



Internship Assignment

Mitigation, Data and Analysis (MDA) Programme
NDC Partnership Support Unit

Announcement number	Duration of assignment	Duty Station
16/intern025/MDA	Two to six months	Bonn, Germany

Background

The **United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

At COP 21, the Convention adopted the Paris Agreement with a view to strengthening the global response to climate change. Article 4 includes legal obligations for collective and individual mitigation action through a collective global goal and nationally determined contributions (NDCs). Mitigation action under the Convention will be implemented through this Article as well as articles relating to transparency, support and the global stock take. The Mitigation, Data and Analysis (MDA) Programme and its Mitigation & Transparency Sub-programme supports the intergovernmental negotiations as well as the implementation on matters relating to NDCs.

In order to implement the commitments reflected in NDCs and related Sustainable Development Goals (SDGs), countries must devise new approaches to overcome barriers that stand in the way of achieving these goals. The NDC Partnership is a new global initiative to help countries achieve their national climate commitments and ensure financial and technical assistance is delivered as efficiently as possible. The Partnership will be guided by its members and assisted by a Support Unit which is partly housed at the Mitigation, Data and Analysis Programme of the United Nations Framework Convention on Climate Change (UNFCCC) secretariat in Bonn.

The 40+ NDC Partnership members are governments, international institutions and non-governmental stakeholders. The Partnership aims to support developing countries in achieving and exceeding their commitments and thereby transform their societies towards low carbon development and climate resilient. Global Knowledge products, the management of the Partnership and the facilitation of in country support are carried out by the NDC Partnership Support Unit.

The UNFCCC secretariat's MDA Programme seeks an intern interested in climate and development topics to work at the newly established Bonn office of the NDC Partnership's Support Unit.



Objectives of the internship assignment

The individual will have an opportunity to work at an intergovernmental organization supporting the work of a newly set up Unit that aims to facilitate enhanced and accelerated implementation of NDCs in developing countries. To that end the intern will have opportunity to gain experience in document preparation and records management, while improving their knowledge and skills for managing and analyzing electronic information related to mitigation and transparency actions and policies.

Under the direct supervision of the programme officer of the Mitigation, Implementation Support Unit, the intern will support the NDC Partnership Support Unit.

The particular functions are:

The intern is expected to contribute to the work under the NDC Partnership Support Unit. He/she will perform a range of activities related to knowledge management and general technical support tasks, including but not limited to:

- Assist in preparing country dossiers and analysis on NDC work;
- Contribute to mapping development portfolios related to NDC Partnership donor members;
- Contribute to a timely, high quality response to country requests during the preparation of in country consultation missions and beyond;
- Contribute to the Global Knowledge products developed by the Partnership by assisting in analysing relevant information and data;
- Assist in assessing, compiling and formatting information and data on NDC related planning in up to 20 partner countries, assist in maintaining related internal databases and report preparation;
- Assist in outreach activities, and other activities, as required;
- Support the NDC Partnership Support Unit to reach its goals to ensure all operations meet the highest standards;
- Other duties may be assigned.

Timeframe

The internship is for a period of minimum two months to maximum six months, the exact period will be determined based on the availability of the intern and the needs of the programme. There is the possibility of an extension, subject to the intern's on-going university enrolment and performance. The selected intern will work onsite at the UNFCCC campus in Bonn, Germany.

Minimum requirements



Candidates must have completed an undergraduate degree and be enrolled in a Master's programme at a recognized university at the time of application and for the duration of the internship. Candidates must be fluent in English (both oral and written) and have strong writing and note-taking skills. Studies in the fields of economics, development studies, environmental sciences, international relations, or other related fields with good understanding of climate change, are preferred.

Internship conditions

UNFCCC secretariat internships are not remunerated and the selected intern will be responsible for all costs before, during and after the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern will work on a full-time basis (40 hours per week) at the UNFCCC premises in Bonn, Germany. For more detailed information about UNFCCC Internship programme please visit the internships section on our recruitment webpage:

https://unfccc.int/secretariat/internship_programme/items/2653.php.

Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their curriculum vitae and a cover letter to internship@unfccc.int with the subject line: "Application: Internship Mitigation, Implementation and Support". Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.
