UNDP REGIONAL HUB FOR LATIN AMERICA AND THE CARIBBEAN (RH LAC)
TERMS OF REFERENCE - INTERNSHIP

I. Information	
Job Title: Gender and Climate Junior Research Intern **Organizational Unit:** GENDER **Supervisor:** Regional Gender Team Leader	**Duration:** Three (3) months **Duty Station**: Home-based

II. Background

UNDP Regional Hub, primarily provides UNDP Country Offices in the Latin American region with easy access to knowledge through high-quality advisory services and technical support based on global applied research and UNDP lessons learnt. The second priority is to provide regional thought leadership, build partnerships and promote regional capacity building, which allows UNDP, governments and other development partners to identify, create and share knowledge relevant to solving urgent development challenges.

Gender equality and women's empowerment are integrated into every aspect of UNDP's work in supporting countries through a range of programmes and projects. In recent years, UNDP's key contribution to advancing gender equality in the region has been demonstrated in the following areas:

- Promoting gender-based environment and climate change solutions
- Supporting women's economic empowerment
- Integration of gender mainstreaming in development planning
- Addressing gender-based violence
- Increasing women's political participation

With regards to gender and environment, Latin America and the Caribbean has become leading region, despite the persistent challenge posed by the lack of data. A series of innovative initiatives have been implemented at different levels (political, institutional, programmatic) that show that it is possible to implement gender-responsive environmental initiatives. Furthermore, many countries are gender champions in the different environmental negotiations (UNFCCC, CBD and UNCCD). As part of its offer, the gender team of the UNDP Regional Center for Latin America and the Caribbean has been supporting country offices in the development and implementation of their climate promise work plans and several resources have been developed to include gender equality and women's empowerment in climate policies and Nationally Determined Contributions.

III. Tasks / Expected Outcomes

Under the direct supervision of the Gender Team Leader, the intern, will support the delivery of activities and undertake advocacy and coordination and the following main areas:

Programme support:

- Search and update available country-level sex-disaggregated data in gender and environment/climate change issues.

- Support the analysis of national and regional trends in data and support the compilation, analysis and visualization of sex-disaggregated data on gender and environment/climate change.
- Support the gender team in its efforts to integrate gender equality in policy and programming work.

Support Policy Development

- Support activities such as online workshops and webinars to provide pragmatic guidance and capacity building opportunities and tools to design and implement gender-responsive environmental policies and initiatives.
- Provide context input to support the quality assurance of policy services and foster policy innovation in the specific thematic area to enhance programme delivery.
- Coordination and communications.
- Preparation of background materials, packs and agendas and meeting reports for meetings with partners and Country Offices.

Policy Positioning and Representation

- Draft and aid the development of briefings and speeches, as applicable, especially for country-specific meetings.
- Prepare materials to aid in advocating the importance of the thematic area in various fora, including academia and civil society, to deepen related political commitment and related reforms.

Knowledge Management and communication

- Keep an up-to-date library of knowledge related to gender at the region-specific level and proactively share documents with team members and respond to their specific requests for information.
- Contribute to the development and review of knowledge products in close coordination with the Regional Hub teams by analyzing and sharing lessons learnt and programme evaluation results.

IV. Competencies and Skills

Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism.
- Strong IT skills including MS Office

Personal Skills:

- Creative, proactive, and supportive
- At ease with multitasking and precise
- Ability to work in team, creating a positive environment,
- Demonstrates openness to change and ability to manage complexities
- Ability to write concise and analytical reports

VI. Supervision

As part of the UNDP Intern will benefit from the following supervision modalities:

- ✓ Structured guidance provided by the supervisor, especially at the beginning of the assignment.
- ✓ Establishment of a work plan, with clear key results.

✓ Effective supervision through knowledge sharing and performance/development feedback throughout the assignment. ✓ Easy access to the supervisor. ✓ Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness. ✓ Guidance and advice in relation to learning and training opportunities within the field of expertise. ✓ Completion of Performance Review.	
V. Education, Experience, Language requirements	
Education:	• Be enrolled in the final academic year or a first university degree programme (such as Bachelor's degree or equivalent) in International relations, social sciences, economic development, or related disciplines. or • Be enrolled in a graduate degree programme (such as a master's programme, or higher) International relations, social sciences, economic development, or related discipline. or • Have graduated with a university degree in International relations, social sciences, economic development, or related discipline and, if selected, must start the internship within one-year of graduation. • Studies on gender issues, on environment or sustainable development would be desirable. • Strong commitment to promoting gender equality, excellent interpersonal and communication skills.
Experience:	Experience in data collection and analysis in the field of social or economic development fields and gender equality.
Language Requirements:	Spanish and English