

INTERNSHIP REPORT

1st July- 31st December



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



Embassy of Sweden



Submitted by:

Sanzida Islam

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)

Internship Timeline: 1st July 2024 to 31st December 2024

Under Supervision of:

Maria Aktar

Assistant 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: 25th January 2024

DECLARATION

I, Sanzida Islam, 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,



Sanzida Islam
Research Intern

ACKNOWLEDGEMENT

I would like to express my profound gratitude to Almighty Allah for granting me the strength, knowledge, perseverance, and opportunity to successfully complete this internship.

I extend my deepest appreciation to my supervisor, Maria Aktar (Assistant Project Manager, CAP-RES), for her exceptional guidance, mentorship, and unwavering support throughout the journey of this internship. Her insights and advice have been instrumental in enriching my learning experience and ensuring the successful execution of my responsibilities. I would like to thank Gausia Islam Keya (Project Assistant) for her unconditional support, guidance, mentorship and specially for trusting me.

I am also sincerely grateful to the CAP-RES project team for their constant support, collaboration, and dedication to fostering a professional and inclusive environment. Their commitment to addressing climate resilience challenges provided me with invaluable knowledge and practical skills.

Furthermore, I express my heartfelt thanks to the entire ICCCAD team for their encouragement, kindness, guidance, expertise, and invaluable contributions to my career growth. The knowledge, experience, and exposure I have gained during my internship at ICCCAD will undoubtedly serve as a strong foundation for my future endeavors.

The internship at ICCCAD, IUB presented a unique opportunity to contribute to research and various initiatives in the realm of climate change and resilience. Being part of this essential work addressing climatic challenges is an honor, and the experience gained will undoubtedly structure my future path.

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EXECUTIVE SUMMARY

This report summarizes my six-month internship experience at 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. The primary goal of the CAP-RES project is to enhance the capacity of multi-actors at local, national, and regional levels to mitigate the impacts of climate change and promote resilience. Through this internship, I had the opportunity to work closely with the Management Department and contribute to the implementation and evaluation of various project activities.

During the internship, I was involved in several key tasks, including following up on CAP-RES research grantees, ensuring the execution of their research according to selected proposals. This included reviewing their research progress presentations, detailed work plans, and final research drafts, as well as evaluating their work through expert evaluation forms to ensure high standards of research quality. Additionally, I organized and managed workshops, where I was responsible for preparing attendance sheets, ensuring timely attendance, and executing interactive activities during the sessions. I also attended learning and sharing workshops, which focused on the progress of CAP-RES projects over the past year. These workshops allowed me to gather feedback, prepare for the annual submission of revised work plans and budgets, and foster improved collaboration among stakeholders.

One of the key tasks I undertook was reviewing and categorizing 30 research proposals from both the previous and current years. I analyzed their findings and created a graph illustrating the sectors in which research was being executed. This helped provide an overview of the research landscape and demonstrated the progress made in climate adaptation within communities, which was useful for donor reporting. Additionally, I assisted in translating climate adaptation plan documents, organizing them into tables for better clarity and accessibility.

Overall, this internship offered a comprehensive learning experience, allowing me to acquire essential skills in research, workshop coordination and climate change adaptation. The hands-on experience has equipped me with valuable knowledge and skills to continue contributing to the field of climate resilience and adaptation, and has strengthened my commitment to addressing climate crisis challenges globally.

INTRODUCTION

The Capacity Strengthening of Multi-Actors to Limit Climate Change Impacts and Enhance Resilience (CAP-RES) project, implemented by the International Centre for Climate Change and Development (ICCCAD), offers a six-month internship program aimed at graduate students to build their capacity through research and hands-on activities. The program leverages ICCCAD's internal resources to engage interns in key areas such as climate-induced Loss & Damage, Locally Led Adaptation, and Capacity Building. Interns are involved in producing research articles, policy briefs, blog posts, and other knowledge products while supporting project activities.

