**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: Protection Intern, Legal Protection-Individual Case Management**

**Organizational Unit:**  **UNHCR, Field**

**Duty station: Field Office, Kibondo**

**Contract Type: Internship**

**Duration: 6 months**

**Expected start date: July 2023**

**Background information/Organizational Context**

UNHCR Field Office Kibondo is geographically located in Kibondo District, Kigoma region in North-Western Tanzania. The field office was re-opened in October 2015 following the Burundi crisis in April 2015 that triggered the displacement of Burundian refugees into neighbouring countries, including Rwanda, DR Congo, Uganda, and **Tanzania.** As of Nov 2022, Tanzania hosts 247,384 refugees, consisting of 59,328 households, of which 76,563 are residing in Nduta, 130,003 in Nyarugusu refugee camps and 211 individuals in Dar es Salaam.

In Tanzania, at the time of the initial influx, Burundian refugees were hosted in Nyarugusu camp inhabited by 60,000 Congolese refugees and later, Nduta and Mtendeli camps which used to be former refugee camps, reopened in October 2015 and January 2016 respectively. Some relocation from Nyarugusu started with an effort to decongest the Burundian site in Nyarugusu and transfer the Burundian refugees to Nduta camp. This happened continuously in 2015 until Nduta camp finally reached its maximum capacity. In April 2016, the relocation to Nduta was completed and the remaining Burundian refugees relocated from Nyarugusu camp were sent to Mtendeli camp.

Facilitated voluntary repatriation started in 2017 upon expression of willingness and informed decision making by refugees who requested to be supported to return to their country of origin.

In 2021 after some normalcy returning to Burundi following the presidential election in 2020 which ushered in a new president, increase in facilitated voluntary repatriation activity led to a decrease in the refugee population prompting the consolidation of Mtendeli refugee camp. The remaining residual caseload of refugees from Mtendeli camp were relocated to Nduta and Mtendeli subsequently closed in December 2021. Voluntary Repatriation is guided by the 2001 Tripartite Agreement between UNHCR, and the governments of Tanzania and Burundi. Working with the Governments of Tanzania and Burundi, and with the international community’s support, UNHCR and partners in Tanzania have assisted over 144,000 Burundian refugees to voluntarily return home since 2017. UNHCR supports voluntary returns as an important durable solution and ensures that returns are based on the principles of voluntariness and informed decisions and take place in safety and with dignity.

Currently, **there are 247,442** individuals in **59,389** households are recorded as people we serve to UNHCR in Tanzania. Burundians, constitute the majority of the entire refugee population, with more than 67% of them living in two camps in Kibondo (Nduta) and Kasulu (Nyarugusu), in Kigoma villages and old settlements as well as in Dar Es Salaam. The second largest group (constituting 27% of the overall population) come from the Democratic Republic of Congo (DRC), having fled to Tanzania in 2001, and are residing in Nyarugusu camp.

The Protection Intern is a member of the Protection Unit under the Legal protection and access to justice section. The incumbent works on case management across all issues ranging from assistance, protection, and solutions. The scope consists of a population of approximately 80 000 PoCs in Nduta with escalated number of cases that require intervention by individual case management and undertaking in-depth interviews, assessments, follow up, referrals, and coordination across partnerships for assistance, protection, and solutions. Approximately, 128 new cases are received per month. This case load requires the presence of a dedicated staff in addition to the Protection Associate already available for better efficiency and effectiveness in discharge of UNHCR international protection mandate.

The Protection Intern works in case identification and initial processing for resettlement, oversee activities in the Protection Areas in the camp undertaking joint MoHA and UNHCR periodic case reviews to assess possibility of re-integration, resettlement, and inter-camp relocations to mitigate various forms of protection risks to PoCs. The intern also does protection monitoring in the camp in liaison with the police, the immigration services, and participate in monthly prison visits jointly with the Danish Refugee Council, advocates for access to documentation, solutions, protection, and assistance for ex-prisoners, and many other protection cases including post-validation and inactivated cases. The Intern will respond to community complaints identified through Help Desk, outreach boxes, referrals from partners, sectors, and sub-units.

Additionally, the incumbent is the listening ears for cases of refoulement, assessment of protection context identifying changes impacting on protection environment, follow up on cases of arbitrary arrests and disappearances of the PoCs in the camps, including undertaking interviews and assessments for at risk populations and victims of torture. The Intern is also a caseworker for RSD hence their flexibility in terms of capacity enhances the operation’s capacity to timely respond to the demands of the operation at any given time. It is important to note that, the number of cases arising determines the needs for the level of staff compliment required rather than the number of existing camps.

**Duties and Responsibilities**

* Maintain accurate and up-to date records and data related to all work on individual cases; and ensuring the integrity of the data.
* Coordinate the preparatory phases of the RSD procedure and follow up on administrative tasks to ensure that prompt protection responses and assistance is provided to asylum-seekers and refugees.
* Conduct Country of Origin information research for RSD purposes and maintain the operation's local repository of relevant information, guidelines, and standards. Maintain the RSD shared Data hard-drive and ensure that information stored is organized and well secured.
* Prepare written documentation for resettlement submission; ensure that records/files of individual cases are updated in a systematic and timely manner.
* Provide the persons of concern (PoCs) with up-to-date and accurate information on their individual cases as well as on UNHCR’s resettlement policies and procedures.
* Follow up on cases from the time of submission to final decision and departure; ensure effective in-country communication on the status and follow-up on PoCs being considered for resettlement.
* Coordinate travel and departure arrangements for refugees accepted for resettlement.
* Organize logistical support for the countries undertaking resettlement missions.
* Assist in ensuring that PoCs, Government authorities and partners have accurate information on the UNHCR individual case-processing policies and procedures as applicable.
* Perform other related duties as required.

**Minimum qualifications required**

**a. Education**

Completion of undergraduate bachelor’s degree in information technology, demography, statistics, social sciences, International Development, Cultural Studies, Human Rights, International Social Work, Social Science, Political Science, Anthropology, International Law or other clearly related disciplines is required or any related area.

**Languages:** English and Kiswahili (full working proficiency), and basic Kirundi. Knowledge of French is an added value.

**b. Work Experience**

    Computer skills (MS Office, including Excel, Word, PowerPoint, Access).

**c. Key Competencies**

**Essential - Protection**

* Flexibility to deal with changing protection environment, diverse knowledge, and expertise in protection, education, coordination and individual case management, strong inter-personal skills, strong communication skills.

**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/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.

**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.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, or training.

We welcome applications from candidates with a refugee or stateless background.

* Conduct registration interviews when required in accordance with registration standards and guidance.
* Provide counselling to, and respond to concerns from asylum seekers and refugees, including in the context of the notification of decisions on individual cases.
* Carry out preliminary resettlement interviews and initial assessments for cases received through internal and external referrals (phase 1 interviews).