

## **Internship Report**

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

**International Center for Climate Change and Development (ICCCAD)**



### **Submitted by**

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

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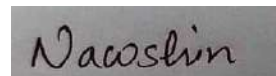
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## Declaration

I, Nawshin Jahan Chaity, hereby affirm that the internship report titled ‘Capacity Strengthening on Project Management and Research of Early Professionals in the Sector of Climate Action’, was exclusively prepared by myself following the end of my six-month Internship under the Capacity Strengthening of Multi-actors to limit climate change and enhance resilience (CAP-RES) project at ICCCAD- IUB.

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-IUB and the CAP-RES project.

Regards,



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

At first, I would like to take this opportunity to express my gratitude towards the Almighty Allah, without whom this journey would not be possible. Then I would like to thank Juel Mahmud, Program Manager, CAP-RES for his unwavering support and guidance during my tenure at ICCCAD. Maria Akter, Assistant Program Manager, CAP-RES, is another person to whom I would like to express my gratitude and appreciation, for her mentorship and guidance.

I am also grateful to the other team members of ICCCAD. For their support and mentorship during my internship tenure. Especially, Savio Rousseau Rozario, Program Coordinator, Locally-Led Adaptation (LLA), Research Officers of LLA team Rawnok Jahan Ranon, Mourupa Mohima, Gausia Islam Keya, Research Associate, CAP-RES, from whom I learned a lot about research, its methodologies, management and work ethics.

With the internship of ICCCAD, I started my career. Being at the early stage of my career, the love and support that I got from ICCCAD, means a lot to me. The inclusive and encouraging work environment in ICCCAD has led me to learn several new skills and broaden my knowledge horizon. With each of the colleagues that I worked with, I learned so much from them. Their work ethics and dedication for their work have inspired me for my future endeavors.

I would also like to take this opportunity to thank my family and teachers especially Assistant Professor Saadmaan Jubayer Khan, for their unwavering support and consideration for which my journey has been nothing but smooth.

My internship tenure with ICCCAD has given me the exposure and opportunity to work with the climate vulnerable communities, get to know their practices that further escalated risks and practices that led them to resilience, and also work with the youth and other actors who are making a positive impact on these vulnerable people's lives. The skills and knowledge I have gained from working here during these six months, have shaped my vision toward the field of climate action and justice. Once again, I thank ICCCAD and CAP-RES project for giving me this opportunity to live this experience.

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## **1. Executive Summary**

This report summarizes the experiences and outcomes summary of ‘Nawshin Jahan Chaity’s’ six-month tenure of internship with the ‘Capacity Strengthening of Multi-actors to limit Climate Change Impacts and Enhance Resilience- (CAP-RES)’ project at the International Center for Climate Change and Development (ICCCAD).

Under the CAP-RES project, I joined as a ‘Research Intern’ on 1<sup>st</sup> July. Even though I joined under this particular project, my work expanded to work under the ‘Capacity Building’ team and ‘Locally Led Adaptation (LLA)’ team. My work provided me the exposure to explore project management, event and workshop organizing, budget management, field visits to marginalized climate-vulnerable communities, and many more. Apart from all those, I attended several workshops and meetings and generated reports from those. All of these deliverables allowed me to delve further into the realities of climate change and adaptation in Bangladesh.

This six-month-long internship was transformative for my personal growth as well. Being at the very early stage of my career, I came across some amazing, learned, driven individuals who were passionate about their work, and this zill for their work has surely made a long-lasting impression as to how one has to be motivated and driven for the work that I will do in my future endeavor.

## **2. Introduction**

I have always looked up to ICCCAD and the late Prof Saleemul Huq sir's work, as both these entities were the pioneer of climate action and justice in Bangladesh. Being a disaster management graduate with a knack for working for adaptation and resilience for vulnerable marginalized communities, ICCCAD has always been my first and primary choice to affiliate with. The edge that I got from working with this organization, will only lead my professional career at an ascending trajectory.

My primary work alignment was with the CAP-RES team's management and project execution within due time. Other than working with CAP-RES team, while working here, I worked closely with the Capacity Building (CB) team and Locally Led Adaptation (LLA) team. These two projects allowed me to research and explore the climate-vulnerable communities. These field visits added a point of view to my knowledge and not only their vulnerabilities, I was able to identify their indigenous and traditional knowledge and DRR strategies that they implement in real life to tackle the climate change implications.

