

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	<b>Intern - Programme Coordination and Knowledge Management</b>
Sector of assignment:	<b>Natural Capital and Biodiversity</b>
Organizational unit:	<b>Environment and Natural Capital, BPPS</b>
Country and Duty Station:	<b>Headquarters, New York</b>
Internship duration:	<b>9 months</b>
Supervisor's name:	<b>Tim Scott and Midori Paxton</b>
Supervisor's title:	<b>Policy Advisor, Environment and Natural Capital / Head – Ecosystems and Biodiversity</b>

### 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's Global Policy Network (GPN) is a network of global experts and practitioners anchored by the Bureau for Policy and Programme Support (BPPS) and the Crisis Bureau (CB). The GPN provides cutting-edge development advice to country offices and programme countries, through a more cohesive and connected network of UNDP's top talent across country, regional and global teams, leveraging knowledge, resources and best practices needed to achieve development breakthroughs.

Under the BPPS, the Natural Capital and Environment (NCE) cluster is charged with advancing nature-based solutions for realizing a sustainable planet, as well as scaling up of solutions for sustainable management of natural resources, including sustainable commodities and green inclusive value chains. The NCE cluster also supports strengthening of gender-responsive legal and regulatory frameworks, policies and institutions. The cluster manages a range of global and national projects that support the sustainable management of natural capital and environment, including over 300 national projects in more than 130 countries with funding from the Global Environment Facility (GEF) and other sources in the field of ecosystem management and biodiversity conservation.

UNDP is the largest implementing partner on natural capital management and biodiversity conservation within the UN System. UNDP is currently finalising a cooperation agreement with the Swedish International Development Agency (SIDA) covering the following three thematic areas: (i) Sustainable management and use of ecosystems, biodiversity, and natural capital; (ii) Sustainable water and ocean governance; and (iii) Scaling up climate action for sustainable development. Service of an intern is sought to provide support to the Natural Capital and Environment (NCE) Cluster for operationalising the new global project, as well as to ensure direct linkage and synergies between the new SIDA financed global project and existing global and national projects, in relation to international meetings in related field including CBD COP 15 in China in October 2020. In addition, the Intern will support strengthening of the knowledge management system for the NCE Cluster including development of solution cases from the UNDP portfolio, as well as research and data collection and analysis for project development and briefing note.

### 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	Support operationalisation of SIDA financed global project. <ul style="list-style-type: none"> <li>Assist procurement processes related to the SIDA project including finalisation of ToRs for consultancies and development of other procurement related documentation</li> <li>Assist coordination of work planning and monitoring of SIDA financed project</li> <li>Assist with research and data analysis for components under SIDA financed project</li> </ul>	20%
2	Assist the organization with research, data analysis for programming and for contribution to knowledge products and strategies related to environment and natural capital, ecosystem management and biodiversity conservation. <ul style="list-style-type: none"> <li>Analyse and synthesize latest research papers, studies, and major reports on natural capital and biodiversity management to help inform project development, implementation, messaging, briefings, publications and other knowledge products</li> <li>Support development of solution pieces from the ecosystems and biodiversity portfolio for PANORAMA solution site</li> <li>Support discussion on knowledge networks, including compiling research and data and writing summaries and blogs</li> <li>Assist with compiling communications materials for advocacy and outreach, including on UNDP's public website and social media platforms</li> </ul>	40%
3	Support the preparation and organisation of key high-profile events and meetings <ul style="list-style-type: none"> <li>Assist with the preparation and analysis for briefing notes, preparatory materials etc. to support corporate briefing and reporting processes connected to relevant meetings and events</li> <li>Provide support, as needed, on UNDP's contribution to a range of international meetings.</li> </ul>	20%
4	<b>Other:</b>  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: Natural resource management including land, water, wildlife, genetic resources, environmental economics, sustainable development or related field or equivalent.

### **IT skills:**

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Advanced knowledge of Excel and/or Power BI an asset
- Knowledge of graphic design software an asset

### **Language skills:**

- Fluency in 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.