

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Sustainable human development and SDGs
Organizational unit:	Bureau for Policy and Programme Support (BPPS)
Country and Duty Station:	Switzerland, Geneva
Internship duration:	6-9 months
Supervisor's name:	Berta Pesti
Supervisor's title:	Head, CAFI secretariat

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

The UNDP Climate and Forests team is part of the Natural Capital and Environment team in UNDP's new Global Policy Network (GPN). The team is spread globally, with advisors in New York, Geneva, Panama, Nairobi and Bangkok. The team is responsible for a growing portfolio of US\$100m largely focusing on support to countries to Reduce Emissions from Deforestation and forest Degradation "REDD+". UNDP's REDD+ portfolio includes project activities with the UN-REDD Programme, the Forest Carbon Partnership Facility (FCPF), the Green Climate Fund (GCF), the Central African Forest Initiative (CAFI), and several bilateral REDD+ agreements. The team works closely with other parts of the Natural Capital and Environment team (particularly the UNDP-GEF team, the Green Commodities Programme (GCP), and the New York Declaration of Forest global platform). It also works closely with the Climate team within the GPN (particularly with regards to the Nationally Determined Contributions support programme). The team can support the REDD+ initiatives of the regions and country offices and provide quality assurance on a full cost-recovery basis.

Central Africa is home to the second largest tropical rainforest in the world. Forest loss is accelerating despite ongoing efforts, as government action alone has not been sufficient to establish an effective balance between the interests of the forest and of economic development. On this basis, a coalition of willing donors – the European Union, the Federal Republic of Germany, the Kingdom of Norway, the Republic of France and the United Kingdom of Great Britain and Northern Ireland – together with Central African partner countries – Central African Republic, the Democratic Republic of the Congo, the Republic of Cameroon, the Republic of Congo, the Republic of Equatorial Guinea, and the Republic of Gabon – have decided to enter into a collaborative partnership to establish the **Central African Forest Initiative (CAFI)**. The objective of this initiative is to recognize and preserve the value of the forests in the region to mitigate climate change, reduce poverty, and contribute to sustainable development. This objective will be attained through the implementation of country-led, national scale REDD+ and Low Emissions Development (LED) investment frameworks that include policy reforms and measures to address the drivers of deforestation and forest degradation and promote sustainable development. The CAFI Trust Fund is the principal means to implement the Central African Forest Initiative. It is administered by the [MPTF-O](#). As per its Terms of Reference, the UNDP Climate and Forest team provides the secretariat services.

The CAFI Secretariat aims to engage with the Global Green Supply Chain (GGSC) Network on trade in tropical timber to mitigate deforestation. GGSC was initiated by progressive Chinese wood importing/processing industry in Beijing in June 2018, supported by the International Tropical Timber Organization (ITTO). The project objective is to increase the market pull for legally and sustainably produced (LS) timber to ensure that tropical timber and wood products trade increasingly become limited to LS timber and wood products. Increased LS wood production will lead to more proper jobs for local populations, reduce pressure on the central African rainforest and contribute to climate change mitigation. CAFI also has an ongoing partnership with the Sustainable Digital Finance Alliance, a Foundation created by AliPay (Ant Financial). The project explores digital ways to mobilize people in Africa and China to engage in solving local and global problems.

The aim of this internship is to support CAFI's involvement with green supply chains in China's vast timber sector as well as the Ant Forest Feasibility Project.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Support CAFIs engagement with private sector supply chain initiatives in China <ul style="list-style-type: none"> Liaise with the GGSC Secretariat in China to convey CAFI's positions and expertise Contribute to communication and information exchange with members of the GGSC Network Help identify and build relationships with other initiatives 	40 %
2	Support the ongoing partnership with the Ant Forest Feasibility Project <ul style="list-style-type: none"> Re-package existing comprehensive data sets on the specificities of the deforestation problem in the region into different formats that communicate well in a Chinese market (videos, infographics and other visuals) Write and/or translate articles into Chinese for publication Promote materials on social media and other online platforms 	40 %
3	Other: <ul style="list-style-type: none"> Prepare briefing notes and analysis on Chinese – Central African economic and development relationships Support other/ad hoc activities as seen relevant and needed, especially preparations for major international events taking place this (COP Biodiversity in Kunming and COP Climate Change in Glasgow) 	20 %

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a bachelor's degree; or
- currently enrolled in a master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: Climate change finance/economics, international trade, environmental or development studies, natural resource management, communications or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Familiarity with social media, applications and/or digital finance is an asset

Language skills:

- English required;
- Knowledge of French is preferable.

Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.

V. INTERNSHIP CONDITIONS

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time, but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.