



**Internship with the Secretariat of the United Nations  
Convention on Biological Diversity:  
Supporting The Gender Programme**

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**PERIOD AND DUTY STATION:**

Minimum of 4 months (6 months preferable), commencing **02 October 2011**, in Montreal, Canada.

**PURPOSE**

The purpose of this internship is to provide assistance to implement the United Nations Convention on Biological Diversity with regards to gender mainstreaming into all thematic programme areas and cross-cutting issue areas of the convention. ([www.cbd.int/gender](http://www.cbd.int/gender)).

The internship offers an opportunity for a graduate student or advanced undergraduate student to gain international work experience and become acquainted with the implementation of a major United Nations multilateral environmental agreement and the intergovernmental processes this entails. In addition, the intern will gain an understanding of the issues of mainstreaming gender across the thematic programme and cross-cutting issue areas of the convention, into National Biodiversity Strategies and Action Plans, across the Rio Conventions, as well as contribute to communications and outreach in an international context.

**I. BACKGROUND**

The Convention on Biological Diversity (CBD) is one of the key agreements adopted at the 1992 Earth Summit in Rio de Janeiro, where world leaders agreed on a comprehensive strategy for sustainable development – meeting our needs while ensuring that we leave a healthy and viable world for future generations. The Convention has 193 Parties and sets out commitments for maintaining the world's ecological underpinnings as we go about the business of economic development. The Convention establishes three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources.

The Executive Secretary has placed great importance on the fact that gender equality is a prerequisite to poverty eradication and sustainable development. The livelihoods of rural and indigenous peoples and those of communities living in poverty are often closely tied to use and conservation of biodiversity. In these communities, women play a leading role in caring for their families and communities, in sharing their intellectual and social capital, and in protecting and managing biodiversity resources. In many societies, women as well as men are agents of change, but neither of their contributions receives equal

recognition. Gender equality between women and men has a cumulative effect of improved biodiversity management and protection and poverty alleviation for communities.

In May of 2008, the ninth Conference of the Parties to the CBD welcomed the Gender Plan of Action, which defines the role that the Convention Secretariat will play in stimulating and facilitating efforts, both in house and with partners at the national, regional and global levels, to overcome constraints and take advantage of opportunities to promote gender equality. It is also a reflection of the increasing awareness that gender equality and women's empowerment are important prerequisites for environmental conservation and sustainable development.

At the tenth Conference of the Parties (COP 10) in October 2010, the COP through its decision **X/19**, (i) emphasized the importance of gender mainstreaming in all programmes of work under the Convention in order to achieve the objectives of the Convention and its Strategic Plan for the period 2011-2020; (ii) Requested the Executive Secretary in cooperation with other intergovernmental and non-governmental organizations, to enhance efforts to fully implement the Plan of Action in order to mainstream gender considerations in all aspects of the work under the Convention and formulate clear indicators to monitor progress; (iii) invited Parties to consider gender as a core cross-cutting issue in the implementation of biodiversity-related activities and (iv) urged Parties to promote the mainstreaming of gender considerations in developing, implementing and revising their national and, where appropriate, regional, biodiversity strategies and action plans, and equivalent instruments, in implementing the three objectives of the Convention, taking into account the guidance provided in the Technical Series No. 49.

In addition, 25 out of the 47 decisions from COP 10 call for gender mainstreaming and/or the full participation of women.

### **TERMS OF REFERENCE (TOR)**

Under the supervision of the Programme Officer, Gender and in consultation with the Principal Officer, Implementation and Technical Support Division, the intern will contribute to the substantive work of the Secretariat in advancing implementation of the Programme of Work on Gender Mainstreaming. The intern will assist the programme in all gender mainstreaming coordination activities of the Rio Conventions (CBD, UNFCCC (United Nations Framework Convention on Climate Change), UNCCD (United Nations Convention to Combat Desertification)) and the Global Environment Facility (GEF).

