

Internship report on Project management

Submitted by:

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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: 2nd January 2024 to 30th April 2024

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)

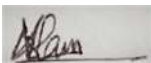
Submission Date: 30th April 2023

Declaration

I, Nazrana 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 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,



Nazrana Islam

Research Intern

Table of content

Contents.....	Page
Acknowledgement	3
Executive Summary	3
Introduction.....	4
About the organization.....	5
Description of duties of responsibilities.....	6
Work Objectives.....	6
Clarify Responsibilities	7
Challenge faced	9
Overview Internship experience	9
Skill Learned	10
Out going consideration.....	10
Conclusion.....	11

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.

Executive Summary

This report summarizes the experiences and learning of Nazrana Islam, a research intern at the International Centre for Climate Change and Development (ICCCAD) under the CAPRES (Capacity strengthening of multi-actors to limit climate change impacts and enhance resilience) project. Through the CAPRES project, I had the extraordinary opportunity to work at ICCCAD for six months. During this time, I immersed myself in research related to climate-induced Loss & Damage (L&D), Locally Led Adaptation (LLA), and capacity building, gaining valuable knowledge and insights. My internship provided hands-on experience in project management, event and workshop organization, budget documentation, recruitment processes, and policy dialogues. This not only enhanced my communication, networking, research, and coordination skills but also fostered a strong sense of teamwork, collaboration, and intercultural effectiveness.

The internship experience has deepened my awareness of the challenges faced by vulnerable communities due to climate change. It has also sparked a passion within me to continue learning and contributing to the fight against climate change. I am committed to utilizing my skills and knowledge to advocate for climate justice and build a more resilient and sustainable future.

Beyond climate change knowledge, the internship provided me with valuable project management experience. I actively participated in event and workshop organization, budget documentation, recruitment processes, and policy dialogues. This hands-on experience significantly enhanced my communication, networking, research, and coordination skills. Additionally, the internship fostered a strong sense of teamwork, collaboration, and intercultural effectiveness, skills essential for success in my professional field.

The internship at ICCCAD under the CAPRES project was a highly transformative experience for me. The knowledge, skills, and motivation gained during this period have equipped me to contribute significantly to the fight against climate change and build a more sustainable future. The report recommends continued support for internship programs and knowledge sharing initiatives to empower future generations of climate change leaders and practitioners.

Introduction

International Centre for Climate Change and Development (ICCCAD) is an environmental research institute established in 2009 through a joint collaboration between IIED (UK). The center is based in the campus of IUB, Dhaka, The director of the center was Prof. Saleemul Huq. It now also hosts the Bangladesh Academy for Climate Services (BACS).

One of the project named CAP-RES.

Which is Capacity Strengthening of the multi-actors at local, national and regional levels to limit climate change impacts and enhance resilience” is national project to build climate resilient community and increasing the adaptation of communities through its different projects for a span of 4 years. Bangladesh being a climate vulnerable country, is the project area and targeted to reduce the loss and damage from climatic hazards. Bangladesh has very low capacity for enhancing resilience at the community level. There is insufficient coordination between climate change adaptation and disaster risk management. There is also a lack of coordination between the government and private sector. This Project aligns with the national goal for climate justice and sustainability and supports the policies of NAPA, BCCSAP, CCGAP, Bangladesh Delta plan and Mujib climate Prosperity plan. The CAP-RES project has 6 different plans to achieve the goals of this project. Each and every project has a fixed approach consisting learning by doing, programmatic approach, Inclusive strategy, co-creation of knowledge, partnership and networking and so on.

After the successful implementation, the program will not only help promoting climate justice but also reduce poverty, increase coordination between different stake holders. From starting of the project, it has faced many major and minor challenges and COVID-19 is one of them. Still after successfully completing the project, the adaptation of local communities will get enhanced rapidly and rapport building between the public-private partnership will also increase.

I got the opportunity to work closely with management team & help to update HR Policy overs hierarchy, recruitment processes, employment classifications, professional development, leave policies, appraisals, safety protocols, and communication procedures and also help to update procurement policy Updated with ICCCAD & IUB, ensuring transparency, accountability, and ethical practices in procurement activities. Expenses below 50,000/= managed internally above this threshold handled by IUB finance, eventually assisted in event planning, recruitment, report writing, literature review, prepared yearly grand report summary, designing through canva,& help to updates documentation for ICCCAD projects.

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 IIED (UK), Bangladesh Center for Advance Studies, and Independent University Bangladesh (IUB), 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.

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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 the planning and execution of the project.
 - Conducting research and gathering data to support project tasks
 - Helping to create project timelines and schedules
 - Settling the project's bills and voucher to the finance
 - Support in designing project visibility documents
 - 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

Work Objectives

Some specific objectives of my internship were,

- To relate my career goals with the activities and mission of the CAPRES project.
 - To understand the basic idea of climate change impacts and issues and how to circulate loss and damage induced climate financing.
 - To know the wider and vast lessons of the non-technical part of climate science i.e. climate financing, loss and damage, locally led adaptation, capacity building and mitigation strategies etc.
-
- Maintaining Strong organizational and time management skills
 - Strong attention to detail and ability to multitask
 - Strong communication and collaboration skills
 - Strong analytical and problem-solving skills
 - To be Familiar with project management software, Graphics design, illustrator, CANVA, Tableau, and SPSS is a plus point.