As a research intern from July 1 to December 31, 2024, I had the privilege of working under the guidance of Maria Aktar, Assistant Project Manager, Gausia Islam Keya (Project Assistant) of the CAP-RES project. My role involved supporting the CAP-RES team and contributing to various ICCCAD initiatives and programs at the Independent University, Bangladesh (IUB), located in Bashundhara, Dhaka. This internship was an invaluable opportunity that enhanced my understanding of climate change impacts, locally led adaptation strategies, climate financing, and climate migration, with a specific focus on how vulnerable community are disproportionately affected by climate change.

Throughout the internship, I was actively involved in project management tasks, including assisting in policy dialogues, managing documentation, sorting research proposals, and organizing events and workshops. These responsibilities allowed me to strengthen my skills in research coordination, teamwork, and communication. Despite initially having limited experience, the guidance and support of my team enabled me to adapt and excel, fostering a strong sense of collaboration and professional growth.

This internship has been a transformative experience, deepening my knowledge of climate change challenges and equipping me with the skills necessary to contribute meaningfully to resilience-building efforts. It has also strengthened my commitment to promoting a more equitable and sustainable future.

ABOUT THE ORGANIZATION

The International Centre for Climate Change and Development (ICCCAD) is a research institute dedicated to understanding and addressing climate change, particularly in developing countries. Founded in 2009 through a collaboration between TIED (UK), Bangladesh Center for Advance Studies, and Independent University Bangladesh (TUB), ICCCAD is headquartered in Dhaka, Bangladesh.

The center's mission is to generate and disseminate knowledge on climate change adaptation, empowering communities to cope with its impacts. Also 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 is also approached by ICCCAD. Whereas, the vision of ICCCAD is to be a global Centre of Excellence on Climate Change and Development research, where Climate Change has a significant impact.

By focusing on Bangladesh, ICCCAD provides international participants with firsthand insights into climate change issues. ICCCAD's expertise and partnerships with local organizations offer valuable knowledge that can be shared globally, benefiting other Low Development Countries (LDCs) and their stakeholders. ICCCAD envisions becoming a global leader in climate change research, fostering a network of Southern partner institutes to educate the world about climate change and development. As a climate activist, all of these things were perfectly linked with my ideals and job aspirations. As I desire to re-energize my career in climate science, this internship assisted me in reaching my own goals, which were also aligned with the vision and aims of ICCCAD.

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:

- Enhance understanding of climate change impacts, Loss & Damage, Locally Led Adaptation, and climate financing.
- Build research capacity through ICCCAD's programs and produce knowledge outputs like articles and policy briefs.
- Develop project management skills through workshop coordination, policy dialogues, and documentation tasks.
- Facilitate knowledge sharing and collaboration by gathering feedback and improving project outcomes.
- Strengthen communication, teamwork, and coordination skills through hands-on experiences.
- Assist in donor reporting with progress analysis, data visualization, and community impact insights.
- Align career goals with the mission of the CAP-RES project

DESCRIPTION OF DUTIES OF RESPONSIBILITIES

According to the circular at ICCCAD, my obligations and responsibilities as an Intern under CAP-RES were as follows:

- Monitored and evaluated research proposals, progress, and outputs.
- Categorized findings and created sectoral progress visualizations.
- Organized workshops, including agendas, attendance, and logistics.
- Facilitated sessions and collected feedback during workshops.
- Prepared revised work plans and budgets for donor submission.
- Translated climate adaptation plans into simplified formats.
- Supported event planning, recruitment, and documentation tasks.
- Analyzed research data for donor and stakeholder reports.
- Collaborated with team members and external stakeholders

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

A. Research Coordination

As part of my internship at ICCCAD, I was involved in coordinating activities related to the **CAP-RES Research Grant**. My role was pivotal in ensuring the quality and progress of the grantees' research efforts, fostering collaboration, and upholding the program's objectives of delivering impactful outcomes in climate adaptation research. Through initiatives such as **the CAP-RES Research Grant for Students and Young Researchers**, ICCCAD empowers aspiring researchers to contribute innovative solutions to the challenges posed by climate change & also focuses on building knowledge and capacity in climate change adaptation and resilience.

The CAP-RES Research Grant program was developed to support students and young researchers in advancing climate resilience and adaptation research. The initiative combines financial grants with mentorship opportunities, enabling participants to refine their ideas, conduct impactful research, and disseminate findings that align with ICCCAD's mission. The 2024 cohort included 15 grantees—10 from the mentorship group and 5 from IUB (Independent University, Bangladesh)—representing diverse perspectives and research interests.

