



**GREEN
CLIMATE
FUND**

Two Internship positions with the Green Climate Fund *Independent Evaluation Unit*

Terms of Reference

Duration : 4 months (flexible)
Starting date : Flexible throughout 2017
Location : Songdo, Incheon City, Republic of Korea
Remuneration : US\$ 1,000/month
Shortlisting starts : Ongoing basis

Background

The Green Climate Fund (the Fund) is a new multilateral fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

The Fund will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, the Fund will promote the paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change, taking into account the needs of those developing countries particularly vulnerable to the adverse effects of climate change.

The Fund is governed by a Board, composed of an equal number of members from developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director. The Fund will pursue a country-driven approach in its operations.

The Fund's interns will be based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea.

Internship Assignment

The two interns will be responsible for primarily for creating a database of proposals and for doing basic analysis. Additionally they will provide operational and administrative support to the Independent Evaluation Unit. S/he will have the opportunity to learn and expand her/his experiences by providing assistance in the Independent Evaluation Unit and also getting to know the GCF.



Under the overall guidance of the designated primary and alternate supervisors within the Independent Evaluation Unit, the Interns are expected to:

- a) Assist the head of the IEU in establishing a data system that has information in machine readable format and for doing basic analysis. He/she will also maintain data records, and prepare the manuals for the use of the document filing system;
- b) Support the Unit to help with the logistics of, and facilitate meetings, meeting locations and assist in setting up conversations;
- c) Assist the head of the IEU in finding relevant literature, keep up to date on evaluation and climate change related academic papers and methods papers and news as well as summarize these as required; and
- d) Other tasks as suggested by the Head of the IEU.

Requirements and qualifications

- a) Has preferably completed his/her Bachelor's program in Statistics, International studies, Environmental science, Economics, Agriculture, Social sciences, Medical sciences, Public health, Management and liberal arts or related fields;
- b) Have good knowledge of Excel and qualitative analysis. Experience with ATLAS Ti or NVivo other qualitative analysis software is a big plus;
- c) Knowledge and experience with evaluation and research is desirable;
- d) Should be self-motivated and should be able to deal with long hours of data entry followed by analyses;
- e) Good understanding and experience in operations of international organization is an added advantage;
- f) Proficiency in using standard software programs: MS Word, Excel and other statistical and analytical software like ATLAS Ti or NVivo and or STATA;
- g) Excellent writing and presentation skills;
- h) Fluency in English is essential; knowledge of another United Nations language, in particular French and Spanish, and/or Portuguese is an advantage.

Applications from women and nationals from developing countries are strongly encouraged to apply.

Interested candidates are requested to send their CV and letter of interest to:
internship@gcfund.org and ieu@gcfund.org.

Please send a single file named: "[last name] [first name]" (e.g. Johansson Anna).

Subject line: "Independent Evaluation Unit Internship".

Please indicate the date of your earliest availability in your resume.

Applications are accepted and reviewed promptly until filled.