**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Knowledge management and research intern

Sector of assignment: Climate and Disaster Resilience

Organizational unit: UNDP Istanbul Regional Hub

Country and Duty Station: Istanbul, Turkiye

Expected duration: 6 months

Expected starting date: 01 April 2025

Supervisor’s name: Stanislav Kim

Supervisor’s title: Team Leader, Climate and Disaster Resilience Team

**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 dedicated to promoting sustainable development and resilience to climate change and disasters. UNDP's goal in Europe and Central Asia is to help eradicate poverty in all its forms, accelerate the transition to sustainable development, and make sure countries and people are able to withstand crises and shocks. We work to make sure the most vulnerable and excluded are not left behind, develop game-changing solutions to accelerate sustainable development, and promote prevention and preparedness.

The Climate and Disaster Resilience Team at the Istanbul Regional Hub focuses on enhancing the adaptive capacities of communities and supporting national and local governments in implementing effective climate policies and disaster risk reduction strategies, in line with the Paris Agreement on Climate Change, the Sendai Framework on Disaster Risk Reduction, and the 2030 Agenda for Sustainable Development. At the same time, we work together with partners to support resilient disaster recovery when needed. Taken all together, these efforts are the path towards sustainable development that is risk-informed, zero-carbon and resilient.

**III. DUTIES:**

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

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | * Assist in conducting research and analysis related to climate change and disaster resilience. * Support the development of project proposals and reports. * Participate in team meetings and contribute to discussions on ongoing projects and initiatives. | * 1. **%** |
| 2 | * Support knowledge management activities including newsletters, blogposts, and publications. * Help organize workshops, webinars, and capacity-building activities. * Provide operational and administrative support to team events and related missions. | **40 %** |
| 3 | **Other:**   * Support other/ad hoc activities as seen relevant and needed. | **20 %** |

**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 Science, Climate Studies, Disaster Management, Engineering or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge of data analysis tools is a plus.

**Language skills:**

* English is required;
* Knowledge of Russian 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.