**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit: Protection – Refugee Status Determination (RSD)**

**Duty station: Nairobi, Kenya**

**Duration of the internship: 6 months**

**Expected start date: 1 October 2020**

**Background information/Organizational Context**

The United Nations Refugee Agency office in Kenya is providing technical support to the national refugee management organization (Refugee Affairs Secretariat) to address the backlog in Refugee Status Determination applications. The backlog is a major issue in order to address the fairness, efficiency, adaptability and integrity of the asylum procedures in Kenya.

RAS and UNHCR have developed a strategy to address the backlog by the middle of 2021 through a process which triages cases by the presumption of admissibility, individual case level complexity and potential for exclusion triggers. Through this approach applications will be separated between those which do not cause concerns from those that require detailed interviewing before a decision can be taken.

The intern will be working in the UNHCR office in Nairobi, Kenya in direct support of the RSD process. The intern will be supported to further develop skills in analytical thinking, judgement and decision making, client and result orientation, and teamwork and collaboration as well as get general awareness of the UNHCR in the implementation of its refugee mandate in a field operation.

**Duties and Responsibilities**

* Conduct research on country of origin information (COI) in support of RSD staff conducting interviews and assessments.
* Assist in monitoring RSD trends and in compiling and analysing RSD statistics related to RSD case processing.
* Assist in monitoring processes to ensure compliance with government standard operating procedures and UNHCR standards.
* Propose adjustments to processes in order to enhance fairness, efficiency and integrity.
* Train RAS colleagues on proposed adjustments.
* Provide counselling to, and respond to queries from, asylum seekers and refugees, including in the context of the notification of negative RSD decisions.
* Maintain accurate and up-to date records and data related to all work on individual cases.

**Minimum qualifications required**

* Graduate in the fields of International Refugee Law, International Human Rights Law, International Humanitarian Law, International Criminal Law, Social Sciences or other relevant field.
* Experience and demonstrated skills in training.
* Experience in providing legal representation or counselling of asylum seekers is desired.

**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