



Remote Internship Assignment

Means of Implementation Division
Climate Finance Sub-division

Application deadline	Announcement number	Duration of assignment
8 August 2021	21/Intern22/MoI-Climate Finance	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. It is a dynamic organization working in a politically challenging environment to help resolve the defining environmental issue of our time.

The Means of Implementation Division supports the mobilization of financial resources, international cooperation on technology development and transfer, 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 remote internship assignment

The intern will assist the **Climate Finance Sub-division and its Implementation Unit** in supporting the Standing Committee on Finance (SCF) in implementing the guidance provided to the SCF by the Parties under the UNFCCC. This includes assisting the Unit to undertake substantive preparations for the periodic meetings of the SCF, as well as the SCF Forum on the topic of climate finance and nature-based solutions. Furthermore, the intern will assist the Unit on matters relating to climate finance and in implementing the Needs-based Finance (NBF) Projects.

The particular functions are:

The intern will undertake a range of activities to support the Unit, including but not limited to:

- Conduct relevant background researches related to the work of the SCF to support the Unit in preparing for the SCF meetings;
- Take notes of the discussions at the meetings of the SCF and any other climate finance related meetings that may take place during the period of internship;
- Conduct researches as requested on the topic of climate finance and nature-based solutions to inform the work on the SCF Forum and assist in administrative preparation for the Forum;
- Assist in implementing the NBF Projects, including by conducting targeted research on the climate finance flows and the needs of selected developing countries in the context of their national reports under the Convention, including their nationally determined contributions and other national climate strategies and by compiling and analyzing available data and information;



- Assist in conducting outreach activities in relation to its areas of work;
- Assist with any tasks relating to communication (both within the secretariat and to external stakeholders), including by updating UNFCCC websites relating to the SCF and the NBF projects and by preparing short articles, as required;
- Perform other related tasks as needed.

Timeframe

The internship is for an initial period of three months within the period between mid-August 2021 to mid-October 2021. The exact period will be determined based on the availability of the intern and the needs of the Unit. 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](#).



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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.