



Economy Division



**Internship Terms of Reference
UN Environment Programme Resources and Markets Branch
Green Growth Knowledge Partnership
Programme Support Intern**

Background:

The Green Growth Knowledge Partnership (www.greengrowthknowledge.org) office in Geneva was launched in January 2014 to support a global partnership of over 70 leading international organizations, research institutes and think tanks focused on:

- i. Collaboratively identifying knowledge gaps in green growth theory and practice;
- ii. Catalysing knowledge generation to address these gaps; and
- iii. Sharing and disseminating green growth knowledge.

The Global Green Growth Institute (GGGI), the Organisation for Economic Co-operation and Development (OECD), the United Nations Environment Programme (UNEP), the United Nations Industrial Development Organization (UNIDO), and the World Bank comprise GGKP's Steering Committee, and provide strategic direction and oversight for the initiative.

Duties and Responsibilities:

Under the direct supervision of various programme leads in the Green Growth Knowledge Partnership (GGKP), and the overall guidance of the Head of the GGKP Secretariat, and based on the interests of the intern and the needs of the team at the time of the internship, the assignment will support one or more of the following workstreams:

Green Policy Platform:

- Support the collection, curation and dissemination of green growth knowledge, including case studies, impact stories, lessons learned and technical reports.
- Support the development and management of partnerships, initiatives, solutions and new tools of the GGKP.
- Assist in the regular management of the Green Policy Platform and social media accounts, including content uploads, and functional improvement suggestions.
- Support the management of an upcoming GGKP Gender Working Group in its project initiation and outreach.
- Identify and develop opportunities to increase linkages between the work of the GGKP and its partner organisations.

Green Finance Platform:

- Support the development of the Green Finance Measures Database through research on green finance policy and regulatory measures in developed and developing countries.



- Identify new knowledge products focused on green finance and monitor media related green finance and knowledge partners' activities.
- Support engagement on social media and the publication of blog posts.

Green Industry Platform:

- Source and review resource efficiency knowledge products (e.g. technical guidance, case studies, training) relevant to small and medium-sized enterprises (SMEs).
- Research existing national and international SME resource efficiency training and financing programs in target countries

Research Programme:

- Support and facilitate the GGKP research programme and its working groups on: i) natural capital; ii) metrics and indicators; and iii) others as necessary.
- Identify, assess, collect and categorize green growth resources to be part of the GGKP resource library, including green growth research, data and case studies.
- Identify and collect information on projects being carried out by GGKP partners and other leading organizations in the field of green growth.
- Collect and draft, as appropriate, meeting summaries, background notes and abstracts of green growth research and analysis.
- Support the GGKP office in organizing research-related meetings and web content.

Communications and Community Development:

- Draft, edit and promote digital and printed promotional and informational materials on green growth topics.
- Contribute to the development of GGKP's online community space, the "Green Forum", through support in drafting, curating posts, moderating discussion groups and updating thematic pages.

Qualifications

Strong communication, teamwork, task management and organizational skills, as well as client orientation and a high degree of self-motivation, are required. Previous work experience in communication, marketing, advertising, project management or public administration would be a plus.

Education

Recent graduates (within 1 year of graduation from last academic degree), current students who are enrolled in final year of undergraduate degree, Master's or PhD programme in international studies, development studies, environmental studies, public policy, public administration, economics, and/or related fields.



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Languages

Excellent writing and communication skills in English are required. Working knowledge of other UN official languages is not necessary but would be beneficial.

Duration

Six months, with possibility to begin the internship remotely depending on COVID-19 situation.

Allotment Account/Budget Line (for internal purposes)

Earmarked contribution from MAVA Foundation to UNEP, Economy Division, Resources & Markets Branch, GGKP: S1-32CPL-000126

Supervisor

Mr. Benjamin Simmons, Head, Green Growth Knowledge Partnership

Contact person for further information

Ms. Suzan Nshoka

Email: suzan.nshoka@un.org

United Nations Avenue, Gigiri, P.O. Box 30552, 00100 Nairobi, Kenya

Geneva office: International Environment House, D-508

11-13 Chemin des Anémones, 1219 Châtelaine, Geneva, Switzerland

Tel.: +41 22 917 8326 | economydivision@unep.org

www.unep.org