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Internship Report

CAP-RES Project

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Capacity Strengthening on Project Management and Research on the Lenses of Climate Resilience



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Capacity strengthening of multi-actors to limit climate change impacts and enhance resilience
(CAP-RES)

International Centre for Climate Change and Development (ICCCAD)

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Under Supervision of:

Juel Mahmud
Project Manager

Capacity strengthening of multi-actors to limit climate change impacts and enhance resilience
(CAP-RES)

International Centre for Climate Change and Development (ICCCAD)

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Declaration

I, Afra Sayara Rahman, hereby affirm that the internship report, headed "Capacity Strengthening on Project Management and Research on the Lenses of Climate Resilience," was completed exclusively by me following the end of five months Internship at ICCCAD for the CAP-RES project.

I further affirm that the report was created solely to meet this project's requirements and for no other reason. This report may not be utilized in any way that could be detrimental to ICCCAD and the CAP-RES project.

Regards,

Afra Sayara Rahman
Research Intern

Acknowledgement

I would like to thank the entire team of ICCCAD for their support and guidance during my internship. In particular, I would like to thank my supervisor, Juel Mahmud (Project Manager, CAP-RES) for his mentorship through the entire duration of mine internship at the organization.

I am also grateful to the rest of the team for their constant support and collaboration throughout my internship. The positive and inclusive working environment at ICCCAD has made it a truly enriching experience. I have learned so much from my colleagues, and their dedication to their work has inspired me as such.



The internship at ICCCAD has provided me with a unique opportunity to contribute on research and different initiatives in the field of climate change and resilience. The work being done here is crucial in addressing the climatic challenges we face, and I am honored to have been a part of it.

Once again, I want to express my sincere appreciation to the entire ICCCAD and CAP-RES team for their kindness, guidance, and unforgettable experience. The skills and knowledge I have gained during my internship will undoubtedly shape my future endeavors.



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Executive Summary

International Centre for Climate Change and Development (ICCCAD) is a climate change and environmental research related organization. In ICCCAD along with climate change there are many different programs, and these programs have different activities, but all of their main focus is climate change. ICCCAD mainly focuses on international or global problems. Capacity strengthening of multi-actors to limit climate change impacts and enhance resilience (CAP-RES) project aims to build resilience of multi-actors through capacity building at local level.

During my internship at CAP-RES project in ICCCAD, I worked with Management Department. I was involved in various responsibilities related to organizational and administrative tasks. I assisted with the development of a communication strategy, wrote blog posts, and conducted research. I also had the opportunity to attend various meetings and workshop that supported me to think broadly and increased my knowledge. Overall, my internship was a valuable learning experience that allowed me to develop new skills and gain practical experience in the field of research.

Conducting an assessment of the implications and vulnerability to climate change was one of the main areas I paid attention to. This involves examining climatic data, researching how climate change is affecting various areas and sectors, and determining how vulnerable communities and ecosystems are. Through this study, I was better able to comprehend the difficulties caused by climate change and the requirement for successful adaptation and resilience solutions.

Overall, the CAP-RES project internship I completed at ICCCAD was really beneficial. It gave me a comprehensive awareness of topics related to climate change, encompassing scientific research, policy analysis, and community engagement. In order to confront the effects of climate change and build resilience, I acquired useful skills, knowledge, and exposure to real-world situations. The experience has strengthened my desire to work in the topic of climate change and given me important knowledge that will help me if I decide to pursue a career in this industry.