The tasks I completed in my internship are listed below based on these requirements and responsibilities:

- I. Reviewed and monitored research proposals, work plans, and final drafts submitted by CAP-RES research grantees.
- II. Evaluated research progress presentations and ensured alignment with project standards and goals.
- III. Categorized research findings and created graphical representations to showcase progress across various sectors.

This role allowed me to develop skills in research coordination, progress evaluation, and mentorship facilitation while ensuring grantees met deadlines—a challenging yet rewarding task. It strengthened my ability to manage projects, follow up on research progress, and support young researchers in climate adaptation.

B. Event and Workshop Management

The CAP-RES project is a key initiative under ICCCAD, aimed at equipping stakeholders with the tools, knowledge, and strategies needed to address climate change challenges. As part of this project, workshops and events, such as the **Learning & Sharing Workshop**, play a critical role in fostering collaboration and knowledge exchange among diverse actors.

As part of my role in the CAP-RES project, I contributed to the successful organization and management of events and workshops, including the **Learning & Sharing Workshop**. My responsibilities involved supporting the planning and coordination of these events by preparing detailed concept notes, agendas, and invitation emails; managing attendance sheets; ensuring seamless logistical arrangements; facilitating interactive workshop activities to engage participants; and documenting detailed session notes for post-event feedback and follow-up actions. Including:

- I. Supported the organization of workshops and events, including the Learning & Sharing Workshop.
- II. Prepared concept notes, agendas, and invitation emails, managed attendance sheets, and provided logistical support.
- III. Facilitated workshop sessions by executing interactive activities and taking notes for feedback and follow-up.

This role allowed me to gain practical experience in event planning, facilitation, and stakeholder engagement, enhancing my organizational and communication skills while contributing to the impactful execution of the CAP-RES initiative.

C. Contributed to the preparation of revised annual work plans and budgets for donor submission.

D. Support in Quarterly meetings

I supported the CAPRES project's quarterly meeting during my internship at ICCCAD. I took full notes by myself and produced a report which was later reviewed and edited by my senior colleagues. I made sure to fully record all of the members' conversations and choices by taking careful notes, which allowed me to capture important details and action items.

E. Other assignments Under ICCCAD

- a) Project Management Assistance
 - i. Supported daily tasks assigned by the Project Manager, such as event planning, recruitment, and documentation.
 - ii. Gathered and organized feedback from workshops and meetings to improve collaboration and project outcomes.

- b) Knowledge Product Development
 - i. Produced research summaries, categorized findings, and drafted policy briefs and blog posts related to climate adaptation and resilience.
 - ii. Analyzed and visualized research data to highlight sectoral progress for donors and stakeholders.

- c) Team Collaboration and Networking
 - i. Coordinated with team members and external stakeholders to ensure the smooth execution of CAP-RES activities.
 - ii. Strengthened communication and teamwork skills through active participation in multi-actor initiatives.

F. Policy and Documentation Support

I contribute to the **Climate Resilient Migrant Friendly Town (CRMFT) Project** where I did Translation of local climate adaptation plan documents-LCAP (Ex., hazard calendar, vulnerable sectors due to climate change, adaptation planning).

The **Climate Resilient Migrant Friendly Town (CRMFT) Project** is an initiative aimed at building resilience in urban areas by addressing the challenges posed by climate change and migration. The project focuses on fostering sustainable development through localized adaptation planning and inclusive policies to support vulnerable communities.

During my involvement in the **CRMFT Project**, I contributed to the translation of **Local Climate Adaptation Plan (LCAP)** documents. This included translating key components such as hazard calendars, identifying sectors vulnerable to climate change impacts, and adaptation planning documents to ensure accessibility and alignment with local contexts.

- Translated climate adaptation plan documents into tables for improved understanding and communication.

This experience enhanced my skills in document translation, technical communication, and contextualizing climate adaptation strategies for localized applications. It also deepened my understanding of the intersection between urban resilience and climate adaptation.

