



Request for applicants for IAI Science, Technology and Policy (STeP) Fellows and consultant for the IAI Directorate: Science Programs Division & Science Diplomacy Center

CONTEXT

The [Inter-American Institute for Global Change Research](#) (IAI), is an intergovernmental organization with 19 Parties in the Americas, it promotes transdisciplinary research and the enhancement of capacities to improve public awareness and provide information to governments to support policy relevant to global environmental change (GEC), based on scientific excellence, international and intersectoral cooperation, and the open exchange of knowledge.

The [IAI Science, Technology and Policy \(STeP\) Fellowship Program](#), is an innovative and strategic international program placing early-mid career scientists in public or private host institutions to provide scientific information to support decision-making on global environmental change and sustainable development issues of national priority. STeP fellows are also placed within the IAI Directorate, where they support the work of an intergovernmental organization while developing practical, hands-on experience.

Through the STeP program, the IAI provides professional development training and international networking opportunities for Latin America and the Caribbean (LAC) policy makers and scientists to value and incorporate scientific evidence as part of the decision-making process and to become leaders and active agents of systemic change in their countries. In addition to the scope of work, the selected fellow will participate in the IAI STeP professional development training program in science diplomacy, science communication, and transdisciplinary leadership designed to foster the development of future science advisors and the uptake of science to public and private policy in the Americas. Through collaboration with AAAS in the United States and Mitacs in Canada, North American fellows have also participated in the STeP program. STeP has established a unique Inter-American platform of fellows and policy host institutions. It has brought together scientists, policy and decision-makers to share knowledge and information and collaborate on how science can address national and regional development challenges. More information on the STeP Fellowship Program can be found here: <http://www.iai.int/en/step>

Detailed descriptions of the available opportunities are listed below.

GENERAL SKILLS & ELIGIBILITY

- Collaborative team member
- Excellent oral and written communication skills
- Education and experience related to global environmental change (GEC)
- Interest/ability to work with groups of researchers from diverse disciplines related to GEC and policy practitioners



- Working proficiency in English and Spanish is **required**. Fluency or working proficiency in another language of IAI member states is desirable (Portuguese, French).
- Knowledge of, and interest in, the science-policy interface, processes and the uptake of scientific knowledge to support evidence-based decision-making in the Americas.
- Early career researcher (currently in final year of PhD candidacy or within 7 years of completing a PhD degree or equivalent such as DrPh, EdD, DVM, MD, JD). Early career individuals with graduate degrees (master's degree equivalent) and ~5 years of relevant professional experience will also be considered.
- Priority will be given to citizens from IAI member states, official residents can apply and will be considered on a case-by-case basis (<https://www.iai.int/index.php/en/structure/focal-points#>)
- Ability to work remotely with a flexible schedule that ensures regular availability during core working hours in the Panama time zone (IAI headquarters), and availability to travel internationally when required.

The IAI is recruiting applicants to fill two (2) fellowship opportunities and one (1) individual consultancy to support the Science Programs Division and the Science Diplomacy Center. One fellow will support the Science Program Division, and one fellow will support the Science Diplomacy Center. The consultant will work with the STeP Fellowship program. More information is provided below for each opportunity.

INVITATION

The IAI Directorate invites eligible individuals to apply for the two (2) available full-time (40 hrs/week) fellowship opportunities and one (1) individual consultancy to support the development of professional development training to the STeP program and the Science Diplomacy Center, including components of science communication, science advisement, science-policy processes, and science diplomacy.

All applicants must provide the following:

- A cover letter (up to 2 pages) indicating which position they are applying for and why the candidate is qualified to perform the tasks (description of academic background, professional experience and interest, personal skills, and expertise to address the stated objectives). If the applicant would like to be considered for more than one open position, please indicate the order of preference.
- The cover letter should explain: 1) why the individual is interested in the work of the IAI Directorate, 2) how the applicant can support transdisciplinary science and/or science-policy-diplomacy leadership, 2) how the applicant will leverage his-her scientific or practical experience in fostering the uptake of science to support the work of the IAI Directorate and IAI Parties and collaborators, 3) demonstrate how he/she will leverage the STeP program professional development training and networking to advance their career, and 4) how the applicant can support capacity



building, science communication and regional collaboration, 5) finally, applicants should include a description of how they will engage with and enhance the network working at the science-policy-diplomacy interface with other professionals (fellows, host institutions supervisors, etc) in the Americas.