Introduction

I was excited to have this opportunity to do internship at ICCCAD, a leader in the field of climate change-based research. My primary responsibilities were to assist the management team with CAP-RES projects and learn as much as I could from them. I have conducted research to understand the current and future impacts of climate change on different regions, sectors, and communities. This involved analyzing climate data, assessing vulnerability and adaptation measures, and identifying priority areas for action. As a research intern in the International Centre for Climate Change and Development (ICCCAD) under the Capacity Strengthening of Multi-Actors to Limit Climate Change Impacts and Enhance Resilience (CAP-RES) project, I was involved in conducting research and analysis related to climate change and its impacts on various sectors. Here are some potential areas of focus for my internship:

About the Organisation

ICCCAD is an climate research institute established in 2009. ICCCAD is one of Bangladesh's top institutions for doing research and creating capacity in the fields of development and climate change. The mission of ICCCAD is to gain and distribute knowledge on Climate Change and specifically adaptation and thereby helping people to adapt to Climate Change with a focus on the global South. It aims to build and lead a network of Southern-based partner institutes to providing education on climate change, adaptation and resilience. Bangladesh is at the frontline for finding ways to adapt to climate variability and risks. Innovative actions on climate adaptation are taking place at many levels, including those involving national government, sectoral agencies, NGOs and communities. Bangladesh is becoming a "living laboratory" on adaptation to climate change. ICCCAD is intended to build capacity among stakeholders in Bangladesh, while also enabling people from other countries to benefit from training in Bangladesh, where they can gain direct knowledge of issues in a real-world context.

Internship Objectives

- The internship objective was to build capacity by using the ICCCAD in-house research programme
- Conduct research on the issues related to climate induced L&D and LLA
- Produce some knowledge products like research articles, policy briefs, blog articles etc
- To assist in the planning, execution, and monitoring of the CAP-RES project
- Gain hands on experience and develop skills in project management.

Description of Duties and Responsibilities

As per the circular, the duties and responsibilities of my position as an intern were:

- Assessing the project manager in planning and executing
- Conducted research and gathered data to support project tasks.
- Helped to create project timelines and schedules.
- Assisted with project documentation and communication.
- Participated in team meetings and provided updates on assigned tasks.
- Helped to identify and manage project risks and issues.
- Assisted with the development and implementation of project deliverables.
- Supported the project manager in ensuring that projects are completed on time, within budget, and to the satisfaction of all stakeholders.

Based on these obligations and responsibilities, the particular tasks I undertook throughout my internship

- **Support the Manager in Project Planning and Execution:**

I supported the manager in his day-to-day activities which includes support in event management, reporting, documentation, budgeting, communication with the vendor, recruitment, representation of ICCCAD and CAP-RES at several meeting and workshop etc.

- **Support in recruitment process:**

I also helped in the recruitment process where I mailed the recruits, prepared evaluation sheets, attendance sheet and collected their personal documents.

- **Support in budgeting and financial issues:**

I supported the financial planning and budgeting activities, such as preparing budgets, tracking expenses, and making bills. I helped the project manager in preparing budgets and bills for internal meetings, office stationaries, budgeting for inception workshop and residential workshop.

- **Support in documentation and communication:**

a) I collected and documented all the project related documents (report, concept note, budget, and other) in a common drive in TEAMS previously created by the manager and currently used as a documentation hub for the project.

b) As a part of the management team, I was assigned to manage the official **documents of the newly recruited CAP-RES staff**. I collected all the documents from them and uploaded in a common platform along with the job circular, list of applicants, shortlisted candidates, answer script, evaluation sheet and offer letter.

c) I helped the communication team for developing a draft for **Communication and Branding strategy** for CAP-RES project.

- **Support in Meeting and Event Management:**

a) **Project Inception Workshop:** I had a number of duties such as, developing event checklist, guestlist, stationary list, preparing bills, rapporteuring, preparing IUB VC's Speech, documenting and support in report writing.

b) **Internal Residential Workshop:** Here I was involved in listing project management activities, preparing presentation slides, creating activity timeline etc. I also collected quotation and made separate budgets for the selected venues for Internal Residential Workshop.

c) **Project Quarterly Meeting:** I attended the project quarterly meeting and took notes from the meeting.

- **Support in reporting**

- a) I supported in preparing reports and documenting for the **inception workshop and residential workshop**.
- b) I also helped in preparing meeting minutes for different **internal meetings** of CAP-RES project.

