**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: Cash- Based Intervention (CBI) Intern**

**Organizational Unit: Field Unit**

**Duty station: FO Azraq**

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2023

**Background information/Organizational Context**

There are over 750,000 refugees registered with UNHCR Jordan from over 50 nationalities and origins of which Syrian refugees make up over 660,000 refugees. Approximately 17% of Syrian refugees are being hosted in the 2 main UNHCR camps in Jordan, Zaatari and Azraq, while the rest are residing in urban communities around the Kingdom. UNHCR Jordan has 4 main offices, BO Amman, SO Mafraq (including Zaatari camp), FO Irbid, and FO Azraq. UNHCR provides several services to all refugees, including protection, registration, education, health care support, cash assistance, community-based protection, livelihood, and access to durable solutions. UNHCR works closely with the Government of Jordan, UN sister agencies, and partner organizations to ensure the delivery of services and assistance to persons of concern.

Field Office Azraq covers the Azraq Refugee Camp, Azraq Urban, and covers the protection & registration activities in the Emirates Jordanian Camp (EJC). Azraq refugee camp is the largest camp in size, but it is second to the Zaatari camp in terms of the number of refugees. Azraq camp has registered 44,969 people of concern and currently hosts approximately 40,201 refugees (as of 02 February 2023). Azraq Refugee camp is managed jointly by the Syrian Refugee Affairs Department (SRAD) and UNHCR.

With UNHCR’s de-centralization policy, Azraq contract holders are required to make their own transport arrangements to the camp as their duty station contractually is Azraq town. Compared to other governorates, working conditions in Azraq are harsh.

The camp environment is semi-desert where the winters are very cold with heavy snowfalls and torrential rains at times and very hot/dry with extreme daily temperature fluctuations during the summer.

The working conditions at the field level are challenging, therefore the incumbent should be flexible, mature and have very good inter-personal skills to ensure a solid team spirit.

UNHCR has been providing Core Relief Items (CRIs) to refugees in Azraq camps since its opening in 2014. The assistance package includes essential household items such as gas stoves and gas cylinders, mattresses, blankets, kitchen utensils, jerry cans, buckets, and consumables such as diapers, sanitary pads, and hygiene kits. Staring from January 2020 all CRIs are provided as cash package. The need of moving to CRIs monetization driven by the availability of formal markets in Azraq camp as well as from the findings of refugee’s consultations. The need of CRIs monetization also verified through the extensive secondary data available from monitoring i.e., post distribution monitoring (PDMs) and focus group discussion reports, undertaken by NRC throughout the period 2016-2019.

Cash assistance allow refugees to live with greater dignity by preserving their ability to spend money and make decisions regarding their priority needs. Cash assistance also enables refugees to prioritize and meet their needs through existing markets. Refugees expressed their satisfaction about the new CRIs delivery modality, and no major issues have been observed so far.

Currently 98% of the households in Azraq camp obtained mobile wallets and they receive their UNHCR cash assistance through their wallets.

The CBI intern The CBI Intern is part of the Field Unit and will report to the Field Officer, while also work closely and receive technical guidance from the FO Azraq CBI/NFI focal point and CBI Unit in Amman. The incumbent provides guidance on monthly work plans, and coordinates with various internal teams to ensure a smooth monthly cash transfer. The incumbent should have regular visits to the field to interact with refugees, establish good working relationship, networking, and coordination with various stakeholders, including the authorities and financial service providers”.

**Duties and Responsibilities**

* Manage and maintain the databases used in the cash-based interventions on behalf of the CBI Unit.
* Develop statistical and detailed reports based on the standard reporting formats and ad-hoc reports, charts and tables as required by the operation.
* Ensure the monthly maintenance of cash list for the timely delivery of cash to beneficiaries.
* Maintain relationships with partners and financial service providers to facilitate the flow of information between databases.
* Assist with the training of internal staff and partners on cash procedures,
* Prepare meeting notes, drafting talking points and presentation, and initiate regular weekly, monthly and quarterly reports.
* Execute best practice in data protection standards and help to positively influence others,
* Support in the co-ordination with different IPs, Ops and focal points on lists of beneficiaries reflecting situation of cash assistance.
* Liaise with internal stakeholders and partners.
* Direct incidents and problems to the supervisor when they cannot be resolved at their level.
* Perform other related duties as required.

**Minimum qualifications required**

* Data management experience, preferable in CBI context
* Excellent knowledge of computer software and database applications.
* Knowledge of English language and/or UN working language of the duty station (Arabic).
* Knowledge of Refugee Protection Principles and Framework.
* Core competencies (Accountability, Communication, Organizational Awareness, Teamwork & Collaboration, Commitment to Continuous Learning and Client Result Orientation).
* Cross-functional competencies (Analytical Thinking, Technological Awareness & Planning and Organizing).
* Bachelor's degree in Economics, Social or Political Science, Business Administration; Social Economics, or relevant work experience.

**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.