

# UNFCCC INTERNSHIP

## Terms of Reference (TOR)

### Adaptation Programme Impacts, Vulnerability and Risks Sub-programme

Application deadline	Expected date	Duration of Internship
31/05/2016	01/07/2016	3 months

## 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.

The Adaptation Programme leads the work related to addressing the adverse effects of climate change and that relates to the science of climate change at the Climate Change Secretariat. The Impacts, Vulnerability and Risks (IVR) sub-programme consists of two work streams under the Adaptation Programme: the Nairobi work programme (NWP) and approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change (L&D).

Work on the NWP focuses on technical support to the implementation of the NWP, including engaging stakeholders through partnerships and catalysing the development, synthesis and dissemination of information and knowledge to inform and support adaptation policies and practices at the regional, national and subnational levels through a diverse range of modalities. (Further details on the NWP can be found at: <http://www.unfccc.int/nwp>).

## Organizational setting and reporting

The intern will work with the members of the IVR sub-programme and under the supervision of the lead officer for the NWP workstream.

## Responsibilities

The intern is expected to contribute to the work under the NWP work stream. The intern will perform a range of activities related to knowledge management and general technical support tasks, including:

- Compile and analyse background documents to assist in the preparation of mandated documents and knowledge products; and undertake quantitative analysis of data/information and assisting in producing graphics/infographs as input to the documents and knowledge products.
- Conduct research and compile results in relation to the Adaptation Knowledge Portal.
- Interview experts and prepare content for the NWP newsletters and other communication products;

- Research, analyse and compile information for the development of the platform for the exchange of experiences and sharing of best practices on the use of local, indigenous and traditional knowledge and practices for mitigation and adaptation that focuses on strengthening knowledge, technologies, practices and efforts of local communities and indigenous peoples related to addressing and responding to climate change;
- Assist in the implementation of the Lima Adaptation Knowledge Initiative, including providing support in the preparatory activities for the organization of the priority-setting workshops and relevant follow-up activities to these workshops;
- Review and improve relevant sections of the webpages on the NWP within the UNFCCC website;
- Participate in activities of the Adaptation Programme, including attending staff meetings, with a view to gaining understanding and insight into issues under other adaptation work streams, the workings of the UNFCCC and its organizational culture.

## Requirements

- Candidates must be enrolled in a Master's or Doctorate 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).
- Candidates studying in the fields of economics, development studies, environmental sciences, international relations, or other related fields with good understanding of climate change, are preferred.
- Candidates should demonstrate analytical, writing and communications skills.
- Candidates should have good knowledge and understanding in data collection and research.
- Candidates should be able to work in a multi-cultural and multi-disciplinary environment.

## Timeframe

The internship is for three months, within the period between 15 June 2016 and 31 December 2016. The exact three-month period will be determined based on the availability of the intern and the needs of the sub-programme. There is a possibility of a 3-month extension, subject to the intern's satisfactory performance and availability.

## Conditions of internship at the UNCCC secretariat

UNFCCC secretariat internships are not remunerated and the selected intern will be responsible for all costs during the internship. 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** with the subject line: "Application: NWP Internship" Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: **31 May 2016**.

Approved by:

Date:

Human Resources Officer  
Human Resources Unit

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