

Internship Report

2nd Jan - 30th Jun 2024

Submitted By

Md. Sifat Hossain

Research Intern

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

International Centre for Climate Change and Development (ICCCAD)

Navigating Climate Resilience: An Internship Journey with ICCCAD

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International Centre for Climate Change and Development (ICCCAD)

Internship Timeline: 2nd January - 30th July, 2024

Under Supervision of:

Md 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: 30th July, 2024

Declaration

I, Md. Sifat Hossain, hereby affirm that the internship report, headed “Navigating Climate Resilience: An Internship Journey with ICCCAD” was completed exclusively by myself following the end of my 6 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,

Md. Sifat Hossain,

Research Intern

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International Centre for Climate Change and Development (ICCCAD)

Acknowledgment

I am profoundly grateful to Mr. Juel Mahmud, Project Manager at CAP-RES, for his invaluable mentorship, guidance, and supervision throughout my tenure at the organization. Special thanks to Maria Aktar, Assistant Project Manager, for her steadfast support.

My gratitude extends to the entire CAP-RES project team for their unwavering support and collaboration. Specifically, I thank Naznine Nahar, Project Officer – Youth. And Sumaiya Binte Selim, Programme Coordinator, Savio Rousseau Rozario, Program Coordinator of Locally led adaptation (LLA).

Furthermore, I am also grateful to Nazmus Sakib, Project Officer, Joyee Chakma, Youth Representative, Rownak Jahan Khan Ranon, Research Officer, Md. Habibur Rahman, Research Officer of Capacity Building (CB) team, and all members of the youth and management teams.

The enriching experience at ICCCAD has been invaluable. I have gained profound knowledge from my colleagues, whose dedication to their work has inspired me greatly.

Finally, my heartfelt gratitude to the entire ICCCAD team for the support, generosity they have provided me. The skills and knowledge I have acquired during my internship will undoubtedly shape my future endeavors. My time at ICCCAD has allowed me a unique opportunity to contribute to research and initiatives addressing climate change and resilience, essential endeavors in our current global context.

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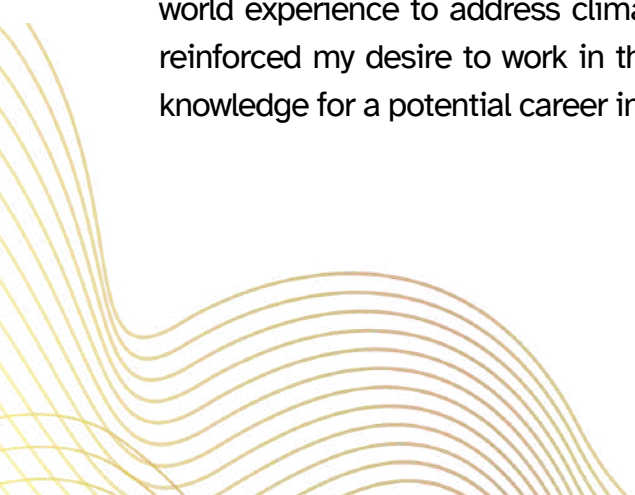
Executive Summary

The International Centre for Climate Change and Development (ICCCAD) stands as a leading organization in Bangladesh dedicated to climate change research and capacity-building. It is committed to establishing a globally recognized institution deeply intertwined with local knowledge, experiences, and research in a nation significantly affected by climate change. ICCCAD's mission centers on fostering a world-class hub that leverages indigenous insights and regional expertise to address the multifaceted challenges posed by climate change. By grounding its initiatives in local contexts, ICCCAD aims to develop tailored solutions that effectively mitigate climate risks and enhance resilience in vulnerable communities.

ICCCAD has launched several initiatives, each tailored with distinct activities, yet all aligned under the overarching goal of mitigating climate change. One prominent program is the Capacity Strengthening of Multi-Actors to Limit Climate Change Impacts and Enhance Resilience (CAP-RES) project. This initiative targets enhancing the capabilities of diverse stakeholders across local, national, and regional levels to effectively mitigate climate change impacts and bolster community resilience.

