

Junior Research Analyst / Assistant (Education Content & Pedagogy)

About IIDS

The Institute for Integrated Development Studies (IIDS) is Nepal's leading independent, non-partisan public policy think tank committed to generating evidence, fostering informed dialogue and supporting evidence-informed policymaking. Apprentices work alongside researchers on nationally significant policy issues.

Position Summary

This apprenticeship provides intensive exposure to the complete research cycle—from evidence collection and analysis to stakeholder engagement, policy communication and project implementation. The apprentice will work closely with senior researchers while strengthening analytical, professional and communication skills.

Areas of Work

- Research and evidence generation
- Policy analysis
- Knowledge products
- Stakeholder engagement
- Project coordination

Key Responsibilities

- Support research on foundational learning in Nepal through desk reviews and evidence synthesis.
- Develop, adapt, review and pilot age-appropriate learning resources for Grades 3–5 aligned with national curriculum where applicable.
- Assist in designing lesson plans, teacher support materials, worksheets and assessment tools.
- Review national and international literature on foundational literacy, numeracy and pedagogy.
- Support classroom observations, consultations, FGDs and stakeholder meetings.
- Contribute to reports, policy briefs, presentations and communication materials.
- Coordinate documentation, meeting notes and project tracking.

Qualifications

Bachelor's degree completed (Master's students or recent graduates encouraged) in Education, Social Sciences, Development Studies or related. Strong written and verbal communication in English and Nepali. Proficiency in Microsoft Office; relevant internship or research experience is an advantage.

What We're Looking For

- Intellectual curiosity and commitment to learning.
- Strong analytical and critical thinking skills.
- Ability to synthesize information from multiple sources.
- Excellent organizational and time-management skills.
- Ability to work independently and collaboratively.
- Professionalism, initiative and attention to detail.

What You Will Gain

- Hands-on experience in policy research.
- Exposure to government, academia, development partners and private sector.
- Experience in field research, data analysis and policy communication.
- Improved report writing, presentation and stakeholder engagement skills.
- Strong foundation for careers in public policy, research and development.

Junior Research Analyst / Assistant (Data Analysis & Quantitative Research)

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Areas of Work

- Research and evidence generation
- Policy analysis
- Knowledge products
- Stakeholder engagement
- Project coordination

Key Responsibilities

- Support quantitative research projects across IIDS thematic areas.
- Clean, validate, code and manage survey and secondary datasets.
- Conduct descriptive statistical analysis and assist with advanced analysis under supervision.
- Prepare tables, charts, dashboards and data visualizations.
- Support questionnaire design, data quality assurance and documentation.
- Assist in drafting analytical notes, policy briefs and research reports.
- Maintain datasets, codebooks and reproducible documentation.

Qualifications

Bachelor's degree completed (Master's students or recent graduates encouraged) in Economics, Statistics, Data Science, Public Policy or Quantitative Social Sciences. Strong written and verbal communication in English and Nepali. Proficiency in Microsoft Office; relevant internship or research experience is an advantage.

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Junior Research Analyst / Assistant - Teachers, AI, and Education Policy (Apprenticeship)

Center: Human Assets (Education)

Number of Position: 1

Location: Dhumbarahi Marg, Kathmandu, Nepal

Duration: 6 months and can be extended after evaluation

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.

IIDS presents the Center for Human Assets (CHA), dedicated to the advancement of human development. Our mission is rooted in the pursuit of expanding individuals' freedoms and opportunities, primarily through the lens of capabilities. Employing a human-centered research approach, CHA places a strong emphasis on methodological rigor, combining qualitative and quantitative methodologies to generate robust empirical evidence. CHA is centered around three core thematic areas: education and skills, health and nutrition and social protection. For this position, you will be focusing on education and skills.

Position Summary

The Center for Human Assets is seeking enthusiastic, intellectually curious, and motivated individuals who are passionate about understanding Nepal's education sector and its 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 engage 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 education 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

You will be supporting two main projects:

Teachers' Study in Nepal: Voices of Teachers

The objective of this study is to conduct comprehensive research that amplifies voices of teachers and address the challenges faced by teaching professionals in Nepal. The study aims to capture the voices of teachers, delve into their social realities, hopes, aspirations, and fears, and use this knowledge to develop effective frameworks and interventions that contribute to improving learning outcomes. Find more information by clicking in the link [here](#).

AI Education Policy: Strategies to Balance Digital Equity, Pedagogical Integrity, and Workforce Alignment for Nepali's Higher Education

AI governance in Nepal's higher education sector remains fragmented, with institutions adopting inconsistent policies. While Kathmandu University permits AI use for coursework with instructor approval and disclosure, and Tribhuvan University leaves coursework policies to individual instructors, both prohibit AI during examinations. Although the National AI Policy 2025 promotes AI integration in education, it does not establish a standardized framework for institutional implementation. This policy fragmentation creates uneven academic standards and raises concerns about the consistency and quality of higher education. The absence of a standardized institutional framework highlights the need to examine how AI policies are implemented across Nepalese universities and their implications for teaching, learning, and academic integrity.

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 educational 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 Education, Sociology, Development Studies, Economics, Public Policy, Social Sciences, or a related discipline.
- Strong interest in the intersection of education policy, teachers, and AI integration.
- Demonstrated ability to conduct desk research and synthesize information from multiple sources.
- Excellent written and verbal communication skills in English.
- 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.