



## **Terms of Reference**

### ***Internship with the Demand Side Initiative, Office of Director, SDM***

**Period:** Two months within the period of as soon as possible - 2015

#### **Background**

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The United Nations Framework Convention on Climate Change (UNFCCC) is the basis of the intergovernmental negotiating process to address the global problem of climate change. That process is serviced by the Climate Change Secretariat ("the secretariat"), located in Bonn, Germany.

The secretariat supports the implementation of the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of governments. In this context, it organizes major conferences at locations around the world, provides web-based services to clients in 189 countries and operates various mandated information systems supporting the Kyoto Protocol's market-based mechanisms. The UNFCCC secretariat is institutionally linked to the United Nations and administered under United Nations Rules and Regulations. It currently has about 500 staff, including short-term staff, consultants and visiting experts from all over the world.

The SDM programme supports the three Kyoto Protocol mechanisms – the Clean Development Mechanism (CDM), Joint Implementation (JI) and International Emissions Trading – as well as the elaboration of new mechanisms under the Convention – Framework for Various Approaches, Non-Market-Based Approaches and the New Market-Based Mechanism.

#### **Purpose**

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This internship assignment is within the office of the Director, to become a part of a team that supports activities related to increasing the demand for certified emission reductions (CERs) and the use of the CDM by facilitating the acceptance of CERs for compliance and voluntary purposes. This work is heavily dependent on the communication and promotional activities.

The work is part of a two year initiative that aims, in part, to support Parties in the lead up to the Paris agreement in 2015 by effectively communicating how the CDM can contribute as a low-cost mitigation tool. However, the initiative goes beyond Parties under the UNFCCC and seeks to engage businesses, NGOs, IGOs and others and this may result in events/engagement at Lima.

Under the direct supervision of the communication specialist, the intern will work to collect and mine data from different sources to support communication and promotional work.

#### **Tasks**

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- Analyse data from various technical documents in order to support communication and promotional initiatives
- Compile data that demonstrates CDM benefits and achievements by analysing relevant CDM project documentation
- Work with the DSI team to finalize background information as required



- Occasionally liaise with different teams within the secretariat to collaborate in the collection of information and data to support the CDM and its CERs
- Support other aspects of the DSI outreach and communications effort as may be needed

## Outputs

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A consistent and well researched set of information/data about CDM, as requested, to inform the communication and outreach efforts to nurture demand for CDM and its CERs.

## Requirements

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- **Education: Completed first level** University degree, and currently enrolled in a postgraduate degree in economics, environmental science, engineering or related field.
- **Language skills:** Fluency in both written and verbal English is essential
- **General requirements:**
  - Proficiency in MS Office (Word, Excel, PowerPoint) required.
  - Strong research skills
  - Experience of reading technical documentation
  - Attention to detail

Application process:

Applicants are invited to send their updated CV and a motivation letter to [internship@unfccc.int](mailto:internship@unfccc.int) with the e-mail title of “**Application to the internship assignment in SDM programme – DSI DATA**”. You may be contacted to provide additional documents such as certificate of enrolment. Selection process may include telephone or Skype interview. Due to high number of applicants, only shortlisted candidates will be contacted.