



ADMINISTRATIVE INSTRUCTIONS FOR THE GREEN CLIMATE FUND INTERNSHIP PROGRAM

I. INTRODUCTION

1. The Green Climate Fund (“the Fund”) internship program provides a unique learning opportunity for students and recently graduated students from diverse of academic backgrounds. We value diversity and encourage qualified women and men, and in particular nationals of developing countries to apply. The program is designed for talented and motivated individuals skilled in areas relevant to the Green Climate Fund’s operations. It allows selected candidates to gain insight into the work of the Green Climate Fund and provides assistance and training in various professional fields.

II. OBJECTIVES AND BENEFITS

2. The Fund’s internship program offers graduate students the opportunity to :
- (i) enhance educational experience though practical work assignments;
 - (ii) work in a major international financial organization with a multicultural environment;
 - (iii) learn from experienced professionals; and
 - (iv) grow professionally.
3. From the Fund’s perspective, the program also :
- (i) identifies eligible potential candidates for future staff positions;
 - (ii) provides support for policy research involving the broader academic community;
 - (iii) offers a platform for knowledge partnerships.

III. ELIGIBILITY

4. Internship candidates must :
- (i) be enrolled in a Master's- or PhD-level program at a school prior to or expected after internship assignment or recently graduated;
 - (ii) be engaged or recently engaged in academic study in a field directly related to the Fund’s work; and
 - (iii) possess an excellent command of English.

IV. INTERNSHIP ASSIGNMENTS AND INTERN SELECTION

5. Climate Change Driven : The assignments have to be linked to the Fund’s overall activities, and/or to research needs of various programs and projects. Host Divisions/Offices first identify sectors or themes that require further research and/or assistance by interns; after interns are selected for the identified themes and topics, terms of reference (TOR), work plans, and outlines of the expected outputs are then formulated to guide the interns.

6. Internship assignments need to be :
- (i) relevant to the Fund's activities, i.e., final outputs are useful and have lasting effect;
 - (ii) pertinent to the Fund's strategic agenda;
 - (iii) beneficial for interns' learning needs;
 - (iv) research-oriented, as a general rule, and feasible to achieve within a given period of time period; and
 - (v) supervised by an experienced professional staff.
7. Selection and Approval of Assignments : Human Resources (HR) reviews and approves the proposals together with the relevant Division Director based on the host Division/Office's requirements. Steps are as follows :
- (i) interested supervisors identifies sector or themes (terms or reference if possible) and required qualifications of interns;
 - (ii) information is submitted to HR with endorsement of respective Director;
 - (iii) HR announces selected internship assignments and ongoing open call for interns on the Fund's website for ad hoc requests;
 - (iv) the Host Division/Office short-lists at least 3 candidates based on CV comparison and makes a selection recommendation for the top candidate based on telephone interview results (written test if deemed necessary); however, in case of an ad hoc request, the internship candidates are selected from the pool of internship candidates (and a recommendation is made based on the same criteria as above); and
 - (v) HR finalizes the intern selection: HR together with the relevant Division Director approves the selection of interns, taking into consideration suitability, English skill, nationality and gender balance, as well as geographical representation of schools where the intern is enrolled.

V. TIMING AND DURATION

8. Internship assignment timing and duration should be determined based on a mutual agreement between supervisor and intern.

VI. RESPONSIBILITIES

9. Human Resources is responsible for :
- (i) managing the entire process of the internship program including budget administration;
 - (ii) interfacing with academic institutions, focal points and guiding supervisors to effectively manage the process and program; and
 - (iii) ensuring administrative and logistical support as needed, including workstations, telephones, office supplies, and computers with internet access and the Fund's email;

10. Host Division or Office (supervisors) are responsible for :
- (i) identifying the need for an intern;
 - (ii) nominating primary and alternate supervisors who short-list applications, formulating TORs and work plans;
 - (iv) providing various learning opportunities to familiarize interns with the Fund's business strategy and operations as well as help them become better equipped for producing reports and presenting in forums;
 - (v) monitoring, supervising, and evaluating interns' work with open communication;
 - (vi) coordinating internships within the Division/Office; and
 - (vii) conducting briefing sessions for interns as needed.

