

Terms of Reference

Statistics Project Coordination Internship

Project Title: Support to the **Expert Group on Refugee and IDP Statistics** and to the implementation of the **ECHO funded project on Alternatives to Camps**.

Organisation: UNHCR

Job Title: Statistics Project Coordination Intern

Duty Station: Copenhagen, Denmark

Duration: 6 months

Contract Type: Internship

Closing Date: 10th April 2017

Background Information

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR teams are in the field in over 125 countries, using their expertise to protect and care for nearly 55 million people.

UNHCR's **Field Information and Coordination Support Section (FICSS)** is the focal point in UNHCR for the collection, analysis and dissemination of operational data and statistics, and for technical support, including training, on related methodologies and activities.

The effective management and analysis of operational data is a prerequisite for successful interventions that have an impact on the well-being of UNHCR's beneficiaries. It is the goal of FICSS to support the development of better and more efficient systems for statistics on refugees. In this respect FICSS is involved in the following two projects:

The International Expert Group on Refugee and IDP Statistics (EGRIS) endorsed in 2016 by the UN Statistical Commission was established based on the urgent need to build better and more efficient systems for statistics on refugees and asylum-seekers. This need was especially evident given a rapidly growing number of displaced persons. Its mandate is to develop a set of international recommendations on refugee statistics and a technical report on international standards for IDP statistics. UNHCR is member of the Steering Committee.

The ECHO-project on Alternatives to Camps seeks to enhance implementation of one of the key actions of *the Policy on Alternatives to Camps* by strengthening the approaches and capacity of the humanitarian community to plan interventions for refugees, IDPs and other persons of concern, drawing on sound statistical methods and assessment. The initiative aims to increase the evidence-base and operational capacity for targeting inside and outside of camp contexts. The ECHO project draws on expertise from across UNHCR.

The internship is located in Copenhagen with the Field Information and Coordination Support Section of the Division of Program Support and Management and will report directly to the Statistics Project Expert.

Duties and Responsibilities

This internship offers a unique opportunity to support the coordination and project management of the EGRIS and ECHO projects. The intern will also work closely with experts in the area of refugee statistics and support the development of the recommendation document, technical reports and data collection tools to facilitate data collection in UNHCR operations. Therefore we seek a dynamic and driven individual with a strong interest in refugee issues as well as strong skills in coordination, management, knowledge-sharing and documentation, understanding of statistical concepts is an asset.

Essential Minimum Qualifications and Professional Experience Required

The ideal candidate will possess:

- A university degree (BA) in Business Administration, Human Resource Management, Office/Travel Management, or any other related field
- Proven experience in coordination and project management
- Experience with information material development/editing and management of knowledge sharing platforms
- Advanced knowledge of MS Office suite, especially Excel
- Experience with data visualization tools and data management
- Excellent communication and interpersonal skills with fluency in English
- Availability to work full time (40 hours) for at least three months, with preference for a longer period

The Intern will be expected to engage with the following:

- Develop and update materials to support the management of the projects: background material and presentations, meeting and workshop agendas, Terms of Reference and work-plans
- Support the organization of global meetings and logistic arrangements, including maintaining invitation lists and letters
- Develop contracting documents and support contracting processes
- Document meetings, develop read-outs and report on progress against deliverables
- Develop and update communication materials for the attention of project stakeholders
- Support the management of project information flows and platforms and facilitate best-practice in knowledge sharing and creation
- Support coordination between internal and external stakeholders in both projects
- Ensure logistical support for regular meetings of the working groups and for project workshops (setting up facilities)
- Any other tasks, as needed



Location:

The selected intern will be based with the team in UN City, Copenhagen and work under the supervision of the Statistics Project Expert.

Conditions:

The intern is expected to begin in April 2017 and be available for six months. The role is full time (40 hours per week) with working hours between 8.30am to 5.00pm Monday to Friday. Please note that the terms of internship as defined by UNHCR practice, preclude payment of any kind.

To Apply:

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV, including testimonials/degrees/certificates to DENCOCMUHR@unhcr.org indicating **“Statistics Project Coordination Internship”** in the subject of the email.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

The deadline for applications is 10th April 2017