



Internship Assignment

Transparency Division
Training and Certification Unit

Application deadline	Announcement number	Duration of assignment
14 July 2024	24/Intern26/T-Training and Certification unit	Two 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 intern position is in the Measurement, Reporting and Verification (MRV) / Enhanced Transparency Framework (ETF) Support sub-division of the Transparency division, which consists of three units: (1) Training & Certification unit (TC unit), (2) CGE/ETF Support unit, and (3) GHG Inventory Support unit.

MRV/ETF Support sub-division leads the work on provision of technical support for the MRV of the actions on the climate change by the Parties under the UNFCCC and their participation to the ETF under the Paris Agreement. It also develops and implements all training and certification programmes for the experts who take part in the reviews of national reports submitted by developed and developing Parties, including the biennial transparency reports under the ETF.

Objectives of the internship

The objective of the internship is to contribute towards the work of the TC unit, particularly in its work on the development and the implementation of the training programme for the expert participating in the technical review of biennial transparency report under the ETF of the Paris Agreement (BTR reviewer training programme). The training programme covers the areas of national GHG inventories, information necessary to track progress made by the Parties in implementing and achieving nationally determined contributions (NDCs) under Article 4 of the Paris Agreement, the information on financial, technology development and transfer and capacity-building support (FTC) provided under Articles 9–11 of the Paris Agreement, and information on climate change impacts and adaptation reported under Article 7 of the Paris Agreement.

The particular functions are:

- Assisting in developing online training courses for the BTR reviewer training programme:
 - Assisting in the finalization of the new training course on voluntary review of the information reported pursuant to chapter IV of the annex to decision 18/CMA.1 by researching information, preparing various written outputs e.g. drafting background papers, analytical notes, sections of reports and studies, inputs to publications, etc. on key concepts, relevant knowledge and skills needed to conduct the technical expert review of the information reported on climate change impacts and adaptation;



- Assisting in the development of additional training materials and in the implementation of planned improvement of existing training materials (covering the topics of: the general information on the ETF and the reviews of the BTRs, national GHG inventories, tracking the NDCs, mitigation measures, projection of the GHG emissions and the FTC support to the developing countries) from the BTR reviewer training programme;
- Assisting in conducting routine maintenance/update of e-learning courses, including the use of the authoring software (Articulate, Adobe cloud) and implementing minor corrections and updates, resolving minor functional issues to the e-learning courses;
- Assisting in implementing online training courses for the BTR reviewer training programme:
 - Assisting in the examination periods by identifying and processing registrations from the experts nominated to the UNFCCC roster of experts;
 - Collecting feedback and lessons learned from the participants to the training programmes for the improvement of the training programme;
 - Assisting with results processing and management;
- Assisting in the management of the UNFCCC Roster of Expert (RoE):
 - Process and analyze data to identify experienced reviewers of GHG inventories, national communications/biennial reports and biennial update reports;
 - Reflect the results in the CRM database of the secretariat;
- Assisting in the preparation of social media content (e.g. LinkedIn, Facebook, CGE/ETF webpages);
- Assisting in other ETF Support sub-division related activities as required.

Learning Areas

During the period of the internship, the intern will develop a deep understanding of:

- Substantive activities supporting the implementation of the Enhanced Transparency Framework (ETF) within the Paris Agreement;
- Transparency activities related to how country Parties report their information related to climate change action and support;
- How information on climate change impacts and adaptation is reviewed by technical experts following the Modalities, procedures and guidelines (MPGs) agreed in decision 18/CMA.1 and other provisions related to the technical expert review process;
- Training programme for the expert participating the review of biennial transparency reports;
- Data analysis and management related to the UNFCCC Roster of Experts.

Timeframe

The remote or in-person internship is for a period of two and maximum of six months, the exact period will be determined based on the availability of the intern and the needs of the sub-division. The selected intern will work in-person at the UNFCCC secretariat, in Bonn, in Germany, or remotely, coordinating with the team at the UNFCCC secretariat in Bonn.



Minimum requirements

Candidates **must be enrolled** in the last year of a bachelor's degree or in a master's or PhD program at a recognized university at the time of application and for the duration of the internship. The applicants must be fluent in English (both oral and written), have strong writing skills, and preferably know French or Spanish. Studies in the fields of **Data Science or Data Analytics, economics, environmental sciences, engineering, international relations**, or other related fields with good understanding of climate change, are preferred.

Individuals from Least Developed Countries and Small Island Developing States are especially encouraged to apply.

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 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 interview.