11. Supervision and Evaluation

(i) Supervision : The host Division/Office is expected to assign a primary and alternate supervisor to each intern. Supervisors have to be Professional Staff. The supervisor will develop a detailed TOR and work plan which has to be submitted to Human Resources. It is expected that all supervisors guide interns on their progress.

(ii) Evaluation : Upon completion of the internship, interns evaluate the program as a learning experience. Interns are required to submit reports and presentations to their supervisors which will be the basis for the final evaluation of the interns. Supervisors evaluate interns' work performance and the record is kept on file for three (3) years.

VII. MISSION TRAVEL

12. Mission : As a general rule, interns will not go on mission. In exceptional cases, an intern may join the Fund's funded mission with prior approval from the Director of the host Division/Office and HR.

VIII. BENEFITS

13. Interns will be paid the equivalent of an all-inclusive lump sum amount of US\$ 1,000 per month, less any payment received from a sponsor (if any). The payment will be pro-rated for periods of less than one month on the basis of 30 days per month.

14. Airfare Allowance : A limited allowance may in exceptional cases be provided to cover part of the cost of the intern's air travel, upon her or his appointment, if air travel is required between the authorized point of origin (PO) and the assigned location (AL). The point of origin, in the internship context, is where candidates are identified (i.e. the location of her/his school or where s/he is a resident) and AL is the location of internship assignment. The appointed intern would be granted a flat allowance for airfare depending on the distance of the assigned location from the point of origin. The rate for flat allowance is reviewed and approved by the Director of Support Services Division before implementation.

15. HR coordinates and manages the budget for interns' stipend, airfare allowance, and other relevant expenses.

16. Administrative Arrangement : The Fund provides interns with assistance for the following :

- (i) use of a workstation with computer and phone, email, official documents and public databases, and office supplies for official use;
- (ii) initial visa application and payment for fees related to obtaining visa for the assigned location if needed, depending on the duration of the assignment. Interns are responsible for visa extension but the Fund pays the fee; and
- (iii) contact information of the Fund's recommended real estate agents to assist in finding suitable accommodation/housing.

17. Access to Services : Interns are entitled but not necessarily limited to learning sessions designed for interns as well as participation in in-house learning and development programs at discretion of the supervisor and Human Resources.

18. Insurance : All interns are required to purchase comprehensive insurance coverage for the entire period of internship prior to departing for the assigned location. Interns are responsible for own insurance coverage and the Fund is not liable for providing any insurance for interns. Interns have to submit a copy of the insurance certificate.

19. Leave : Interns follows the Administrative Guidelines on Human Resources for vacation and sick leave. In case of vacation leave, prior approval from supervisors is required. In case of sick leave, subsequent notice to supervisors is required. Interns have to inform Support Services accordingly.

20. Non-entitlement: Interns are not entitled to participate in the Fund's insurance plan, staff retirement plan, salary, and other benefits for the Fund's staff.

IX. ADMINISTRATIVE PROVISIONS

21. Work Hours : Interns have to observe the Fund's regular work schedule, i.e. 9:00 am to 6:00 pm with one hour lunch break. Any other preferred schedule should be discussed with supervisors.

22. Rules and Regulations : Interns are bound by the Fund's code of conduct and the established policies and practices as described in the Administrative Guidelines on Human Resources. Early termination of assignments due to disciplinary reasons will be subject to a decision by the Director of Support Services, upon review of documented facts and after affording the interns a chance to explain. Upon acceptance of the internship, interns will be required to enter into an internship contract with the Fund which will govern the relationship between the parties.

23. Security : Interns are liable for own security and safety and advised to register with their respective embassies. In case of evacuation from the country, they follow the embassies' contingency planning.

24. Disclosure of Information : Interns shall have access to the Fund's email, on-line database and other information or documents on the same terms as staff members at supervisor's discretion. Upon joining the Fund, interns are required to sign an undertaking of confidentiality covering disclosure of information issues.

25. Employment of Interns : Assignment in the Fund will not automatically qualify interns for employment in the Fund.