- Curriculum Vitae (CV) of up to 2 pages with 3 professional references.
- Short video of up to 2 minutes making his/her pitch for the application.

Special Notice

An impeccable record for integrity and professional ethical standards is essential.

IAI Directorate is a non-smoking environment.

The IAI Directorate places very high value on team work and collaborative work with other IAI staff, fellows, consultants and collaborators.

The IAI is committed to the principle of equal employment opportunity for all employees, it values equity and diversity and provides employees with a work environment free of discrimination, harassment and favoritism. It does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, or membership in an employee organization. Individuals from underrepresented groups are encouraged to apply. Please see the Gender, Equity, Diversity, and Inclusion Policy for IAI Scientific Projects and Capacity Building Activities:

<https://www.iai.int/en/news/detail/The-IAI-makes-public-its-EDI-policy>

DURATION

The intended start date for the STeP Fellows is between 3 August 2026, and the period of implementation of the fellowship is twelve (12) months, renewable for up to one (1) additional year.

For the consultancy, the intended start date is early August for a period of one (1) year.

DEADLINE FOR SUBMITTING APPLICATIONS

Please submit your complete application package—including your Cover Letter, CV, 3 professional references, and Pitch Video—in either English or Spanish by **July 22, 2026** at 23:00 hour of Panama City, Panama, through this form <https://forms.gle/tMZjZuzLyukbwqhs8> If you have any questions, please contact opportunities@dir.iai.int



FELLOWSHIP OPPORTUNITY 1:

Science Program Division Fellow

SCOPE OF WORK

The Fellow will support the IAI Directorate and the Science Division in the implementation of the Institute's Strategic Plan and Science Agenda. In particular, the Fellow will contribute to activities under the Strategic Plan objectives for which the Science Division is responsible, including: **i.** Leading and strengthening regional scientific cooperation on priority global environmental change issues identified by the Parties; **ii.** Promoting transdisciplinary research and knowledge production through a nexus approach to address priority global environmental change challenges; **iii.** Strengthening regional scientific, science funding, and science–policy interface networks; and **iv.** Enhancing the capacity of Parties to access, interpret, and use scientific information in decision-making related to global environmental change.

In support of these objectives, the Fellow will assist with project coordination, outreach and engagement activities, science–policy initiatives, capacity-building programs, and resource mobilization efforts, ensuring that knowledge generated through IAI activities is effectively communicated and applied in policy and decision-making contexts.

ACTIVITIES

- Support the effective implementation of IAI-funded projects through regular follow-up with project teams, fostering continued engagement, monitoring progress toward objectives, and ensuring adherence to contractual commitments, reporting requirements, and project milestones.
- Support the coordination of outreach and knowledge dissemination activities across ongoing and future research programs, including science–policy initiatives implemented by the IAI (e.g., Seed Grants, Belmont CRA's, GEF-funded projects, etc.). This includes facilitating the translation of scientific knowledge into policy-relevant outputs, strengthening science–policy interfaces, and promoting the uptake and application of research findings by decision-makers and other stakeholders.
- Contribute to the identification of funding opportunities and the preparation of grant and project proposals to support the IAI's research, science–policy, and capacity-building activities.
- Support the IAI's resource mobilization efforts by identifying funding opportunities and contributing to the development of grant and project proposals for research, science–policy, and capacity-building activities.
- Support interactions with non-academic actors, including Parties' focal points and representatives of governments and other intergovernmental organizations.

SPECIFIC SKILLS REQUIRED (IN ADDITION TO GENERAL SKILLS)



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- Educational background in environmental sciences, sustainability, public policy, or related fields.
 - Experience in implementing, coordinating, and/or managing research projects related to environmental sciences, sustainability, and/or public policy.
 - Experience working at the science–policy interface, including supporting the uptake of scientific knowledge in policy and decision-making processes.
 - Experience facilitating meetings, workshops, and collaborative processes, including the use of online communication and collaboration platforms (e.g., Teams, Zoom).
 - Experience with online learning platforms and virtual education tools (e.g., Moodle).
 - Experience preparing policy briefs, synthesis reports, and other communication products for non-academic audiences.
 - Experience contributing to grant and project proposal development and/or resource mobilization activities.
 - Experience in outreach, stakeholder engagement, and science communication.

