**EXTERNALLY FUNDED INTERNSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: **Intern** **- Knowledge Management and Learning**

Sector of assignment: **Nature Hub**

Organizational unit: **Nature Hub, BPPS**

Country and Duty Station: **Headquarters, New York**

Internship duration: **9** **months**

Supervisor’s name: **Tim Scott and Midori Paxton**

Supervisor’s title: **Senior Policy Advisor, Narure Hub; Director, Nature Hub**

**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.The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do. UNDP focuses on helping countries build and share solutions in three main areas:

* Sustainable development
* Democratic governance and peacebuilding
* Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

**III. INTERNSHIP OFFICE BACKGROUND:**

UNDP's Global Policy Network (GPN) channels top talent across country, regional, and global teams to provide cutting-edge development advice and resources, fostering breakthroughs in development. The Bureau for Policy and Programme Support (BPPS) within the GPN, the Bureau for Policy and Programme Support (BPPS) is pivotal, shaping policy and guidance to align with UNDP’s Strategic Plan, providing technical expertise to Country Offices, and advocating for UNDP's corporate messages in multi-stakeholder dialogues while fostering UN inter-agency coordination in key thematic areas.

Under BPPS, the newly established UNDP Nature Hub put nature at the forefront of development efforts, advancing nature-based solutions for realizing a sustainable planet, as well as scaling up of solutions for sustainable management of natural resources. The Hub focuses on core areas such as, enhancing environmental governance, advocating for sustainable development, improving biodiversity finance, fostering resilient food and agricultural systems, promoting sustainable land use, advancing wildlife conservation, and nurturing green jobs. It also oversees initiatives related to Water, Oceans and Small Island Developing States (SIDS).

TheNature Hub is the arrowhead of UNDP’s commitment to the Nature Pledge, aimed to support more than 140 countries in achieving their ambitious goals under the Global Biodiversity Framework and nature-dependent Sustainable Development Goals. The Nature Pledge focuses on three system shifts essential to put nature at the heart of sustainable development: a value shift, an economic and finance shift, and a policy and practice shift.

Service of an Intern is sought to provide support to the Nature Hub, to enhance its operations and the Nature Pledge implementation, through continuous monitoring, learning, and research support. This includes, strengthening knowledge management, facilitating synergies, developing communication materials, conducting data analysis, supporting events, and enhancing the Hub's effectiveness.

**III. DUTIES:**

The intern will assist in the following duties and responsibilities:

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| *In this section list the primary responsibilities and tasks of the position.  (Include percentages for each duty.)* | | |
| 1 | Support monitoring, knowledge management, reporting and learning under the Nature Hub   * Assist with knowledge management, communications and reporting processes related to the Nature Hub projects under different thematic areas. * Support with work planning and monitoring of Nature Hub programs including the Pledge activation at regional and global level. * Assist with research and data analysis for various thematic components under the Nature Hub * Support the Nature Hub files collation and organization, to facilitate internal effective management and knowledge sharing. | **30%** |
| 2 | Support the Nature Pledge activation and implementation   * Assist with compiling communications materials for advocacy and outreach, including on UNDP’s public website and social media platforms, producing and editing images/photos etc. * Support discussion on knowledge networks, including compiling research and data and writing summaries and blogs * Collect stories on the results of the partnership from Country Offices and Nature Hub teams. * Analyse and synthesize research papers, studies, and major reports.   Click or tap here to enter text. | **30%** |
| 3 | Support the preparation and organisation of key high-profile events and meetings.   * Assist with the preparation and analysis for briefing notes, preparatory communication materials etc. to support corporate briefing and reporting processes connected to relevant meetings and events * Provide support, as needed, on Nature Hub’s contribution to a range of regional and global meetings, including COPs and other international forums. | **20%** |
| 4 | **Other:**  Support other/ad hoc activities as seen relevant and needed. | **20%** |

**IV. EQUIREMENTS 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: Natural resource management including land, water, wildlife, genetic resources, environmental economics, sustainable development, or related field or international development equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools.
* Advanced knowledge or Excel and/or Power BI an asset
* Knowledge of graphic design software an asset

**Language skills:**

* Fluency in 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.