**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit:** UNHCR Field Office Pichincha and Santo Domingo

**Duty station:** Ambato, Ecuador

**Duration of the internship:** 8 months (6 months + 2 months extension as per the Administrative instruction)

**Expected start date:** End of 2020

**Background information/Organizational Context**

UNHCR has been in Ecuador since 2000. The operation in Ecuador is fundamentally driven to deliver protection and solutions to a variety of persons of UNHCR’s concern such as asylum-seekers, refugees, and stateless in partnership and close collaboration with national authorities as well as non-governmental organizations and communities. Particular attention and specific multi-faceted protection and assistance is often provided within short timeframes and at times little resources in demanding operational environment. The wide palette of activities is principally coordinated from the national office in Quito as well as the field offices, including Quito (Solanda), Esmeraldas, Guayaquil, Ibarra, Tulcán and Lago Agrio.

Ecuador is a destination and transit country for persons in need of international protection. Over the past two decades, Ecuador has been hosting more than 68,000 recognized refugees (mainly Colombians) and has become a main destination and transit country for Venezuelan refugees and migrants. Ecuador receives the second largest number of Venezuelans after Colombia. Over 2.2 million have arrived in Ecuador since 2016. In 2019 Venezuelans have been arriving in Ecuador at an average of 1,950 people per day, almost all through the border crossings with Colombia. While 80% of Venezuelans arriving in Ecuador are in transit to third countries, official estimates are that more than 385,000 are residing in Ecuador.

The field office Pichincha, Santo Domingo and Sierra Centro is responsible for the operation in the centre of Ecuador (Pichincha, Santo Domingo, Chimborazo, Cotopaxi, Tungurahua, Bolivar, Pastaza and the north of los Rios) and is currently opening a field unit in Ambato that will be under responsibility and with the administrative and programmatic help of the field office based in Quito. This field unit will coordinate actions with the government, partners, as well as search solutions for people with specific needs. The new presence of UNHCR and a few partner organizations, will focus on improving access to rights of PoC, as well as working with community-based protection and working to reduce growing xenophobia in the region. The field unit is small, letting the intern experience the many facets of UNHCRS work, with a focus on protection.

**Duties and Responsibilities**

* Assist the protection team with the follow-up of cases by managing partner consultations via email and offering feedback to the case manager
* Under supervision, respond to general inquiries made by people of concern via text and WhatsApp messages to the hotline.
* Research and write country-of-origin reports in order to support the evaluation of durable solutions for individual cases.
* Support the field unit/protection team in various activities surrounding gender issues, sexual and gender-based violence, and childhood protection
* Be involved in case management and the identification of specific protection needs by accompanying the supervisor.
* Assist in activities of information sharing and communication with communities’ activities to increase knowledge of people of concern on their rights and obligations in country of asylum.
* Support in the elaboration, socialization and validation of an inter-institutional coordination plan with local actors and implementing partners based on the local model.
* Support in the mapping of opportunities for strategic alliances with different actors.
* Assist in the systematization of information, collection of data, compiling of statistics, translation of documents, and perform other tasks.

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**Minimum qualifications required**

* Bachelor's degree in Political Science, International Relations, Development studies, or related field.
* Working knowledge of English and Spanish (oral and written). B2 Level

**Eligibility**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.
* Candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible.

**Others**

It is a full-time role (40 hours per week).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity