



Internship Assignment

Means of Implementation Division
Climate Finance Sub-division

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
20 August 2025	25/Intern21/MoI – Climate Finance	September, 2025	Three to six months	<i>Remote</i>

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 **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

Under the direct supervision of the Programme Management Officer of the loss and damage finance and adaptation finance unit, this assignment is designed to provide the intern with an opportunity to gain experience in the works related to loss and damage finance and adaptation finance through the following tasks:

- Support in the preparation and the organization of meetings of the Board of the Fund for responding to Loss and Damage (FRLD);
- Support in the production of background papers, briefing notes, and informal notes related to the loss and damage finance and adaptation finance matters; and compile, synthesize information from relevant sources of information related to loss and damage finance and adaptation finance
- Outreach activities of the Fund including engagement of stakeholders and dissemination of information on climate finance, particularly loss and damage finance and adaptation finance.

In addition, upon completion of the internship, the intern will have been able to contribute to:

- Assist in preparing for and organizing the Board meetings of the Fund for responding to Loss and Damage and implementing the workplan of the FRLD Board in between meetings of the Board, including conducting research related to the work of the Board, drafting relevant papers, and providing administrative support;



- Assist in preparing background papers, informal notes, briefing notes, and other documents for meetings and events related to loss and damage finance and adaptation finance;
- Assist in conducting outreach activities and communication, both within the secretariat and to external stakeholders, including by preparing articles on the outcomes of meetings and events related to loss and damage finance and adaptation finance;
- Assist with research and data analysis and synthesis related to loss and damage finance and adaptation finance;
- Assist in supporting the intergovernmental process and negotiations on the report of the Fund for responding to loss and damage and its related agenda items under the COP and the CMA as well as on the report of the Adaptation Fund and its related agenda items under the CMP and CMA;
- Take notes of the discussions at meetings and any other events related to loss and damage finance and adaptation finance that may take place during the period of internship;
- Perform any other tasks as needed.

Timeframe

The internship is for a period of minimum three months, starting from September 2025. 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. The assignment could be extended up to a maximum of six months. The selected candidate will be expected to perform the assignment *remotely complying with the IT requirements mentioned below.*

Minimum requirements

Applicants must, at the time of application, meet one of the following requirements: 1) Be enrolled in, or have completed within the previous twelve (12) months, a graduate school programme (second university degree or equivalent, or higher, such as a PhD) at a recognized university; or 2) Be enrolled in, or have completed within the previous twelve (12) months, the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.

Other Requirements and desirables:

- 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, climate finance, climate justice, and environment are preferred.
- Candidates must be fluent in English (oral and written) and demonstrate excellent writing and communication skills.
- 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.

IT requirements

For any remote section of the internship, i.e., outside of Bonn, the selected candidate 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 UNFCCC to



enable the interne to access official emails, SharePoint, OneDrive, and other necessary 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 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 associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members. The selected intern will work **on a full-time basis** (40 hours per week).

For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

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.