**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit: Field Unit**

**Duty station: Yumbe (family Duty Station), Uganda**

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

**Expected start date: October 2020**

**Background information/Organizational Context**

The internship position is within the Field Unit in UNHCR Yumbe Sub-Office in West Nile region of Uganda. The Main focus of the Field Unit is on coordination and monitoring of assistance projects for refugees and other persons of concern to UNHCR, which is also guided by the CRRF principles (Comprehensive Refugee Response Framework), ReHOPE and DRDIP that has been under implementation in Uganda. The particularity of the operation in Yumbe is about the size of Bidibidi settlement and population under the responsibility of the Sub-Office Yumbe. The settlement is 240 sqkm with a population of over 231,000 South Sudanese refugees. The population is scattered in five zones that geographically are separated. Settling within the Ugandan communities and sharing scarce resources, make peaceful coexistence as an important element of coordination. Bidibidi refugee settlement was opened in August 2016 to accommodate the influx of South Sudanese refugees in to Uganda. Currently, the operation is out of emergency and transited to care and maintenance and therefore all the coordination mechanisms are in place. UNHCR Sub Office Yumbe and the Office of the Prime Minister Department of Refugees (OPM) take lead in terms of coordination and partnership with more than 50 Partners for the timely, effective and coordinated delivery of assistance and protection to refugees. With the lack of enough resources within UNHCR and in general within humanitarian organisations, there should be a great emphasis on the refugee resilience and community-based solutions through enhancing the humanitarian and development partnership and inclusion of refugee in the national development programs. Innovative and creative ideas are needed to manage the great need vis-à-vis the limited resources. Field Unit in Yumbe Sub-Office currently has ten very dynamic and committed staff who are covering the whole field operation of Bidibidi settlement. Most of the national staff of the unit were working in this location from the onset of the emergency in 2016, thus they possess invaluable institutional memory and lots of experience.

The internship position gives below training components and learning elements:

As a member of the Field team, the intern will:

* Participate in in-house Training opportunities (if any) as applicable
* Learn the structure, mechanisms, policies and practice within Field Unit and in larger aspect of UNHCR and international refugee protection regimen.
* Learn UNHCR coordination mechanisms and monitoring procedures
* Learn UNHCR program cycle and result-based management
* Participate in dedicated trainings and UNHCR online learning tools
* Strengthen his/her effective stakeholder management skills
* Participate in coordination and working group meetings, as well as Multi-Functional Team (MFT) activities

**Duties and Responsibilities**

The internship position, under the general guidance of the Head Of Sub Office and direct supervision of the Field officer, shall:

* Ensure UNHCR’s policies, standards and procedures are constantly and coherently applied in the area of responsibility (AoR).
* Assess the needs of persons of concern in the AoR and analyse them in a participating manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
* Identify and address protection incidents and gaps in assistance immediately through referral mechanisms or direct interventions.
* Identify vulnerable groups or individuals who may need special attention or special arrangements and make recommendations on the needs of different groups of refugees.
* Assess protection and assistance needs of refugees and asylum-seekers in the region and monitor implementation of refugee assistance programmes by Implementing and Operational Partners (IPs and Ops).
* In co-ordination with implementing partners, handle the reception, registration and provision of assistance to persons of concern to UNHCR.
* Provide inputs for project submissions and periodic narrative and financial reports for the annual programme through Multi-Functional Team (MFT) activities.
* Develop and maintain relations with local authorities and other stakeholders ensuring smooth negotiations in all aspects of UNHCR's mandate for the benefit of refugees.

**Minimum qualifications required**

* Degree: BA/BS or Master’s or PhD in Law, Political Sciences or related fields.
* Field experience.
* Very good computer skills.
* Good knowledge of English

Desirable qualifications:

* Knowledge of refugee law.
* Good knowledge of UNHCR’s programmes.

**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