**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

**Title:** Energy Intern

**Sector of assignment:** Energy

**Organizational unit:** Energy and Environment

**Country and Duty Station:** Lusaka, Zambia

**Expected duration:** 6-9 months

**Expected starting date: 10 March, 2025**

**Supervisor’s name: Carol Zulu**

**Supervisor’s title: Programme Specialist**

**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 works with the Government and people of Zambia to achieve the vision 2030, the Sustainable Development Goals (SDGs) and the implementation of the 8th National Development Plan. The Energy and Environment Unit at UNDP Zambia focuses on advancing sustainable development in Zambia through renewable energy access, energy transition, climate change mitigation, and adaptation strategies.

**III. DUTIES:**

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

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Support for the Environment and Energy Portfolio:**   * Support the work of the Environment and Energy portfolio in drafting response letters, organizing unit meetings. * Help with the coordination of meetings with partners in Environment and Energy. * Assist with project implementation, monitoring, and reporting. | **30 %** |
| 2 | **Project Coordination and Administrative Support**   * Assist in coordinating ongoing meetings within the Energy and Environment Unit. * Support with Monitoring project timelines on calendar and track progress the submission reports. * Help with logistics for meetings and events. * Support the team with Country Office requests related to energy and environment activities. * Support the drafting and preparation of meeting documents, meeting minutes, and correspondence for the unit. | **30 %** |
| 3 | **Research and Analysis:**   * Assist in researching topics related to sustainable energy, renewable energy systems, and climate change mitigation and adaptation strategies. * Support data collection, compilation, and analysis for reports, presentations, and policy briefs. * Help with desk literature reviews on key themes such as mini-grid development, productive use of energy, carbon markets, clean cooking, and just transitions. * Collect data from policy documents related to energy access, energy transition, and resilience. * Help with the Preparations of regular reports and updates on unit meetings on sustainable energy, SDG7 integration, and cross-cutting areas like gender equality, governance, and climate. | **20 %** |
| 4 | **Stakeholder Outreach and Event Support:**   * Assist in organizing workshops, webinars, and events in the Energy and Environment Unit. * Help with logistical support during events. * Contribute to outreach activities targeting partners and stakeholders**.** | **15 %** |
| 5 | **Other:**   * Support other/ad hoc activities as seen relevant and needed. | **5 %** |

**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: Energy, Environmental Science, Engineering (in energy), or a related field. Or equivalent.

**Experience:**

* Previous internship or work experience in energy, environment, sustainability, or related projects is desirable.
* Experience with data analysis, project coordination, or research activities is an asset.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools
* Familiarity with data visualization tools and statistical analysis software is an added advantage.

**Language skills:**

* Proficiency in English is required (both written and spoken).

**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.
* Communicate 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.