



Internship Assignment

Operations Coordination Division
Resource Mobilization and Partnerships Sub-division – Data Analysis for Donor Dashboards

Application deadline	Announcement number	Expected date	Duration of assignment
7 June 2024	24/Intern24/OC-RMP	As soon as possible	Four 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 secretariat of the United Nations Framework Convention on Climate Change (the “Convention”), the Kyoto Protocol and the Paris Agreement (the “secretariat”) seeks to engage in mutually beneficial collaborative partnerships with non-Party stakeholders, including the private sector, that share the values and principles enshrined in the United Nations Charter, the Convention, the Kyoto Protocol and the Paris Agreement, as well as internationally recognized principles concerning human rights, labour, the environment and anti-corruption, as reflected in the United Nations Global Compact, and whose behaviour demonstrates a willingness to exercise social and environmental responsibility towards global peaking of emissions and enhanced resilience.

Resource Mobilization and Partnerships (RMP) sub-division leads the strategic coordination of resource mobilization and partnership activities of the secretariat. RMP engages both Party and non-Party stakeholders in developing mutually beneficial, strategic, innovative and impactful relationships to mobilize financial and in-kind resources and to support the achievement of the secretariat’s mandates and priorities. RMP also works towards enhancing communication of the secretariat’s brand, products and services and promoting wide awareness of secretariat’s priority areas of work and resource requirements in coordination with the Communications and Engagement division.

Objective of the internship and responsibilities

Assist the Resource Mobilization and Partnerships sub-division in conducting data analysis on Party and non-Party donors’ supplementary contributions and subsequently developing a donor dashboard to inform strategic resource mobilization and partnerships for the UNFCCC.

Tasks

- Collect, clean and consolidate available raw financial and syntax data to devise a clear and usable database of Party and non-Party donors;
- Conduct data analysis for development of compelling donor dashboards with PowerBI for data visualization and donor profiles;
- Develop donor intelligence materials, including background notes on Party donors and infographics, to support resource mobilization and partnership missions, activities and events, including COP29;

- Develop predictive models for funding needs: utilize historical data to forecast future funding requirements;
- Help design data management and reporting tools that support monitoring, analysis and donor reporting; and
- Perform other duties related to resource mobilization and partnerships as required.

Learning Areas

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

- UNFCCC's resource mobilization and partnerships strategy and activities
- Substantive programmes supporting the implementation of the Paris Agreement
- Data analysis and management.

Timeframe

The internship is for a minimum period of four and a maximum of six months. The exact period will be determined based on the availability of the intern and the needs of the Subdivision.

Minimum requirements

Candidates **must be enrolled** in the last year of an undergraduate 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 field of **Data Science or Data Analytics, Economics, Mathematics, Computer Science or Information Technology, Information System Management, Engineering** or another related field 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), 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.

IT skill requirements

- Demonstrates strong IT skills, including proficiency in office software packages such as Microsoft Office suite (PPT, Word, Excel, Outlook, Teams, Forms, SharePoint).
- Exhibits strong knowledge and proficiency in automatization of workflow processes, including but not limited to Power Automate, Power Apps, Power BI, enhancing the ability to optimize and streamline data quality assurance protocols.
- Displays solid knowledge in data analytics and database management.

Internship conditions

UNFCCC secretariat internships are not remunerated. 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). 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.