



Internship Assignment

Transparency Division
MRV/ETF Reporting and Review Subdivision

Application deadline	Announcement number	Duration of assignment
20 January 2023	22/Intern45/Transparency	Three to six 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, the Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The **MRV/ETF (Measurement, Reporting and Verification and Enhanced Transparency Framework) Reporting and Review subdivision** leads the work on transparency within the secretariat. To achieve the objective of the Convention and the Paris Agreement, Parties need reliable, transparent and comprehensive information on GHG emissions, climate actions and support. By communicating information on greenhouse gas (GHG) emissions and actions to reduce them, as well as on adaptation and means of implementation such as finance, technology transfer and capacity-building, **the transparency and reporting system** allows countries to enhance their ambition and track progress of their climate actions and at the same time, support countries to achieve Paris Agreement's long term goals.

The **BR/NC (Biennial Reports and National Communications) unit** coordinates the transparency, reporting and review system for **developed countries**. The system includes the review of national climate reports by international experts and the publication of review reports which provide the information on what countries are doing to fight climate change.

Objectives of the internship assignment

The BR/NC unit is now accepting applications for our 2023 internship period, which offers the opportunity to gain hands-on experience in the Transparency framework of the Climate Change international process. We are looking for four interns to support the BR/NC unit in the implementation of the current MRV system and preparation for the future ETF in particular in the preparation of the last cycle of the international assessment and review process (IAR) under the Convention.

The particular responsibilities are:

- Develop, enhance and fill-in tools used by expert reviewers during the reviews of biennial reports and national communications (e.g. review templates, checklists and other supporting tools);
- Support for the Multilateral Assessment of Annex I Parties;
- Provide inputs on the development and testing of the e-learning courses of the Enhanced Transparency Framework training programme for expert reviewers;



- Support preparation of Compilation and Synthesis of Fifth Biennial Reports of Annex I Parties, including gathering, research, and analysis of information reported by countries on: greenhouse gas emissions trends and projections; mitigation actions to reduce them, achievement of emissions reduction targets as well as means of implementation (finance, technology transfer and capacity-building);
- Development of spreadsheets/databases on mitigation actions and expert review findings;
- Communicate the information analyzed in visual and textual formats (as inputs to presentations; brochures, and analytical papers);
- Observe the climate change negotiations;
- Support the organization of events during the negotiations, lead reviewers' meetings and internal outreach events ;
- Assist in the organization and improvement of the content related to the BR/NC on the UNFCCC website;
- Assist in the research and preparation of written content for the English Newsroom of UN Climate Change (<https://unfccc.int>) to reflect UN Climate Change negotiations and to showcase climate action around the world;
- Assist in the preparation of social media content (e.g. LinkedIn, Twitter, Facebook);
- Assist in monitoring and maintaining the transparency webpages (English language), keeping it up to date and creating content and announcements;
- Monitor and analyze statistics related to social media content;
- Assist in other BR/NC Unit related activities as required.

Timeframe

The internship is for a period of minimum three to maximum six months. **The internship programme runs throughout 2023.** Candidates are therefore encouraged to apply at their earliest convenience clearly indicating on their cover letter the preferred time period and duration of the internship. The selected intern will work onsite at the campus of UN Climate Change in Bonn, Germany.

Your qualifications

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 communication skills (e.g. writing, note-taking and presenting). Due to the diverse nature of the activities in the team, we search for candidates with different education backgrounds, such as studies in the fields of engineering, economics, public relations, journalism or graphic design or other related fields. Good understanding of climate change international process and mitigation measures and policies are preferred. Experience in development of databases is an asset.

Internship conditions

UNFCCC secretariat internships are not remunerated, and the selected interns 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, with the possibility for remote working if needed. 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 application including a cover letter through the on-line recruitment system available at <http://unfccc.int/secretariat/employment/recruitment>. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.

Application deadline

Four weeks after publishing date.
