**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Environmental Sustainability Portfolio Intern

Sector of assignment: Environment and Resilience

Organizational unit: PER

Country and Duty Station: Lima, Peru

Expected duration: 6 to 9 months

Expected starting date:

Supervisor’s name: James Leslie

Supervisor’s title: Technical Advisor Ecosystems and Climate Change

**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. In September 2015, world leaders adopted the 2030 Agenda for Sustainable Development to end poverty, protect the planet and ensure peace and prosperity for all people. UNDP works to strengthen new frameworks for development, disaster risk reduction and climate change.

UNDP helps countries establish and share solutions to challenges in three main areas: i ) Sustainable development, ii) Democratic governance and peacekeeping, iii) Climate and disaster resilience. To respond to these issues and better focus its resources and expertise to deliver on the 2030 Agenda, UNDP has identified a set of approaches that we call our flagship solutions: i) Keeping people out of POVERTY, ii) GOVERNANCE for peaceful, just and inclusive societies, iii) Crisis prevention and increasing RESILIENCE, iv) ENVIRONMENT: nature-based solutions for development, v) Clean and affordable ENERGY, vi) GENDER Equality and empowerment of women.

On the other hand, the UNDP Program promotes creative and robust initiatives that guarantee the environmental sustainability of the country, considering the unique circumstances posed by Peru's development trajectory, as well as its special vulnerability to climate impacts. Recognizes the importance of coupling support for institutional strengthening and improving policy frameworks with technical assistance on the ground.

This integrated approach to advocacy and on-the-ground practice has helped Peru leverage innovative financial flows for additional efforts on climate change adaptation, low-carbon development, and sustainable use and management of natural resources. and the conservation of biodiversity. The Government of Peru considers UNDP as a key partner in its efforts to integrate climate change adaptation and mitigation strategies into its national development policies. Many of UNDP's activities are closely coordinated with other donors. We adopt an integrated approach that links environmental, social, and economic pillars. Our projects are strategically oriented towards 5 thematic areas: climate change, environmental financing, biodiversity, desertification, and environmental quality, which are articulated under a programmatic approach.

On the other hand, as a result of its geography, location and climate variability, Peru faces a variety of potential threats: the El Niño Southern Oscillation, torrential rains, landslides, earthquakes, volcanic eruptions, droughts, cold spells and epidemics. The means of subsistence are under additional threat due to climate change as well as the local degradation of the environment. These factors, along with high levels of vulnerability that characterize the urban and rural populations of Peru, lead to potential disaster scenarios. In this context, UNDP supports its counterparts in putting in place actions that reduce disaster risks and strengthen capacities for recovery in a disaster situation.

In this framework, to fulfil the programmatic objectives of the Environmental Sustainability Portfolio in the Environment and Resilience segment (including Disaster Risk Management), the support of an intern/fellow to the management and technical tasks of the portfolio would be of great value.

**III. RECEIVING OFFICE BACKGROUND:**

Peru is known for its stunning landscapes, delicious local cuisine, and lively culture. A wide range of cultural attractions may be found in the city as well.

Another big lure is the city's thriving culinary culture, which includes restaurants that have won prestigious awards on the world stage. People in Lima are kind and hospitable, so it's not hard to settle in and establish new friends, making it a family-friendly destination. However, Lima's traffic and congestion can make even the simplest trips difficult.

• Vaccinations are not needed for entry into the country. To be safe, travellers should check to see whether they will be passing through any locations where malaria, dengue, or yellow fever are common.

• The average temperature in Lima is 17 degrees Celsius in August and 24 degrees Celsius in February.

• Private clinics and hospitals in Lima provide access to high-quality medical care provided by trained professionals using the latest medical technology and methods.

• According to the Security Level system's approach, Lima has a very low security level. In general, violent crime is uncommon there. While in Lima, petty thievery is the most significant safety concern.

• It is possible to make a variety of payments in Peru, including wire transfers, interbank transfers, payments via QR codes or digital wallets, and withdrawals from ATMs, which are conveniently located throughout the country.

• Peru is a country highly exposed to natural disasters, being seismic with several cases of earthquakes and tremors.

**III. DUTIES:**

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

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Support staff working on the environmental sustainability portfolio, focusing on the Environment and Resilience segment (including Disaster Risk Management), by contributing to the drafting of concept notes, project documents, annual work plans, terms of reference, and writing minutes. | **20%** |
| 2 | Support in coordination with portfolio partners, projects and/or programs. | **10%** |
| 3 | Support with portfolio meetings and help take notes of the discussion and follow-up of agreements. | **15%** |
| 4 | Support with analytical work as indicated. | **15%** |
| 5 | Provide support to the team, in monitoring the results of the portfolio to facilitate the presentation of reports (technical and financial). | **15%** |
| 6 | Provide support to the Technical Advisor Ecosystems and Climate Change, the Environmental Sustainability Program Officer, and members of the environmental sustainability portfolio in the preparation of documentation and virtual portfolio processes. | **15%** |
| 8 | **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: Environmental Engineering, Environmental Sciences, Social Sciences, Economics, Sustainable development, Geography, Disaster Risk Management, Climate Change Adaptation or equivalent.

**IT skills:**

* Knowledge and proficient user of Microsoft Office productivity tools;
* Intermediate/advanced knowledge of spreadsheets and/or databases.
* Experience in handling web-based management systems and social knowledge networks, is desirable
* Knowledge about statistical modelling and/or geographic information systems, is desirable.

**Language skills:**

* Fluency in English and working / intermediate knowledge of Spanish is required;
* Fluency in Spanish is an advantage.

**Other competencies and attitude:**

* Interest and motivation in working in an international organization;
* Knowledge of Public Management, International Relations, International Organizations or related organizations is desirable
* 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.