

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Sustainable Development with strong focus on climate change, energy and natural resources management
Organizational unit:	Regional Service Center for Africa – Global Environmental Finance (GEF) Unit, BPPS
Country and Duty Station:	Addis Ababa, Ethiopia
Internship duration:	6 months
Supervisor's name:	Phemo Kgomotso
Supervisor's title:	Regional Team Leader for UNDP-GEF Africa

### 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 United Nations Development Programme (UNDP) is an Implementing Agency of the Global Environment Facility (GEF), an Accredited Entity to the Green Climate Fund (GCF), and Multilateral Implementing Entity to the Adaptation Fund. UNDP's Global Environmental Finance Unit supports developing countries in accessing funding from these vertical funds to finance activities that enhance their efforts to address climate change, build resilience, and manage their natural resources sustainably. It provides countries with highly specialized technical services for eligibility assessment, project design and formulation, identification and mobilization of project co-financing, project implementation oversight, project results management and evaluation, and knowledge management. UNDP staff support countries in identifying, designing and implementing financing mechanisms

that can support and catalyze investments towards activities related to climate change mitigation, climate change adaptation and natural resources management.

The Africa team, based in Addis Ababa, Ethiopia, supports the Governments of 46 nations in sub-Saharan Africa through our 45 Country Offices in the region.

### III. DUTIES:

The main objective of the internship is to provide research analysis support for a variety of tasks targeting interventions in multiple countries within the sub-Saharan Africa region, seeking environmental finance from a variety of sources including the GCF and the GEF. This can include (but is not limited to): supporting project pipeline and portfolio management, data analysis and GIS; conducting desk research and analysis on country contexts; supporting project monitoring, result reporting and the development of knowledge management products and publications; and providing administrative support to the team.

The intern will work closely with members of the UNDP-GEF unit in the Regional Service Center for Africa across various technical teams (Climate Change Adaptation, Ecosystem and Biodiversity, Energy and Climate Change Mitigation, Water and Oceans, Chemicals and Waste) and will coordinate with various teams performing specialized tasks (proposal development, implementation, knowledge management, safeguards, gender, procurement, financial management, etc.) that together enable the efficient delivery of impacts and results in the countries we support.

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<b>Support</b> the development of databases and portfolio data analysis to inform information management products development	<b>20%</b>
2	<b>Analyze</b> qualitative and quantitative data from the UNDP-GEF Africa portfolio of projects that can be used in research products and reports	<b>20%</b>
3	<b>Conduct</b> research on various topics identified by the team, with the aim of providing baseline research for proposal development	<b>20%</b>
4	<b>Support</b> project monitoring, result reporting and the formulation and design of knowledge management products and/or publications through targeted research and content generation	<b>10%</b>
5	<b>Synthesize</b> key information from policy and procedural documents of relevance that can be used as inputs to the formulation and design of a standard package of presentation materials needed for various international conferences and workshops	<b>10%</b>
6	<b>Design</b> and edit maps required for project funding proposals, regional pipeline and portfolio reports, and online portals	<b>10%</b>
7	<b>Assist</b> the team in organizing workshops, events, conference calls, and meetings	<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 bachelor's or master's degree or equivalent studies.

**Field of study:** environmental studies, economics, statistics, computer science, data analysis, public administration, business administration, law, public health, international relations, or any other fields relevant to natural resources management, climate change mitigation or adaptation, or development

**Experience:**

- Demonstrated interest in the field of sustainable development, climate change (mitigation or adaptation), environment and natural resources management.
- Previous experience in a developing country context is an advantage.
- Previous experience in qualitative/quantitative research in the field of environment is an advantage.
- Previous experience in knowledge management products and publications is an advantage.

**IT skills:**

- Knowledge and proficiency in Microsoft Office productivity tools;
- Knowledge of at least one statistical analysis software such as Stata, R, SPSS is an advantage;
- Knowledge and proficiency in GIS is an advantage;
- Knowledge of advanced data management software and SQL is an advantage.

**Language skills:**

- Fluency in English is required;
- Working proficiency in French is an advantage.
- Knowledge of Portuguese is an advantage.

**Other competencies and attitude:**

- Interest and motivation in working in an international organization;
- Proven quantitative and qualitative analytical skills in gathering and consolidating data and research;
- Confident and initiative-taking person with a goal-oriented mindset;
- Effective communicator when working in teams and independently;
- Excellent skills 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 and constructive attitude.

**V. INTERNSHIP CONDITIONS**

- General conditions for UNDP interns are as specified in the UNDP Internship Policy;
- 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.