Clarify Responsibilities

A) Policy Update & Development

1.HR Policy:

The HR Policy of ICCCAD aims to maintain fairness, transparency, and a positive work environment for all employees. It covers various aspects:

Clearly defines hierarchy, roles, and reporting lines. Outlines roles within the CAPRES project and their leaders. Details the recruitment process from approval to background checks. Defines different employment classifications and internships. Based on fair market practices with focus on professional development. Specifies standard hours, flexible arrangements, and leave policies. Includes annual appraisals, goal-setting, and career development. Sets expectations, consequences for violations, and safeguarding guidelines. Offers ongoing training opportunities and support for certifications. Encourages open communication and transparent resolution procedures. Establishes safety protocols and programs for employee well-being. Ensures fair and respectful processes with documentation and support. Outlines reporting procedures and fair resolution processes. Commits to adhering to relevant labor laws and regulations. Regularly communicates HR policies and updates through various channels. Implements steps to ensure workplace and staff well-being, including anti-harassment policies. Summarizes recruitment processes, documentation requirements, and submission procedures.

In conclusion, the HR Policy of ICCCAD establishes a comprehensive framework for effective human resource management, fostering productivity and well-being among its employees.

HR Policy outlines the guidelines and procedures that govern human resource practices at ICCCAD. It aims to ensure fairness, transparency, and a positive working environment for all employees. details in that link <https://ln.run/t-1Pb>

2.Procurement policy

I helped to update the policy with ICCCAD & IUB about procurement & helped to kept as documented ,The policy establishes a framework to ensure that all procurement activities conducted by ICCCAD adhere to principles of transparency, accountability, and ethical practices, thereby promoting trust and integrity in the organization's operations. Project documents undergo rigorous scrutiny by IUB's legal and accounts teams before final approval, ensuring compliance with contractual obligations. Expenses below 50,000/= are managed internally, while those exceeding this threshold are handled by IUB finance, with ICCCAD providing necessary documentation. details in that link <https://ln.run/t-1Pb>

3.Communication strategy

I helped to update briefly and documented communication strategy with insight reports last year we targeted for.

Here I shaed the link where you can find all policy updates <https://ln.run/t-1Pb>

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

B) Assistance with event and workshop planning and organizing

I actively assisted in the planning of events and workshops at the ICCCAD site of CAPRES.

Youth Residential Fellowship Workshop: For instance, during the Youth Residential Fellowship Workshop, 2024 at BASECAMP, I handled logistics (securing locations, food, and equipment), organized speakers and attendees, created promotional materials, oversaw registration, assisted with setup and takedown, and recorded important facts. Prepare event report.

C) Support in recruitment process:

I also helped in the **recruitment process** where I mailed the candidates, prepared evaluation sheets, attendance sheet. I actively supported recruiting processes at ICCCAD by helping to sorting out the applicants of the mentorship and financial grants, constructing formal report of the proposals of those grantees. My communication, organizational, and analytical abilities improved as a result of this experience, which also helped me develop a solid grasp of talent acquisition tactics.

D) Assistance Report writing:

Actively Assisting annual report writing in 2023, youth event report, help to design the report ,prepared key messages to publish in social media. Helped to prepare residential workshop event report.

F) Literature review:

I did literature review for a journal paper focusing on gender & policies. The summary of this paper was;

“People who are already struggling and poor are affected the most by disasters and climate change. This means they suffer the most when bad things happen like storms or floods. Women in poor countries are especially at risk because they rely a lot on nature for things like food and water. A report is going to look at the most important things to fix, focusing on how they affect women and people who are struggling. This report wants to help make big changes in society to make things better for everyone.”

G) Annual Grant Report summary :

I have prepared ICCCAD mentorship grant summary of 2023. ICCCAD offers to the researcher annual grant funding almost every year based on topic and previous publication in a competitive way and select 10 person for grant funding almost every year. Here I mentioned topic and name bellow in 2023:

Abu Naser thesis topic- Climate-Induced Losses and Damaged. Al Amin thesis topic- Health and Livelihood Vulnerabilities of the People Migrated to Dhaka City Due to Climate Change Induced Natural Disasters

Zawhar Dudayev thesis Topic- Exploring the Trends & Determinants of Land Use Land Cover Changes in Three Coastal Polders of Bangladesh through Remote Sensing & Qualitative

Approaches .K M Khaleduzzaman thesis topic- Effectiveness of community participation towards sustainability: a case study on an NGO initiated and community led mangrove afforestation project at coastal area of Bangladesh. All details are in that link <https://tinyurl.com/223pud3d>

H) Designing through CANVA:

Few designing task I loved to do and learn canva software to prepare key messages of gobeshona, and report design, social media Insight report prepare and prepare content report for social media post. Help to prepare presentation of annual report & success. Create& designed certificates for training participants ,and designed banned for workshop training. Here is the page link: <https://shorturl.at/givCK>

I) 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

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 Knowledge about climate change and research as lam management background student. 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.

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.

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.
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

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.