**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit: UNHCR Field Office Pichincha, Santo Domingo and Sierra Centro**

**Duty station: Quito, 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 Quito (Solanda) is responsible for the operation in the centre of Ecuador (Pichincha, Santo Domingo, Chimborazo, Cotopaxi, Tungurahua, Bolivar, Pastaza and the north of los Rios). The Area of responsibility hosts over 45% of all Venezuelan and Colombian refugees residing in the country. In the field office, UNHCR works with a total of 12 implementing partners, and coordinates with a large number of operational partners, both from the government and civil society. In Quito, besides the Venezuelan and Colombian refugees there is a presence of refugees from other continents, who often do not speak Spanish and require a differentiated response. A large percentage of Venezuelans in transit by foot or public transport to another country or city in Ecuador pass through Pichincha.

**Duties and Responsibilities**

* Support in updating and implementing local strategies of UNHCR livelihoods and field in Pichincha
* Support in the mapping of opportunities for strategic alliances with different actors.
* Support in the mapping of existing programs and services that allow strengthening the route of attention to the refugee population and improve the strategy of local integration of the population.
* Assist in monitoring the implementation of UNHCR programs regarding the livelihoods area.
* Assist in administrative tasks such as preparation of reports and meeting authorized personnel and assisting them during field missions.
* Support in the Data Collection and other information relevant to UNHCR and report to the supervisor accordingly.
* Support in the follow-up, on a regular basis, of the overall situation of persons of concern in local field areas and report accordingly.
* 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.
* Undertake other relevant duties as required

**Minimum qualifications required**

* Bachelor's degree in Political Science, International Relations, Development studies, Business Administration or Economics.
* Working knowledge of 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