CHALLENGES

Challenges are a part of the learning process. During my internship at ICCCAD under the CAP-RES project, I faced several challenges that tested my adaptability and perseverance. The primary hurdle was the inability to relocate to Dhaka, which initially made me doubt my chances. However, the ICCCAD authority graciously allowed me to work remotely. As a first-time intern with no prior professional experience, I struggled with self-doubt, balancing academics with internship responsibilities, and navigating virtual work environments. Additionally, I had to quickly adapt to organizational expectations, learn to manage tasks efficiently, and build my confidence. Despite these obstacles, guidance from my mentors and supportive colleagues helped me overcome these challenges, making the experience a transformative learning journey.

OVERVIEW OF INTERNSHIP EXPERIENCE

The six-month internship under the CAP-RES project at ICCCAD provided a unique opportunity to gain hands-on experience in climate change research, project management, and capacity building. My responsibilities included monitoring research grantees, organizing workshops, and producing knowledge products such as policy briefs and blog posts. I collaborated with the CAP-RES team to evaluate research proposals, facilitate events, and ensure quality outputs. Additionally, I developed skills in data analysis, documentation, and communication, contributing to donor reports and fostering stakeholder engagement. This transformative experience deepened my understanding of climate resilience and strengthened my commitment to addressing climate change challenges.

SKILLS LEARNED

During my internship at ICCCAD, I had the opportunity to acquire a diverse set of skills that significantly contributed to my personal and professional growth. These experiences allowed me to develop the following key:

I. Communication and Networking Skills

My internship with CAPRES greatly enhanced my communication and networking abilities. I actively participated in team meetings, sharing my ideas clearly and collaborating effectively with individuals from diverse backgrounds. Beyond project discussions, I engaged in informal conversations and built strong connections with colleagues, which expanded my professional network. This experience boosted my confidence in interacting with others at various levels, fostering trust and contributing to effective teamwork.

II. Coordination and Teamwork

Collaborating on various aspects of the CAPRES project, such as working with the youth and the capacity-building team, required a willingness to compromise, effective communication, and active listening. Regular meetings, brainstorming sessions, and shared goals helped me refine my skills in leveraging team members' strengths, resolving conflicts amicably, and fostering a collaborative work environment. This experience has equipped me to work efficiently in teams, maximize outcomes, and contribute to a positive and productive workplace culture.

III. Multitasking

My ability to multitask was much improved during my internship at the CAP-RES project. It was a daily struggle to balance a variety of responsibilities including project resource allocation, project documentation, and fulfilling deadlines. But I also gained the ability to choose priorities wisely, adjust to shifting circumstances, and stay focused even in the face of conflicting requests.

IV. 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.

OUTGOING CONSIDERATION

During internship under the CAP-RES project at ICCCAD has been an invaluable journey, providing me with hands-on experience, enhanced knowledge, and professional growth in the field of climate change and resilience. The responsibilities I undertook—ranging from research coordination to event management and policy support—allowed me to develop critical skills in project management, communication, and collaboration.

This internship has strengthened my commitment to addressing climate change impacts and supporting vulnerable communities through evidence-based research and locally led adaptation initiatives. The experience has not only aligned with my career goals but has also inspired me to further explore opportunities in climate resilience and sustainable development.

I extend my gratitude to ICCCAD and the CAP-RES team for their mentorship and support throughout this transformative experience. Moving forward, I am confident that the skills, knowledge, and networks gained during this internship will enable me to contribute meaningfully to the global fight against climate change and the pursuit of a more equitable and sustainable future.

CONCLUSION

I have successfully completed my internship period with the help of my supervisor and the team. I learned a lot during this period. My six-month internship at ICCCAD under the CAP-RES project was a transformative experience that deepened my understanding of climate change impacts, Loss & Damage, and Locally Led Adaptation. It honed my skills in research coordination, project management, and teamwork while providing hands-on exposure to supporting workshops, monitoring research, and producing knowledge outputs. This opportunity strengthened my commitment to climate justice and equipped me to contribute to a more resilient and sustainable future.

Annex-I: Memorable Snapshots from the Internship Expedition



‘Learning and Sharing Workshop’
Capacity strengthening of multi-actors to limit climate change impacts
and enhance resilience (CAP-RES)



Figure: The CAP-RES team



Fig: Quarterly Meeting