## **3. About the Organization**

Founded back in 2009, the International Centre for Climate Change and Development (ICCCAD) is a well-known research and capacity-building organization committed to promoting climate action. Climate adaptation, mitigation, climate finance, and locally led adaptation (LLA) are among the areas of expertise for ICCCAD. It encourages cooperation between academics, decision-makers, and grassroots groups to address climate change's problems with creative, locally relevant solutions. By empowering marginalized groups, ICCCAD makes sure their perspectives are heard in international climate discussions.

One of ICCCAD's main projects, the CAPRES project, aims to make vulnerable communities more resilient to the effects of climate change. CAPRES gives a strong emphasis on collaborative methods, involving local stakeholders in the co-development and execution of adaptation plans. Building long-term adaptive capacities while addressing current climate concerns is the project's main goal. By combining community-based solutions, legislative campaigning, and research, this program makes sure that interventions are long-lasting and inclusive.

I had the chance to assist with the CAPRES project as well as other aspects of ICCCAD's work while I was working as an intern. This participation sharpened my research, stakeholder interaction, and project execution skills while offering insights into the real-world implementation of climate adaptation solutions. The event made clear how crucial it is to incorporate inclusive procedures and local knowledge to produce long-lasting and significant climate solutions.

#### 4. Objectives

The overall objective of the internship was to build the capacity of the interns and develop their skills and knowledge regarding project management in the field of climate change. The objectives of this internship are as follows-

- To assist with the project execution and planning of events/workshops, create budgets and bring partner stakeholders on board
- To conduct research and help with data management relevant and needed by the organization
- To assist with the documentation
- To participate in the team meetings/workshops/seminars and keep notes and overall help conduct the meeting
- To go on to fields and bring out quality data from marginalized communities

#### 5. Description of duties and responsibilities

According to the Job Description published during recruitment, my responsibilities and duties were to-

- Assisting the project team in the planning and execution of the project.
- 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.

But my duties and responsibilities were not limited to these only. Over the six months, I also explored the other projects and contributed to various tasks provided by the seniors.

##### 5.1 Assist with event planning, budgeting, and management

**DPLLLA Launch:** The very first task I encountered after joining ICCCAD was the event ‘Divisional Platform Launch of Locally Led Adaptation (DPLLA) in Mymensingh. I was assigned to do the stakeholder mapping and bring them on board for the event. Maintaining communication with the rural parts of marginalized communities’ stakeholder was a whole new experience for me and till the very last of that event, I was able to maintain good communication with them, ease their queries, and made them a part of the DPLLA Mymensingh event.

**Short course on Capacity Building and Locally Led Adaptation (LLA):** On the first week of October, there was a 3-day residential short course was launched. I was involved to work on the event management for this event. I was involved with the budgeting of the event regarding the

stay, accessories and food. I was involved as the organizer of the event that enabled me to delve deeper into the aspects of event management at a professional level.

## **5.2 Work as a rapporteur**

**Workshop rapporteur:** Dr Anika Haque led a workshop named ‘Women in cities and Climate Change: An Inclusive Pathway for Climate Change Adaptation in Bangladesh’ where the session had hosted government officials, practitioners, policy makers, researchers and community members as their members. It was a very insightful meeting that led to a comprehensive discussion on the plights of women in vulnerable settings of urban area. I was there in the workshop as the rapporteur and that helped me to learn more and listen to the perspectives coming from all the relevant stakeholders. As I had to produce a report based on that meeting, I was able to explore all of their group discussions and learned better about the experiences that each of these cohorts faced in their fight against climate change.

**Stakeholder Meeting rapporteur:** then again I had another opportunity to be a part of the ‘ClimAct project’s stakeholder meeting, where partners from multiple organizations with different approaches to their work sat at one table. One led the meeting and set the agendas for the project on their end, while others gave valuable feedback on the agendas mentioned by the prior. Like these, each of the organizations were their leaders but still, they were determined to do it in an integrated manner. Working as a rapporteur on this project helped me gather the ideology of how ‘Localization’ will be the future in the sector of climate action. This opportunity helped me to bond and network with the people of this sector.

**Annual and biannual meetings with donors and stakeholders:** As a part of the CAP-RES project, I often participated in internal meetings with colleagues, donors. These meetings also were a great learning session for me. Then again, the report generation from these meetings allowed me to gain a deeper idea of the project and how things are facilitated at the root level.

