



Adyan Foundation

ToR

Position: Research Intern

Name:

Email:

Reporting to: Project Manager

Name: Fadi Hachem

Email: fadi.hachem@adyanfoundation.org

Average Days per Month: Around 22 days per month (5 days per week)

Location: Adyan's Office, Beirut, Sin el Fil, Charles Helou Street, Riverside Building, 7th floor, Beirut

We are seeking a Research Associate to support research, monitoring, and advocacy efforts related to Human Rights, Freedom of Religion and Belief (FoRB), and Personal Status Laws in Lebanon. The ideal candidate will have a strong background in legal research, human rights documentation, and policy analysis. They will contribute to drafting reports, identifying key themes in existing research, and supporting knowledge-sharing activities.

Key Responsibilities:

1. Research & Analysis
 - Conduct legal and policy research on topics related to human rights, FoRB, and personal status laws in Lebanon.
 - Draft research briefs, reports, and policy papers on identified themes.
 - Analyze existing research to identify key trends, gaps, and emerging issues in FoRB and related fields.
2. Monitoring & Documentation
 - Track and document FoRB violations in Lebanon through media monitoring, reports, and stakeholder engagement.
 - Maintain a database of incidents and trends related to religious freedom and personal status laws.
 - Provide timely situation analysis based on monitoring data.



3. Event & Workshop Support
 - Assist in organizing research-related events, webinars, and workshops to disseminate findings and foster discussions.
 - Support the development of presentations and training materials on research topics.
 - Engage with relevant stakeholders, including academics, civil society organizations, policymakers, and religious leaders.
4. Reporting & Documentation
 - Take detailed notes during meetings, discussions, and events, summarizing key insights and recommendations.
 - Support in the development of advocacy materials based on research findings.
 - Assist in drafting donor and project reports related to research activities.

Duration:

The duration of this internship is 3 months with an average of 20 days per month. The intern is expected to follow the following work schedule:

- 25 hours per week to be distributed on 5 days (Monday – Friday)

Contract and Termination

This contract will start upon signing and ends three months after the signing date.

Any infraction of this contract, Adyan's Ethos and Code of Conduct, or any failure of the intern to commit to his/her role and responsibilities in the expected professional way, can lead to the termination of the contract, without any compensation.

Copyrights and confidentiality

All the data and information shared or produced in the framework of this contract are exclusively the property of Adyan Foundation. The intern should commit to full confidentiality.

Compensation

- Adyan will reimburse transportation fees as per the Lebanese official regulations on the matter.
- The internship is not paid.
- Reimbursement fees are to be paid at the end of each month.