****United Nations Development Programme**

**Terms of Reference**

**Post: National Intern - UNDP Climate Promise**

**Location:** Hanoi, Viet Nam, with possible travel to other provinces

**Duration:** June to December 2020 full-time

**Starting Date:** June 2020

**Reporting:** UNDP Programme Officer on Climate Change and Disaster Risk Reduction

**Coordination**: The National Intern will work under the direct supervision of the Programme Officer on Climate Change and Disaster Risk Reduction, and will coordinate with other UNDP experts, when necessary.

1. **BACKGROUND**

At the Conference of Parties (COP) of the United Nations Framework Convention on Climate Change (UNFCCC), countries have adopted the Paris Agreement and agreed to develop an action plan to keep global warming well below 2 degrees above pre-industrial levels, while pursuing efforts to limit it to 1.5°C. However, to date, the current collective national climate targets fall short of putting the world on a safe and sustainable path to climate neutrality by 2050, and to limit warming to 1.5°C.

The Government of Viet Nam (GoV) has been active in mainstreaming climate change into national policies, with the promulgation of the National Strategy on Climate Change in 2011, followed by the National Action plan on Climate Change 2012-2020, in 2012. A signatory of the Paris Agreement, the country is currently finalising its revised Nationally Determined Contribution (NDC), while advancing the formulation of its National Adaptation Plan (NAP) by the end of 2020. Since June 2017, UNDP, in close collaboration with GIZ, has been providing technical assistance and support to the GoV to develop and review the NDC.

In 2019, UNDP launched the **'Climate Promise,**' a global programme through which it committed to supporting at least 100 countries in enhancing their NDCs by 2020. Under [the Climate Promise programme](https://www.undp.org/content/undp/en/home/testarea/climate-promise.html), UNDP will continue to work with the GoV, particularly with the Department of Climate Change (DCC) of the Ministry of Natural Resources and Environment (MONRE), which is the UNFCCC Focal Point, to enhance the capacity and inclusion of the Youth in the NDC planning and implementation process. Specifically, UNDP and MONRE intend to build capacity and capabilities of the Youth and other stakeholders in stepping-up their climate actions, in order to deliver the Vietnamese NDC with the Government of Viet Nam.

In collaboration with MONRE, UNDP intends to launch the initiative **#Youth4ClimatePromise** in 2020. The initiative aims to strengthen the capacity of existing youth representatives and youth networks in stepping-up their climate actions in different frontlines to advance Viet Nam's NDC. This initiative builds on UNDP's long experience in mobilising and working with Youth and students in Viet Nam, including the 2030 Youth Force Viet Nam and in youth social entrepreneurship.

The project will deliver the following outcomes:

* **01 Special Report' Youth for Climate Action in Viet Nam,' which** will depict key challenges/bottlenecks faced by Youth and introduce ambitious youth-led strategies to foster climate actions.
* **01 Youth for Climate Innovation Award,** celebrating the contribution of youth-led initiatives.
* **01 Roadmap for Youth Participation,** establishing annual meetings and cooperation mechanisms between Youth leaders and the Government of Viet Nam.

UNDP has a long experience mobilising and working with Youth and students in Viet Nam, through different projects, including, raising awareness and engagement of the Agenda 2030, youth social entrepreneurship, and overall participation in policy advocacy. In particular, the **United Nations Thematic Group on Adolescent and Youth** (UNTGAY), together with the Ministry of Home Affairs (MOHA) and the Youth Union have supported the establishment of the **Youth Advisory Group**. Composed of 28 young people from different background and provinces, they have contributed to the revision of the Youth Law. Active since 2016, the **2030 Youth Force Viet Nam** is a youth-led network working towards the achievement of the SDGs and supported by UNDP and UNV.

In this context, UNDP is recruiting a National Intern to support the Youth for Climate Promise activities, in Viet Nam. UNDP is looking for a highly motivated young Vietnamese who is passionate about the environment and want communication with fellow Youth and students on this topic.

1. **OBJECTIVE**

The National Intern is expected to support the successful delivery of the project, by mapping and reaching out to youth networks in Viet Nam, contributing to the organisation and logistics of the consultations and events, the production and dissemination of content tailored to the Youth.

1. **SCOPE OF WORK**

The National Intern will be involved in every step of the project, working directly with UNDP Programme Officer, Programme Analyst and International Consultants.

Specifically, s/he is expected to undertake the following activities:

**1. Contribute to the organisation of the regional consultations and other events for Youth**

* Help to organise the online launch of the project (update the list of participants, logistics, livestream)
* Contribute to the design/content of the banners and infographics
* Ensure smooth coordination with the CSOs implementing the regional consultations, respond to their requests, disseminate the communication package
* Support the successful organisation of the Youth for Climate Camp (outreach, logistics, speakers, translation etc).

