**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Regional Portfolio Management Intern

Sector of assignment: Environment and Energy

Organizational unit: UNDP, Asia- Pacific

Country and Duty Station: Bangkok, Thailand

Expected duration: 6-9 months

Expected starting date: 1 March 2025 onwards

Supervisor’s name: Akiko Yamamoto

Supervisor’s title: Regional Team Leader, Environment and Energy 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’s Bureau for Policy and Programme Support (BPPS) provides leadership and technical support to deliver on the UNDP’s Strategic Plan priorities on Sustainable Development Pathways and Resilience and Governance. T

The Environment Team under BPPS 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;
* Renewable and Modern 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. Our

support to Governments focuses on enabling an inclusive, resilient, green recovery by:

* building competency to accelerate access to sustainable energy and climate and nature-positive
* policies and finance;
* scaling capacity to ensure No One is Left Behind;
* catalyzing SDG and Paris-aligned investments (public and private);
* delivering client-focused solutions that respond to countries' immediate, mid-and long-term
* recovery and socio-economic development priorities; and
* leveraging our on-the-ground presence and networks to unlock bottom-up solutions that deliver lasting impacts at the country level.

The JPO will work under the direct supervision of the Regional Team Leader (RTL) of the Environment Team, based in UNDP’s Regional Hub in Bangkok, in managing the day-to-day work, enabling the team leader to deliver timely and effectively on strategic and corporate priorities. S/he will also provide support towards the implementation or oversight of environmental projects and programmes.

**III. DUTIES:**

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

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Environment Portfolio analysis**   * Prepare and/or compile relevant background materials, briefing notes, presentations, reports, and/or talking points for the Regional Team Leader (RTL) in a well-organized and timely manner; * Locate and obtain data and information as required by the RTL, and organize and maintain such data in files, databases, etc. as appropriate; * Undertake analyses of data and information from Quantum and PIMS+, compiling syntheses, reports, charts, tables, graphs, presentations, etc. as required; * Support the formulation, implementation, management, and monitoring of the Cluster’s programme and project portfolio; * Generate graphs, analysis, and other relevant reports to aid in project/ programme management; * Support other/ad hoc activities as seen relevant and needed. | **40%** |
| 2 | **Regional Portfolio Development and Programme/Project Management**   * Support the formulation, implementation, management, and monitoring of the Cluster’s programme and project portfolio; * Generates reports and information on routine implementation of projects and programme/project status; * Reviews, verifies, and reconciles financial data and reports to ensure accuracy and conformity with UNDP financial and administrative rules and regulations; * Identifies and escalates project related issues, proposing and contributing to the development of solutions; | **30%** |
| 3 | **Communications**   * Manage and coordinate communications with authors and designers of team publications as needed; * Accurately, accumulate fund portfolio and project information and its analysis, forecasting potential problems and planning, allowing for alternative, creative solutions; * Prepare and/or compile relevant background materials, briefing notes, presentations, reports, and/or talking points for the RTL in a well-organized and timely manner. * Assist in developing knowledge products, briefs/communication materials * Support other/ad hoc activities as relevant and needed. | **20%** |
| 4 | **Other:**   * Support other/ad hoc activities as seen relevant and needed. | **10%** |

**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: **Environment and Water Resources** or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;

**Language skills:**

* English required;
* Knowledge of other UN languages is an advantage

**Other competencies and attitude:**

* 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 mind-set;
* 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.