

## TERMS OF REFERENCE FOR INTERNSHIP

**Organizational Unit:** Policy & Advocacy Team (Child Protection & Gender-Based Violence)

**Duty station:** Kuala Lumpur, Malaysia

**Duration of the internship:** 3 months

**Expected start date:** As soon as possible

### Background information/Organizational Context

United Nations High Commissioner for Refugees is the UN agency mandated to protect and assist millions of refugees around the world. Refugees are persons who fled their countries of origin, and crossed the internationally recognized border and because of well-founded fear of persecution in their country of origin based on their racial, ethnic or religious background, or membership in political or social group. Presently, there are 180,000 asylum-seekers and refugees registered with UNHCR Malaysia with majority originating from Myanmar.

The intern will be working within the Policy and Advocacy Team, which drives the operation's protection advocacy efforts with Government, civil society, NGOs, private sector and academic institutions through capacity building, policy development, coordination and knowledge sharing as appropriate. The team also provides technical support and expertise that underpins the Operation's advocacy initiatives, programme development, stakeholder engagement as well as community outreach and response. The Policy and Advocacy Team works closely with the Community Outreach Services Team to implement policies, jointly monitor protection needs and coordinate engagements with relevant stakeholders.

The intern will report to the Assistant Protection Officer (Child Protection, Gender Based Violence (GBV) and Protection from Sexual Exploitation and Abuse (PSEA) focal point), who supports the Operation's efforts to meet UNHCR's mandate and obligations on addressing child protection and GBV through prevention, risk mitigation and response based on the UNHCR GBV Policy (2020), Framework for the Protection of Children, the Protection from Sexual Exploitation and Abuse (PSEA) policies and other relevant guidance.

### Duties and Responsibilities

Under the overall supervision of the Senior Protection Officer (Policy & Advocacy) and direct supervision of the Assistant Protection Officer (Child Protection & GBV), the intern will be assigned the following duties:

- Assist with GBV and child protection project implementation monitoring, including through on-site visits and partner meetings, to ensure project deliverables are met
- Assist with drafting monthly reports and coordinating meeting and events (interagency coordination meetings, thematic working group meetings, etc).
- Assist the Team in developing and carrying out training (GBV, Child Protection, Protection from Sexual Exploitation and Abuse [PSEA], LGBTIQ+, EMAP [Engaging Men in Accountable Practices], etc).

- Where possible, provide inputs and contribute to project development, policy development, and implementation of relevant strategies (GBV, LGBTIQ+, EMAP, etc).
- Assist the Team or contribute towards the development of Child Protection, GBV, and PSEA Information, Education, and Communication (IEC) materials.
- Assist the PSEA focal point with partner capacity assessment exercise.
- Perform any other functions as required

### **Minimum qualifications required**

- Bachelors' Degree in Social Sciences/Law/Psychology/Sociology/Social Work/ Gender Studies or related discipline.
- Must have substantial knowledge of the local conditions.
- Demonstrated knowledge of GBV, child protection and refugee protection desired.
- Demonstrated knowledge in gender equality and the empowerment of women and girls desired.
- Experience working with vulnerable individuals.
- Excellent English reading and drafting skills.
- Research experience desired.
- Proficiency in Bahasa Malaysia preferred.

### **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.

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

### **Allowance**

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

### **To Apply:**

Interested candidates should submit their [Personal History Form \(PHF\)](#) and its [supplementary pages](#) (if applicable), motivation letter and CV with “Your *LAST* name – *Internship, Kuala Lumpur*” in the subject line to: [mislunv@unhcr.org](mailto:mislunv@unhcr.org) by 15 August 2022.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

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