



United Nations
Framework Convention on
Climate Change

Internship Assignment

Means of Implementation Division
Climate Finance Sub-division

Application deadline	Announcement number	Duration of assignment
5 February 2023	23/Intern03/Mol-Climate Finance Implementation	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 one of the defining environmental issues of our time.

The Means of Implementation Division supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness 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 interns will assist the **Climate Finance Sub-division and its Implementation Unit** and **Country and Private Sector Engagement Workstream** 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 prepare for and organize periodic meetings of the SCF in UN Campus located in Bonn, Germany, and in preparing for the SCF Forum on the topic of Finance for Just Transitions. The interns will also assist the Unit on matters relating to the operating entities of the Financial Mechanism, namely the Green Climate Fund (GCF) and the Global Environment Facility (GEF), and on matters relating to the Adaptation Fund. Furthermore, under the Country and Private Sector Engagement Workstream, the interns will support the implementation of the Needs-based Finance (NBF) Projects and support public-private policy dialogues.

The particular functions are:

The interns will perform a range of activities to assist the work of the Climate Finance Sub-division and its Implementation Unit and Country and Private Sector Engagement Workstream, including but not limited to:

- Assist in preparing for and organizing the SCF meetings and undertake related work between the meetings, including conducting research related to the work of the SCF;
- Take notes of the discussions at SCF meetings and any other climate finance related meetings that may take place during the period of internship;



- Conduct research and draft literature reviews on the topic finance for just transition to inform the work on SCF Forum, as well as assist in any administrative preparation for the Forum;
- Assist in compiling and analyzing guidance relating to climate finance and in updating the database of the guidance to operating entities;
- Assist in implementation of activities under the NBF Project, including drafting research papers, organizing events and preparing outcome reports;
- Assist in convening climate finance public-private policy dialogues, including outreach and organization programme, participation, logistics, travel and outcomes, reporting and media;
- Assist in conducting outreach activities in relation to its areas of work;
- Assist with any tasks relating to media and communication, both within the secretariat and to external stakeholders, including by preparing input for articles on the outcomes of meetings and events;
- Perform any other tasks as needed.

Timeframe

The internship is for an initial period of three months within the period between February 2023 and May 2023. 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 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) and 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 that 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.



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 the UNFCCC Internship programme, please visit the internship section on our recruitment [webpage](#).

Application procedure

Candidates interested in this assignment and who meet the minimum requirements must use the [online 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.