

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Environment
Organizational unit:	Energy and Environment
Country and Duty Station:	Namibia, Windhoek
Internship duration:	6 months
Supervisor's name:	Raili Hasheela
Supervisor's title:	Programme Analyst

### 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 Energy & Environment (EE) component of UNDP Namibia is looking for an upcoming young professional to serve in the capacity of an intern for a period of six-months. The desired intern should be someone who is committed and passionate about the wise utilization, protection and sustainable management of Namibia's resources and environment, considering the global, regional and national environmental challenges. He/she should aspire to contribute to Namibia's long-term economic progression, social transformation, environmental sustainability and good governance.

UNDP Namibia is currently implementing its Country Programme, which seeks to make a significant contribution to the national development efforts. In addition, UNDP is currently supporting national efforts to implement interventions in order to respond to key challenges in meeting the Sustainable Development Goals (SDGs) and

Namibia's Vision 2030. Most importantly, UNDP's support to government is making significant improvement to capacities to address the identified developmental challenges at the national, regional and local levels. UNDP's Current Programme of 2019 to 2023 is structured along two streams, i.e. (A) Sustainable, Inclusive and Green Growth i.e. (i) Diversified employment, pro-poor income and sustainable livelihoods for women, youth, persons with disabilities and marginalized population and (ii) Sustainable environmental management and enhanced resilience to shocks and crises); and (B) Improved governance for accountable, responsive institutions and civic engagement. Over the past 2 decades, the EE component has been supporting government efforts to address developmental challenges associated with sustainable environmental management and climate change, mainly through provision of support to implementation environmental management related projects.

This specific call is for an intern to be hosted and seated at the UNDP office, Windhoek, Namibia. This arrangement will aid him/her to gather and build collective national and international intelligence while at the same time supporting UNDP to implement its Country programme, particularly towards addressing environmental challenges.

### 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	<ul style="list-style-type: none"> <li>▪ Aid with researching and analyzing key development trends in Namibia.</li> <li>▪ Conduct timely desk top research, analysis, and organizational publication on energy and environment;</li> <li>▪ Provide support to the initiation of new innovative programmes and projects;</li> <li>▪ Provide support with the electronic filing system for administrative and operational management of environmental interventions information;</li> <li>▪ Monitor and keep abreast of developments (socio-economic, population dynamics, trends, etc.) and broad issues related to environmental management in Namibia, and their linkages to development processes in Namibia (using articles, newspapers, and other media sources);</li> <li>▪ Participate in meetings and workshops and prepare reports (edited minutes, concept notes, issue papers, and proposals);</li> <li>▪ Draft human development interest stories in the areas of work that are supported by or with UNDP' resources;</li> <li>▪ Monitor newspaper clippings, issues and provide weekly assessments on key issues raised w.r.t environmental themes;</li> <li>▪ Maintain regular communication with key internal (UN) and external stakeholders (covering the public, academia, thin tanks, civil society, and private sector) in the environment, social and economic sectors; and</li> <li>▪ Ensure exchange of information on planned and on-going activities.</li> </ul>	30 %
2	<ul style="list-style-type: none"> <li>• Support research and development of energy and environmental initiatives;</li> <li>• Support research and development for environmental financing strategies esp. on climate financing, renewable energy, and SDGs 13, 14 and 15;</li> <li>• Establish, build relationship with NGOs, CBOs, Academia, government, and development partners active in the fields of energy and environment and development financing;</li> <li>• Formulate project profiles, manage project information, and create project profile databases;</li> <li>• Monitoring of environmental issues in various media platforms;</li> <li>• Learn about at least two existing project initiatives, in-depth, applying the knowledge during the internship period;</li> <li>• Learn and grow on the project management requirements;</li> <li>• Seek opportunities for studying further at MA levels, in line with the environmental field; and</li> </ul>	60 %

	<ul style="list-style-type: none"> <li>Organize workshops, provide administrative and logistical support.</li> </ul>	
3	<b>Other:</b> <ul style="list-style-type: none"> <li>Support other/ad hoc activities as seen relevant and needed.</li> </ul>	<b>10 %</b>

#### 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: Environmental Management, Natural Resources Management, Biological sciences, Nature Conservation, Environment and Development, Development Studies or equivalent.

##### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Internet usage

##### Language skills:

- 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.