Terms of Reference

Internship

Regional Bureau for Europe (RBE),

Ops Unit

UNHCR, the UN Refugee Agency, is offering a full-time internship with the *Data, Identity Management and Analysis (DIMA)* unit under the Ops Unit, Regional Bureau for Europe (RBE) at **UNHCR** ***Geneva, Switzerland.***

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**: Statistics & Data Analysis Intern

**Duty Station**: Geneva, Switzerland

**Duration**: 6 months

**Contract** **Type**: **Internship**

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

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

Organizational context

At the onset of the war in Ukraine, UNHCR has been providing multipurpose cash assistance to internally displaced and war-affected persons within Ukraine, as well as to refugees in five neighbouring countries. In coordination with authorities and other cash actors, UNHCR initially delivered emergency cash assistance for a few months’ duration with the intention to provide a transitional safety net until refugees could be included in national social protection schemes. As the response evolved, UNHCR shifted to targeted cash-for-protection programs in EU countries, meant to support the most vulnerable population. In Ukraine and Moldova, the multipurpose cash programs continue targeting a wider segment of the affected population; during the winter months, cash top ups were provided to most vulnerable individuals to pay for basic goods including clothing, heating and blankets, as well as services such as electricity to cope with lower temperatures during the season. Currently, UNHCR cash-based operations for the Europe Bureau are active in seventeen countries, namely: Albania, Armenia, Azerbaijan, Belarus, Bosnia Herzegovina, Bulgaria, Georgia, Hungary, Moldova, Montenegro, Romania, Russian Federation, Serbia, Slovakia, Turkye and Ukraine. Since early 2023, targeting approaches for Moldova & Romania shifted from wide-encompassing categorical targeting models to protection-focused scorecard models. In 2025, scorecard approaches are planned to be introduced in Bulgaria, Armenia, Azerbaijan, along with the refinement of categorical targeting in Belarus, Georgia, Slovakia.

The candidate would work with the technical support and oversight from the Statistics and Data Analysis team of RBE (DIMA). RBE’s DIMA unit is responsible for supporting statistical and data analysis activities in Country Offices covered by RBE as well as to support the different pillars and units of the Regional Bureau, with the goal of ensuring evidence-informed planning, monitoring, advocacy, and coordination. The team provides support for surveys, assessments and statistical analyses, ensures quality of official population statistics, promotes the implementation of international standards and recommendations around statistics of forcibly displaced and stateless populations, and cooperates with regional and national statistical institutions, academia and other relevant actors.

The intern will work in close coordination with DSPR’s Common Assessment, Targeting and Monitoring (CATM) Unit. Alongside monitoring, DSPR’s CATM unit is responsible for policy, guidance, capacity building, and technical support at the global level for assessments and targeting. The team provides guidance and support to regional bureaux and country operations on assessment design, implementation and analysis, and on the development of targeting and prioritization approaches, including ensuring targeting approaches are data-driven, participatory and protection sensitive.

The position

Under the supervision of RBE Senior Cash Based Interventions (CBI) Officer, the Statistics & Data Analyst Intern will work to enhance targeting mechanisms for the delivery of UNHCR cash-based assistance in selected operations, including but not limited to: Moldova, Romania, Bulgaria, Armenia, Azerbaijan, Belarus, Georgia and Slovakia. The intern will work on data processing in support to the development of cash targeting models, which will support programme planning and help meet strategic objectives of cash assistance initiatives. The work requires close coordination with the country operations, extensive data cleaning, pre-processing, and transformation, statistical analysis to identify the most vulnerable population groups and corresponding analysis and reports.

Duties and responsibilities

* Under a supervision of Senior Programme CBI Officer, work closely with the Statistics and Data Analysis Officer to strengthen knowledge management within the CBI unit at the Regional Bureau for Europe (RBE).
* Support discussions with country operations on cash targeting models, programme planning, and the strategic objectives of cash assistance initiatives.
* Perform data cleaning, pre-processing, and transformation to ensure survey data is ready for analysis (R programming language).
* Conduct statistical analysis to identify the most vulnerable population groups using comprehensive survey data, applying techniques such as regression, segmentation, and other modelling approaches to develop effective cash targeting models.
* Create short reports and presentation decks tailored for each country, summarizing model results in a clear and accessible way for non-technical audiences.
* Document approaches and best practices, including scripts, and step-by step approaches for technical audiences wishing to undertake similar analysis.
* Carry out any additional duties as assigned by the supervisor, contributing to the overall success of the team and organization.

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); and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR.
* Be a recent graduate or a current student in a graduate/undergraduate program in disciplines related to data science, statistics, computer science, economics, or a closely related field.
* Demonstrated interest and experience in data analysis and management, preferably in an international development or humanitarian context.
* Proficiency in R programming language and experience with other data analysis tools (e.g., Excel, SPSS).
* Proven track record of working with data cleaning, pre-processing, and manipulation techniques to ensure data quality and reliability.
* Meticulous attention to detail, with a strong focus on maintaining accuracy in data analysis and management processes.
* Excellent communication and interpersonal skills, with the ability to work collaboratively in a team environment.
* Strong organizational and time-management skills, with the ability to manage multiple tasks and priorities simultaneously.
* Fluency in English language (knowledge of another UN language is an asset).
* Ability to handle confidential information with discretion and tact, demonstrating a high level of professionalism.

**NOTE:** 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.

Desirable qualifications and skills

* Proficiency in data visualization techniques and tools, with additional knowledge of Power BI considered an asset.
* Knowledge of statistical methods and techniques, and experience with quantitative / statistical analysis.
* Knowledge of humanitarian operations and refugee-related issues.

Conditions

It is a full-time role with working hours starting from 9.00am to 6:00pm Monday to Friday (40 hours per week). The successful candidate will be assigned to support the team in Geneva Switzerland

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.