Terms of Reference

Internship

Inter-Agency Coordination Unit,   
CO Quito, UNHCR Ecuador

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **Inter-Agency Coordination Unit** of the *Quito Country Office* at **UNHCR** ***Ecuador***.

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**: Inter-Agency Coordination Intern

**Internship Location**: Quito

**Division/Section/Service: UNHCR Ecuador**

**Duration (length of internship)**: 6 months / possible extension to 8 months

**Contract** **Type**: **Internship (full-time)**

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

**Start** **date**: 1 July 2025

Organizational context

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist forcibly displaced people worldwide. In Ecuador, UNHCR has had an operational presence since 2000, where we work in collaboration with national and local government authorities, other UN agencies, and international and national civil society partners to protect and promote the inclusion of asylum-seekers, refugees, stateless people, and other people forced to flee their homes.

UNHCR since 2018 co-leads (together with IOM) the regional Inter-Agency Coordination Platform for Refugees and Migrants from Venezuela (R4V) and the national R4V coordination platform in Ecuador, known as the GTRM (for the Spanish acronym for *Grupo de Trabajo para Refugiados y Migrantes*). The GTRM in Ecuador has over 70 partners – including UN agencies and international and national NGOs – working together to implement the Response Plan for Refugees and Migrants (RMRP) in 2025.

Ecuador is a transit, destination and source country for people in situations of human mobility: it hosts the fifth-largest population of Venezuelan refugees and migrants in the world, with an estimated 444,800 living in the country by end-2024. Ecuador is also home to more than 76,000 recognized refugees, the majority from neighboring Colombia.

The position

The Inter-Agency Coordination Intern will assist the UNHCR team in the country office in Quito responsible for managing inter-agency coordination in Ecuador, including leading the national GTRM on behalf of UNHCR. This includes coordinating with UNHCR and IOM field colleagues who co-lead local GTRMs in 10 provinces of the country, as well as with colleagues in other UN agencies and NGOs who co-lead national sectors and thematic working groups. In particular, this position will assist with information management and coordination functions for UNHCR and its role in the national GTRM.

Given the importance of UNHCR’s inter-agency coordination function in R4V and the number of GTRM partners (over 70) in the country, the ideal candidate will have experience coordinating projects or activities with a number of diverse stakeholders; systematizing and analyzing large amounts of quantitative and qualitative information; preparing reports in a variety of formats; and communicating actively with supervisors and colleagues regarding their progress towards meeting mutually agreed goals.

Duties and responsibilities

* Analyze data received through UNHCR / GTRM reporting processes and systems, including ActivityInfo (monthly reports on people reached by RMRP partners), the Border Monitoring and Population Profiling System (SMFCF) and the Joint Needs Assessment (JNA) process to be undertaken with refugees and migrants in Ecuador;
* Prepare reports based on available quantitative and qualitative data; and
* Support with the construction of dashboards (for example, in PowerBi) and information management resources to help visualize and analyze data obtained through these systems and processes.

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

* University undergraduate and/or graduate studies in Information Management, Statistics, Economics, Economic Analysis, Development Economics, Quantitative and Qualitative Analysis, Policy Analysis or related fields.
* Experience with coordination and management of projects with multiple stakeholders.
* Experience using software programs such as R, Stata, SPSS, PowerBi, Python, etc.
* Professional fluency in written and spoken English (required) / basic Spanish (desired).

Conditions

It is a full-time role with working hours starting from 8.30am to 5.30pm, Monday to Friday (40 hours per week). The successful candidate will be assigned to support the team in the Quito Country Office.

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

Acquiring 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)