

Position: Research Assistant

Company: The ICMIF Foundation

Reports To: Research and Training Consultant

Type of Employment: Consultancy (Part-time) (up to 15 hours a week)

The organisation:

The ICMIF Foundation (ICMIFF), established in 2015, supports mutual and cooperative insurers to develop and scale microinsurance programmes. It launched the 5-5-5 Strategy in 2016 to protect low-income communities and, in 2022, created the UNDP ICMIF Insurance Innovation Challenge (IIC) with UNDP's Insurance & Risk Finance Facility to expand inclusive insurance coverage.

In late 2025, to coincide with the UN International Year of Cooperatives, ICMIFF and the Microinsurance Network (MIN) launched a joint initiative to map mutual, cooperative and community-based organisations providing insurance or informal risk-sharing to underserved populations, strengthening understanding of how member-led models support financial resilience and help close the protection gap.

The role:

The Research Assistant will provide dedicated research and organisational support to the Research and Training Consultant. The role is centred on conducting detailed literature reviews, supporting data and document management, and helping identify process efficiencies for research-related workflows.

The tasks of the Research Assistant will include:

1. Conduct deep-dive literature reviews.
 - a. Identify relevant academic papers, market reports, or case studies.
 - b. Verify citations to ensure the data points in the references are accurate.
 - c. Summarize the key findings of the relevant studies found.
2. Assist in the collection and organization of reports gathered based on relevance to the study.
3. Identify ways to simplify data collection or filing methods to improve efficiency.

Rate per hour: To be discussed.

The profile:

You are a self-motivated and detail-oriented individual with strong analytical, organisational, and communication skills. You are comfortable managing multiple sources of information and producing clear summaries of complex topics.

Essential skills include experience in academic or market research, the ability to synthesise information and verify references, excellent written English, and strong document-management skills, along with a willingness to improve research processes and workflows.

Desirable experience includes familiarity with microinsurance, inclusive finance, or development research.

The role can be carried out online and outside of the UK.

How to apply:

If you are interested in this position, please email your CV and covering letter to foundation@icmif.org.

Closing date for applications: 23rd February 2026, 5pm GMT