



**United Nations**  
Framework Convention on  
Climate Change

### Internship Assignment

Sustainable Development Mechanisms (SDM) Programme  
Strategy and Relationship Management unit

Announcement number	Duration of assignment	Duty Station
17/Intern32/SDM-SRM_NAZCA	2-6 months	Bonn, Germany

#### 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 **Sustainable Development Mechanisms (SDM) programme** is leading in the development and effective implementation of innovative approaches to broaden the engagement in and effectiveness of action to mitigate climate change and drive sustainable development. SDM supports the operationalization of the cooperative approaches established by Article 6 of the Paris Agreement and broader efforts to engage non-Party stakeholders in climate action. SDM manages the NAZCA platform, supports the COP Presidencies' Climate Action Champions, and supports the implementation of the three Kyoto mechanisms - the Clean Development Mechanism (CDM), Joint Implementation (JI), and International Emissions Trading (IET)

#### Objectives of the internship assignment

This internship assignment is within the Global Climate Action team, supporting activities related to the engagement, visibility and recognition of climate action by all actors (national policy makers, businesses, investors, local governments, civil society organizations etc.). This work is heavily dependent on relationship management, data management, analysis and synthesis.

Under a wide programme of work to spur and recognize private sector action toward climate action and neutrality, the Paris Agreement calls for ambition and climate neutrality in the second half of the century. Achieving this goal requires broad-based action. The UNFCCC has several areas of work aimed at spurring and recognizing that action: the Marrakech Partnership for Global Climate Action framework for mobilizing transformational action, Climate Neutral Now, including an online UN offsetting shop; action by non-State actors featured under the acclaimed NAZCA (Non-State Actor Zone for Climate Action) portal and via the popular Momentum for Change campaign, which spotlights and awards human touch success stories. Come and help us to be part of the Paris outcome, learn the latest on these important areas of work to ensure its success and lend your views.

Under the direct supervision of the Programme Officer in the Global Climate Action team, the intern will work to on a variety of activities related to NAZCA and the Marrakech Partnership for Global Climate Action.

#### The particular functions are:

- Sanitize and cleanse the data received from NAZCA data providers (such as CDP, carbonn Climate Registry, UN Global Compact, etc.) by consolidating large datasets from multiple



sources, performing quality control checks, seeking clarifications and adjusting the data to the required standards when necessary and supporting the periodic release cycle;

- Analyse and synthesize information from disclosure and progress reports from data providers and cooperative initiatives, CSR reports, signatory commitments, GHG emissions reports and other relevant documents in order to support activities in relation to NAZCA;
- Conduct research and follow-up calls, to obtain relevant background information and updates on climate action of non-State actors, especially in relation to their public commitments;
- Liaise and collaborate with other research institutions performing similar non-State actor analysis and aggregation;
- Develop succinct summaries of key data points for promotion and outreach.
- Provide support to the engagement activities with the High-level Champions and the various stakeholders of the Marrakech Partnership for Global Climate Action across the thematic areas of Land use, Water, Oceans, Human Settlements, Energy, Transport and Industry.

### Outputs

- Timely datasets that accurately reflect the commitments and actions of non-State actors.
- A consistent and well-researched set of information and analysis about different entities, constituencies, sectors, initiatives, programmes, organizations, etc., as requested.

### Timeframe

The internship is for a period of minimum two to maximum six months. The exact period will be determined based on the availability of the intern, the needs of the programme, and the intern's on-going university enrolment and performance.

### Minimum requirements

Candidates must

- have completed an undergraduate degree and be enrolled in a Master's programme in **environmental science, international development, economics, engineering, public relations or a related field** at a recognized university at the time of application and for the duration of the internship;
- be fluent in written and verbal English;
- have strong proficiency in MS Excel, proficiency in other MS Office products (Word, PowerPoint), strong analysis and research skills, experience in reading technical documentation, and attention to detail.

### 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-time basis (40 hours per week) at the UNFCCC premises in Bonn, Germany. For more detailed information about



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UNFCCC Internship programme please visit the internships section on our recruitment webpage: [https://unfccc.int/secretariat/internship\\_programme/items/2653.php](https://unfccc.int/secretariat/internship_programme/items/2653.php).

### **Application procedure**

Candidates who are interested in this assignment and meet the minimum requirements must use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> and include a cover letter. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.

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