



Internship Assignment

Means of Implementation Division
Climate Finance Sub-division
Policy and Analysis Unit

Application deadline	Announcement number	Expected date	Duration of assignment
31 January 2024	24/Intern02/Mol/Climate Finance – Policy and Analysis	As soon as possible	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 UNFCCC secretariat supports the Convention, its Kyoto Protocol and the historic Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments.

The Means of Implementation Division supports the mobilization of financial resources, international cooperation on technology development and transfer, and capacity-building to enable enhanced action by Parties related to climate change. The division provides support to the intergovernmental negotiations in these three thematic areas, including support to the work of constituted bodies established under the UNFCCC.

Objectives of the internship assignment

The intern will assist the Climate Finance Sub-division, Policy and Analysis Unit. The Policy and Analysis Unit supports the technical work of the SCF in 2024 including the sixth biennial assessment and overview of climate finance flows, the second report on the determination of the needs of developing country Parties relating to the implementation of the Convention and the Paris Agreement, and the second report on progress towards achieving the USD 100 billion per year goal. The Unit also supports the ad hoc work programme on the new collective quantified goal and the Sharm el-Sheikh dialogue on the scope of Article 2, paragraph 1(c) of the Paris Agreement and its complementarity with Article 9 of the Paris Agreement. The internship will support the organization of the intergovernmental processes as well as technical work in compiling and synthesizing information on climate finance from national reports under the UNFCCC and external sources.

The particular functions are:

The intern will perform a range of activities to assist the work of the Climate Finance Sub-division, including but not limited to:

- Assist research, data analysis and synthesis relating to the Sixth BA report, Second Needs Determination Report, the Second USD 100 billion Report, and other technical work as needed;
- Assist in preparing background notes for the meetings of the SCF in 2024;
- Take notes of the discussions on climate finance related meetings that may take place during the period of internship;



- Support the preparation of technical expert dialogues and meetings under the ad hoc work programme on the new collective quantified goal in 2024 including compiling and synthesizing information to support discussions;
- Support the preparation of workshops under the Sharm el-Sheikh dialogue on the scope of Article 2, paragraph 1(c), of the Paris Agreement and its complementarity with Article 9 of the Paris Agreement in 2024 including compiling and synthesizing information to support discussions;
- Assist the team in conducting outreach activities in relation to its areas of work;
- Assist in performing any communications tasks within the secretariat and externally as needed, including by updating UNFCCC webpages and preparing short articles;
- Perform any other tasks as needed.

Timeframe

The internship is for an initial period of three months within the period between January 2024 and April 2024. The exact period will be determined based on the availability of the intern and the needs of the Sub-division. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

Minimum requirements

- Candidates must be enrolled in the last year of an undergraduate degree or 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 (oral and written) and demonstrate excellent writing and communication skills. Furthermore, candidates should have good knowledge and understanding in data collection and research and be able to work in a multi-cultural and multi-disciplinary environment. Skills in report writing, communications, event organizations and database management are an advantage.
- Studies and/or relevant experience in the fields of economics and finance, sustainable development and international relations or development with a focus on climate change and environment are preferred.

Computer requirements

For a remote internship, candidates 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 the UNFCCC to enable the candidate to access official emails, SharePoint, OneDrive and other office 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 Windows laptop or PC.

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 before, during and after the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern will work remotely on a full- or part-time basis (40 or 20 hours per week). For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

Application procedure

Candidates who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#) **and include a cover letter**. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or Skype interview.