This opportunity allows interns to enhance their skills by participating in the ICCCAD in-house research program. I became involved in this initiative through the program and was employed by the Management Department. During my time there, I engaged in various organizational tasks across multiple teams. Additionally, I had the opportunity to attend numerous workshops, field tours, and meetings, which significantly broadened my perspective and expanded my knowledge.

The internship at ICCCAD through the CAPRES project was a profoundly transformative experience. The insights, abilities, and inspiration I acquired have prepared me to make a meaningful impact in combating climate change and fostering a more sustainable future. This report advocates for ongoing support of internship programs and knowledge-sharing initiatives to empower the next generation of climate change leaders and professionals. It provided me with a deep understanding of climate change, covering empirical research, policy analysis, and community engagement. I developed practical skills and gained real-world experience to address climate change impacts and build resilience. This internship reinforced my desire to work in the climate change field and equipped me with essential knowledge for a potential career in this area.



Introduction

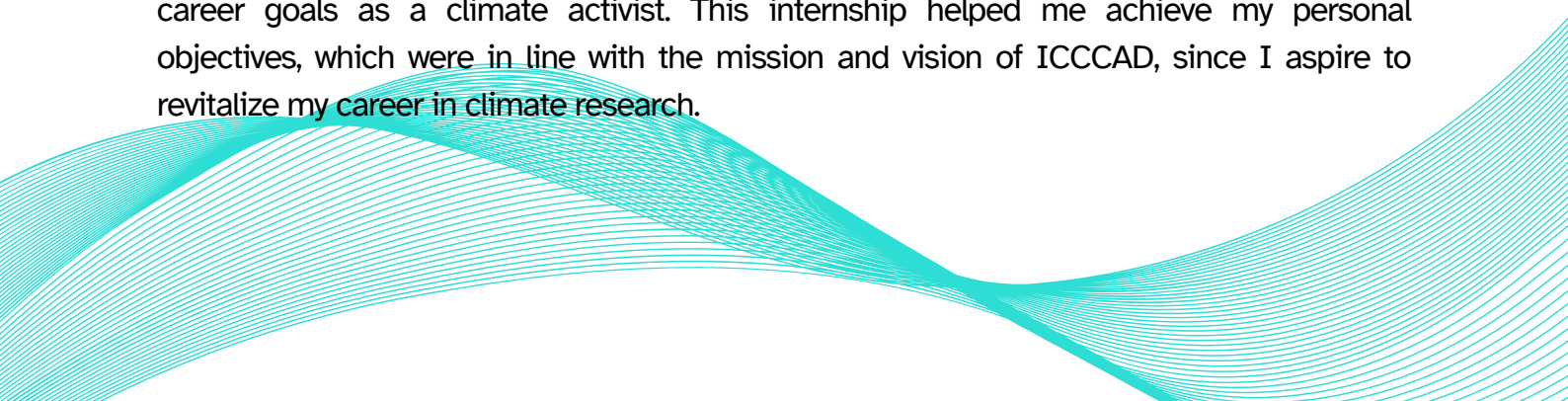
Being able to intern at ICCCAD, a pioneer in the field of research centered around climate change, thrilled me. My main duties were to support the management team on CAP-RES initiatives and absorb as much information as possible from them. In order to comprehend the present and potential effects of climate change on many areas, industries, and communities, I have undertaken study. This required prioritizing areas for action, evaluating vulnerability and adaptation strategies, and reviewing climatic data. I conducted research and analysis on climate change and its effects while working as a research intern at the International Centre for Climate Change and Development (ICCCAD) as part of the Capacity Strengthening of Multi-Actors to Limit Climate Change Impacts and Enhance Resilience (CAP-RES) project.

About the Organization

Understanding and mitigating climate change, especially in developing nations, is the focus of the International Centre for Climate Change and Development (ICCCAD). With its headquarters located in Dhaka, Bangladesh, ICCCAD was established in 2009 as a result of an alliance between IIED (UK), the Bangladesh Center for Advance Studies, and Independent University Bangladesh (IUB).

