

# Terms of Reference

## UNHCR Partnership Support Intern

**Project Title:** UNHCR Partnership Research Intern

**Organisation:** UNHCR

**Job Title:** UNHCR Network Support Team Research Intern (PSP Network community)

**Duty Station:** Copenhagen, Denmark

**Duration:** 6 months

**Contract Type:** Intern

**Closing date:** 26 June 2018

**Start date:** As soon as possible

### Background Information

UNHCR, the UN Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, and others who were forced to flee. Every year, millions of men, women and children are forced to run to escape conflict and persecution. UNHCR teams are in the field in over 125 countries, using their expertise to protect and care for over 65 million people.

This internship is designed to support the Partnership Support Unit (PSU) in creating funding proposals and reports suitable for donors in the Leadership Giving Space – that is donors like Corporations, Foundations and Wealthy Individuals who are able to give us \$100,000 or more, which our fundraisers in 22+ countries can use to work with their donors locally.

We have our own, bespoke online platform – managed by the Partnership Support Team, which we aim to maintain as a ‘treasure trove’ of relevant information for our fundraisers around the world, as well as an effective platform for communicating and sharing knowledge around private sector fundraising issues. To keep up our ability to add proposals, reports and other fundraising friendly materials we have identified the need for support provided by a research-savvy intern.

The person will also work within the Partnership Support Team, helping to find and check facts, provide pictures and stories from our various internal sources and to generally work with the team on producing these resources in time for fundraisers deadlines.

### Duties and Responsibilities

We are looking for an intern with solid research experience and an eye for what information increases understanding across non-expert audiences for fundraisers where English is a second or sometimes third language, and an interest in communicating electronically with the members of a truly global community of private sector fundraisers.

Typical tasks will include:

- Supporting on the day-to-day development and updating of our internal online communication platform
- To research data and content to contribute to fundraising friendly proposals and reports for support on key areas of UNHCR’s work that matches donor’s interests

- To research data, content and pictures to contribute to fundraising friendly documents to respond to refugee emergencies as they arise
- To support fundraising teams and individuals in Branch Offices & National Associations to meet their donors content needs for information and communications activities
- To research and develop good knowledge and resources demonstrating UNHCR's programmes that will appeal to donors
- To provide research support to the other members of the team with donor applications and packages as requested

## Essential Minimum Qualifications and Professional Experience Required

### Education:

Recent graduate (completed studies within one year) 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.

### Job Experience:

- Experience of researching complex issues for the ultimate purpose of delivering information and communications materials to non-expert audiences
- Experience of working in a humanitarian context would be an advantage

### Language:

- Written fluency in English (**required**).

### Required and Desirable Competencies:

#### Technical

- Excellent research skills
- Excellent grasp of statistics and numeracy
- Experience of communicating with non-expert audiences

#### General

- Excellent multi-tasking and time management skills
- Excellent team working skills

### Location and Conditions:

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark. Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern.

The internship is for six months and the start date is in 2 July. It is a full-time role with working hours starting from 8.30am to 5pm Monday to Friday (40 hours per week).

### To Apply:

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV, including testimonials/degrees/certificates to [DENCODERHR@unhcr.org](mailto:DENCODERHR@unhcr.org) indicating "**LG Partnership Support Intern**" in the subject of the email.

P11 forms are available on [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

**The deadline for applications is 26 June 2018**