

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Sustainable Development
Organizational unit:	Environmental and Sustainable Development
Country and Duty Station:	Panama
Internship duration:	9 months
Supervisor's name:	Jessica Young
Supervisor's title:	Programme Analyst

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 supports Panama in building environmental awareness among decision makers and the public. This helps to promote action and greater accountability for environmental stewardship. We support four demonstration projects to improve communities' application of sustainable land management practices. UNDP also supports efforts to achieve a strong policy and institutional framework to strengthen national capacity to manage natural resources, including parks and protected areas.

UNDP is a committed partner to Panama in its implementation, monitoring and reporting as one of the Parties to the UN Framework Convention on Climate Change (UNFCCC), and facilitates financing of climate change mitigation and adaptation measures. UNDP is helping Panama to achieve the UNFCCC goals and recommended actions to reduce greenhouse gas emissions to mitigate climate change, and to strengthen resilience to reduce and/or recover from the adverse effects of climate change. UNDP advises the Government of Panama to strengthen its policy and institutional coordination on climate change. Including Reducing Emissions from Deforestation and Forest Degradation (REDD+).

UNDP is also supporting the country with mainstreaming the conservation and sustainable use of biodiversity into production land/seascapes for the integrated environmental management of coastal marine areas and for the benefit of the coastal population.

IV. 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. (Include percentages for each duty.)</i>		
1	Support UNDP team for project design and monitoring <ul style="list-style-type: none">• In consultation with the team, research on and organize resources/documents related to climate change, biodiversity and national policies;• Support the team with the gathering and review of background information that will be used in the development of GCF concept notes, and where necessary, also GEF Project Information Forms (PIFs);• Assist project monitoring and evaluation (M&E) work	35%
2	Support UNDP team in collecting and analysing data <ul style="list-style-type: none">• Support in the creation of baselines of social (i.e. fishers' cooperatives) and environmental variables (i.e. turtle nesting sites, fisheries) in the coastal communities of the Districts of Pedasí, Pocrí and Tonosí in the Azuero Peninsula, Panama (availability to travel outside the city is necessary for this).• Tabulate information, analyse results and write conclusions about data obtained in the field or provided by some of the projects.• The intern will assist Project Manager in collecting, synthesizing and analysing data from the field	50%
3	Other: <ul style="list-style-type: none">• Support other/ad hoc activities as seen relevant and needed.	15%

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: **biology, environmental studies, or related field.**

IT skills:

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

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Language skills:

- **Spanish (at least spoken)** required;

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.