informant interviews (KIIs), focus group discussions, surveys, and other research activities as required.
- Monitor economic and policy developments and prepare briefing notes, summaries, and background materials.
- Maintain research databases, references, datasets, and project documentation.

Policy Communication

- Contribute to policy briefs, research reports, presentations, articles, blogs, newsletters, and other knowledge products.
- Assist in preparing presentation materials and communicating research findings for diverse audiences.
- Support the development of communication materials, including website content and social media posts.

Stakeholder Engagement and Project Support

- Coordinate with government agencies, development partners, private sector organizations, academic institutions, and other stakeholders.
- Support the planning and organization of workshops, policy dialogues, consultations, meetings, and dissemination events.
- Prepare meeting notes, document discussions, and follow up on action points.
- Assist researchers with project implementation, coordination, logistics, reporting, and other operational activities.

Qualifications

- Bachelor's degree completed (Master's students or recent graduates are encouraged to apply) in Economics, Development Studies, Agriculture, Public Policy, Social Sciences, or a related discipline.
- Strong interest in Nepal's economic development and public policy.
- Demonstrated ability to conduct desk research and synthesize information from multiple sources.

- Excellent written and verbal communication skills in both English and Nepali.
- Proficiency in Microsoft Office applications.
- Familiarity with data collection methods and basic data analysis is desirable.
- Previous internship, volunteering, research, or project experience will be an advantage.

What We're Looking For

- Curious and eager to continuously learn.
- Analytical and able to think critically about policy issues.
- Comfortable gathering, verifying, and synthesizing information from multiple sources.
- Self-motivated, proactive, and willing to take ownership of assigned tasks.
- Comfortable engaging professionally with diverse stakeholders.
- Organized, detail-oriented, and able to manage multiple priorities.
- A collaborative team player who can also work independently.
- Flexible and adaptable in a dynamic work environment.

What You Will Gain

- Contribute to research and policy engagement on issues of national importance.
- Work alongside experienced researchers and policy practitioners.
- Gain exposure to interactions with government agencies, development partners, the private sector, academia, and civil society.
- Develop practical skills in policy research, stakeholder engagement, project management, policy communication, and professional writing.
- Strengthen your analytical, presentation, and communication skills through real-world assignments.
- Build a strong foundation for careers in public policy, development, research, consulting, government, or postgraduate studies.
- Outstanding apprentices may be considered for future opportunities at IIDS, subject to organizational needs and performance.