## **5.3 Generation of Reports, concept notes, presentation**

My work deliverables required me to write research and output reports. Being a novice professional, this was an enlightening experience for me, as I learned a lot during this process. I was required to submit meeting minutes after every meeting, which made me aware of the key takeout of every meeting and made me habituated to focus on important aspects of work.

Then again, with the advancement of our work/project, there were always new opportunities lining up. These opportunities required a new approach to be adapted and hence, the ideation was then formatted in the format of concept notes. I wrote some concept notes concerning the whereabouts of the projects and this was an addition to skill sets that I learned from my internship.

The presentation was another regular thing that I had to make for this project. After the July Revolution, the SIDA was open for new ideation for the involvement of the youth in the climate action phase. For this new opportunity, the team were supposed to provide a presentation briefing about the proposal for the fund acquisition. I helped made the presentation slides based on the proposal.



## 5.4 Module Development

The LLA team's short course, which took place from 29 September to 2 October, required the development of a whole set of modules. Given the course syllabus and components to address, I had to prepare 3 modules, each containing a depth of knowledge regarding that aspect, which later helped the course instructor address during his session. I worked on topics like Locally led Adaptation, Nexus of LLA and LnD, Climate fund, GGA etc. ,any more during the preparation of these modules.

## 5.5 Supporting the LLA team and CECG team in their field visits (Field mgt, data collection, mgt)

### LLA Team initiated research project 'Education in Emergencies'

For the annual research work for the CAP-RES project, LLA team took off an intensive fieldwork of 8 days in the fields of Haor. The team aimed to evaluate the resilience of education institutions in that region. We visited 5 different unions to bring out the results of such.

In this process, I learned how to manage the field works and how it's management to be done perfectly. Besides these, I observed the local communities out there. And how they brave the odds of climate change there. There I met a girl, Nahin, who despite her remote location, braved all the odds and continued her education to further go to the university, Shahjalal University of Science and Technology (SUST). She became our local representation in the fields. She also interviewed to be a part of the video that will be completed once the research paper comes together.



*Figure 1 Nahin, who braved all odds of climate change in the Haors and were able to continue her education*

Besides that, the lack of mobility and transportation also made me aware of my and made me sympathetic to the climate change warriors.

privileges

### CECG team-initiated research project to measure ‘Adaptation in Climate-vulnerable areas

Here., I had the opportunity to go to rural Moulovibazar’s Haor area in kulaura. There I communicated and talked with the Village Community Group (VCG). These community groups consist of its members. They have empowered themselves to be resilient against the odds of climate change. Since their inception around 2005, they have been working around to protect the conservation areas of Haor, safeguard the ecosystem and biodiversity. They have created a man-made Hijal Forest in the heart of Hakaluki Haor. My interaction with the people of these communities was enriching in knowledge and experience.

After the field visit, I had to fill in the cleaned data and that led me to data management for the work.



*Figure 2 Interaction with the Village Community Group (VCG) members*

With these major tasks aforementioned the 6 six months of exposure in ICCCAD, was a good learning experience for me and I will always cherish this particular exposure of my life.

## **6. Challenges faced**

My overall internship journey with ICCCAD was smooth. Whenever I faced any problems with my work, my colleagues helped me overcome them and presented me with solutions. One major problem that I faced was balancing both my academics and internship simultaneously. The flexible work culture of ICCCAD and the kind consideration of Juel Mahmud, project manager, and Maria Akter, assistant project manager of the CAP-RES project were flexible enough to help me to juggle between these two and deliver my work deliverables timely and efficiently.

## **7. Overview of Internship Experience**

I joined the International Center for Climate Change and Development (ICCCAD) under the CAP-RES project, which gave me the exposure to deal with project management, budget and event management, report writing, attending meetings and creating policy dialogue reports those.

Other than these, I also had the opportunity to with the Locally Led Adaptation (LLA) team and Capacity Building (CB) team. Working with this brilliant team have further gave me the chance to go to the remote peoples of climate-vulnerable areas, collect data from them, and conduct research on them. Not only these opportunities enable me to explore the climate research aspect but also made me more aware of their difficulties and helped me to bond with them with more empathy.

Another highlight of my internship journey was when I had to develop the training modules for the ‘Short Course on Local Led Adaptation (LLA) and Local Loss & Damage: A Nexus Approach’. I had a worthwhile time arranging this event, sorting out the budget and managing the event as part of the organizing team. While developing the training modules, I had the opportunity to further delve into the details of several international and national policies and documentation, which allowed me to learn the basics of climate change and climate action.