FELLOWSHIP OPPORTUNITY 2:



STRENGTHENING SCIENCE DIPLOMACY IN GLOBAL ENVIRONMENTAL CHANGE ACROSS THE AMERICAS

SCOPE OF WORK

The fellow will assist the IAI Directorate and leading experts in science diplomacy with the development and management of the [IAI Science Diplomacy Center](#) (SDC) program and activities. The SDC is a regional initiative to foster science-policy dialogue and collaboration for a peaceful, prosperous and sustainable Americas. In the context of the IAI, science-diplomacy is grounded in the pursuit of scientific excellence, international cooperation, and the open access and exchange of scientific information relevant to global change to support policy and decision-making for the benefit of society. The center will be a platform to engage with professionals, institutions, and countries across the Americas by showcasing science diplomacy best practices and lessons learned through case studies from the region. The center will also provide training and support to scientists and policy makers from IAI Parties. The mission of the SDC is to enhance the capacity of Parties (IAI member states) to meet the mission and objectives of the IAI and the Sustainable Development Goals by strengthening the interface between science-policy and diplomacy, establishing a science diplomacy knowledge hub, and developing open, just, and equitable programs and activities for the Americas to meet the challenges of global change.

ACTIVITIES

- Support the development and coordination of innovative science diplomacy programs and activities including in-country training workshops and grants.
- Support the implementation of a virtual and in-person training curriculum including interactive and dynamic learning tools (such as a simulation game) on science diplomacy targeted for the Americas
- Support monitoring and evaluation of science diplomacy grants and trainings, including measuring the impact of the activities and write up findings for a scientific and policy audience (i.e. publication and/or a white paper) as well as other outreach products and communication activities.
- Support the development and engagement of IAI Parties and collaborators in the IAI Science Diplomacy Center activities, including new partnerships.
- Support initiatives in proposal writing and fundraising and assist in project/grant management.
- Other activities to improve the work, impact and visibility of the IAI Science Diplomacy Center.



SPECIFIC SKILLS REQUIRED (IN ADDITION TO GENERAL SKILLS)

- Background education and/or experience with science diplomacy or diplomacy.
- Experience in science-policy interface and the uptake of science to support policy and decision-making.
- Experience facilitating group meetings and simulation games (desirable)
- Experience with or interest in developing and implementing in person or virtual training.
- Experience with online education tools, learning management systems and virtual campus (desirable).
- Experience in writing policy briefs and other reports for policy audiences.
- Experience in fundraising.
- Experience in outreach and communications.

INDIVIDUAL CONSULTANCY:



STRENGTHENING SCIENCE DIPLOMACY IN GLOBAL ENVIRONMENTAL CHANGE ACROSS THE AMERICAS AND SUPPORTING THE PROFESSIONAL DEVELOPMENT OF THE STeP PROGRAM

BACKGROUND

The Inter-American Institute for Global Change Research (IAI) seeks an individual consultant to support the advancement of science diplomacy and capacity-building initiatives across the Americas through the IAI Science Diplomacy Center (SDC) and the Science, Technology and Policy (STeP) Fellowship Program.

The Science Diplomacy Center aims to strengthen the science-policy interface by promoting scientific cooperation, knowledge exchange, and evidence-informed decision-making to address global environmental change and sustainability challenges across the Americas. The Center serves as a regional platform for showcasing science diplomacy practices, fostering partnerships, supporting policy dialogue, and developing training opportunities for scientists, policymakers, and practitioners.

The STeP Fellowship Program complements this mission by preparing a new generation of transdisciplinary leaders capable of bridging science, policy, and society through professional development, mentorship, leadership training, and science diplomacy initiatives.

The consultant will contribute to both initiatives by supporting program development, curriculum design, partnership building, monitoring and evaluation, outreach, and resource mobilization activities.

SCOPE OF WORK

The consultant will provide technical and coordination support to the IAI Directorate, the Science Diplomacy Center (SDC), and the STeP Fellowship Program to strengthen science diplomacy capacities, professional development opportunities, and collaborative networks throughout the Americas.

Specifically, the consultant will:

- Support the strategic development and implementation of the IAI Science Diplomacy Center as a regional platform for science-policy engagement and international cooperation on global environmental change.

