



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

**Title:** [RSD Assistant]  
**Project:** [UNHCR RSD Morocco]  
**Duty station:** [Rabat, Morocco]  
**Section/Unit:** [UNHCR - RSD unit]  
**Contract/Level:** Local - Support ICA, Level [4 Step 1]  
**Duration:** [01/10/2015] **through** [31/12/2015] With possibility of renewal  
**Supervisor:** [RSD Officer], Ms. [Stephanie] [Hecquet Lepoutre]

The position is open to: Moroccan and/or Residents with valid legal permanent residency in Morocco.

**1. General Background:**

The RSD Assistant is a member of the Refugee Status Determination (RSD) team. S/he is responsible for supporting all activities related to the processing of refugee claims in the Operation. The RSD Assistant provides counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's RSD procedures, their rights and obligations, including towards the host authorities, and the status of the processing of their claims. In discharging these responsibilities, the RSD Assistant liaises closely with Registration, Community Services, Resettlement, and other Protection staff. The RSD Assistant is responsible for conducting COI and other research related to RSD and maintaining the Operation's local repository of relevant information, guidelines and standards. S/he may also assist in drafting RSD Assessments. The RSD Assistant assists in compiling and analysing information related to the RSD activities of the Operation, and in drafting related correspondence and reports. The RSD Assistant may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

**2. Purpose and Scope of Assignment:**

1. Conduct preliminary RSD interview and preparation of preliminary RSD assessment reports to be endorsed by the Refugee Status Determination Supervisor.
2. Remain up to date on Country of Origin Information (COI) of the asylum seekers; ensure the COI data base in the office remain current by updating it regularly.
3. Respond to the queries of the asylum seekers/refugees in a timely manner.
4. Assist in providing counseling and guidance to asylum-seekers and refugees on Refugee Status Determination procedures, rights and obligations.
5. Act as interpreter and translator when needed.
6. Any other responsibilities/functions deemed necessary or as delegated by the Head of the office / RSD Supervisor in order to meet the level of the services in the organization.

**3. Monitoring and Progress Controls:**

- UNHCR's RSD procedures are implemented in accordance with relevant UNHCR standards and policies, including policies related to age, gender, and diversity mainstreaming (AGDM).



- Persons of concern have fair and transparent access to the RSD procedures.
- Fraud in the RSD process is identified and appropriately addressed.

#### 4. Qualifications and Experience

##### a. Education (Level and area of required and/or preferred education)

- Completion of Secondary School and advanced training/certification in social work or a related field.
- Minimum 1 year of relevant professional job experience.
- Research and analytical skills.
- Excellent oral and written communication skills.
- Fluency in English and working knowledge of Arabic.

##### b. Work Experience:

- Experience in counselling asylum seekers or refugees.
- Experience in working with vulnerable or traumatized individuals.
- Completion of UNHCR's RSD Learning Programme, COI Learning Programme, or Protection Learning Programme.
- Working experience with procedures and principles related to RSD.
- Knowledge of International Refugee Law and Human Rights Law and ability to apply the relevant legal principles.

##### c. Key Competencies:

Judgement and Decision Making  
Analytical Thinking  
Planning and Organizing  
Stakeholder Management

Project Authority (Name/Title):	Contract holder (Name/Title):
Signature _____ Date _____	Signature _____ Date _____