



# **INTERNSHIP REPORT**

**1ST MARCH- 31ST AUGUST**



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



Embassy of Sweden



## Submitted by:

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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)

Internship Timeline: 1st March 2023 to 31st August 2023

## 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)

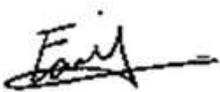
**Submission Date: 27th August 2023**

## DECLARATION

I, Fouzia Ahmed Afia, 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 six 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,



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Fouzia Ahmed Afia  
Research Intern

## ACKNOWLEDGEMENT

It is always not easy to acknowledge the debts that I have accumulated during the period of my internship. First of all, I am very grateful to Almighty Allah. I wish to express my heartfelt gratitude and profound appreciation to the following, who in various ways, have contributed directly or indirectly to the completion of the internship. I express my profound gratitude to my supervisor Juel Mahmud (Project Manager, CAP-RES) for his mentorship, guidance, and supervision throughout the entire duration of my internship at the organization.

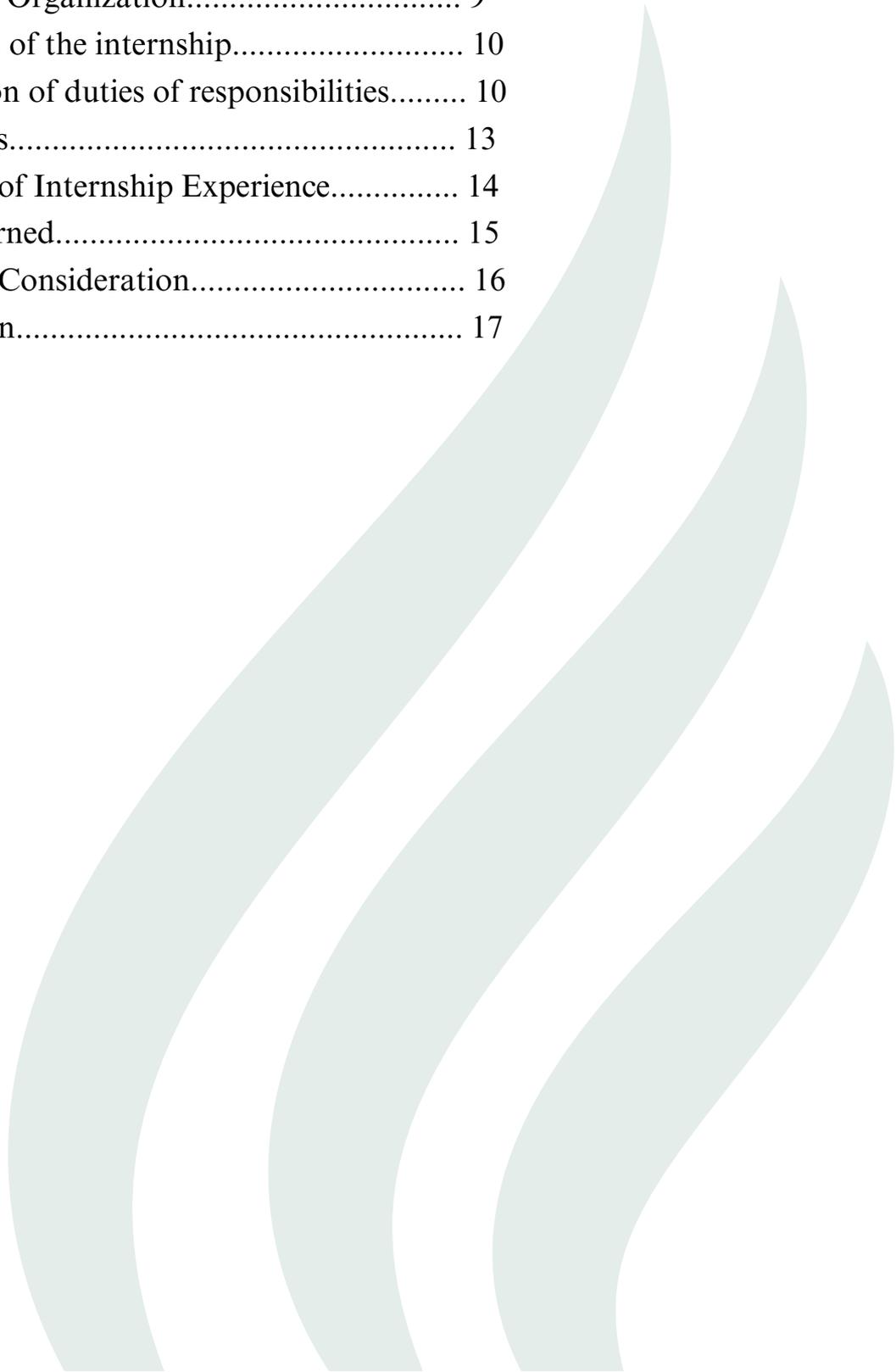
I am also grateful to the CAP-RES project team for their constant support and collaboration throughout my internship. The positive and inclusive working environment at ICCCAD has made it a truly enriching experience. I have learned so much from my colleagues, and their dedication to their work has inspired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

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

The internship at ICCCAD has provided me with a unique opportunity to contribute to 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.