The goal of the center is to produce and distribute information on climate change adaptation so that local communities are better equipped to deal with its effects. ICCCAD also aims to acquire and disseminate information about climate change, particularly adaptation, in order to assist individuals in doing so, with a particular emphasis on the global South.

Through its emphasis on Bangladesh, ICCCAD offers participants from throughout the world a personal understanding of concerns related to climate change. The knowledge that ICCCAD provides, through its collaborations with local organizations and expertise, can be disseminated globally to the benefit of other Low Development Countries (LDCs) and their stakeholders. By cultivating a network of Southern partner institutes to enlighten the world about climate change and development, ICCCAD hopes to become a global leader in climate change research. All of these things were in perfect alignment with my values and career goals as a climate activist. This internship helped me achieve my personal objectives, which were in line with the mission and vision of ICCCAD, since I aspire to revitalize my career in climate research.



Objectives

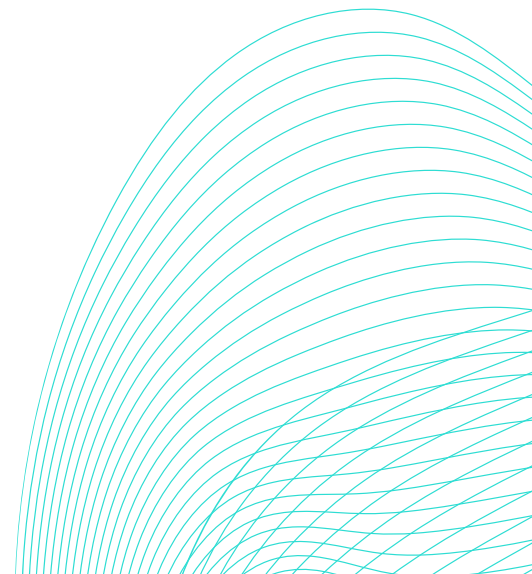
Among the particular goals I set for myself during my internship was to connect the CAPRES project's aim and operations with my career aspirations.

- To comprehend the fundamentals of climate change impacts and challenges, as well as how to distribute climate finance caused by loss and damage.
- To understand the broader and more extensive lessons of the non-technical aspect of climate research, such as methods for mitigation, capacity building, locally led adaptation, loss and damage, and climate funding.

Description of Duties of Responsibilities

According to the circular, my obligations and responsibilities as an Intern were as follows:

- 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.



The tasks I completed throughout my internship are listed below based on these requirements and responsibilities,

- **Support in Designing**

I designed many reports with Canva. The report on-Online Capacity Building Workshop on Locally Led Adaptation (LLA), Training Manual on Fundamentals of Climate Change : Bangladesh Perspective, Training on Navigating COP 28: Strategies for Effective Climate Advocacy and Action etc. I also developed a map for Youth Team, flyer for Research Grant Winners 2024, Hiring Flyers of Intern, etc.

I also supported design of our Annual Narrative Report of 2023. This helped me developed my Canva skill.

- **Assisting with Project Documentation**

I assisted with the documentation of the Youth Workshop 2024 at basecamp, Dhaka, Also assisted with the Youth Field Visit 2024. I helped with the documentation of bill and voucher, took session notes of the workshop.

- **Research and Writing**

Title: Enhancing Grant Management: Strategies for Effective Resource Allocation and Impact Maximization

This report by me covers my six-month tenure at the International Centre for Climate Change and Development (ICCCAD), focusing on the CAP-RES project. ICCCAD aims to mitigate climate change impacts through research and capacity-building, leveraging local knowledge. The report delves into grant management, emphasizing strategic planning, resource allocation, and monitoring. Challenges like financial constraints and administrative burdens are addressed with strategies such as diversifying funding sources and enhancing collaboration. The report highlights the importance of sustainability and offers recommendations for improving grant management practices, aiming for long-term impact and community empowerment.



- **Assisting with Events and Workshops Planning and Organizing**

I made a substantial contribution to the CAPRES project at the ICCCAD during my internship by assisting with budgetary documentation and financial issues. Forming the budget top sheet and carefully assisting in the development, oversight, and reporting of project budgets were all part of this. This experience improved my analytical and financial skills and gave me a better understanding of prudent financial management.

