



TERMS OF REFERENCE

Internship for Knowledge Management and Learning

GEF Secretariat - Integration and Knowledge Management Division

Reference Number: INT3724

Application Deadline: July 31st, 2024 11:59PM EST

Duration: Three to Six Months

Location: Washington, D.C., USA

Expected Start Date: September 1st, 2024

Description

The Global Environment Facility (GEF) is a multilateral family of funds dedicated to confronting biodiversity loss, climate change, and pollution, and supporting land and ocean health. Its financing enables developing countries to address complex challenges and work towards international environmental goals. The partnership includes 186 member governments as well as civil society, Indigenous Peoples, women, and youth, with a focus on integration and inclusivity. Over the past three decades, the GEF has provided more than \$25 billion in financing and mobilized \$145 billion for country-driven priority projects. The family of funds includes the Global Environment Facility Trust Fund, [Global Biodiversity Framework Fund](#) (GBFF), [Least Developed Countries Fund](#) (LDCF), [Special Climate Change Fund](#) (SCCF), [Nagoya Protocol Implementation Fund](#) (NPIF), and [Capacity-building Initiative for Transparency Trust Fund](#) (CBIT).

The GEF Council recently approved a new strategy for Knowledge Management and Learning (KM&L) that will enable the GEF to pursue three main objectives:

- Embed cutting-edge knowledge into investments and generate public goods in line with GEF mandate and enhance the role of knowledge management in projects and programs.

- Increase knowledge flows through platforms through partnership and communities of practice; and
- Create and enable the environment for learning and capacity building for greater exchange of knowledge and collaboration across the partnership.

The GEF Secretariat is seeking to recruit a highly motivated applicant for a 3 to 6 months internship to support implementation of the Strategy. The successful candidate will report to the Manager of the Integration and Knowledge Management Division.

Duties and Responsibilities

The intern will have an opportunity to interact with a range of GEF Secretariat staff, and in particular those concerned with information technology and its impacts at different levels. He / She will focus specifically on the following tasks:

- Review and organize on a searchable platform, all relevant documentation from assessments and audits of IT system needs for knowledge Management in the GEF.
- Identify and compile web resources across the GEF partnership for potential development of the GEF-wide KM system.
- Develop a profile of networking needs for development of the GEF knowledge and collaboration platform.
- Assist with the development of knowledge sharing strategies and tools, including categories and types of knowledge products, their sources of origin, target audience and dissemination channels.
- Support the thematic clusters on all relevant knowledge and learning activities for the integrated programs.

Selection Criteria

- Applicants must have an undergraduate degree and be enrolled or planning to enroll in a graduate study program in Information and Communication Technology, Knowledge Management, and/or Computer Science
- Proven academic, technical, and analytical background
- Strong research and data analysis skills
- Ability to work independently in a complex diverse setting
- Excellent written and verbal communication skills in English
- Sound organizational and data management skills

Interested applicants should [apply here](#) by submitting a statement of interest and a CV by 11:59 pm EST, 31 July 2024.