- **Research Works:**

a) Travel Blog on visiting Mongla: I wrote a blog on “Exploring the Heart of Mongla: Balur Math Slum and Signal Tower Slum” based on my first time visit to Mongla where I shared my experience in two slum areas: Balur Math and Signal Tower Colony. Through this blog, I hope to shed light on the often-overlooked aspects of slum life as their access to clean and safe drinking water poses a significant challenge for the residents and through this blog, I tried to inspire others to appreciate the strength and potential that lies within these communities. The published blog can be found [here](#)

b) Review article on non-economic loss and damage: This article was developed through a literature review, which mainly include the International Journal of Disaster Risk Science, Global Change Biology, Environmental Management etc. Climate change non-economic loss and damage refer to the negative impacts of climate change that cannot be remedied through financial compensation. These may include the loss of cultural heritage, the displacement of communities, and the destruction of ecosystems. The drafted article can be found [here](#)

c) Policy Brief on National Adaptation Plan: Here I have illustrated the causes and solutions provided by NAP (2023-2050) regarding climate change related Migration and Displacement. From NAP I have found that Bangladesh, with up to 19.9 million internal climate migrants by 2050, is likely to have almost half the projected internal climate migrants for the entire South Asia region. NAP has also given some possible solutions for the protection and enhanced resilience of climate migrants in their new settlements. The drafted article can be found [here](#).

d) Feature article on CAP-RES project for Climate Tribune: ICCCAD has a long-term experience of research work on capacity building, and advocacy on climate change and environmental issues for the vulnerable communities, in Bangladesh and other Least Developed Countries (LDCs). Based on this experience ICCCAD along with Independent University Bangladesh and the Swedish International Development Cooperation Agency (SIDA) have started the 4 years (2023-2026) project "Capacity strengthening of multi-actors to limit climate change impacts and enhance resilience (CAP-RES)" which acknowledges the urgent need to mitigate the effects of climate change while also preparing communities to withstand and adapt to its consequences. The drafted article can be found [here](#).

e) Article on Causes, Challenges and Solutions for Migration of unidentified people in Bangladesh: Migration can be an effective way for people to bounce back from environmental shocks or to escape climatic stress. Migration can also, however, expose climate migrants to new risks, hazards, and vulnerabilities when reaching their new destinations. When people are forced to leave their homes due to climate-related reasons, they often become internally displaced persons or migrate to other regions, including urban areas. The drafted article can be found [here](#).

- **Other Assignments**

a) I worked in the Gobeshona Global conference in sorting the questions of the participants which were to be answered on the last day of the conference.

b) I worked as rapporteur for two days for two sessions for Asia and Africa. On the of Operationalizing finance for loss and damage: Structures and Modalities Focus Groups Protocol:

c) I contributed towards a Training Report on Short Course named by Session Description for Non-economic Loss and Damage in the context of Climate Change.

d) I took session notes for the Protibesh Project's "Policy Dialogue".

e) I designed a poster on Canva and re-designed a framework named by Climate Resilience Migrant Friendly Town for Climate Resilience Migrant Friendly Town through Locally Led Adaption (LLA) project.

f) I conducted household survey with the Inclusive Urban Infrastructure project team in two slums in Mongla: Balur Math Slum and Signal Tower Colony. I also attended a Training workshop on using KOBO Toolbox for data collection.

Challenges Faced

Challenges are a part of the learning process. One of the challenges that I faced during my internship was getting up to speed on the various software that the management team used. However, I overcame those challenge by asking requesting for help from my colleagues and doing my research.

Overview of Internship Experience

I had a worthwhile and enriching experience during my internship at the International Centre for Climate Change and Development (ICCCAD) for the Capacity Strengthening of Multi-Actors to Limit Climate Change Impacts and Enhance Resilience (CAP-RES) project. I had the opportunity to work directly on project management during my internship at ICCCAD, which allowed me to hone my interpersonal, creative, organizational, problem-solving, and decision-making abilities.

My main responsibility as a research intern was to gather information and conduct analysis on many facets of climate change and its effects. During my internship, I collaborated closely with a group of researchers and subject-matter specialists who gave me invaluable advice and mentorship.