Many workshops and events were held when I worked as an intern. I assisted in these various events and workshops. I took many session notes in these events. Also I helped with organizing these workshops. Such as Youth Residential Workshop, Workshop Response to Loss & Damage.

- **Support in Recruitment Process**

I actively assisted in the selection of mentorship and financial award applicants and created a formal presentation of the grantees' ideas to support the recruitment processes at ICCCAD. This experience enhanced my organizational, analytical, and communication skills and gave me a firm understanding of talent acquisition strategies.

I also helped with the recruitment process of hiring the intern where I collected information about the recruits and also made communication with them through email.

- **Support in Reporting**

Support in report writing is essential for clarity, credibility, and thoroughness. It ensures that the information presented is well-researched, relevant, and accurately referenced. Supportive elements include data, statistics, expert opinions, and examples that substantiate the report's claims and conclusions.

I supported preparing reports for the Annual Narrative Report 2023 and learned along the way how to prepare them. It was a great opportunity to learn the formal way of preparing reports.

- **Participating Meetings and Taking Notes**

I participated in the team meetings and took meeting notes and provided it to the team. Also took notes of workshops and sessions such as, Workshop Response to Loss & Damage and Gobeshona Global Conference.

Other assignments by ICCCAD

- I worked in the Gobeshona Global Conference. I supported setting up session meetings online and also took notes of sessions.
 - Assisted ICCCAD team in NAP EXPO 2024 through taking session notes and supported in overall management.
 - I designed many posters and recruitments flyers in Canva. Such as Youth Platform on Loss & Damage.
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- I attended many workshops hosted by ICCCAD. Such as Youth Platform on Loss & Damage that increased my knowledge.
- I attended a field visit with the Climate-Resilient Migrate Friendly Town (CRMFT) Project in the Patuakhali district ; supported in documentation and management and learned about the way of project work at the field level.
- I also worked in the Local Climate Adaptation Plan (LCAP) and Ward Climate Adaptation Plan (WCAP) of the CRMFT project where I researched for CVA and translated data from Bangla to English.
- I worked in the PAMAD project where I supported in preparing the directories, participants lists, and the inception workshop concept note.
- I took session notes of the workshop named Youth Platform on Loss & Damage.

Challenges Faced

Learning often involves overcoming obstacles, and one of the most significant challenges I faced during my internship was mastering the various tools and software used by the marketing team. I had problem with multitasking. Despite these difficulties, I managed to adapt and enhance my multitasking abilities throughout the internship.

Overview of Internship Experience

My internship with the Capacity Strengthening of Multi-Actors to Limit Climate Change Impacts and Enhance Resilience (CAP-RES) project at the International Centre for Climate Change and Development (ICCCAD) was a valuable and enriching experience. During my internship at ICCCAD, I got the chance to work directly on project management, which helped me improve my decision-making, problem-solving, creative, interpersonal, and organizational skills.

I also got the chance to support initiatives aimed at increasing capacity. For the purpose of improving the knowledge and abilities of stakeholders involved in climate change adaptation and resilience, this includes supporting the creation of training materials and programs. By taking part in workshops and training sessions, I was able to further my own education while simultaneously advancing that of others.

In addition, I got to interact with communities and carry out social studies. Engaging with local people, conducting surveys and interviews, and learning about their viewpoints, experiences, and knowledge regarding the effects of climate change were all part of this. This component of the internship helped me to understand how crucial it is to include community involvement and local expertise in efforts to adapt to climate change.

Skill Learned

I got the chance to pick up a wide range of skills during my internship at ICCCAD, and they have been really helpful for my development both personally and professionally. I gained the following important skills while attending ICCCAD:

1. Research Skills: I was able to greatly improve my research skills by working in an environment that was focused on research. I gained knowledge on how to carry out thorough literature studies, compile pertinent data, do critical information analysis, and extrapolate insightful conclusions from my research findings. I also became more adept at employing software and research instruments to efficiently gather data.

2. Writing and Communication: I had lots of opportunity throughout the internship to improve both my written and spoken communication abilities. I also had the opportunity to take part in talks and workshops, which helped me become more proficient at expressing myself clearly and having meaningful conversations.

