**EXTERNALLY FUNDED INTERNSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: **Intern** **- Knowledge Management and Learning**

Sector of assignment: **Natural Capital and Biodiversity**

Organizational unit: **Environment and Natural Capital, BPPS**

Country and Duty Station: **Headquarters, New York**

Internship duration: **9** **months**

Supervisor’s name: **Tim Scott and Midori Paxton**

Supervisor’s title: **Senior Policy Advisor, Environment and Natural Capital / Head – Ecosystems and Biodiversity**

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.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 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 Nature Capital and Environment cluster also supports strengthening of gender-responsive legal and regulatory frameworks, policies and institutions for accelerated implementation of the Global Biodiversity Framework adopted at COP-15 in Montreal. 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 partnership with the Swedish International Development Agency (SIDA) includes a joint Sida-UNDP Programme on Environment and Climate Change (Sida Programme) covering above all the following thematic areas: (i) Sustainable management and use of ecosystems, biodiversity, and natural capital; (ii) Sustainable water and ocean governance; (iii) Scaling up climate action for sustainable development; and (iv) Sustainable food systems. Service of an Intern is sought to provide support to the Natural Capital and Environment Cluster for continuous monitoring, learning, knowledge management and research, as well as to facilitate synergies between the SIDA Programme and existing global and national projects. In addition, the Intern will support strengthening of the knowledge management system for the Natural Capital and Environment Cluster including development of solution cases from the UNDP portfolio, as well as research, data collection and analysis, and briefing notes.

**III. DUTIES:**

The intern will assist in the following duties and responsibilities:

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| *In this section list the primary responsibilities and tasks of the position.  (Include percentages for each duty.)* | | |
| 1 | Support monitoring, knowledge management, reporting and learning under the SIDA Programme.   * Assist with knowledge management, communications and reporting processes related to the SIDA Programme including as necessary scoping and development of ToRs for consultancies * Assist with work planning and monitoring of SIDA Programme * Assist with research and data analysis for various thematic components under the SIDA Programme | **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.   * 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 * Support development of solution pieces from the ecosystems and biodiversity portfolio * Support discussion on knowledge networks, including compiling research and data and writing summaries and blogs * Assist with compiling communications materials for advocacy and outreach, including on UNDP’s public website and social media platforms | **40%** |
| 3 | Support the preparation and organisation of key high-profile events and meetings   * 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 * Provide support, as needed, on UNDP’s contribution to a range of international meetings. | **20%** |
| 4 | **Other:**  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 postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university 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 or 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.