



United Nations
Framework Convention on
Climate Change

Internship Assignment

Transparency Division
Review Planning and Coordination Unit

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
14 December 2025	25/Intern42/Transparency-RPCU	February 2026 or later	Three to six months	On-site

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** 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 greenhouse gas (GHG) emissions, tracking progress of NDC, climate actions and support. By communicating information on 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 system includes the review of national climate reports, known as biennial transparency reports (BTRs), by international experts and the publication of review reports which provide the information on what countries are doing to fight climate change.

The **Review Planning and Coordination Unit** is responsible for the overall planning and coordinating the Technical Expert Review (TER) process under the ETF. Its work ensures smooth implementation of BTR reviews and supports Technical Review Officers (TROs) and Technical Expert Review Teams (TERTs) in delivering high-quality outputs to inform global stocktake and updated NDCs.

Objectives of the internship assignment

The unit is now accepting applications for our 2026 internship period, which offers the interns the opportunity to gain hands-on experience in the transparency framework of the climate change international process. The process also benefits from selected interns' expertise. We are looking for interns to support in the implementation of the ETF, including the preparation for reviews and the compilation, analysis, visualization and dissemination of data/information from technical expert reviews, as well as organization of the Facilitative Sharing of Views (FSV) workshop.

The particular functions are to:

1. **Development and maintenance of ETF systems, tools and databases**



- Support the strengthening of transparency systems and tools by enhancing and maintaining databases (e.g., BTR submissions, forecasts, expert profiles) and customizing review templates, checklists, and related resources using in-house IT solutions;
 - Support the development of spreadsheets/databases and gathering and analysis of information related to application of flexibility, review findings and capacity-building needs from Technical Expert Review Reports, including as input to the Annual Report on the Technical Expert Review
 - Support the compilation of statistics on TERT composition from participation in BTR1 reviews, including as input to the Annual Report on the Technical Expert Review
 - Support the preparation of visual materials to improve access to and understanding of textual formats as inputs to presentations; brochures and analytical papers, including as input to the Annual Report on the Technical Expert Review;
- 2. ETF review planning, implementation and process improvement**
- Support review planning processes through preliminary assessments of BTRs, planning of in-country and centralized reviews, preparation of MoUs as applicable, and post-review follow-up with TROs to gather their input for TERT composition;
 - Support management of expert engagement and team composition by preparing and sending invitations, handling interactions, identifying replacements, monitoring the ETF Reviews mailbox, and ensuring accurate population of the TERT database for review teams;
 - Support gathering and analysis of information related to past reviews from 2024–2025 to plan and organize additional BTR reviews for 2026–2027, ensuring improved processes and efficiency;
 - Support collection and analysis of feedback and lessons learned from Parties and TERTs on the operationalization of reviews, and prepare synthesized insights for discussion at future Lead Reviewer (LR) meetings to inform continuous improvement, including as input to the Review Guidance
 - Support compilation of successful practices and approaches from the Adaptation Knowledge Hub and integrate them into the Review Guide for use by TERTs in subsequent BTR reviews;
- 3. Facilitative Sharing of Views (FSV)**
- Support administrative and logistical arrangements for the organization of the Facilitative Sharing of Views (FSV) workshop;
 - Assist in preparing workshop materials, ensuring accuracy and timely availability;
 - Support communication with Parties regarding workshop logistics and administrative requirements;
 - Assist in managing document filing, tracking, and distribution in line with UNFCCC procedures and protocols;
 - Support the virtual component of the workshop, including administration of users for the FSV portal;
 - Assist in post-workshop reporting and documentation, ensuring proper record-keeping and dissemination;
 - Perform other administrative tasks as required;



4. Communication and outreach

- Support the organization of events prior and during the climate change negotiations, including communication and outreach of such events;
- Support maintenance and update of review-related web content including biannual newsletters, ensuring timely publication of announcements and relevant materials to keep stakeholders informed;
- 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);
- Support other tasks related to ETF as required.

Timeframe

The internship programme runs throughout year 2026 for a period of three to six 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. Candidates are encouraged to apply at their earliest convenience clearly indicating on their cover letter, **the preferred time frame(s) and duration of the internship**. The selected candidate will be expected to perform the assignment onsite at the UNFCCC premises in **Bonn, Germany**.

Minimum requirements

- Applicants must, at the time of application and for the entire duration of the internship, meet one of the following requirements: 1) Be enrolled in a graduate school programme (second university degree or equivalent) at a recognized university; or 2) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.
- University studies shall be in the fields of environment, engineering, economics, public relations, journalism or graphic design or other related fields.
- A good understanding of the international climate change process and adaptation and mitigation measures and policies are preferred.
- Fluency in English is required. Strong communication skills (e.g. writing, note-taking and presenting) and knowledge of additional UN languages are assets.
- Candidates must have experience in commonly used Microsoft 365 applications. Experience in development and maintenance of databases is an asset.

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 support **on a full-time basis** (40 hours per week) at the UNFCCC premises in Bonn, Germany. For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).



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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.