- Coordinate the development and delivery of science diplomacy capacity-building activities, including virtual and in-person workshops, webinars, training courses, simulation exercises, and grant-supported initiatives.
- Support the design, implementation, and continuous improvement of the STeP Fellowship professional development curriculum, integrating themes such as science diplomacy, science communication, transdisciplinary leadership, equity, diversity and inclusion, and systems thinking.
- Facilitate collaboration among scientists, policymakers, civil society organizations, Indigenous and local knowledge holders, youth leaders, and other stakeholders across the Americas to strengthen science-policy interfaces.
- Support mentorship initiatives, alumni engagement activities, and youth participation strategies to expand the impact and sustainability of the STeP Fellowship Program.
- Contribute to proposal development, fundraising efforts, donor engagement, and project management activities that support the long-term sustainability of the Science Diplomacy Center and STeP Program.
- Develop monitoring, evaluation, and learning frameworks to assess program effectiveness, measure impact, and document lessons learned aligned with the IAI Strategic Plan and Sustainable Development Goals.

KEY ACTIVITIES

The consultant will be expected to:

- Coordinate the planning and implementation of science diplomacy workshops, fellow trainings, and regional capacity-building activities.
- Support the development of online learning materials and interactive educational resources, including simulation games, case studies, and self-paced learning modules.
- Research and compile regional and global science diplomacy initiatives, best practices, policy frameworks, and scholarly literature to strengthen the Science Diplomacy Center knowledge hub.
- Develop and maintain databases of science diplomacy practitioners, institutions, networks, and collaborative initiatives throughout the Americas.
- Facilitate virtual and in-person meetings with diverse stakeholders from academia, government, civil society, international organizations, and Indigenous and local communities.
- Monitor and evaluate science diplomacy grants, training activities, and fellowship outcomes using qualitative and quantitative indicators.



- Prepare technical reports, white papers, policy briefs, scientific publications, communication materials, and outreach products highlighting program achievements and regional impact.
- Coordinate impact storytelling and communication strategies that showcase the work of STeP Fellows and partner institutions.
- Support the development of mentorship programs, alumni engagement strategies, and youth leadership initiatives that strengthen regional science diplomacy networks.
- Assist with grant writing, donor reporting, partnership development, and fundraising initiatives.
- Support project coordination and administrative management of assigned science diplomacy and professional development activities.

SPECIFIC SKILLS REQUIRED (IN ADDITION TO GENERAL SKILLS)

The ideal candidate should possess:

Technical Expertise

- Demonstrated knowledge of science diplomacy, environmental diplomacy, international cooperation, or science-policy interfaces related to global environmental change.
- Strong understanding of transdisciplinary research approaches, sustainability science, environmental governance, adaptive governance of social-ecological systems, or related fields.
- Experience working at the intersection of science, policy, and society, including engagement with governmental, academic, civil society, or international organizations.
- Knowledge of international environmental agreements, Sustainable Development Goals (SDGs), and regional cooperation mechanisms within the Americas is highly desirable.

Training and Facilitation

- Proven experience designing, coordinating, and facilitating virtual and in-person workshops, professional development programs, or continuing education initiatives.
- Experience moderating multidisciplinary and multicultural meetings involving researchers, policymakers, practitioners, Indigenous Peoples, youth leaders, and civil society organizations.

- Experience developing interactive educational resources, online learning curricula, or simulation-based learning tools.
- Familiarity with Learning Management Systems (LMS) and digital education platforms is desirable.

Program Management and Monitoring

- Experience coordinating international projects or capacity-building programs involving multiple stakeholders and institutions.
- Experience in monitoring, evaluation, learning (MEL), and impact assessment using qualitative and quantitative indicators.
- Ability to synthesize evaluation findings into reports, policy briefs, scientific publications, and communication products.

Partnership Development and Resource Mobilization

- Experience building collaborative networks and partnerships across academic, governmental, nonprofit, and international sectors.
- Experience supporting proposal development, fundraising strategies, donor engagement, and grant management is highly desirable.

Communication and Outreach

- Excellent written and oral communication skills with experience translating scientific knowledge for policy and public audiences.
- Experience in science communication, outreach campaigns, stakeholder engagement, and dissemination of project outcomes through digital and traditional communication channels.
- Ability to produce high-quality technical reports, white papers, policy briefs, newsletters, and communication materials.

Leadership and Intercultural Competencies

- Demonstrated ability to work effectively in multicultural and interdisciplinary environments across the Americas.
- Experience supporting mentorship programs, leadership development initiatives, youth engagement, and professional networking activities.
- Strong organizational skills with the ability to manage multiple priorities, coordinate international teams, and work independently while maintaining collaborative relationships.



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- Fluency in English and in Spanish are required; working knowledge of Portuguese is highly desirable.