Terms of Reference

Internship

Ethiopia Operation, Addis Ababa

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **Livelihoods** *Service* at **UNHCR** Ethiopia, Addis Ababa..

Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for asylum seekers, refugees, returnees, internally 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 currently operates in over 130 countries, using its long expertise to protect and care for millions.

**Title**: **Agriculture/Livelihoods Intern**

**Internship Location**: Addis Ababa

**Division/Section/Service:**

**Duration (length of internship)**: 6 months

**Contract** **Type**: **Internship Full time**

**Closing** **date for application**:

**Start** **date**: July 2025

Organizational context

Ethiopia has consistently maintained an ‘open door’ policy to refugees and asylum-seekers and has a long history of hosting refugees. With over one million refugees from various countries, Ethiopia hosts the second largest number of refugees in Africa. Although most refugees reside in camps, since 2002 UNHCR and the RRS have embarked on the development of refugee settlements especially for new emergencies. These settlements are integrated into the existing host communities.

‘Makatet’ is a roadmap for the social and economic inclusion of refugees in Ethiopia. The UNHCR and the Refugees and Returnees Service (RRS) created the roadmap. The word "Makatet" means "inclusion" in Amharic.

How was Makatet developed?

* UNHCR and RRS invited refugees from across Ethiopia to share their priorities and aspirations for the roadmap.
* The roadmap is intended to help refugees integrate into national systems.
* The roadmap is intended to help refugees improve their livelihoods to ensure economic inclusion.

What is the goal of Makatet?

* The roadmap is intended to help refugees access basic services and live safe and dignified lives.
* The roadmap is intended to help refugees align with Ethiopia's pledges to promote socio-economic inclusion.

UNHCR's role in Makatet

* UNHCR works to promote livelihoods and economic inclusion for refugees.
* UNHCR works with the Ethiopian government and other partners to find solutions for refugees through inclusion.

The position

The Livelihoods Intern will support in operationalizing the strategic vision to align livelihoods supported by agriculture and farming activities which underscores the need to mobilize partners including private sector to adopt a whole-of-society approach to strengthen refugee self-reliance in food production and help ease pressure on host countries.

Leveraging the growing global momentum, UNHCR Ethiopia is working to translate the objectives of the GCR into impactful results for forcibly displaced persons (FDPs). The Livelihood Intern will contribute to the following objectives:

1) improve the enabling environment for refugees to work through advocacy on the right to/at work, access to economic opportunities and services.

2) seek new and strengthen existing partnerships including with the private sector, development actors, government institutions and specialized agencies to advance agriculture activities in the settlements; and

3) to support ongoing agriculture livelihoods programming in selected settlements

Duties and responsibilities

* Support with exploring partnerships and to facilitate the economic inclusion of refugees, through engagement in agriculture practices including advocating with governmental donors and private sector in supporting agriculture programmes and services in selected settlements
* Support with building on UNHCR databases in selected settlements on refugees and host communities engaged in agriculture livelihood and employment.
* Support with conducting necessary assessments in collaboration with relevant private and public stakeholders, including impact assessments on local agriculture practices by refugees and host communities that help to identify investment and funding opportunities.
* Work closely with FAO, WFP, ILO and Government of Ethiopia (RRS) to develop a multiyear agriculture livelihoods interventions plan for selected settlements.

Minimum qualifications required.

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Be either a recent graduate (having completed their studies within two years of applying) or a current student in a graduate/undergraduate school programme from a university or higher education facility accredited by [IAU/UNESCO](https://whed.net/home.php)[[1]](#footnote-2); and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR[[2]](#footnote-3).
* Candidates with previous UNHCR Internship experience must not have exceeded the

maximum total cumulative full-time internship duration of eight (8) months.

**NOTE:** An individual who bears the relationship of parent, child or sibling or step-parent, step-child or step-sibling to a current UNHCR staff member or affiliate is not eligible for an internship.

[[3]](#footnote-4)Desirable qualifications and skills

* *Agriculture Business Management, Agriculture Economics. Agriculture Rural Development, or other relevant field.*
* Knowledge about latest development in the agriculture livelihoods sector, including broader UN processes on the SDGs and the Global Compact on Refugees.
* Knowledge of rural agriculture programmes for vulnerable and marginalized groups.
* Knowledge and experince of working with Agro-Private sector institutions, government authorities in sub-sectors of agriculture, large scale farming will be added advantage

Conditions

It is a full-time role with working hours starting from 8.30 am to 5.30 pm, Monday to Thursday, and 8.30 am to 2:00 pm on Fridays (37 hours per week). The successful candidate will be assigned to support the team in ***Addis Ababa location***.

Internships normally last two to six months with the possibility of extension up to eight months for full-time internships and twelve months for part-time internships.

How to apply

The selected candidate will receive a link to the UNHCR recruitment portal to create a profile.

Obligations

Aquiring and renewing current visas, residence permits including all associated costs, obtaining medical certification and compliance with taxation requirements (if applicable), are the responsibility of the intern.

The selected candidate will need to provide UNHCR with a proof of funding from the sponsoring institution (if applicable), health insurance coverage applicable to the assigned internship location and a certificate of good health from a qualified medical practitioner certifying their fitness for work, as well as travel. In the event the candidate is not able to produce the required certificate, they will not be admitted to the Internship Programme.

**Allowance and Travel:** The Sponsoring Institution shall provide non-reimbursable financial support in the form of a stipend/scholarship/allowance/etc. for the period of internship with UNHCR. Travel expenses to and from the internship location shall be the responsibility of the respective sponsoring institution. UNHCR is not responsible for any renumeration for the intern during the internship period.

If you are a person with a disability and you expect you may face challenges during the recruitment process, you can indicate it in your application form.

There are options to select any health conditions you may have and outline any necessary adjustments related to disabilities during the recruitment phases. Providing this information is optional. It will be treated as strictly confidential and used only for the purpose of finding out how to better assist you during the recruitment process.

Adjustments for candidates with disabilities will be provided as best as possible and as needed upon request.

All candidates will be assessed based on meeting the requirements for each vacancy in relation to experience, skills, and education.

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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.

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.

1. In the education section of the application, please make sure that your school is selected from the list of accredited higher education institutions when creating a profile in UNHCR Recruitment Portal - Workday. To do this, click on the magnifying glass next to Select School, then select Contains next to Description, type in the name of the school, click Look up and finally click on the result. [↑](#footnote-ref-2)
2. For internships, completed university degree is not a requirement [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)