**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Climate and Environment Portfolio Fellow

Sector of assignment: Climate, Environment, Energy

Organizational unit: Climate and Environment Team (CET)

Country and Duty Station: Sri Lanka, Colombo

Expected duration: 9 months

Expected starting date: 1 August 2024

Supervisor’s name: Buddika Hapuarachchi

Supervisor’s title: Team Leader

**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:**

As an island nation, Sri Lanka is highly vulnerable to climate change and disasters. UNDP has been assisting the Government of Sri Lanka (GoSL) since 1967 to achieve sustainable human development in economic, social and environmental fronts. Working closely with the GoSL at national, regional and local levels, the Climate and Environment Team (CET) of UNDP is building up institutional, legal and individual capacities to respond to the effects of climate change and natural and manmade disasters, by exploring the potential of renewable energy and resource efficiency in production and consumption, while supporting reform and modernization of the environmental management systems and protecting our biodiversity.

Given the ever-evolving risk profile of the country due to the ongoing socio-economic crisis and the climate & environmental vulnerabilities, there is an acute need to accelerate structural transformations towards green development to address the climate crisis and overarching environmental issues under three core thematic areas: Climate Change Adaptation & Disaster Risk Reduction, Sustainable Natural Resource Management, and Sustainable Energy & Waste Management.

Sri Lanka has set ambitious goals towards meeting sustainable development goals, particularly in Climate Action, by 2030 and 2050. And, to reach these climate action commitments, Sri Lanka needs to urgently work towards green development, incentivize climate action, and move towards a sustainable, just, and inclusive economy. Given the evolving development trajectory in the country, there is an acute need to catalyse UNDP Sri Lanka’s ongoing interventions in climate and environment.

**III. DUTIES:**

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

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Policy and knowledge sharing  Analyses and conducts research of the thematic areas in support of policy work, pipeline development and project development.  Supports identification of areas for support and interventions within the thematic/sectoral areas.  Makes sound contributions to knowledge networks and communities of practice.  Engages in local consultations with civil society, government entities and development partners to identify strategic areas of support. | **40%** |
| 2 | Partnership and Communications   * Support the CET in the preparation of communication material   Supports development of partnerships with the UN Agencies, IFI’s, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic goals of UNDP, country needs and donors’ priorities.  Prepares high-quality donor reports both substantive and financial.  Conducts analysis and research of information on donors, prepares substantive briefs in collaboration with academia and senior practitioners on possible areas of cooperation, identification of opportunities for initiation of new projects. | **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: Development studies, Climate or Environment related or equivalent.

**IT skills:**

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

**Language skills:**

* English is required;

**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.