I also participated in the examination of governance and policy in relation to climate change. This involved assessing the efficacy of the various levels of existing climate change policies and frameworks and finding any gaps that needed to be filled.

Additionally, I had the opportunity to contribute to capacity-building efforts. This involved assisting in the development of training materials and programs aimed at enhancing the knowledge and skills of stakeholders involved in climate change adaptation and resilience. I participated in workshops and training sessions, which not only expanded my own knowledge but also allowed me to contribute to the learning of others.

Furthermore, I had the opportunity to engage with communities and conduct social research. This involved interacting with local communities, conducting surveys and interviews, and understanding their perspectives, experiences, and knowledge related to climate change impacts. This aspect of the internship allowed me to appreciate the importance of incorporating local knowledge and community participation in climate change adaptation initiatives.

Skills Learned

During my internship at ICCCAD, I had the opportunity to acquire a diverse set of skills that have been invaluable for my personal and professional growth. Here are some of the key skills I developed during my time at ICCCAD:

1. Research Skills: Working in a research-oriented environment allowed me to enhance my research skills significantly. I learned how to conduct comprehensive literature reviews, gather relevant data, analyze information critically, and draw meaningful conclusions from my research findings. I also gained proficiency in using research tools and software to collect data effectively.

2. Communication and Writing: The internship provided ample opportunities for me to enhance my written and verbal communication skills. I regularly wrote research reports, policy briefs, and presentations, allowing me to develop clarity, conciseness, and effectiveness in conveying complex information to diverse audiences. I also had the chance to participate in workshops and discussions, which improved my ability to articulate ideas and engage in meaningful dialogue.

3. Project Management: Working within the CAP-RES project, I gained exposure to project management principles. I learned how to plan and organize tasks, set milestones and deadlines and allocate resources effectively. This experience enhanced my ability to work in a structured and organized manner, ensuring timely delivery of project objectives.

4. Collaboration and Teamwork: ICCCAD fostered a collaborative work environment where teamwork was essential. I had the opportunity to collaborate with researchers and experts on various projects. Through teamwork, I developed skills in active listening, constructive feedback, and adaptability, enabling me to contribute effectively to group projects and work cohesively with diverse teams.

5. Adaptability and Problem Solving: The dynamic nature of the internship allowed me to develop adaptability and problem-solving skills. I encountered various challenges and situations that required quick thinking, flexibility, and the ability to find innovative solutions. This experience has strengthened my resilience and ability to handle unexpected situations effectively.

6. Cross-Cultural Competence: ICCCAD provided a multicultural and diverse work environment, exposing me to different perspectives and experiences. Interacting with colleagues from various backgrounds enhanced my cross-cultural competence, including intercultural communication, empathy, and understanding. These skills have broadened my worldview.

Outgoing Consideration

During my internship with the CAP-RES team at ICCCAD, I have learned a great deal and gained valuable experiences. However, I recognize that there is always more to learn and explore in the field of climate change and resilience.

Given the time constraints of my internship, I understand that I may not have been able to delve as deeply into certain areas as I would have liked. Climate change is a complex and evolving field, and there are always new research findings and innovative approaches to explore. I intend to continue my education and professional development beyond this internship, seeking out opportunities to enhance my understanding of climate change science, policy, and implementation strategies.

As I move forward, I will remain open to new experiences, research, and collaboration opportunities that will enable me to continue learning and making a meaningful impact in addressing the challenges of climate change. I am thankful for the guidance and support provided by the CAP-RES team, and I look forward to applying the knowledge and skills I have gained in my future endeavors.

Conclusion

Overall, I learned a lot during my internship at ICCCAD. I was able to expand my knowledge of project management and acquire practical experience. I'm appreciative that I had the chance to intern in a company as successful and forward-thinking.

I am appreciative of the educational experiences I've received while working with the CAP-RES team as an intern. I have a solid foundation thanks to the experiences and information I've received here, and I can't wait to continue building on it. I'm dedicated to continuing my involvement in the field of climate change and resilience, looking for new learning opportunities, and supporting efforts being made around the world to lessen the effects of climate change and increase resilience.