



**INTERNSHIP WITH THE SECRETARIAT OF THE UNITED NATIONS  
CONVENTION ON BIOLOGICAL DIVERSITY:  
SUPPORTING “BIODIVERSITY FOR DEVELOPMENT” PROGRAMME  
GENDER EQUITY AND POVERTY ERADICATION**

**PERIOD AND DUTY STATION:**

Minimum of 4 months (6 months preferable), commencing September 1st 2012, 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 mainstreaming gender into the convention on biological diversity (<http://www.cbd.int/gender/>), taking development and poverty eradication policies, strategies and processes into account.

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 gender mainstreaming into biodiversity policies and strategies, as well as contribute to communications and outreach in an international context.

**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.

In May of 2008, the 9<sup>th</sup> Conference of the Parties to the CBD welcomed the Biodiversity for Development Initiative supported during from 2008 to 2010 by the Government of Germany, the Government of France and the UNDP within the CBD Secretariat.

In October 2010, the 10<sup>th</sup> Conference of the Parties (COP) to the CBD adopted a decision on “Gender Mainstreaming” (Decision X/19). The COP-10 requested the Executive Secretary subject to the availability of resources, 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;

**TERMS OF REFERENCE (TOR)**

Under the supervision of the Programme Officer, Biodiversity for Development Programme 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 and Biodiversity. The intern will assist the programme to prepare



different side-events and high level meetings of the next Conference of the Parties (COP) in India (October 2011) and to develop tools and facilities for capacity development.

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

- Draft and design communication materials that profile the services of CBD “Gender and Biodiversity” programme, specifically website content, but which could also include CBD statements, brochures, status updates, and newsletters.
- Assist the organization of events and meetings during and after the next COP
- 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 communications and websites content 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 visual communication and computer skills
- Experience organizing events, exhibitions or symposia
- Experience or interest in website, e-learning and education tools
- 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

Oral and written fluency in French and/or other languages is an asset

### **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

Please use the internship application form available online at: <http://www.cbd.int/doc/vacancies/frm-scbd-intern-en.doc>. An electronic copy of the application form, along with a CV (maximum 3 pages) and cover letter, must be received by **August 17, 2012**. Please entitle the subject line of your e-mail "Biodiversity for Development Internship Application". An endorsement letter from the Nominating/Sponsoring Institution must be received as part of the application. Please send all application submissions to [secretariat@cbd.int](mailto:secretariat@cbd.int)