



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة

联合国环境规划署



Terms of Reference

Intern/Volunteer

Support the Implementation of Multilateral Environmental Agreements on Biodiversity

26 August 2011

1. Organization:

United Nations Environment Program (UNEP) – Regional Office for Latin America and the Caribbean (ROLAC)

2. Background:

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to be the leading global environmental authority that sets the global environmental agenda, that promotes the coherent implementation of the environmental dimensions of sustainable development within the United Nations system and that serves as an authoritative advocate for the global environment. In this context, UNEP supports countries in the implementation of their obligations under the Multilateral Environmental Agreements (MEAs), identifying synergies and promoting substantive collaboration among Multilateral Environmental Agreements (MEAs) at country and regional level as well as encouraging interlinkages between UNEP's programme and those of the MEAs.

UNEP's Regional Office for Latin America and the Caribbean (UNEP-ROLAC) located in Panama City, works closely with the 33 countries of the LAC region - including the 16 Small Island Developing States, with a population of about 570 million people. Latin America and the Caribbean is a region rich in diversity of environments, ecosystems, species and cultures. The region is divided into four sub-regions: Mesoamerica, the Caribbean, the Andean Region and Southern Cone and each has a unique set of characteristics, priorities and environmental challenges.

The biodiversity unit of UNEP-ROLAC is looking for bright and motivated professionals that would like to contribute to the conservation and sustainable use of natural resources in Latin American and the Caribbean region, acting as intern or volunteer for this UN organization.

3. Purpose of this ToR

This ToR aims to identify motivated and competent professionals to join our team as an intern or volunteer. He or she will support the implementation of Multilateral Environmental Agreements on Biodiversity at national and regional level, specially the Convention on Biological Diversity (CBD), the Convention on Migratory Species (CMS) and the Convention on International Trade in Endangered Species of Wild Fauna and Flora and the Ramsar Convention on Wetlands.

4. Eligibility Criteria and Expected Qualifications

In order to be considered for the position, the applicant should meet the following criteria:

General Criteria:

- Motivated and inspired to take concrete actions for conservation and sustainable use of natural resources,
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results,

- Ability to multi-task and apply practical problem-solving skills as needed,
- Persistent when faced with challenges and calmed in handling complex situations,
- Excellent and effective writing skills,
- Outstanding communication skills,
- Proficient knowledge of Microsoft Office Suite,
- Complete fluency in English and working knowledge of Spanish is required,
- Ability to work in a multicultural environment
- Knowledge about biodiversity MEAs is desirable.

Specific criteria for internship:

- The applicant must be in his/her last year of under-graduate (BA/BSc.) or in a graduate (Masters) or post-graduate (PhD) programme in any of the following fields: biology, engineering, geology, forest, economy, management, agriculture, planning, conservation, sustainability, education, law, international relations, communication, political sciences, and social sciences, among others. During and after the service, the candidate must be enrolled at a university.
- A letter of endorsement/support from his/her educational institution, attesting that he/she is currently a registered student and will continue to be enrolled for the envisaged period of the internship.

Specific criteria for volunteer:

- The applicant must have a University degree in any of the following fields: biology, engineering, geology, forest, economy, management, agriculture, planning, conservation, sustainability, education, law, international relations, communication, political sciences, social sciences or related fields.
- Have at least three years of professional experience.

5. Duration and Dedication

Initially 6 months.

Expected starting date of appointment: October 2011

Dedication: minimal 20 hours per week / ideally 40 hours per week

6. Place of Work

UNEP ROLAC in Panama City, Panama.

7. Advantage /Benefits

As an intern/volunteer you will take part in cutting edge activities, projects and programmes that contribute to the conservation and sustainable use of ecosystem and biodiversity in Latin American and the Caribbean. The diversity of our team at UNEP/ROLAC, almost 60 staff from over 10 Member States, means that you will find yourself working in multi-cultural teams with people from diverse backgrounds and cultures who have wide perspectives, experiences, expectations as well as approaches. The work implies frequent interaction with National Authorities of Latin American and the Caribbean countries, regional and subregional organizations (such as SICA, CARICOM, MERCOSUR and CAN), and NGOs. Knowledge of the region's political, socio-economic and cultural dynamics will be gained.

UNEP's interns/volunteers also gain a first-hand perception of the day-to-day working environment of one United Nations' Agency. You will be given a real chance to work with our team of outstanding and inspiring career professionals and senior managers. Within the Organization, you might have the chance to be exposed to high-profile conferences, participate in meetings, and contribute to analytical work as well as organizational policy and on-the-ground projects.

Upon the successful conclusion of the assignment, UNEP/ROLAC will certify that the interns/volunteers fulfilled his/her commitments with integrity, professionalism and respect for diversity.

8. Supervision, Tasks and Responsibilities

The incumbent will work under the direct guidance and supervision of the Programme Officer - Focal Point for Biodiversity MEAs, based in Panama. He or she will support the implementation of national and regional activities of Multilateral Environmental Agreements on Biodiversity, specially the Convention on Biological Diversity (CBD), the Convention on Migratory Species (CMS) and the Convention on International Trade in Endangered Species of Wild Fauna and Flora). She/he will contribute to activities related to updating National Biodiversity Strategy and Plan of Action, strengthen Protected Areas, combat illegal trade of species, conserve migratory species and wetlands, promote implementation of Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization, support the development of Bio-Cultural Community Protocols among other related themes. His/her main tasks and responsibility will be:

- Gather and analyze substantive data and information, undertake upon request desk research, maintain records in a systematic manner and retrieve necessary materials with maximum speed and accuracy.
- Support the organization on coordination of seminars, courses, conferences and meetings.
- Assist in the preparation of papers, power point presentations, analytical contributions, concept notes, project proposals as well as other products and tools that will facilitate UNEP's work.
- Help in the preparation and distribution of reports, translate, proofread and review documents, facilitate the exchange of information and prepare technical documents and presentations.
- Facilitate communication among ROLAC countries in the region and our partners, and support the dissemination of public information materials, factsheets or newsletters using digital platforms.
- Other tasks/duties as requested.

Output expectations: Tasks undertaken in a professional and efficient manner, focusing on end-results and delivering high quality products.

Performance indicators: Timely and adequate development of tasks contributing to the achievement of UNEP's objectives.

9. Other valuable information:

- Cost: UN interns/volunteers are not paid. All costs related to accommodation, and living expenses must be bear by either the interns/volunteers or their sponsoring institutions.
- Visa: You will be responsible for obtaining and financing the necessary visas.
- Travel: You will arrange and finance your travel to Panama where you will be an intern.
- Medical insurance: You will be responsible for costs arising from accidents and/or illness incurred during an internship. You must show proof of a valid major global medical insurance coverage.
- Confidentiality: You have to be discreet and keep confidential any and all unpublished information obtained during the course of the internship and do not publish any reports or papers based on such information.
- Academic Credit (for internships): You may get academic credit from your institution of higher education for the internship. Check with your university to confirm their academic credit policy for internships.

10. Submission of applications

Qualified candidates are invited to send CV and letter of motivation by e-mail to the contact below. Please send your submissions to the following e-mail: internship-biodiv.rolac@pnuma.org

Deadline for submission: 25 September 2011

Contact:

Alex Pires, Programme Officer - MEAs Focal Point, Biodiversity
United Nations Environment Programme
Regional Office for Latin America and the Caribbean