



United Nations
Framework Convention on
Climate Change

Groundswell Internship TOR Environmental Data Management

The Groundswell team is seeking project interns to assist with the following elements of its work:

- NAZCA Portal (substantive/technical expertise and database and system management)
- CRM (profiling, mapping networks, database and system management)
- Communications (including social media tracking and monitoring)

About Groundswell

Groundswell forms a constituent part of the EDM team, and in particular sits in the Office of the Executive Secretary. Its role is to build a ‘groundswell’ of momentum in support of achieving a high-ambition and meaningful agreement in Paris. It achieves this through engaging with a range of stakeholders and key influential voices who can amplify this mission.

General requirements

Role

Each internship placement will be a full-time position to join the Groundswell team in the OES. It will largely consist of desktop research, liaising with the designated supervisor, and drafting briefings for the Groundswell team. It is important that the intern has a creative and entrepreneurial spirit, and an ability to work at a fast-pace, with an ability to adapt and respond to changes without losing sight of an overall and strategic objective. Thinking outside of the box is advantageous.

Competencies

The intern will have:

- Knowledge of the core issues covered by the UNFCCC
- Experience and knowledge of working for an environmental organization (in either the NGO, consultancy, private, or other sector)
- Strong oral and written communications skills
- Proven ability to take the initiative and work without close supervision
- A second language is an advantage, preferably French or Spanish

NAZCA

Summary of NAZCA Portal

NAZCA is the online portal established by the Peruvian COP Presidency in collaboration with the Groundswell team. It has the objective of “demonstrating and building climate leadership from cities, subnational regions, investors and companies on the Road to Paris 2015”.

To this end, the NAZCA portal showcases the diverse range of actions that are being undertaken globally to address climate change. It was launched on 11th December



2014 by Manuel Pulgar Vidal (President of COP 20, Minister of Environment of Peru) on Climate Action Day of COP 20 in Lima.

This initiative will build momentum towards the climate talks in 2015 by demonstrating and further stimulating action on climate change.

In the lead-up to Paris, the website will be continuously updated as new individual and cooperative actions are pledged by companies, cities, and subnational regions.

Objectives of NAZCA intern:

- Assist in analyzing, sanitizing and cleansing data received from data providers
- Assist in maintaining and publishing content and data to the portal
- Perform auditing and quality control checks on the data that is published
- Support the development of operational processes, tools and templates to streamline the data gathering and publication mechanism
- Participate in the technical development process of the portal by assisting in the validation of the design and testing functionality and usability
- Analyze NAZCA data and provide briefings to the Groundswell team
- To be the first point of contact for all NAZCA related queries and manage correspondence related to it

Competencies of the NAZCA intern:

- Data management experience and proficient in Excel
- Substantive and technical expertise in the areas of mitigation, adaptation and/or GHG inventories
- Understanding of multilateral governance frameworks/cooperative initiatives
- Communications skills to manage correspondence and liaise with external stakeholders
- Written skills to translate data analysis into team briefings
- Analytical and research skills

Timeframe

This is a 3-month-long internship (with the possibility of a 3-month extension subject to the enrolled university's agreement and the intern's 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.

Conditions of internship at the UNFCCC secretariat

Interns of the UNFCCC secretariat are not remunerated. The selected intern will be responsible for all the costs before, during and after the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern will be expected to work on a full-time basis (i.e., 40 hours per week).



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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 - Environmental Data Management.” Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: 27 March 2015.