

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Programme Management - Environment
Organizational unit:	UNDP
Country and Duty Station:	Kathmandu, Nepal
Internship duration:	Six months
Supervisor's name:	Shanti Karanjit
Supervisor's title:	Programme Analyst, Resilience Portfolio

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:

As of early 2019, UNDP Nepal constitutes of 59 staff out of which 11 are international staff including the Senior Management. The Intern will be stationed together with the portfolio management officers working on the projects to deliver UNDP Country programme articulated around 3 outcomes: increased access to sustainable livelihoods, safe and decent employment and income opportunities; strengthened institutions towards ensuring rule of law, social justice and human rights for all and environment management and sustainable recovery and reconstruction, and resilience to climate change and natural disaster are strengthened at all levels. The Intern will be working in close collaboration with the portfolio management officers.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
The scope of the work will include exploring Innovative approaches in programming, developing programmes and projects, coordination with government of China and other partners within and outside UNDP, building knowledge on climate change adaptation and disaster risk reduction and doing context analysis		
1	Information and knowledge management <ul style="list-style-type: none">• Support UNDP's existing work on integrated climate risk management programming• Support in the disaster management information system for Nepal to capture disaggregated data of loss and damage from disasters and foster a system of data analysis, dissemination and reporting.• Support in UNDP's existing work on empowerment of rural women through improved decentralized access to renewable energy• Support in knowledge and information management, review of global and regional technical and strategic papers to Nepal's context and prepare presentations, advisory and briefing notes for use in national contexts.	40%
2	Partnership and networking <ul style="list-style-type: none">• Coordinate with Government of China / China Aid and Belt and Road Initiative and other development partners to share the works of UNDP and explore partnership opportunities• Support Resilience Portfolio in its capacity building, networking and partnership in the area of climate adaptation, renewable energy and disaster risk management related work	30%
3	Other: <ul style="list-style-type: none">• Support other/ad hoc activities as seen relevant and needed.	30%

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: Environment study, Disaster Risk Management, Renewable Energy, Natural Resources or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge of online application tools will be an asset

Language skills:

- Proficiency in English language is 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.

