**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit:** Sub Office - Ibarra

**Duty station:** Ibarra, Ecuador

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

**Expected start date:** July 2023

**Background information/Organizational Context**

The Intern will be supervised by the Protection Associate, who is also the interagency coordinator for the province. The intern will support the efforts of the Sub Office in interagency coordination, event organization, data management and reporting.

In Imbabura Province there are more than 20 humanitarian organizations that participate in the interagency coordination platform (GTRM), and there are various thematic working groups. The Intern will have an opportunity to participate in various meetings, events, trainings and interagency missions in the surrounding communities. The Intern will have an opportunity to learn about various protection and humanitarian assistance activities, and how UN/NGOs coordinate with government institutions.

As a key reception city in the northern region of Ecuador, UNHCR in Imbabura, Ecuador, primarily serves Colombians and Venezuelans who are new arrivals to Ecuador. UNHCR provides protection information on how to apply for international protection, migratory regularization options, access to documentation, humanitarian assistance, and access to services and rights.

**Duties and Responsibilities**

* Support in the organization of interagency coordination meetings, workshops and trainings.
* Draft minutes of local coordination meetings, reports as required.
* Support with systematization of monthly indicators of activities and humanitarian assistance.
* Consolidate relevant information for infographics
* Compilation and updating of 4W platform of the Humanitarian Working Group and GTRM of Ibarra
* Maintain the shared coordination file of the GTRM and Humanitarian Working group

**Minimum qualifications required**

* Experience with and knowledge of information management tools (Microsoft Power BI, Sharepoint, DropBox, Menti, etc)
* Working knowledge of English and 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 two years of applying) or current student in a graduate school programme from a university or higher education facility accredited by UNESCO; and
* Candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible.

**NOTE:** An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder is not eligible for an internship.

**Allowance**

Interns will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

**To Apply:**

(the operation does not need to fill this part, it will be filled afterwards by the sponsoring institution)

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