**Internship with the Green Climate Fund**

***Strategic Investment Partnerships and Co-Investments***

**Terms of Reference**

**Duration :** 6 - 12 months

**Starting date** **:** 14th October 2024

**Location :** Songdo, Incheon City, Republic of Korea

**Remuneration** **:** US$ 1,300/month (Echo – I’ve left this amount as I’m assuming this is the standard renumeration for all interns)

**Internship Assignment**

The Intern will provide operational and administrative support to the Strategic Investment Partnerships and Co-Investments, (DSCI). S/he will have the opportunity to learn and expand her/his experiences by providing support in the research, review, analyses and assessment of potential partners and co-investors of GCF. Potential partners will include financial, strategic and advocacy institutions that are aligned with GCF’s climate mission. The intern will also assist with operational activities such as analysing and preparing quantitative and qualitative data on potential partners and coordinating and helping to plan events, including meetings, investment conferences, forums and roadshows (as applicable) in support of DSCI’s messaging and marketing efforts to enhance GCF’s profile and effectiveness in climate finance.

Under the overall guidance of the designated primary and alternate supervisors within DSCI, the Intern/s will be expected to:

1. Support and manage the development of a database/ CRM of all potential partners as well as ensure proper record of discussions of all meetings that DSCI undertakes;
2. Research and assess possible and potential partners as needed;
3. Conduct financial analyses on possible partners as needed with the objective to help re. understanding of the entities’ strategic objectives, investment approach and identify gaps and opportunities for GCF collaboration;
4. To assist with the development of proposals and funded activities and support the DSCI’s team in financial deal structuring; and
5. Assist with market outreach as needed, including helping to prepare pitch presentations.

**Requirements and qualifications**

1. Enrolled in or completed a Master’s program in business, finance, climate change, sustainability or related fields or having work experience equivalent;
2. Knowledge and experience with investments, financial institutions and/or climate change issues as well as the different types of financial instruments;
3. Some understanding and experience in operations of international organizations are an added advantage;
4. Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Access;
5. Excellent quantitative, writing and presentation skills;
6. Fluency in English is essential; knowledge of another United Nations language, in particular French and Spanish, and/or Portuguese is an advantage.

Note that this recruitment drive is for interns who are already with GCF and have experience or have expressed an interest in DSCI and are available to be on-boarded immediately.

The above criteria should be seen as indicators of the experience and skills that would qualify candidates for consideration. Selection among short-listed candidates will also take into account performance at interview, appropriate testing, and references if needed.

Applications from women and nationals from developing countries are strongly encouraged to apply.