

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Sustainable Development/Natural Capital
Organizational unit:	Environment + Natural Capital, Bureau for Policy and Programme Support
Country and Duty Station:	New York, USA
Internship duration:	6 months
Supervisor's name:	Jamison Ervin
Supervisor's title:	Manager, Global Programme on Nature for Development

### 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 Programme on Nature for Development brings together three different initiatives -- the New York Declaration on Forests Global Platform, the Equator Initiative, and the National Biodiversity Initiative under one program in order to identify, foster, showcase and celebrate nature-based solutions that help achieve the 2030 Agenda for Sustainable Development at local, national, and international levels. The work of the Global Programme on Nature for Development contributes to UNDP's Strategic Plan 2018-2021 by charting sustainable development pathways through the conservation, restoration and sustainable management of biodiversity and ecosystems; and by promoting inclusive and effective democratic governance in the area of natural resources.

The Equator Initiative brings together the United Nations, governments, civil society, businesses and grassroots organizations to recognize and advance local sustainable development solutions for people, nature and resilient communities. The Equator Initiative seeks to:

- Recognize the success of local and indigenous initiatives,
- Create opportunities and platforms to share knowledge and good practice,

- Inform policy to foster an enabling environment for local and indigenous community action, and
- Develop the capacity of indigenous peoples and local communities to scale-up their impact.

The Global Platform for the New York Declaration on Forests (NYDF) is a partnership of governments, multinational companies, civil society and indigenous peoples who strive to halve deforestation by 2020 and to end it by 2030. The NYDF outlines ten ambitious global targets related to protecting and restoring forests. The Global Platform for the New York Declaration on Forests seeks to fill an important gap in multi-stakeholder engagement and collaboration necessary to achieve the goals of the NYDF. The NYDF Global Platform works to increase ambition, forge new partnerships and accelerate progress on the NYDF goals by responding to NYDF endorsers' requests for a dedicated, multi-stakeholder platform to re-invigorate political endorsement of the NYDF, to facilitate coordination and communication, to share best practices, resources and lessons, and to support ongoing monitoring of progress.

The National Biodiversity Initiative supports countries to manage their ecosystems and biodiversity in order to improve national planning and governance of biodiversity, ecosystems, and development, and to promote resilience for sustainable development. The National Biodiversity Initiative works in three project areas: National Biodiversity Strategies and Action Plans (NBSAPs) Support, National Reporting, and Capacity Building. The use of spatial data for spatial planning is a cross-cutting theme across these project areas.

Knowledge Sharing is a main goal of the Equator Initiative, the National Biodiversity Initiative, and NYDF. The Equator Initiative has a large series of research papers, books, and other publications focusing on local approaches to poverty reduction and conservation, informed by community-based initiatives. 180 case studies in over 30 languages have documented the Equator Prize Winners' innovative practices that deliver the win-win-win solutions that ensure social, economic, and environmental sustainability. The National Biodiversity Initiative works in partnership with UN Environment's MapX to share knowledge on the role of spatial data in biodiversity planning, policymaking, and reporting through story maps. The NYDF Global Platform aims to use case studies about NYDF endorsers from a variety of stakeholder groups, including companies, governments, indigenous peoples and NGOs in order to share best practices and challenges in implementing the NYDF goals.

Learning for Nature is a capacity-building offer provided by the Global Programme on Nature for Development, cutting across the three areas of work. This programme connects biodiversity policymakers, change-makers, and on-the-ground subject matter experts to facilitate the delivery of the Convention on Biological Diversity's Aichi Biodiversity Targets, and the achievement of the United Nations' Sustainable Development Goals. Access to the global multi-stakeholder networks mobilized by the NYDF, the Equator Initiative, and the National Biodiversity Initiative allows Learning for Nature to circulate knowledge while promoting best practices. Building on our learnings on the ground, we seek synergies, build linkages, and engage thousands of course participants on their journey towards sustainable development solutions for people, nature, and resilient communities. Learning for Nature invites you to explore opportunities for building capacity to scale up efforts for nature-based sustainable development through Massive Open Online Courses (MOOCs), webinars, self-paced e-learning modules, and private training courses.

For further information please go to: [www.equatorinitiative.org](http://www.equatorinitiative.org), [www.nbsapforum.net](http://www.nbsapforum.net), [www.learningfornature.org](http://www.learningfornature.org), [www.mapx.org](http://www.mapx.org), or [www.nydfglobalplatform.org](http://www.nydfglobalplatform.org).

### III. DUTIES:

The intern will be based in the New York office. Responsibilities may include but will not be limited to the following, as outlined below. Language skills are a strong assets. The intern will assist the Global Programme on Nature for Development in all aspects of the work. S/he will report to the manager of the Global Programme on Nature for Development. If necessary and in mutual agreement, s/he will be assigned to work under the guidance of one team member focusing on one of the specific work streams mentioned below.

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<b>Research</b> <ul style="list-style-type: none"><li>As identified by the Project Manager(s), support areas of work of the Global Programme on Nature for Development through general support, content creation, administrative support, outreach, and communications.</li><li>Support literature reviews, desk top reviews, compilation of information, and gathering of data on topics pertinent to the Project, such as, but not limited to biodiversity and ecosystems in national, local, and international contexts, sustainable development, forest management, local community and indigenous peoples; social entrepreneurship and impact investing; involvement in global policy processes.</li><li>Support preparation for the Global Programme on Nature for Development's engagement at the Convention on Biological Diversity's COP 15 in Kunming, China, in November 2020, through research, media reviews, drafting of communications materials, and logistical support</li><li>Write reports and summaries for websites, support development of publications both on content and administrative aspects, including review of photo assets.</li></ul>	30%
2	<b>Communications</b> <ul style="list-style-type: none"><li>Support outreach efforts through newsletters, social media, and direct mailing.</li><li>Support communications efforts, such as drafting of press releases, talking points, articles for magazines and journals, social media materials and photo stories.</li><li>Support knowledge management efforts and gathering and dissemination of best practices, including data analysis.</li></ul>	30%
3	<b>Logistics and events</b> <ul style="list-style-type: none"><li>Support organization of workshops and events, both online and in-person, assisting with preparations for workshop participants, and liaising with event partners and panelists.</li><li>Liaise with community based initiatives, governments, research institutes, and the private sector as needed;</li></ul>	25%
4	<b>Other:</b> <ul style="list-style-type: none"><li>Administrative duties, translations, and database entry as identified to ensure the smooth operation of the office.</li><li>Support website management as applicable and as needed.</li><li>Support other/ad hoc activities as seen relevant and needed.</li></ul>	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: international relations, sustainable development, environmental management/sciences, social/political science, business administration and management, and/or other relevant field or equivalent.

#### IT skills:

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

- Experience in website management, coding, database management or GIS tools is not required; however, the project team will consider applications of interested candidates with relevant experience in this field to support the team's online platforms, under guidance of the project team's website and database management specialist.

**Language skills:**

- Fluency in English required;
- Fluency in Chinese is highly preferred with a view to support preparations for CBD COP 15 in Kunming, China, in November.
- Knowledge of other UN languages or Portuguese 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.