3. Project Management: I was introduced to project management concepts while working on the CAP-RES project. I gained knowledge on how to properly manage resources, plan and organize activities, and set deadlines and milestones. My ability to operate in a systematic and organized manner to ensure timely fulfillment of project objectives has improved as a result of this experience.

4. Canva: I've learned to create visually appealing infographics with Canva's extensive theme library and user-friendly interface. This skill allows me to convert complex data into easy-to-understand visuals, effectively communicating information through charts, graphs, and symbols.

5. Teamwork and Collaboration: ICCCAD promoted a cooperative workplace where teamwork was crucial. I got the chance to work on a variety of projects. As a result of my teamwork, I've improved my capacity to adapt, provide constructive criticism, and actively listen. These abilities have helped me contribute to group projects and collaborate with a variety of teams.



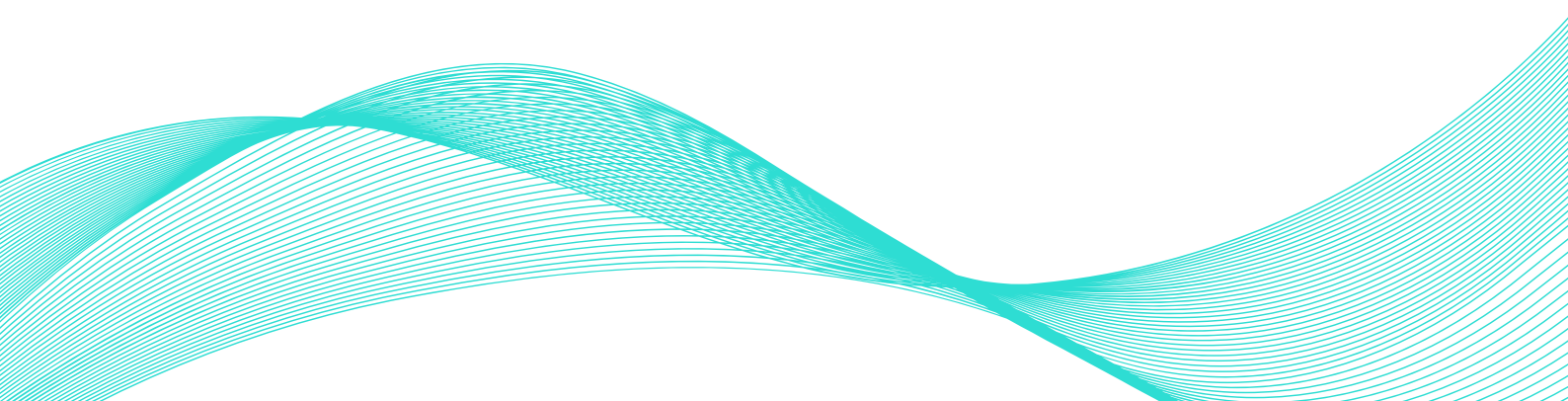
Outgoing Consideration

During my internship, I have gained excellent experiences and learned a great deal from the ICCCAD's CAP-RES team. I am conscious, however, that there is always more to learn and investigate in the field of climate change and resilience. I'm going to stay open to new ideas, in-depth research, and opportunities for collaboration that will advance my career and make a big difference in the battle against climate change. I value all of the guidance and support from the CAP-RES team, and I can't wait to use the knowledge and skills I've gained to my upcoming projects.

Conclusion

My time working at ICCCAD, I gained invaluable practical experience and a broader understanding of project management. It has been truly satisfying to have this opportunity within a robust and progressive company.

Thanks to my incredible educational experiences working with the CAP-RES team, I have a solid basis for my future goals. I aspire to be actively engaged in the battle against climate change and resilience, to explore new avenues for my studies, and to support global endeavors that lessen the phenomenon's consequences and promote resilience.



Annex



At the NAP EXPO 2024



Youth Residential Workshop



Youth Field Visit 2024



Capacity Strengthening Workshop on Loss & Damage by YCPLD