TERMS OF REFERENCE FOR INTERNSHIP

Thematic focus: Crimes that affect the environment

Background
The United Nations Office on Drugs and Crime (UNODC), Regional Office for South Asia (ROSA) works with the government and civil society to support efforts to counter organized crime, including wildlife crime and trafficking. Under the Regional Programme for South Asia (2018-2022), Sub-Programme 1 on countering transnational organized crime, and as a part of the Global Programme on Crimes that Affect the Environment and Climate (GPCAEC), UNODC is implementing activities aimed at assisting Member States to improve their criminal justice responses to wildlife crime and trafficking through capacity building workshops and meetings. In this context trainings are being organised in various South Asian countries.

Assignment
In regard to the above, UNODC ROSA is seeking an intern with a keen interest in the thematic area of crimes that affect the environment - in particular wildlife and forest crime, who is able to support the organising of the programme events, and support with background research and communication. The intern will assist the organising of these activities through substantive and as well as administrative support, and will get the opportunity of being a part of the five-country South Asia regional consultation and of national consultations/trainings through in-person or online engagement.

Duties and Responsibilities
Under the supervision of and in consultation with the UNODC team, the selected candidate will:

• Assist in organizing, implementing and monitoring the relevant programme activities;
• Assist in preparing a variety of outputs, such as background papers, analyses, briefings, presentations, etc.;
• Conduct research and support data collection and collation;
• Communicate with stakeholders for organising meetings, events and/or consultations;
• Assist in reviewing the structure and language of reports and written outputs in English, including proofreading and reformulating;
• Assist the project team in maintaining contacts with the relevant local criminal justice and law enforcement counterparts;
• Assist on various ad-hoc issues as required.

Competencies

• Excellent writing and communications skills in English.
• Good knowledge of essential computer software, including word processing, presentations and Internet communication and research;
• Strong organizational skills and the ability to multitask;
• Responsible, responsive, and enthusiastic;
• Strong interest and/or experience on wildlife and forest crime or related issue;
• Strong interest in working with the United Nations system, particularly on countering organised crime.
• Ability to work in a multi-cultural environment and a strong team working capacity;

Education:
• Applicants to the United Nations internship programme must at the time of application meet one of the following requirements:
  - Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
  - Be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent);
  - Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must commence the internship within a one-year period of graduation.
• For this internship, applicants from the following fields will be considered: Environmental studies, Law, Social Science, Development Studies, Public Administration, Political Science, Conflict Studies, Criminology or a similar field.

Languages:
• Fluency and excellent speaking and writing skills in English and a South Asian language.

Duty Station:
• The intern will be based in New Delhi, and will be required to be present in UNODC ROSA office.

General Conditions:
• Applicants must be available for a minimum duration of two months (possibility of extension up to six months).
• Interns are expected to work on a full-time basis in the department/office that has selected them, under the supervision of a staff member at an appropriate level. Some flexibility of part working from home is available.
• Interns are not financially remunerated by the United Nations. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of interns or their sponsoring institutions.
• The United Nations accepts no responsibility for the medical insurance of the intern or costs arising from injury, illness or death that may occur during an internship. Applicants for internship must show proof of valid medical insurance coverage to cover the full period of the internship at the duty station and provide a medical certificate of good health prior to the commencement of the internship.
• The United Nations accepts no responsibility for loss or damage to personal effects that may occur during the internship.
• Interns are not staff members and may not represent UNODC in any official capacity.

Application Instruction:
• Interested candidates are requested to send their CV along with a motivation letter (not more than 400 words) to deepika.naruka@un.org with a cc to poonam.bhambri@un.org with the subject “Internship Application” no later than 30 September 2022. Applications will be accepted on a rolling basis, hence early applications are encouraged.