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## EXECUTIVE SUMMARY

The International Centre for Climate Change and Development (ICCCAD) is one of the leading research and capacity building organizations working on climate change and development in Bangladesh. ICCCAD's aim is to develop a world-class institution that is closely related to local experience, knowledge, and research in one of the countries that is most affected by climate change. Correspondingly, this organization has been conducting so many different programs and these programs have different activities, but all of their main focus is climate change. Capacity strengthening of multi-actors to limit climate change impacts and enhance resilience (CAP-RES) project is one of those programmes and its aim is to enhance capacity of the multi-actors at local, national, and regional levels to limit climate change impacts and strengthen.

With the intension of implementing the project goal, offering an internship programme for six months duration to the graduate level students is one of the activities of the project. Thereby, Interns can build their capacity by using the ICCCAD in-house research programme. I joined this project through this programme. I worked with the Management Department. I was involved in various responsibilities related to organizational and administrative tasks. I assisted with the development of a communication strategy, research questionnaires and conducted research. I also had the opportunity to attend various meetings, field tours and workshops 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.

Assessing 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 beneficial. It gave me a comprehensive awareness of topics related to climate change, encompassing scientific research, policy analysis, and community engagement. 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

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. It gives a student the opportunity for career exploration and development, and to learn new skills. In addition, students should have an opportunity to enhance those skills, obtain the perspective of a work environment and benefit from a mentor or supervisor's experience and advice. Through CAP-RES project an internship programme has been offered to the graduate/masters level students at ICCCAD for 6 months so that they can build their capacity by using the ICCCAD in-house research programme. During these 6 months they will conduct research on the issues related to climate induced Loss and Damage (L&D) and Locally Led Adaption (LLA) and will produce some knowledge products like research articles, policy brief, blog article etc.

As my academic discipline is related to Climate Change, I am very keen to establish my professional career on this baseline as well. To this end I had joined the CAP-RES project as a research intern from 1st March to 31st August 2023. My primary responsibilities were to assist the management team with CAP-RES projects and learn as much as I could from them. By the supervision of Juel Mahmud, I have conducted research to understand the current and future impacts of climate change on different regions, sectors, and communities. In addition, I had also provided support to other projects and programmes in ICCCAD during the internship. My working station was IUB University, Bashundhara, Dhaka.

## ABOUT THE ORGANIZATION

International Centre for Climate Change and Development (ICCCAD) is an environmental research institute established in 2009 through a joint collaboration between IIED (UK), Bangladesh Center for Advance Studies, and Independent University Bangladesh (IUB). The centre is based in the campus of IUB, Dhaka. Its aim is to develop a world-class institution that is closely related to local experience, knowledge, and research in one of the countries that is most affected by climate change. The mission of this organization 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. By focusing on such work in Bangladesh, ICCCAD allows international participants to gain direct knowledge of the issues in a real-world context. Through the expertise of ICCCAD and its local partners, international organizations will be exposed to relevant and grounded knowledge that can be shared and transmitted around the world for the benefit of other Low Development Countries (LDCs), and their governments, donors, and international NGOs.

The vision of this organization is to be a global Centre of Excellence on Climate Change and Development research, where Climate Change has a significant impact. As a global Centre of Excellence, ICCCAD wants to build and lead a network of Southern based partner institutes, together educating the world about Climate Change and Development and increasing capacity in the South.

And the mission 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.

## **OBJECTIVES OF THE INTERNSHIP**

The main objective of the internship programme is to assist in the programmes implementation of the project. Intern work with the management department as well as other departments of the project if needed. The specific objectives of the internship are given below:

- 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 brief, blog article etc.
- To assist in the planning, execution, and monitoring of CAP-RES project.
- Gain hands-on experience and develop skills in project management.

