**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit:**

UNHCR

**Duty station:**

Tunisia (Tunis)

**Duration of the internship:**

Five months

**Expected start date:**

15th of September 2022

**Close date:**

22 of August 2022

**Background information/Organizational Context**

The **Livelihood and Economic Inclusion intern** will receive guidance from and will be under the direct supervision of the Head of the Livelihood Unit who is based in Tunis. In order to be aware of the operational and organizational context, being familiar with and learning about the Tunisian economic context and UNHCR’s strategies and policies would help the intern easily integrate the operation and support the persons of concern with the different challenges related to their livelihood and economic inclusion into the national system.

In fact, the inclusion of PoCs in national public service and social systems has been a long-standing policy priority for UNHCR and is a natural extension of the principle of State responsibility for the protection of refugees. As explained in the UNHCR *Policy on Refugee Protection and Solutions in Urban Areas* (2009): In urban as in other contexts, national and local authorities have a primary role to play in providing refugees with protection, solutions and assistance. UNHCR will encourage all states to exercise this responsibility through its advocacy efforts.[[1]](#footnote-1)

The incumbent needs to familiarize her/himself with the Tunisian operational context where UNHCR deals with an urban caseload. In fact, as of 31st May 2022, there are 9,703 individual Persons of Concern (PoCs) to the High Commissioner in Tunisia, comprising 6,667 cases. Of these, 5,992 or 62% are men, while 3,711 or 38% are women, with the vast majority (4,619 men and 2,622 women), between 18 and 59 years of age.

According to the same Policy above-mentioned, UNHCR decided to avoid the establishment of separate and parallel services for its beneficiaries, and to instead seek to reinforce existing fully authorized delivery systems, whether they are public, private or community based.

This same approach is followed regarding PoC’s livelihood and economic inclusion in Tunisia that aims at including refugees and/or other populations of concern in all their diversity and in a non-discriminatory way into national policies, strategies, and plans, with specific reference to populations of concern as relevant. In order to achieve this purpose, UNHCR’s approach in Tunisia is multisectoral, building upon existing and new partnerships where the capacity of partners, refugees and other persons of concern is regularly strengthened.

**Duties and Responsibilities**

* Under the close supervision of the Head of Livelihood Unit, the incumbent will collaborate with existing partners and explore new opportunities to enhance economic inclusion of POCs in Tunisia. This includes suggesting options to adapt existing development programmes to become inclusive of UNHCR PoC or exploring private sector opportunities to enhance inclusion of UNHCR PoC in their labour force and supply chains, etc.
* Work closely with other sections such as the Protection Unit to collect information about the legal framework for the right to work and rights at work in Tunisia and seek advice from the multi-functional team when relevant.
* Support the Head of Livelihood Unit with the implementation of socioeconomic surveys and participatory assessments to inform targeting, monitoring and facilitation of the engagement of development and socioeconomic programmes.
* If need be, participate in necessary assessments in collaboration with relevant private and public stakeholders, including impact assessments on local economies and surveys that help to inform interventions and identify investment and funding opportunities that enhance the economic inclusion of UNHCR PoC.
* In case UNHCR is implementing specific livelihoods activities, work closely with and provide technical assistance on livelihoods interventions to help ensure they are market-based, and that the role of UNHCR has been strategically determined in consideration of its comparative advantage vis-à-vis other partners.
* Liaise with other units and partners on livelihoods related issues under the technical guidance of the supervisor.
* Take note during meetings with partners
* Contribute to/draft field reports and other relevant reports relating to livelihoods and suggesting recommendations for interventions that enhance refugee economic inclusion Perform other related duties as required.

**Minimum qualifications required**

* Educational background (High school diploma) in International Relations, Social Sciences, Business Administration, Economy or other related areas;
* Strong communication skills and teamwork
* *Organizational Awareness and Commitment to Continuous Learning*
* Ability to work under pressure and to manage stress efficiently;
* Fluency in French and English (oral and written).
* Computer skills (office package and Internet).

**What the intern will learn**

* The intern will complete UNHCR mandatory courses
* The intern will learn more about the refugee protection principles and framework and will complete UNHCR learning programmes or specific training relevant to functions of the position.
* The intern will take part of meetings with partners

# Conditions

* **Supervision**: The intern will report directly to the Assistant Filed Officer sitting in the Tunisia Country Office.
* **Duration and work hours:** The internship is expected to begin as soon as possible and will last for a period of 5 months. The role is full time (40 hours per week). Working hours are 8.00 - 8.30 am to 3.30 - 5.30 pm, Monday to Friday.
* Security: Soon after taking office, the intern will be required to complete mandatory online security trainings. Interns are covered under the United Nations Security Management System (UNSMS) and must comply with all security policies and procedures.
* **Food and transportation allowance**: UNHCR will provide interns who do not receive financial support from an outside party a Food and Local Transportation Allowance, which will be the equivalent of 10% of the Daily Subsistence Allowance (DSA) of the duty station and be based on 30 calendar days.
* Absences: UNHCR interns shall accumulate 1.5 leave days per months of continuous service and may take leave following the agreement of the supervisor.

**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.

An individual whose father, mother, son, daughter, brother or sister is a staff member of

UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

**To Apply:**

Interested candidates should submit their [Personal History Form (PHF)](http://www.unhcr.org/ceu/wp-content/uploads/sites/17/2018/09/UNHCR_Personal_History_Form.docm) and its [supplementary pages](http://www.unhcr.org/ceu/wp-content/uploads/sites/17/2018/09/UNHCR_PHF_Supplementary.docm) (if applicable), motivation letter and CV by e-mail to [tuntu@UNHCR.org](mailto:tuntu@UNHCR.org) indicating “Programme Management Internship” in the subject of the email.

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.

1. UNHCR *Policy on Refugee Protection and Solutions in Urban Areas* (2009), para 27: <https://www.refworld.org/docid/4ab8e7f72.html>. [↑](#footnote-ref-1)