

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Climate change, Energy
Organizational unit:	BPPS: NDC Support Program & Small Grants Program
Country and Duty Station:	New York, USA
Internship duration:	6 months
Supervisor's name:	Angelica Shamerina
Supervisor's title:	Program Advisor

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:

The NDC Support Programme is one of UNDP's flagship programmes, helping countries advance integrated climate and development solutions through the implementation of the Paris Agreement on Climate Change. The program provides direct technical and financial support for country governments to build institutional and technical capacity for NDC and mitigation actions at scale. Other support includes global knowledge exchange and peer-to-peer learning for governments and technical experts. Over 100 countries are benefitting of which more than 20% are Least Developed Countries (LDCs) and 16% are Small Island Developing States (SIDS). Small Grants Programme (SGP) is implemented by UNDP on behalf of the GEF Partnership. Through the SGP modality, the GEF provides assistance to Non-Governmental Organizations (NGOs) and Community-Based Organizations (CBOs) in developing countries, and countries in transition, for efforts to address global environmental challenges. SGP is operational over 125 countries and provides funding up to \$50,000 per project for community actions. The main focus of SGP climate change portfolio is on facilitating access to low carbon technologies at the local level.

This internship will focus on supporting emerging partnership between the two programs looking into practical steps aiming to link local level energy investment with larger NDC frameworks. Initially, the program teams are

looking to identify synergies and success stories in select countries and then see how these good practices can be replicated in order to amplify the impacts of local action as well as inform national policy development with local priorities. Additionally, the program teams plan to estimate socio-economic benefits of energy investment and identify linkages with SDGs. The internship offers the opportunity to acquire direct exposure to the initiatives implemented on the ground in climate change focal area as well as international and national policy processes. The intern will support selection of relevant case studies and will help to facilitate research process, distil lessons learned and disseminate relevant information. In addition, the intern will be exposed to the latest developments and good practices in the field.

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. (Include percentages for each duty.)</i>		
1	Click or tap here to enter text. - Research and selection of projects in coordination with project teams - Communication with colleagues in target countries to collect information about relevant initiatives - Web, database and document searches for relevant knowledge and information	50%
2	Click or tap here to enter text. - Facilitate further in depth study if deemed necessary (help identify cases, provide support to experts) - Help with information dissemination of study outcomes in coordination with communications specialists	30%
3	Other: Support other/ad hoc activities as seen relevant and needed.	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: **Environment, Energy, Development Economics** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge of social media tools is an advantage**

Language skills:

- English is required;**

- Knowledge of other UN languages (particularly Spanish and French) 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.