## **DESCRIPTION OF DUTIES OF RESPONSIBILITIES**

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

- Assisting the project manager or team leader in planning, executing, and closing projects,
- Conducting research and gathering data to support project tasks,
- Helping to create project timelines and schedules,
- Assisting with project documentation and communication,
- Participating in team meetings and providing updates on assigned tasks,
- Helping to identify and manage project risks and issues,
- Assisting with the development and implementation of project deliverables,
- Supporting 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 tasks I undertook throughout my internship

### **I. Support in organizing events and workshops:**

Project manager had set my day-to-day activities. I supported him in event management, reporting, documentation, recruitment, and so on. Here are few examples:

**Inception Workshop:** I prepared a draft copy of inception note for Inception Workshop of the project, assist to set the agenda for the Inception Workshop, prepared a draft copy of the invitation mail for the guests of the programme, prepared attendance sheets and took the attendance from the guests, gave logistic supports throughout the programme to the team members etc.

**1st Planning and Designing Workshop:** I assisted to select the venue for the workshop, prepared attendance sheets and took the attendance from the guests, gave logistic supports throughout the programme to the team members etc. The project team revised the project timelines and schedules. They set the activities month-wise during the workshop. I assisted the project assistant manager to set month wise activities of the management team in an Excel sheet according to the project plan.

### **II. Transcript/ reports development:**

**Internal meetings:** I participated in team meetings and played a rapporteur role in those meetings. After the meeting I submitted the meeting minutes to my supervisor. In the project meetings, team leaders discussed the activities and found the risk and issues to implement the activities. All the team members participated in this discussion to find the most feasible solutions. I also attended those discussions and wrote them down.

**1st planning and designing workshop report:** I prepared a transcript for preparing report on the 1st planning and designing workshop which was one of the project deliverables.

### **III. Assist to prepare documentation and communication:**

**Staff recruitment:** 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 them to a common

platform along with the job circular, list of applicants, shortlisted candidates, answer script, evaluation sheet and offer letter.

**Prepare application form:** I prepared Google Form for the grant fellowship applicants. I also assist the management team to take written exams and interviews from the applicants who were applied for the internship and programme coordinator post of the project.

#### **IV. Research works:**

**Scientific Research:** Conducting scientific research, titled: "**Exploring Village Common Forest (VCF): Assessing the Impacts of Climate Change and Sustainable Management Through Indigenous Community's Participation**",

based on climate change is one of the major objectives of the CAP-RES project. The Locally Led Adaption (LLA) team of this project mainly conducted this research. I joined the team and assisted them to collect information. We visited Chittagong Hill Tracts (CHT) for research purposes and conducted Focus Group Discussion (FGD) and Key Informant Interviews (KII) with the targeted people. Also provided logistic support to them when necessary. I submitted a KII report after this field visit. This report can be found [here](#).

**Magazine Article:** I wrote an article based on climate change adaptation which was published in the Climate Tribune magazine in April 2023. The title of the article was "**Bullet Chilli: an adaptive mechanism against climate change**" and it can be found [here](#).

#### **V. Other Assignments:**

Besides the assigned work of the CAP-RES project, I was involved with other ICCCAD projects to enhance my knowledge and develop my professional skills. Here are some descriptions:

- I joined the Gobeshona Global conference III, which was an online conference to assist the team. The conference was held on Zoom app. I played as host in the zoom meetings and at the same time took notes of the meeting. Also uploaded some necessary documents on the Gobeshona google drive.
- I supported inputting data on excel sheets for a consultancy work of IPE.
- I attended a multi stakeholder workshop on 'Understanding the 'overlapping' risks of climate change and urbanization: building a response to gendered well-being' as a volunteer and took notes and attendance of the participants.

- I assisted to prepare a draft copy of a project proposal for Climate Alliance in Bangladesh funded by Rockefeller Foundation.
- I wrote a Gray Literature titled Causes, Challenges and Solutions for Migration of unidentified people in Bangladesh.
- I translated a training module on "Gender-Sensitive Heat Action Plan for South Asian Cities" from English to Bangla,
- I attended in a Policy Dialogue on Equity and Co-management of Baikka Beel Permanent Wetland Sanctuary under Protibesh Activity as a rapporteur and prepared a transcription based on that policy dialogue.
- I supported preparing reports and maps for “Building Climate Resilient Migrant-Friendly Town” project.
- Also, I joined some meetings and workshops as a volunteer of ICCCAD and provided logistic support.

## **CHALLENGES**

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 challenges 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. Through my research, I was able to examine the relationship between climate science and policy and comprehend the significance of strong governance systems in combating climate change.

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

I 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. If I had more time, I would have liked to further expand my knowledge and skills in specific areas such as climate finance, gender and climate change adaptation, or community-based adaptation strategies. 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

I have successfully completed my internship period with the help of my supervisor and the team. I learned a lot during this period. I am appreciative of the educational experiences I've received while working with the team. 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.



Figure: The CAP-RES team