**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 6 months

**Location:** Paris, France

**Organizational Unit**: UNESCO Natural Sciences Sector – Division of Ecological and Earth Sciences (SC/EES) and Secretariat of the Man and the Biosphere (MAB) Programme – Networking and Capacity Building Unit (NBC).

**Supervisor (name, title):** Hans Thulstrup, Head of NBC Section

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Director of the SC/EES Division and the direct supervision of the Head of NBC Section, the Intern will assist in the design, development and implementation of the Unit’s activities in the field of Ecological Sciences and MAB Networking and Capacity Building initiatives, and more specifically assist the Programme Specialist and the Section in:

1. Organizing and running statutory meetings of the Man and the Biosphere programme and its World Network of Biosphere Reserves, including the annual meeting of the International Advisory Committee for Biosphere Reserves, the annual MAB International Coordinating Council session, MAB Bureau meetings, and the related reports;
2. Supporting the implementation of the Division of Ecological and Earth Sciences Communications Strategy, including the design and drafting of communications materials and social media content;
3. Contributing to the preparation of the 2025 World Congress of Biosphere Reserves, including the compilation, editing and organization of materials prepared by preparatory groups.
4. Liaising with the MAB Youth global community and various regional networks in view of their involvement in the preparation of the new MAB Strategy and Action Plan for 2025-2035, as well as in a global MAB Youth Forum (scheduled for early September 2025) and the World Congress of Biosphere Reserves (22-27 September 2025)
5. Based on existing MAB databases and reports, collecting and compiling good practices related to various thematic focuses such as (non exhaustive) dryland management (oasis), ecohydrology, ecosystem conservation and restoration, island and coastal BRs or green economy and territorial branding;
6. Elaborating concept notes and project documents for the negotiation with potential donors and the development of thematic initiatives/networks in relevant fields of interest having the Biosphere Reserves at the heart of their implementation strategy;
7. Organizing (virtual) meetings, training workshops and other events, by contributing to concept notes and assisting in managing contacts with participants;
8. Drafting correspondence, presentations, speeches, web releases and other outreach and communication materials for the NBC Unit (and wider MAB Secretariat) websites as well as other outlets;
9. Any other task as assigned by the supervisor.

**REQUIRED QUALIFICATIONS**

**Education:** Second-level university degree.

**Subjects:** Environmental Sciences, Environmental Engineering, Ecology, Hydrology, Geology, Climatology, Sociology, Geography, Physical Planning or other related subjects.

**Language skills:** Fluency and excellent writing skills in English are required. Proficiency or good understanding of French is desirable.

**Competencies and skills:**

Academic knowledge of the following subjects and possible related professional experience will be considered as an added value:

* Participatory territorial development and management;
* Environmental integration in development policies;
* Stakeholders involvement in environmental management;
* Ecosystem restoration;
* Ecohydrology;
* Disaster risk reduction and preparedness;
* Education for sustainable development;
* Traditional and indigenous knowledge;
* Youth engagement;
* Communication.

Other qualifications and skills considered as an asset:

* Good communication, research and analytical skills to be able to rapidly analyze and integrate diverse information from various sources, interpret needs and requirements;
* Experience, ability and willingness to work within an international environment and to positively cooperate/interact with a plurality of persons with different cultural backgrounds.

**LEARNING OBJECTIVES**

The trainee will become familiar with the mission and work of UNESCO in the field of Ecological and Earth Sciences and gain:

* substantial knowledge about the Man and the Biosphere Programme, its World Network of Biosphere Reserves (WNBR) and their relevance, added values, strength and challenges in the context of the 2030 Agenda for Sustainable Development;
* insights into issues of international cooperation on science and the environment in the framework of Multilateral Environmental Agreements and UN Decades;
* knowledge of other relevant intergovernmental programmes of UNESCO such as the Intergovernmental Hydrological Programme (IHP) and the International Geosciences and Geoparks Programme (IGGP);
* hands-on experience on communication and fund raising in an international environment, with special focus on bi-lateral and private funding opportunities.

**ADDITIONAL INFORMATION**

UNESCO's Man and the Biosphere (MAB) Programme is an intergovernmental scientific programme that aims to improve human-nature relationships globally. By connecting the natural and social sciences, economies, education and capacity building, the MAB Programme has promoted the sustainable use and conservation of biological diversity and natural resources for over 50 years. The MAB vision is a world where people are conscious of their common future and their interactions with the planet, and act collectively and responsibly to build thriving societies in harmony with the biosphere. The MAB Strategy 2015-2025 and the Lima Action Plan 2016-2025 and its World Network of Biosphere Reserves (WNBR) ensure that the MAB Programme is fully in line with UNESCO's Medium-Term Strategy and its global priorities on Africa, Gender Equality, Youth and Indigenous People, as well as with UNESCO's commitment toward the implementation of 2030 Agenda for Sustainable Development and the 2015 Paris Agreement on Climate Change. In carrying out its mission and global actions, the MAB Programme focuses mainly on the World Network of Biosphere Reserves (WNBR).