**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit:** The Shelter and Settlement Section (SSS) in the Division of Resilience and Solutions (DRS)

**Duty station:** Geneva, Switzerland.

**Duration of the internship:** 6 months + 2 months potential extension as per the Administrative instruction

**Expected start date:** October 2020

**Background information/Organizational Context**

The Shelter and Settlement Section (SSS in DRS) provides technical support to Refugee and Internally Displaced Persons (IDP) operations around the world through the delivery of various services including:

* Developing strategies, technical guidelines and toolkits
* Steering implementation of the global strategy for settlement and shelter
* Designing, reviewing and commenting on site selection, physical planning, shelter and other infrastructure
* Researching and developing technical specifications for shelter and non-Food Items (NFIs) including tents, plastic sheeting and other shelter related items
* Carrying out research and development within the sector
* Undertaking technical support missions
* Develop and maintain shelter and physical planning training
* Deploying physical planning and shelter experts
* Developing learning materials, tools and training physical site planners and shelter officers
* Supporting the Emergency Shelter Cluster (GSC) at global and country levels

In 2020 the Section is working to understand, analyse and improve the way interventions are procured, designed and implemented from end-to-end. Actions will be undertaken to understand where ‘quick wins’ are possible that have high-impact with little effort and to invest in research and development activities with existing and new vendors, academia and the private sector in order to identify a range of solutions and new material and technical options.

**Duties and Responsibilities**

* Support in the finalization and rolling out the Shelter Design Catalogue. This included some review of the available digital tools for simulation and optimisation calculations for thermal comfort, ventilation, indoor air quality, daylighting, socio-cultural factors/variable etc;
* Support in the Monitoring & Evaluation Toolkits. This included evaluating/assessing various shelter designs and disaster types using real-time data;
* Support the SSS data management support platform for strengthening the SIP and wider the technical service multi-sectoral spatial database development;
* In collaboration with the colleagues working at the Global Shelter Cluster Support Team, update the database of alumni from the Humanitarian Shelter Coordination Training. Help design a simpler mechanism to maintain this database updated; and
* Performing other duties as might be assigned by the supervisor.

**Minimum qualifications required**

* University degree in architecture, civil engineering, or related field;
* Strong interest in and exposure to development and humanitarian issues;
* Excellent written and oral communication skills in English. Knowledge of other UN language e.g. French, Spanish, etc.. is an asset;
* Solid research, writing and analytical skills;
* Computer literacy (Word, Excel, Power Point, AutoCAD, GIS) and willingness to learn additional programmes (at UNHCR) if necessary;
* Ability to work in a multicultural environment;
* Ability to navigate in a dynamic environment and work under pressure to respect deadlines;
* Ability to work independently;
* Strong team player
* Flexibility and adaptability.

**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