**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern

Sector of assignment: Environment

Organizational unit: Ecosystems & Biodiversity (EBD), Environment Team

UNDP Asia-Pacific Regional Hub

Country and Duty Station: Thailand, Bangkok

Expected duration: 6-9 months

Expected starting date: as soon as possible

Supervisor’s name: Bipin Pokharel

Supervisor’s title: Regional Technical Advisor, Environment Team, Asia-Pacific

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP’s policy work carried out at HQ, Regional, and Country Office levels offers a spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in its Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in UNDP’s Strategic Plan.

Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP’s Strategic Plan. BPPS staff provides technical advice to Country Offices; advocates for UNDP corporate messages; represents UNDP at multi-stakeholder fora, including public-private, government, and civil society dialogues; and engages in UN inter-agency coordination in specific thematic areas.

BPPS’ Environment Team works with governments, civil society, and private sector partners to integrate natural capital, environment, and climate concerns into national and sector planning and inclusive growth policies; support country obligations under Multilateral Environmental Agreements; and implement the UN’s largest portfolio of in-country programming on environment, climate change, and energy. This multi-billion-dollar portfolio encompasses:

• Biodiversity and Ecosystem Services including forests;

• Sustainable Land Management and Desertification including food and commodity systems;

• Water and Ocean Governance, including SIDS;

• Climate Change Mitigation and Adaptation;

• Sustainable Energy;

• Extractive Industries;

• Chemicals and Waste Management;

• Environmental Governance and Green/Circular Economy and SCP approaches.

This work advances crosscutting themes on innovative finance, digital transformation, capacity development, human rights, gender equality, health, technology, and South-South learning.

In addition to UNDP’s bilateral partnerships in E&E, UNDP is an accredited multilateral implementing agency of the Green Climate Fund (GCF), the Multilateral Fund (MLF), the Adaptation Fund (AF), and the Global Environment Facility (GEF). As part of UNDP’s partnership with these vertical funds (VFs), UNDP provides countries with specialized integrated technical services for eligibility assessment, programme formulation, capacity development, policy advice, technical assistance, training and technology transfer, mobilization of co-financing, implementation oversight, results management and evaluation, performance-based payments and knowledge management services.

UNDP recognizes healthy biodiversity and ecosystem services, including soil fertility and water provisioning, as the foundation of human well-being and sustainable development. It sees nature-based solutions as essential solutions for tackling multiple developmental challenges, be they land degradation and desertification, climate crisis, inequality and poverty, insecurity and migration. UNDP’s Ecosystems and Biodiversity Programme adopts an approach to bringing the development agenda to biodiversity discourse enabling it to engender increased public, business, and government support for biodiversity conservation and sound ecosystem management, broadening the support base necessary for achieving global biodiversity goals. UNDP, as a convener, mobilizes global, national, and local level actors, governments, businesses, non-governmental organizations, and communities to communicate the value of biodiversity for it to be integrated in national and local development, and sector and fiscal planning processes and practices. UNDP has 300 country-level terrestrial and marine ecosystems and biodiversity projects in 120 countries, including sustainable land management projects. These combined with a set of global projects, such as the Biodiversity Finance Initiative, Nature for Development Programme, and Green Commodities Programme, linked to country-level work, connects people on the ground to the national, regional, and global decision-makers and influencers, as well as, fostering exchange and learning between communities, landscapes, governments in different countries and continents.

The Vertical Environmental Finance Unit is organized into four hubs:

1. Programme Support Oversight & Compliance;

2. Nature Hub;

3. Climate Hub;

4. Chemicals & Waste hub

The regional teams are based in five regional hubs/regional service centers (Addis Ababa, Amman, Istanbul, Bangkok, and Panama) from where they support UNDP’s country offices and partners in their regions.

Each regional hub is led by a Principal (PTA) or Senior Technical Advisor (STA), who supports and guides a team of Regional Technical Advisors and Technical Specialists (RTAs/RTSs). Each RTA/RTS is also a member of a regional team, which consists of RTAs/RTSs from all hubs working together under the leadership of a Regional Team Leader (RTL).

The intern will work under the overall supervision and leadership of the Regional Technical Advisor for Ecosystems and Biodiversity under the Nature hub and the Regional Team Leader for the Environment Team. S/he will be based in UNDP’s Regional Hub in Bangkok, Thailand, and will work in close collaboration with other technical specialists and advisors from different hubs at both global and regional levels.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Technical Support**   * Assist with targeted research and support to concept notes, proposals, technical reports, [Nature Pledge](https://www.undp.org/publications/undp-nature-pledge), or other programming documents, as requested by the Regional Technical Advisor (RTA) /Specialist (RTS) * Assist RTAs/RTSs with project concept and/or Project Identification Form (PIF) development; formulation of the project preparation grant (PPG) initiation plan, and preparation of inception workshops, as required; * Assist RTAs in reviewing the final package of the project documents; * Contribute to monitoring and evaluation support to RTAs during the annual, mid-term, and terminal evaluation reviews; * Support the overall work of the EBD team as assigned by the RTA/RTS and the PTA * Support portfolio data management | **60%** |
| 2 | **Knowledge management and communications support:**   * Support the development of knowledge products, including stories, talking points, presentations, lessons and best practices, and other EBD’s related events in the region (i.e., Environment World Day, regional Nature Pledge, and others as assigned by RTA | **40%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently in the final year of a Bachelor’s degree; or
* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: **Environmental Sciences, Natural Resources Management, Conservation Biology**  or related field.

**Skills:**

* Proficiency in Microsoft Office productivity tools (Outlook, Word, PowerPoint, and Excel);
* Strong research & analytical skills

**Language skills:**

* Fluency in English (speaking and writing) is required;
* Knowledge of another UN language is an advantage

**Other competencies and attitudes:**

* Interest and motivation in working in an international organization;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Outgoing and initiative-taking person with a goal-oriented mindset;
* Communicates effectively when working in teams and independently;
* Good in organizing and structuring various tasks and responsibilities;
* Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude.