

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Ecosystems and Biodiversity Intern
Sector of assignment:	Planet - Natural Capital and Environment
Organizational unit:	Ecosystems and Biodiversity (EBD) and Forest and Climate Change (FCC) teams
Country and Duty Station:	Thailand, Bangkok Regional Hub (BRH)
Internship duration:	9 months
Supervisor's name:	Gabriel Jaramillo
Supervisor's title:	Regional Technical Advisor for Asia and the Pacific

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 widely recognized as a global leader in supporting governments to sharpen policy, access finance and develop capacity for the management of biodiversity and ecosystems for sustainable development and poverty eradication.

Under the Strategic Plan covering the period 2018-2021, UNDP's work in Ecosystems and Biodiversity (EBD) has as an overall strategic objective to maintain and enhance the goods and services provided by biodiversity and ecosystems in order to secure livelihoods, food, water and health, enhance resilience, conserve threatened species and their habitats, and increase carbon storage and sequestration. UNDP supports over 130 countries to access funds for biodiversity conservation, combating land degradation, sustainable forest management, and ecosystem-based mitigation and adaptation, and to combine this with domestic and bilateral sources of finance. The EBD portfolio provides support to countries in three programming areas: (i) Integrating biodiversity

and ecosystem management into development planning and production sector activities; (ii) Unlocking the potential of protected areas, including indigenous and community conserved areas to contribute towards sustainable development; and (iii) Managing and rehabilitating ecosystems for climate change adaptation and mitigation.

Support to countries in project cycle management is coordinated through the UNDP-GEF Directorate at UNDP Headquarters in New York, with Regional Coordination Units (RCU) – in Istanbul (for Arab States and Europe & CIS), Addis Ababa (for Africa), Panama (for Latin America and the Caribbean) and Bangkok (for Asia Pacific) - that work with the Regional Bureaux to provide support to countries. A team of Regional Technical Advisors (RTA) in each RCU provides technical advice and support, and assistance with project development and implementation, in a number of interrelated GEF focal areas including Ecosystems and Biodiversity.

The EBD team in the UNDP Bangkok Regional Hub (BRH) provides support to 34 countries in the region. UNDP supported projects and programmes are designed to help countries achieve outcomes outlined in UNDP's Strategic Plan, UNDP country programmes, and UNDAFs (United Nations Development Assistance Frameworks).

The UNDP Climate and Forests team is part of the Natural Capital and Environment team in UNDP's new Global Policy Network (GPN). The team is spread globally, with advisors in New York, Geneva, Panama, Nairobi and Bangkok. The team is responsible for a growing portfolio largely focusing on support to countries to Reduce Emissions from Deforestation and forest Degradation "REDD+". UNDP's REDD+ portfolio includes project activities with the UN-REDD Programme, the Forest Carbon Partnership Facility (FCPF), the Green Climate Fund (GCF), the Central African Forest Initiative (CAFI), and several bilateral REDD+ agreements.

The intern will carry out number of tasks to support the EBD and Climate and Forests teams in BRH as described in the Terms of Reference (ToR).

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Technical Support <ul style="list-style-type: none"> • Provide technical inputs to concept notes and programming documents upon request from the Regional Technical Advisor(s). • Conduct research to support the development of concept notes, proposals, policy briefs or other programmatic support activities. • Undertake analysis to identify strategic collaboration opportunities on nature-based solutions with a focus on, among others, sustainable forest management, forest restoration. • Support the overall work of the EBD Team, including with the preparation for meetings and international events through PowerPoint presentations and document management for the EBD portfolio. • Support the overall work of the Climate and Forests team, including data management related to the UNFCCC Warsaw Framework for REDD+, Nationally Determined Contributions, and others as identified. • Identify areas for collaboration between the EBD team and other thematic units in the Bangkok Regional Hub. 	40 %
2	Knowledge Management and Communication Support <ul style="list-style-type: none"> • Support development of knowledge products and support UNDP's biodiversity portfolio related events in Asia and the Pacific. • Produce a range of communication products on the EBD projects for the International Day for Biological Diversity, World Environment Day, World Day to Combat Desertification, and other as appropriate. • Curate the lesson learned and the best management practices from the past and presents projects on biodiversity conservation, land restoration, sustainable forest management, and nature-based solutions to climate challenges. 	35 %

	<ul style="list-style-type: none"> Support the implementation of the Climate and Forests team's knowledge management and communication strategy in the Asia-Pacific region. 	
3	Other Support <ul style="list-style-type: none"> Provide technical and operational backstopping for UNDP's participation in the 15th Conference of the Parties for the Convention of Biological Diversity to held in October 2020 in Kunming, China. Support other/ad hoc activities on an as-need basis. 	25 %

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- Or be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- Or have graduated no longer than 1 year ago from a bachelor's degree or master's degree or equivalent studies.

Field of study:

- Environmental Sciences, Natural Resource Management, Ecology, Forestry, Physical Geography, Environmental Management, or other related fields.

IT skills:

- Proficiency in Microsoft Office Suite of products with emphasis on Word, PowerPoint presentation, and spreadsheet capabilities.

Language skills:

- Proficiency in written and spoken English;
- Knowledge of second UN language 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

- This internship is fully sponsored by the China Scholarship Council (CSC);
- 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.