**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Programme and Stakeholder Intern

Sector of assignment: Climate and Forests

Organizational unit: Climate & Forests, Climate Hub, BPPS

Country and Duty Station: Nairobi, Kenya

Expected duration: 9 months

Expected starting date: TBC

Supervisor’s name: Wahida Patwa Shah

Supervisor’s title: Senior Regional Technical Advisor

**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:**

BPPS’s Hubs on Nature, Climate, Energy and Waste, with the support of the Vertical Fund Programme Support, Oversight and Compliance Unit, works with governments, civil society, and private sector partners to integrate nature, climate, energy and waste related concerns into national and sector planning and inclusive growth policies, support country obligations under Multilateral Environmental Agreements, and oversee the implementation of the UN’s largest portfolio of in-country programming nature, climate change, energy and waste.

The UNDP Climate Hub is the arrowhead of UNDP’s commitment to the “Climate Promise” that aims to support programming countries designing and implementing pledges under the Paris Agreement, including ambitious National Determined Contributions, with climate change mitigation and adaptation interventions fully embedded in the national development planning and budgetary processes. The Climate Hub will build on UNDP’s existing over USD 4 billion country-level climate portfolio on Climate Change Policies and Strategies, Climate Change Adaptation, Climate Change Mitigation, Climate and Forests, covering over 142 countries, as well as on UNDP’s Nature portfolio, UNDP’s Sustainable Finance Hub, UNDP’s Digital offer and other relevant portfolios on youth, gender, health, climate security among others.

The UNDP Climate Hub is responsible for:

* Thought leadership on Climate and to be the custodian of UNDP policy positions on climate;
* Strategy and vision formulation;
* Pipeline development in coordination with the other hubs and the Vertical Fund Programme Support, oversight and compliance;
* Provision of integrated policy and programme support to Country Offices;
* Global engagement, advocacy in collaboration with BERA;
* Integration across thematic areas;
* Strategic Partnerships development and resource mobilization;
* Lead and support global flagship initiatives and partnerships on Climate;
* Serve as focal point with relevant UN coordination mechanisms and Conventions (UN Framework Convention on Climate Change);
* Cross-organization knowledge and learning; and
* Innovation.

The Climate and Forests team supports climate mitigation efforts in the forest sector. Deforestation and forest degradation accounts for more than 10 percent of global greenhouse gas emissions and it is clear that the stabilization of global temperatures cannot be achieved without reducing emissions from the forest sector. UNDP's Climate and Forests team supports countries to reduce deforestation and forest degradation, conserve and sustainably manage forests in accordance with the requirements of the UNFCCC to have GHG emissions reductions and removals recognized and rewarded. More information at: www.climateandforests-undp.org.

The regional portfolio is part of a Climate and Forests global workplan which seeks to implement the 2023-2025 Workplan as follows in Table 1

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| --- |
| Climate and Forests Workplan 2023-2025 |
| Thematic Work Area 1: Implementing Forest Solutions with Equity & Integrity |
| 1.1.National policy and governance arrangements to advance NDCs in the land & forest sector, using social-inclusion and gender-responsive approaches |
| 1.2.Empowering IPs as NDCs/forests implementation partners |
| 1.3.Investment programmes & funds for NDC/REDD+ implementation |
| 1.4.National financing instruments to underpin NDC/forests implementation |
| 1.5.Social integrity in NDC/REDD+ implementation |
| 1.6.National schemes for deforestation-free production & trade (DFPT) |
| Thematic Work Area 2: NDC ambition and UNFCCC alignment |
| 2.1 Global coordination and partnerships to promote and support NDC ambition in forests and other land uses | |
| 2.2 Global Coordination on the enhanced transparency framework (ETF) | |
| 2.3 Direct support to Countries on Monitoring, Reporting and Verification (MRV)/ETF to enhance NDCs | |
| 2.4 Support Digital solutions for NDC implementation and MRV | |
| 2.5 UNFCCC and related global strategic engagement | |
| Thematic Work Area 3: Climate Finance for Forests  *Objective*: Increase Access to High Integrity Climate Finance for NDC Implementation for the Forest Sector |
| 3.1. Carbon markets strategic advisory and technical assessments |
| 3.2. Technical support for Voluntary Carbon Market compliance |
| 3.3. Compliance with international standards on social, environment and gender safeguards |
| 3.4. Technical support for domestic carbon markets |
| 3.5. Support Indigenous Peoples and local communities’ capacities to take strategic decisions |
| 3.6. Access to REDD+ results-based payments |
| 3.7. Access to other performance-based financial mechanisms |
| 3.8. Stakeholder engagement/ Capacity-building support |
| Crosscutting Work Area 4: Operations  *Objective: Effective programme & partnership management, knowledge management & communications* |
| 4.1 Programme and partnership management |
| 4.2 Knowledge management |  |
| 4.3 Communications |  |

**III. DUTIES:**

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

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Support to implementation of programmes**   * Provide assistance to the implementation of the Climate Promise and UN-REDD initiatives in the region, in Cote d’Ivoire, Democratic Republic of Congo, Ghana, Liberia, Kenya, Republic of Congo and Uganda, * This will include assistance with editing keystone documents, organising stakeholder events (such as agenda, participants, logistics), and drafting project and workshop reports. * Support the regional team to assist national governments, civic stakeholders, indigenous peoples, gender-equality organisations and UNDP country offices to mainstream stakeholder engagement and social equality across the portfolio, from NDC implementation to field projects, with special focus on gender equality and indigenous rights. | **%** |
| 2 | **Raising ambition and resource mobilisation**   * Research, compile and analyse information for on-going country processes and new initiatives based on requests from UNDP Country Offices, * Collaborate in the drafting of concept notes, terms of reference and project proposals. * Assist the team in identifying and scoping good practices and innovative solutions | **%** |
| 3 | **Communications**   * Assist in communicating the lessons and results from the various workstreams and support delivery of objectives for the Africa regional Climate and Forests workplan where requested. | **%** |

**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: Master’s degree in environmental management, forests, climate change, international development, public policy and/or a closely related field or equivalent.

**IT skills:**

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

**Language skills:**

* English is required;
* Knowledge of French 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.