

Terms of Reference (ToR)

Internship

Centre for Refugee and IDP Studies (CESI)

I. Overview

Centre for Refugee and IDP Studies includes a small team of scholars dedicated to interdisciplinary research, data collection and study of forced migration with specific focus on conflict-induced displacement in Bosnia and Herzegovina and Western Balkan's region. For our internship program we are looking for candidates with a commitment to displacement and human rights issues. The interns are expected to contribute to a range of activities such as research and drafting of documents in the above mentioned area, as well as participating in daily operations of the Centre, including development of the resource library and organization of events. The internship duration will be agreed upon suggestion of the interested candidate.

II. About CESI

CESI was established in year 2011 at the Faculty of Political Sciences in Sarajevo in partnership with UNHCR and through its support. The Centre's is principally dedicated to overall understanding, information sharing and raising of the social awareness on the causes and consequences of forced migration by providing a forum for education, research, training and dialogue in the field. CESI is mainly committed to the study of forced displacement and related issues relevant to BiH, the Western Balkan's region and wider. As such, CESI is functioning as a knowledge base for wider forced displacement issues thus acting as a resource and research hub for the field both regionally and worldwide.

III. Internship Candidates

Candidates are expected to meet the following minimum requirements:

- Have commenced their undergraduate studies in forced migration or related social sciences field. Highly motivated candidates who are currently pursuing an appropriate qualification will also be considered;
- The candidate should present CESI with a letter of recommendation from his or her home institute and certificate of admission/affiliation at the home institution.
- Provide contact information for supervisor/ academic mentor at home institute.

- Should have basic knowledge of displacement issues, human rights and/or refugee law;
- Have excellent command of English. Bosnian/Croatian/Serbian languages are an asset;
- Firm and /or excellent drafting and presentation skills;
- Ability to work on own initiative and as a part of a team;
- If the Interns task, as part of its internship, is to conduct research/or work on thesis/dissertation, s/he should present CESI with a detailed research plan approved by his or her supervisor/ academic mentor prior to arrival at CESI.
- Experience in the field of human rights and refugee protection is an asset.
- The intern is highly encouraged to inform CESI about his/her own academic and professional skills and qualifications and to propose complimentary tasks that would benefit both CESI and the Intern

IV. Description of responsibilities

The intern, under the supervision of one or more CESI staff, will participate in the various activities related to the work of the Centre. In particular, s/he is expected to contribute to one or more of the following tasks:

- Conduct research on various issues (e.g. legal/protection, education, health and psycho-social related issues etc) relevant to forced migration/ refugee studies field of research
- Assist the Centre in other ongoing research activities, which may include: conducting desktop research, interviews, surveys or other types of data collection
- Assist the Centre in ongoing fieldwork or data collection in the field.
- Update and maintain database on existing research, literature and documentation related to displacement in BiH;
- Assist in development and update of the webpage of the Centre.
- Under supervision of the CESI staff, draft reports and correspondence, research and organizations activities with various stakeholders and partners.
- Provide logistical and administrative support to the Centre (including Field work) as requested, including scheduling and attending meetings or organizing events, translation, and proofreading of public documents;
- Perform any other daily tasks in agreement with the staff of the Centre.

- *Each Intern is expected to submit a report (instructions to be found in appendix of this document) of their internship experience and work upon completion of their Internship period. (Including any research results obtained while at CESI)*

V. CESI obliges itself to:

- To enter into an “Individual Internship Agreement” with each student selected for an internship appointment;
- During the internship period, to employ each Intern for a minimum number of hours and weeks, as required by the home institution recommending the intern;
- During the internship period, to utilize Interns in several task areas, as required by the work programme;
- To provide an appropriate orientation to the Intern concerning the facilities and the rules, policies and procedures ;
- CESI reserves the right to modify planned tasks during the internship period, as may be required due to change of circumstances. However, reasonable effort will be made to ensure that the Intern holds a responsible position with exposure to multiple tasks;
- To provide quality supervision of the Intern during the internship program and to report to the intern supervisor/ academic mentor on progress as mutually agreed upon;
- CESI designated staff will evaluate the performance of the Intern using forms required by the home institution;
- CESI will advise the interns home institution in a timely manner of any serious deficiency noted in an assigned interns performance, and suggest further steps related to the interns work.
- CESI may immediately remove from the premises any intern who poses an immediate threat or danger to personnel or property or for unprofessional behavior.

Individual Internship Agreement

I accept the INTERNSHIP that has been offered to me by the Centre for Refugee and IDP Studies, Institute for Social Science Research of the Faculty of Political Sciences, University of Sarajevo. In addition I understand and accept the following:

- that CESI will not pay me for my internship and that all the expenses connected with it, including travel and related costs, must be borne by me or my sponsoring Government or institution;
- that there is no expectation of employment at the end of my internship;
- that CESI accepts no responsibility for overall health condition of the interns and possible costs arising from accidents and/or illness incurred during this internship.
- that if required the intern personally is responsible for obtaining necessary visas relating to internship.

I hereby undertake the following obligations with respect to my internship with CESI:

- to conduct myself at all times in a manner compatible with my responsibilities and professional standards for the holder of a CESI Internship. This includes becoming familiar with the UNHCR Code of Conduct and CESI's equivalent
- to keep confidential any and all unpublished information made known to me by CESI during the course of my internship and not to publish any reports or papers on the basis of information obtained during the internship, except with the prior authorization and assignment to such activity by CESI;
- to provide written notice in case of illness, absence or other unavoidable circumstances which might prevent me from participating in or completing the internship;
- to provide my address at the duty station to CESI as well as the name and address of the person to be contacted in case of emergency;
- at the end of the internship period to submit a report/narrative evaluation of my activities as an intern and to return all the items in my possession belonging to CESI (e.g. keys, books, passwords etc.);

I understand that if any of the above is not adhered to, CESI may decline to issue a letter of reference regarding the internship.

Full Name: _____

Name & Title of Internship Supervisor: _____

Date: _____ Interns signature: _____