Besides all these, I attended the ‘ClimAct Project’ team meeting and a workshop arranged ‘to discuss the women's perspective on urban heat implications and their way to resilience’, a project initiated by Dr. Aniqha Haque. I got some exclusive insights on these topics as several experts and practitioners had been a part of these meetings. while writing the reports on these, I had time to reflect on the learnings and got some clarity for my own understanding.

## **8. Skills learned**

Each of the experiences and exposure that I got at ICCCAD have helped me keep up several skills during these six month of tenure.

### **8.1 Project management**

The majority portion of the work during my internship tenure was to assist with project management. I was involved with event management, and worked to align resources that is suitable to the budget, I had to communicate with the stakeholders of these projects. Submitted reports and

notes relevant to the program. Keeping track of documentation is another aspect that I needed to do during my tenure.

### **8.2 Research skills**

While working here, I extended my work horizon with the LLA team. There I assisted in conducting a literature review and field visits for their research project that aimed to assess the risk of education institutions in the Haor region. Working on this project helped me significantly to improve my research skills further. I sharpened my report writing skills, and data collection and analysis of that data allowed me to do critical analysis for these. These activities also helped me broaden my idea of climate action in Bangladesh.

### **8.3 Info-graphics skills**

My work often required me to work with software like ‘Canva’ for the infographics. This was quite new to me as I did not work use this software extensively. However, my work deliverables made me pick up this new skill. Now, I can proficiently use this software for info-graphics.

### **8.4 Coordination and Communication**

CAP-RES is a multifaceted project that at once works with LLA, Youth & Gender and Capacity Building. This has allowed me to coordinate and communicate efficiently among other programs all at a time. I have developed my Multi-Tasking skill from this as well.

### **8.5 Data management and analysis**

With all the field visits, we are required to submit the data collected, cleaned, and sorted. I sharpened my data management skills through this. This also increased my exposure to work with multiple other data management software.

### **8.6 Community engagement**

With the field visits in Sunamganj and Moulvibazar, I have gone to the remotest place of Bangladesh’s Haor region. There I had to engage with community members and bring out data and stories that would perfectly represent their pleas and woes. Dealing with people from diverse background have made me confident that I can now communicate better with them and can easily get close to the community where people will feel comfortable enough to share their stories.

### **8.7 Field visit management**

A field visit requires a different set of arrangements to be made prior going to the visit. Being directly involved with it, I now can manage the set of tasks that are required to do before going to the fields.

### **8.8 Time management**

With each work assigned, a particular time is set to complete the work. With all my academic deadlines and work deliverables, I learned the art of time management all over again.

### **8.9 Problem-solving and critical thinking**

With each challenge that came along the way, unique and problem-specific challenges were required. This led me to think critically each time, I came across to these problems. This has made my problem solving capacity even better than before and also the way I approach these issues.

## **9. Outgoing consideration**

Being at the early stage of my career, I have learned a great deal from the colleagues that I had the opportunity to work with at ICCCAD and gathered tons of unique experiences that for sure have changed my view of how I perceive the field of climate action to be. As a start of my professional career, ICCCAD certainly managed to provide a strong base for me as a practitioner in the field of climate action and has made me more open to future learnings and experiences.

As the field of climate change is still evolving and there is tons to learn still, I look forward to learning those and implementing them to the solution of climate change issue. I intend to continue my education in that direction and also enable me to learn those evolving skills, so I can contribute to the resilience of communities of Bangladesh and to the sustainable policy and governance to the management of climate change.

As I embark on my new journey, I am thankful to ICCCAD which has made me to keep an open eye to the new challenges, experiences, learning and collaboration. I am especially thankful to all my colleagues of CAP-RES and LLA team for welcoming me with such open heart and allowing me to learn from all of those brilliant minds. I look forward to taking what I learn with me in my future endeavors.

## **10. Conclusion**

I wanted to work in the field of climate sector but was not sure which particular section I wanted to contribute to. ICCCAD being a pioneer working in the climate action field helped me find my passion over my six-month tenure here. With the enriching experience and its impact on the marginalized communities' lives, I have found my passion to work with the adaptation-focused interventions in the root-level communities of Bangladesh and hope to learn and unlearn stuff with the advancement of this idea in the sector of climate action. I aspire for a future of resilience and an empowered community structure in the field of climate action and justice and is ready to contribute through research, innovation and facilitation.