In particular, the tasks of the intern may include, but will not be limited to, the following:

- Research and prepare documents about trends in gender mainstreaming in the sustainable development agenda
- Review documents of CBD intercessional meetings to ensure that gender issues are addressed, where appropriate



- Draft and design communication materials that profile the CBD and Rio Conventions gender mainstreaming activities, such as press releases, CBD statements, and brochures
- Update website content
- Compiling further tools, mechanisms and case studies
- Assist with the effective administration of the programme, as part of the team
- Write, review and translate documents, as required, based on relevant skills

The work will *inter alia* involve desk study, review of existing project and country profiles, internet research, liaising with relevant institutions and SCBD staff, and the drafting of documents. TOR may be further specified in accordance with the needs of the Secretariat as well as the personal interests and qualifications of the candidate.

### **MINIMUM ELIGIBILITY CRITERIA FOR AN INTERNSHIP**

Please note the following minimum eligibility criteria for an internship at the Secretariat of the Convention on Biological Diversity.

The Applicant **MUST**:

1. Be currently enrolled in a third or fourth year of under-graduate (BA/BSc) or in a graduate (Masters) or post-graduate (PhD) programme.
2. Submit an endorsement from the Nominating/Sponsoring Institution.
3. Be willing to intern on a full-time basis spending five days a week for a period of at least **FOUR MONTHS**.
4. Be covered by medical insurance and before arrival (if selected) provide the Secretariat with a medical doctor's attestation of your general health.

### **QUALIFICATIONS**

Candidates from all disciplines are welcome to apply for this post. However, a strong interest in multilateral diplomacy and sustainable development is essential and prior experience in gender issues communications would be highly regarded. In addition, prior exposure to biodiversity issues and development-cooperation areas would be an asset.

Additional required qualifications-

- Strong writing skills in English
- Excellent communication and computer skills
- Ability to familiarize him/herself with complex tasks in a brief period of time and to work under minimal supervision and meet tight deadlines
- Enjoy working in a dynamic and multicultural environment



Desirable qualifications-

- Oral and written fluency in French and/or other languages
- Experience living in developing country and/or rural community contexts

#### **GENERAL CONDITIONS GOVERNING THE INTERNSHIP PROGRAMME**

- Internships with the UN are not remunerated and all the expenses connected with it must be borne by the intern or by the sponsoring institution or government;
- There is no expectancy of employment at the end of the internship; and the UN accepts no responsibility for accidents and/or illness incurred during the intern's stay;
- The UN does not deal with immigration authorities in Canada and, therefore, the intern is responsible for obtaining any necessary visas on his/her own.

Further:

- The intern will conduct him/herself at all times in a manner compatible with the responsibilities as a holder of a UN internship programme, and will not engage in any activity that is incompatible with the discharge of duties with the organization;
- The intern will exercise the utmost discretion in all matters of official business of the organization;
- The intern will not communicate at any time to any other person or authority external to the UN, any information known by reason of the internship which has not been made public, except in the course of duties or by authorization of the UN; nor shall the intern at any time use such information to private advantage;
- The intern shall keep confidential any and all unpublished information made known by the accepting office in the course of the internship and not publish any reports or papers on the basis of information obtained during the length of the programme, except upon the authorization of the UN.
- The intern shall arrange for own transport to and from the UN;
- The intern will provide a written notice in case of illness or other unavoidable circumstances which might prevent him/her from fulfilling his/her obligations;
- The intern will prepare an exit report and an exit questionnaire and submit them to the Human Resource Management Service at the end of the assignment.

(N.B. You may be requested to supply documentary evidence, which supports the statements you have made in your application. Do not, however, send any document or evidence until you have been asked to do so by the Organization and, in any event, do not submit the original text of references or testimonials unless they have been obtained for the sole use of the Organization. Applications will not, as a general rule, be valid or be retained by the United Nations for more than six months from date of receipt.)



## **APPLICATION PROCESS**

An endorsement letter from the Nominating/Sponsoring Institution must be received prior to 30 September, 2011. Please use the internship application form available online at:

<http://www.cbd.int/doc/vacancies/frm-scbd-intern-en.doc>

Applications should contain a cover letter and along with a CV (maximum 3 pages), must be received by **21 September, 2011. Please send all applications electronically to [secretariat@cbd.int](mailto:secretariat@cbd.int)**

