

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Programme Support
Organizational unit:	Environment Unit
Country and Duty Station:	Mauritius
Internship duration:	9 months
Supervisor's name:	Satyajeet Ramchurn
Supervisor's title:	Head of Environment Unit

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:

UNDP Country Office in Mauritius and Seychelles partners with both countries in the area of inclusive development, environment protection, climate change adaptation and disaster risk management. Under the Standard Basis Aid Agreement signed between the Government of Mauritius and UNDP in 1974, the Environment Unit has over the years successfully mobilised resources to help the country achieve its development targets while at the same time mitigating adverse environmental impacts.

To date, UNDP Mauritius Country Office has mobilised over USD 70 million from donors such as GEF, GCF, the Adaptation Fund Board, amongst others, making it one of the largest environment portfolio in Africa. With the increasing vulnerability of Small Island Developing States (SIDS) to the impacts of climate change, the portfolio

is expected to expand to approximately USD 100 million in the next few years. The portfolio consist of projects ranging from biodiversity conservation (both terrestrial and marine), renewable energy, energy efficiency, land degradation, disaster risk reduction and management, sustainable fisheries and climate change adaptation.

As the Republic of Mauritius makes its transition to a high income category, telling our stories becomes ever so more important to create more awareness of the environmental challenges the country faces and hence the need to continue to mobilise resources for environment-based projects.

The objective of this assignment is to increase the capacity of the Country Office to provide adequate support to project staff to achieve project targe

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Support and assist the Environment Unit projects <ul style="list-style-type: none">Assist the PPG Project Manager in developing pipeline projectsAssist the Programme Assistant in ensuring proper filing of documentsUpdate project dashboards on a regular basisOrganise meetings and workshops as requiredPrepare notes of meeting and contribute to the development of project progress report	60 %
2	Support the development of the communications strategy of the Environment Unit <ul style="list-style-type: none">Contribute in the development of knowledge products for projectsAssist in maintaining of UNDP's social media accounts (Facebook, Twitter, YouTube) and the UNDP Country Office website	30 %
3	Other: <ul style="list-style-type: none">Support other/ad hoc activities as seen relevant and needed.	10 %

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: **International Development, Economics, Management, Environment Sciences** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Am interest in maintaining social media accounts**

Language skills:

- English** required;
- Knowledge of other UN languages is an advantage.

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.