**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit:**

UNHCR

**Duty station:**

Tunisia (Tunis)

**Duration of the internship:**

Interns are asked to commit to a minimum internship period of six months, with a maximum period of eight months.

**Expected start date:**

January 2022

**Background information/Organizational Context**

The Intern will be based in the Country Office Tunis (Tunisia), and directly supervised by the Associate Community Based Protection Officer (APO/CBP). In-line with the overall protection strategy for the Tunisia operation, objectives for the incumbent will be guided and approved by the APO/CBP in Tunis. A monthly planning/work plan will be agreed based on the overall direction and priorities of the unit.

The caseload registered in Tunisia consist of profiles with extreme vulnerabilities. The operation also registers cases of women at risk, and persons with legal and physical protection needs. Under the direct supervision of the APO/CBP in Tunis, the Intern will support the case management and community-based protection activities.

A particular priority for this internship will be the mapping, evaluation, and development of relevant/appropriate public outreach and communications materials, in-line with the overall Communications with Communities and Accountability to Affected Populations (CWC/AAP) strategy. As part of this activity, the Intern will support in the evaluation, improvement, and development of the current Community-Based Complaints Mechanism (CBCM), with a particular view toward improving the integration of CBCM activities among and between UNHCR Tunis and its local protection partners. A key priority for this activity will be ensuring effective outreach in respect of activities related to the Prevention of Sexual Exploitation and Abuse (PSEA).

**Duties and Responsibilities**

* Under the supervision and the support of the PSEA Focal Point, support with the evaluation, improvement, and development of the current Community-Based Complaints Mechanism (CBCM), with the goal of improving the integration of CBCM activities among UNHCR Tunis and its local protection partners, and ensuring effective outreach in respect of all activities related to the Prevention of Sexual Exploitation and Abuse (PSEA). In particular, they will be asked to:
  + Conduct a mapping of all CBCM systems/elements in use among UNHCR partners in Tunisia, with a view toward producing an integrated referral system;
  + Map/review the PSEA elements in place among partners, with reference to the relevant IASC/UNHCR standards, with a view to preparing a basic dataset of these elements for use/review by Community-Based Protection (CBP) staff;
  + Support discussions/consultations with PoCs on current/proposed CBCM and communications/outreach activities, with a view toward producing summary recommendations on CBCM outreach/communications methods, and the development of further and improved CBCM systems;
  + Support the development of new CBCM/PSEA communications materials for use with PoCs in Tunisia.
  + Support the development of an improved CBCM system, in-line with the PSEA Standard Operating Procedures (SOPs), and with a view toward improving communications and accountability towards PoCs in Tunisia.

In addition, the intern will be a member of the CBP Unit, and so may be asked to undertake other community-based protection activities. These will likely include:

* Participate with UNHCR and partner staff in community outreach/counselling activities;
* Contribute to the identification of extremely vulnerable individuals (EVIs), including the preparation of cases summaries and referral documents;
* Conduct research and support in mapping of service providers to facilitate inclusion of persons of concern into national institutions and schemes;
* Support in draughting the monthly activity reports/factsheets for the protection unit;
* Other protection-related activities as directed by the Associate Community-Based Protection Officer.

**Minimum Required Qualifications**

* On-going studies (or recent graduate qualifications) in Law, Social Work, Public Administration, or another related field;
* Knowledge of Arabic, French, and English

**Eligibility**

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

* A recent graduate (to mean those persons who completed their studies within one year of the date of their application), or a current student in a graduate/undergraduate programme at a UNESCO-accredited university or higher education institution, and;
* Have completed at least two years of undergraduate studies in a field relevant to the work of the UNHCR.

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 the internship programme

**Allowance**

Interns who do not receive financial support from an outside party will receive an allowance to partially defray the cost of food, local transportation, and living expenses.

**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.

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