



## Internship Assignment

Sustainable Development Mechanisms (SDM) Programme  
Choose an item.Strategy and Relationship Management

Deadline for application	Announcement number	Duration of assignment	Duty Station
03 July 2016	16/Intern012	2-6 months	Bonn, Germany

**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 by a range of activities, including substantive and organizational support to meetings of the Parties.

### 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, the Kyoto Protocol and the Paris agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

**The Sustainable Development Mechanisms (SDM)** programme is leading in the development and effective implementation of innovative approaches to broaden the engagement in and effectiveness of action to mitigate climate change and drive sustainable development. SDM supports the operationalization of the cooperative approaches established by Article 6 of the Paris Agreement and broader efforts to engage non-Party stakeholders in climate action. SDM manages the NAZCA platform, supports the COP Presidencies' Climate Action Champions and supports the implementation of the three Kyoto mechanisms - the Clean Development Mechanism (CDM), Joint Implementation (JI), and International Emissions Trading (IET).

### Objectives of the internship assignment

This internship assignment is within the Strategy and Relationship Management unit, to become a member of a team that supports activities related to the visibility and recognition of climate action by non-State actors (businesses, investors, local governments, civil society organizations etc.). This work is heavily dependent on data management, analysis and synthesis.

Under a wide programme of work to spur and recognize private sector action toward climate action and neutrality, the Paris Agreement calls for ambition and climate neutrality in the second half of the century. Achieving this goal requires broad-based action. The UNFCCC has several areas of work aimed at spurring and recognizing that action: Climate Neutral Now, including an online UN offsetting shop; action by non-State actors featured under the acclaimed NAZCA (Non-State Actor Zone for Climate Action) portal and via the popular Momentum for Change campaign, which spotlights and awards human touch success stories. Come and help us to be part of the Paris outcome, learn the latest on these important areas of work to ensure its success and lend your views.

Under the direct supervision of the Lead of Relationship Management team, the intern will work to on a variety of activities related to NAZCA and Climate Neutral Now.



### The particular functions are:

- Sanitize and cleanse the data received from NAZCA data providers (such as CDP, carbon Climate Registry, UN Global Compact, etc.) by consolidating large datasets from multiple sources, performing quality control checks, seeking clarifications and adjusting the data to the required standards when necessary and supporting the periodic release cycle;
- Analyse and synthesize information from disclosure and progress reports from data providers and cooperative initiatives, CSR reports, signatory commitments, GHG emissions reports and other relevant documents in order to support activities in relation to NAZCA and Climate Neutral Now;
- Conduct research and follow-up calls, to obtain relevant background information and updates on climate action of non-State actors, especially in relation to their public commitments;
- Liaise and collaborate with other research institutions performing similar non-State actor analysis and aggregation;
- Develop succinct summaries of key data points for promotion and outreach.

### Outputs

- Timely datasets that accurately reflect the commitments and actions of non-State actors
- A consistent and well-researched set of information and analysis about different entities, constituencies, sectors, initiatives, programmes, organizations etc. as requested.

### Timeframe

**The internship is for a period of minimum two to maximum six months**, within the period between **15 July 2016 and 30 November 2016**. 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.

### Minimum requirements

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

### 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 (i.e. 40 hours per week) at the UNFCCC premises in Bonn, Germany.

### **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](mailto:internship@unfccc.int) with the subject line: “Application: Internship: Strategy and Relationship Management\_analysis” Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: 3 July 2016

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