**2. Support the delivery of Youth 4 Climate daily activities**

* Follow-up the rolling-out of Mission 1.5 in Viet Nam and ensure maximum reach
* Monitor in the press and social media who are the start-up innovating in the environment/climate change ecosystem in Viet Nam. Draft a list of potential candidates for the Youth For Climate Innovation Award
* Translate documents from English to Vietnamese and vice/versa
* Write 03 blogs for the UNDP website' Portraits of Youth for Climate' presenting the work and their stories.

**3. Contribute to Communication, Network and Outreach**

Under the direct supervision of the CCE Media and Communication Programme Analyst:

* Propose, create and disseminate news and youth-friendly contents about the Youth for Climate Promise
* Contribute to drafting and sharing via the social media on Youth for Climate in Viet Nam, the relevant project activities updates and key communication messages for Youth
* Create and update a database with influencers, bloggers, YouTubers, youth-led NGOs groups, start-ups in the field of development and climate change
* Support the Media and Communication Analyst in monitoring press and TV coverage on Youth and climate/ environment in the media, including with the collecting of all media-related
* Ensure consistency of Vietnamese and English messages in the communication of the project
* Support with the layout and design of the communication materials for the project as required.

**4. Support with any other related tasks**

* Attend webinars and online forums on Youth actions in Climate Change in the Asia-Pacific Region
* Coordinate with all youth-related activities among different projects in the Climate Change and Environment (CCE) Unit
* Prepare 02 reports in the form of newsletters presenting the work done by the CCE unit on Youth and Climate Promise

1. **PROVISION OF MONITORING AND PROGRESS CONTROLS**

The National Intern shall report to UNDP Programme Officer on Climate Change and Disaster Risk Reduction on the deliverables of his/her work regarding a work-plan, deadlines and verification activities.

1. **DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The assignment will be conducted full-time from June to December 2020. The National Intern will be based in the Green One UN House - Hanoi, Viet Nam, with field travels to other locations in Viet Nam. Such travel cost, if required, will be supported separately from the contract following UN-EU cost norm.

1. **INDICATIVE DELIVERABLES BY THE INTERN**

The intern is encouraged to lead, with guidance from UNDP experts in CCE team, to provide the following results during the internship.

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| **#** | **Deliverables** | **Timeline** |
| 1 | # Social media coverage for the launch and for 03 Regional Consultations | 07/2020 |
| 2 | Contribution to the delivery of all Communication materials including infographics, invitations, banners, social media, newsletter for the Youth for Climate Camp | 08/2020 |
| 3 | Input into a mini-report of the roll-out of Mission 1.5 in Viet Nam and Youth (5 pages) | 09/2020 |
| 4 | Contribution to the successful organisation of the intergenerational dialogue or related events | 10/2020 |
| 5 | 3 blogs' Portraits of Youth for Climate' on the UNDP website | 11/2020 |
| 6 | Database with all Youth and youth-led initiatives on environment and climate change in Viet Nam | 12/2020 |

1. **DEGREE OF EXPERTISE AND QUALIFICATIONS**

* Fluent **English and Vietnamese** — the deliverables must be presented in either or both languages according to the audience.
* Proven track record of experience volunteering or working with NGO/CSO is an advantage
* Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image, layout and design, and video editing ability will be an advantage.

Intern at the time of application must meet one of the following conditions:

* Be enrolled in a postgraduate degree programme (such as a master’s programme, or higher) in International Development, Environment and Natural Resources, Climate Change, Communications or related field;
* Be enrolled in the final academic year of a first university degree programme (such as bachelor’s degree or equivalent) in International Development, Environment and Natural Resources, Climate Change, Communications or related field;
* Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation;
* Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

1. **FINANCIAL SUPPORT**

UNDP will provide a stipend in the amount of USD 287 (two hundred and eighty seven US Dollars) monthly in accordance with the provisions of the UNDP Internship policy.

Payments will be paid monthly based on a timesheet and monthly report submitted and accepted by the UNDP Programme Officer on Climate Change and DRR. The payment will be made using the official rate of exchange applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s)

1. **INTERN PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE**

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1. **APPLICATION**

Interested candidate should send a curriculum vitae via email to Ms. Huynh Huong Thanh, HR Unit, UNDP at [huynh.huong.thanh@undp.org](mailto:huynh.huong.thanh@undp.org)

Submission deadline: 25 June 2020.