**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Data Analysis Intern

Sector of assignment: Climate Change

Organizational unit: Climate Hub

Country and Duty Station: USA, New York (HQ)

Expected duration: 6-9 months

Expected starting date: June

Supervisor’s name: Rebecca Carman

Supervisor’s title: Climate Hub Global Knowledge and Learning 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.

Climate change is the single greatest challenge humanity has ever faced, threatening water and food security, health, livelihoods, and the safety of billions of people. The global response to this challenge must be just, inclusive, and leave no one behind, while seeking the most efficient climate solutions that advance multiple Sustainable Development Goals at once. Therefore, a critical priority is to support countries to accelerate ambitious action on climate change.

Through the Climate Promise, UNDP has the world’s largest offer of support to countries on preparing and implementing their Nationally Determined Contributions (NDCs) – the pledges made by parties to the Paris Agreement of limiting global average temperature increase below 2oC and pursuing efforts to below 1.5oC. As politically-backed blueprints for investments in key engines of sustainable development, NDCs offer opportunities to unlock potentials for a just transition. The Climate Promise leverages this engagement and political buy-in on NDCs to support countries to mobilize both public and private investments to realize NDC targets while also simultaneously achieving SDGs.

Climate Promise support is provided to countries along four mutually supportive pillars:

* *Scale and speed*: Countries have inclusive and gender-responsive governance and financing mechanisms to enable achievement and tracking of NDC targets across sectors.
* *Amplifying ambition*: NDCs effectively contribute to long-term pathways consistent with the Paris Agreement and the SDGs.
* *Lasting inclusivity*: Actors collectively are empowered to drive climate action and ensure whole-of society engagement.
* *International engagement*: Good practices, knowledge and learning is disseminated at global and regional levels, supplemented by advocacy efforts in UNFCCC fora and beyond.

**III. RECEIVING OFFICE BACKGROUND:**

The Climate Strategies and Policy Team within the Climate Hub of UNDP’s Bureau’s for Policy and Programme Support is leading the implementation of the Climate Promise initiative in close collaboration with Regional Bureaus and other Bureaus across UNDP. Therefore, UNDP is looking for a Fellow to support and contribute to this flagship corporate initiative.

**III. DUTIES:**

The Fellow will assist in the following duties and responsibilities:

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Global and regional data and M&E systems strengthened**   * Support global data analyst in maintaining Climate Promise dashboards and expanding the tracking of key analytics * Support regional teams in Africa, Asia-Pacific, Arab States, Europe and Central Asia, and Latin America and the Caribbean in creating/maintaining dashboards of Climate Hub portfolio * Maintain and expand Climate Hub portfolio tracking system * Assist with the preparation and analysis of charts and other data visualisations to support corporate briefing and reporting processes | **60%** |
| 1 | **Policy analysis and research**   * Undertake data mining of Climate Hub mitigation and adaptation portfolios to identify best practices and lessons learned as inputs to knowledge products | **35%** |
| 3 | **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: **Climate change, environment, energy, international development, finance** or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Advanced knowledge on using MS Excel is an asset.

**Language skills:**

* English is required;
* Knowledge of French and/or Spanish 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.