

**TERMS OF REFERENCE  
(Individual Contractor Agreement)**

**Title:** Protection Assistant (2 positions)  
**Project:** UNHCR – UN Refugee Agency  
**Duty station:** Sub-Office Quito (Solanda), Ecuador  
**Section/Unit:** UNHCR Protection Unit  
**Contract/Level:** Local Support, LICA 4 (USD 1.671,00)  
**Duration:** From 15 April to 31 December 2023  
**Supervisor:** Protection Associate, Ms. Sofía Rodríguez

**1. General Background**

Ecuador is part of the United Nations Convention of 1951 relating to the Status of Refugees and its 1967 Protocol, as well as major international and regional human rights instruments that recognize the right to asylum. It is also part of the United Nations Convention of 1954 relating to the Status of Stateless Persons and the United Nations Convention of 1961 on the Reduction of Statelessness. The asylum procedure in Ecuador is regulated by the Organic Law of Human Mobility, effective February 6, 2017.

Ecuador is a country of transit and destination for people who need international protection. In the last two decades, Ecuador hosted more than 68,708 recognized refugees (mainly Colombian) and has become one of the leading countries of transit and destination for refugees and migrants Venezuelans. Ecuador receives the second highest number of Venezuelans after Colombia. Since 2016, more than 4.7 million Venezuelans have left their country, making it the biggest exodus in the history of Latin America. Of these, 2.2 million have entered Ecuador, of which 400,000 Venezuelans have been established in the country.

In 2019, approximately 2,100 Venezuelans per day entered Ecuador (with peaks of 6,000) until 26 August, when Ecuador began requiring visas for Venezuelans. Since 2018, the number of Venezuelan asylum seekers exceeded the number of asylum seekers from Colombia. According to monitoring protection of UNHCR, in 2019, nearly four out of ten Venezuelans did to the least part of their journey on foot, and three in ten have specific needs (pregnant women, unaccompanied or separated children, people with disabilities or catastrophic and elderly diseases).

The Office of the United Nations High Commissioner for Refugees works in Ecuador supporting the Ecuadorian government to protect refugees. UNHCR's operation in Ecuador began in 2000 as part of the strategy of the organization to protect and provide assistance, particularly to the victims of the Colombian conflict. The operation aims to support the Government of Ecuador to: (i) the development of mechanisms of protection, (ii) strengthening national asylum system, (iii) and identification of durable solutions for refugees.

The operation of UNHCR in Ecuador has a multiyear Protection Strategy and Solutions, which encompasses the dimensions of the legal, economic and social protection of refugees in Ecuador and which have a decisive role the approaches to gender, ethnicity, and age and other diversities.

**2. Purpose and Scope of Assignment**

The Protection Assistant normally reports to a more senior Protection colleague. The incumbent provides functional and administrative support to the protection unit on protection related liaison, correspondence, monitoring, case management and reporting activities.

The Protection Assistant also supports the protection unit in designing a comprehensive protection strategy and in providing quality, timely and effective protection responses to persons of concern (PoC). S/he may liaise externally with local authorities and partners on correspondence and/or protection issues as guided by the supervisor.

The Protection Assistant also facilitates the involvement of PoC in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent

will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.

**Duties:**

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Observe and respect protection related Standard Operating Procedures (SOPs).
- Provide functional and administrative support in all protection related AGD based programming with implementing and operational partners.
- Provide functional and administrative support in implementing participatory approaches, needs assessments, monitoring, reporting and case management.
- Support assessments on durable solutions through voluntary repatriation, local integration and where appropriate, resettlement.
- Facilitate liaison with competent authorities for the issuance of personal and other relevant documents.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics within the Area of Responsibility (AoR).
- Conduct preliminary and protection interviews with PoCs and decide which relevant information to share.
- Enforce integrity in the delivery of protection services by local implementing partners.
- Perform other related duties as required.
- Support implementing and operational partners as well as displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organizational and livelihood concerns as well as child protection and prevention and response to GBV.
- Assist in working with host communities to involve national civil society groups in improving the protection of PoC.
- Assist in the analysis that identifies the capacities of communities of concern and risks they face.
- Support participatory assessments and ongoing consultation with PoC.
- Support communities in establishing representation and coordination structures.
- Ensure community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
- Perform other related duties as required.

### **3. Monitoring and Progress Controls**

- Compliance and reporting of weekly and monthly monitoring activities carried out by the protection unit.
- Case management, using the PRIMES database.
- Reports on field visits and activities to strengthen protection networks.
- Preparation and compilation of information for the monthly report based on the regional Platform.
- File notes of relevant meetings, workshops and events.
- Preparation of reports.
- Periodic entry of the cases attended in the ProGres database.

### **4. Qualifications and Experience**

#### **a. Education**

- University Degree (4 years) in Law, Social Sciences, Social Work, Psychology or any other related field.

#### **b. Work Experience**

- Minimum 2 years of experience in relevant topics.
- Work experience in working with communities, advocacy, and institutional relations.
- Work experience with social organizations, public sector institutions and / or international organizations will be an advantage.

- Experience with the refugee population or groups in a situation of vulnerability.

**c. Key Competencies**

- Ability to work in difficult conditions and under stress.
- Ability to work within an international and multicultural environment.
- Ability to work with individuals in vulnerable situations.
- Willingness to work in emergency situations.
- Ability to handle confidential and sensitive information in a professional manner.
- Availability to mobilize at the community level and other cities.
- Computer skills: Word, Excel, internet, powerpoint, Kobo.

**5. Submission of applications**
**A. English Desirable.**
**B. The shortlisted candidates may sit a technical examination.**

- C. Foreign candidates, to be considered eligible for this position, must have a temporary or permanent residence in Ecuador that allows them to carry out work activities in the country.
- D. If hired, the candidate must submit a current and updated RUC Unique Taxpayer Registry and a voluntary contribution certificate to the Ecuadorian Institute of Social Security IESS. Voluntary IESS securities will be covered by the staff member.
- E. If you wish to be considered for this vacancy, please submit your application according to the following instructions:

- **CANDIDATOS CON ACCESO AL SISTEMA WORKDAY:** Para poder aplicar, primero debe crear su perfil en el sistema WORKDAY. Y aplicar a través de la opción de career.
- **CANIDATOS EXTERNOS:** Los candidatos que NO tienen acceso al Sistema de WORKDAY, deben enviar sus aplicaciones como candidatos externos en el portal oficial de trabajo del ACNUR: <https://www.unhcr.org/careers.html> (o ingresar a la ruta: [www.unhcr.org](http://www.unhcr.org) / careers / vacancias / (buscar país y vacante)

**NO SE ACEPTARÁN CVs POR EMAIL. SE CONSIDERARÁN SÓLO AQUELLAS APLICACIONES ENVIADAS POR EL SISTEMA.**

Project Authority Ms. Yolanda Zapata Head of Sub- Office, Quito (Solanda) – Ecuador		Contract holder (Name/Title):	
Signature	Date	Signature	Date

*UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.*

*UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).*