

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

|                           |   |
|---------------------------|---|
| Title:                    | <b>Intern - Climate Policy and Knowledge Management</b> |
| Sector of assignment:     | <b>Climate Change</b>                                   |
| Organizational unit:      | <b>Climate Change, BPPS</b>                             |
| Country and Duty Station: | <b>Headquarters, New York</b>                           |
| Internship duration:      | <b>9 months</b>   |
| Supervisor's name:        | <b>Stephen Gold</b>                                     |
| Supervisor's title:       | <b>Head of Climate Change</b>                           |

### 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 is the largest implementing partner on climate action in the UN System, currently supporting over 140 countries with a portfolio of over US\$3 billion in programming. 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 2oC and pursuing efforts to below 1.5 oC. 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.

In 2020, countries will have the opportunity to communicate new/revised NDCs to the UNFCCC, where they can enhance the level of ambition they aim to achieve for the next years. Thus, the UN SG is convening a Climate Summit in September 2019 to bring world leaders and key stakeholders together in an effort to raise political will and leadership on ambitious climate action. The Summit will work to demonstrate progress achieved and share cost-effective solutions to tackle climate change; thus making an irrefutable case for more ambition by all parties in 2020. UNDP has been actively engaged and supporting the SG in his efforts and commitment to put climate change on top of his international agenda, claiming that it is the “absolute priority” of the UN system. This is underpinned by UNDP’s active support to countries to help strengthen NDC enhancement and advance implementation.

### III. DUTIES:

The intern will assist in the following duties and responsibilities:

| No   | Duties and responsibilities  | % of time |
|--|--|-----------|
| <i>In this section list the primary responsibilities and tasks of the position.<br/>(Include percentages for each duty.)</i> |  |           |
| 1  | Assist the organization with research, data analysis and contribution to knowledge products and strategies related to climate change <ul style="list-style-type: none"><li>Analyse and synthesize latest research papers, studies, and major reports on climate change to help inform messaging, briefings, publications and other knowledge products</li><li>Take stock of UNDP's latest programme results, toolkits and knowledge products on climate change support at HQ, regional and country level</li><li>Support discussion on knowledge networks, including compiling research and data and writing summaries and blogs</li><li>Assist with compiling communications materials for advocacy and outreach, including on UNDP's public website and social media platforms</li></ul> | 50%       |
| 2  | Support the preparation and organisation of key high-profile events and meetings <ul style="list-style-type: none"><li>Assist with the preparation and analysis for briefing notes, preparatory materials etc. to support corporate briefing and reporting processes connected to relevant meetings and events</li><li>Provide support, as needed, on UNDP's contribution to the SG's Climate Change Summit, HLPF Summits, NDC Dialogues, UNFCCC meetings, etc.</li><li>Click or tap here to enter text.</li></ul>   | 30%       |
| 3  | <b>Other:</b> <ul style="list-style-type: none"><li>Support other/ad hoc activities as seen relevant and needed.</li></ul>   | 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, 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 or Excel and/or Power BI an asset
- Knowledge of graphic design software an asset
- Knowledge and experience with data visualization an asset

#### Language skills:

- Fluent in 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.