

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Climate Change
Organizational unit:	BPPS, Climate Team
Country and Duty Station:	United States, New York
Internship duration:	6 to 9 months
Supervisor's name:	Kalyan Keo
Supervisor's title:	Climate Change Policy Specialist

II. CORPORATE BACKGROUND:

The United Nations Development Programme (UNDP) operates in over 170 countries and territories, helping to achieve the eradication of poverty, to reduce inequalities and to increase sustainability. Climate change is the single greatest challenge humanity has ever faced, threatening water and food security, health, livelihoods, and the safety of billions of people. The global response to this challenge must be just, inclusive, and leave no one behind, while seeking the most efficient climate solutions that advance multiple Sustainable Development Goals at once. Therefore, one of its critical priorities for 2020 is to support countries to accelerate ambitious action on climate change.

UNDP works directly with countries on developing and implementing their Nationally Determined Contributions (NDCs), the pledge made by parties to the Paris Agreement of limiting global average temperature increase below 2°C and pursuing efforts to below 1.5°C. Given the urgency needed for scalable and transformational climate action, UNDP is working jointly with other UN agencies and key partners to support countries to meet the goals of the Paris Agreement through:

- Accelerating implementation of current NDCs through addressing key barriers and turning their targets into tangible and achievable actions.
- Enhancing climate targets for more ambitious next generation NDCs, through targeted high-level engagement, underpinned by evidence-based technical support and advocacy
- Mobilizing society to both contribute to and call for climate action to meet NDC targets.

UNDP has recently launched its ambitious “Climate Promise” which will support 100 countries to enhance their Nationally Determined Contributions (NDCs) under the Paris Agreement by 2020, with demonstrated increase in ambition for greater emissions reduction and resilience building. To deliver this promise, UNDP is leveraging its extensive expertise and capacities around the world, including through our donors and partners, to support country offices.

The Climate Team of the UNDP's Bureau's for Policy and Programme Support based in New York is leading the implementation of the Climate Promise initiative in close collaboration with Regional

Bureaus and other Bureaus across UNDP. Therefore, UNDP is looking for an intern to support and contribute to this flagship corporate initiative.

III. INTERNSHIP OFFICE BACKGROUND:

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Policy analysis and research <ul style="list-style-type: none"> Analyse and synthesize latest research papers, studies, and major reports on climate change and related topics to feed into policy and programming advisory notes and materials for country support Maintain up-to-date master brief of latest analysis and research evidence and country examples Assist with the preparation and analysis of charts, briefing notes, etc. to support corporate briefing and reporting processes 	45%
2	Knowledge management and results reporting <ul style="list-style-type: none"> Maintaining progress reporting tracker and updating content of Climate Promise database, including the Power-Bi Dashboard Assist with research, data analysis and writing for discussions on UNDP knowledge networks Take stock of UNDP's latest programme results, toolkits and knowledge products on climate change support at HQ, regional and country level Assist with compiling communications materials for advocacy and outreach, including on UNDP's public website and social media platforms 	50%
3	Other: <ul style="list-style-type: none"> Support the organisation of key events and meetings as required Support other/ad hoc activities as seen relevant and needed. 	5%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- 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, disaster risk management, energy, sustainable development or related field** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;

- Advanced knowledge on using MS Excel is an asset.
- Working knowledge and experience in using in Microsoft Office Power BI, and collaborative tools such as Teams, Yammer, Skype for Business, and Sharepoint/One Drive

Language skills:

- **English** required;
- Knowledge of French and Spanish 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.