



## Internship Assignment

### Transparency Division Tracking and Recognition Team

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
22 August 2025	25/Intern21/T/NAZCA	September, 2025	Three to six months	<i>Remote</i>

### Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol, and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining issues of our time.

The Transparency Division supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It also supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture and Koronivia, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, including the NAZCA portal for tracking and recognizing non-Party stakeholder voluntary climate action.

### Objectives of the internship

Under the direct supervision of the Associate Programme Officer, this assignment is designed to provide the intern with an opportunity to gain experience in work related to enhancing the transparency of non-Party stakeholder and voluntary initiatives through the NAZCA portal, through the following tasks:

- Support the processing of registration of Cooperative Climate Initiatives to the NAZCA portal, including reviewing expressions of interest, registration submissions, and processing of data.
- Support the coordination between the UNFCCC secretariat and the representatives of the Cooperative Climate Initiatives, including through the organization of meetings and note-taking.
- Support the preparation and operation of the annual process to collect progress information of Cooperative Climate Initiatives registered on the NAZCA portal through managing and reviewing submissions, preparing responses to inquires, organizations of meetings and workshops, and processing data.
- Support the preparation of inputs and reporting regarding the work of Cooperative Climate Initiatives, including preparing datasets, as well as drafting.



- Support other tasks being carried out by the Tracking and Recognition unit and the Transparency Division, as well as work within the UNFCCC closely related to the work of the NAZCA portal.

In addition, upon completion of the internship, the intern will have been able to contribute to the procedure and substantive work of the UNFCCC NAZCA portal. It will gain practical skills in research, analysis, drafting various documents and reviewing submissions. The intern will gain competencies in teamwork, stakeholder engagement, coordination, and client responsiveness.

### Timeframe

The internship is for a period of a minimum of three months. The exact dates will be determined based on the availability of the selected candidate, the organizational needs and for on-site assignments, the time approved in the internship permit. The assignment could be extended up to a maximum of six months. The selected candidate will be expected to perform the assignment remotely, complying with the IT requirements mentioned below.

### Minimum requirements

Applicants must, at the time of application, meet one of the following requirements: 1) Be enrolled in, or have completed within the previous twelve (12) months, a graduate school programme (second university degree or equivalent, or higher, such as a PhD) at a recognized university; or 2) Be enrolled in, or have completed within the previous twelve (12) months, the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.

#### Other Requirements:

- University studies shall be in the field of sustainable development, political science and international relations with a focus on climate change, economics, environmental science or related.
- Working knowledge of English (oral and written) is required.

### IT requirements

For any remote section of the internship, i.e., outside of Bonn, the selected candidate will require a **laptop or desktop PC** (with Windows 10 or newer) or **Mac** (with the latest macOS update), as well as a **reliable, high-speed internet** connection. An Office 365 license will be provided by UNFCCC to enable the intern to access official emails, SharePoint, OneDrive, and other necessary applications, such as Word and Excel.

#### Further computer requirements:

- An antivirus application which receives regular updates;
- Browsers must be a newer version with regular updates enabled;
- Regular Windows 10 updates should be enabled with a Windows laptop or PC.



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In addition, a **mobile phone** will be required to enable Multifactor Authentication (MFA) through SMS or the Authenticator App.

### **Internship conditions**

**UNFCCC secretariat internships are not remunerated**, and the selected intern will be responsible for all costs associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members. The selected intern will work **on a part-time basis** (20-25 hours per week).

For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

### **Application procedure**

Applicants who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#), **include a cover letter and attach the necessary documents to evidence they are eligible**. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.