

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Sustainable Development
Organizational unit:	UNDP-GEF
Country and Duty Station:	Turkey – Istanbul Regional Hub
Internship duration:	6 months
Supervisor's name:	Onno van den Heuvel
Supervisor's title:	BIOFIN Manager

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:

In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and broader sustainable development objectives. Improved choice, design and implementation of effective, well-tailored finance solutions will strengthen countries' chances of achieving national and global biodiversity targets.

The Biodiversity Finance Initiative – BIOFIN – was developed to provide a comprehensive methodology for governments to: 1) review the existing policy context, 2) measure expenditure levels for biodiversity, 3) calculate future financial needs and 4) design strategic plans to deploy the right mix of finance solutions, tailored to the country context. The methodology has been conducted in 30 countries to date, with many now having reached the implementation stage.

BIOFIN's first phase (2012-2018) enabled full assessments and initial implementation of finance plan elements in target countries. Based on lessons learned, a new and comprehensive version of the [BIOFIN Methodology](#) was developed. Significant scaling up of finance solutions is required in all countries to address the biodiversity finance challenge. BIOFIN's second phase will mainly focus on the implementation of prioritised finance solutions while also allowing additional countries to undertake the initial assessments and create the finance plan. See www.biodiversityfinance.org for further information.

BIOFIN is part of UNDP's Global Environmental Finance (UNDP-GEF), hosted by the Ecosystems and Biodiversity (EBD) cluster under UNDP's Bureau for Policy and Programme Support (BPPS). The BIOFIN team is based in Istanbul, at UNDP's Regional Hub, which has over 100 staff.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Provide support to BIOFIN Knowledge Management Strategy - Undertake research on a wide range of sustainable development finance mechanisms and develop case studies and tools - Write stories and news articles on BIOFIN activities; - Support the organization of webinars and regional calls and participate in a regional BIOFIN Workshop; - Produce cross country analysis using the work BIOFIN has been doing in its 30 core countries.	65% 20% 10% 10% 25%
2	Support the BIOFIN Communication team by promoting and maintaining BIOFIN's Twitter and Facebook accounts	20%
3	Other: The intern will be embedded into the global BIOFIN team based in Istanbul, and be involved in all regular activities of the programme. Support other/ad hoc activities as seen relevant and needed such as supporting the organization of Regional Workshops.	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, Geography, Economics, Environmental Economics, Finance, Business Administration, Communication, ICT or equivalent.

IT skills:

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

Language skills:

- Proficiency in written and spoken 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.