

INTERNSHIP REPORT

CAPACITY STRENGTHENING OF MULTI-ACTORS
TO LIMIT CLIMATE CHANGE IMPACTS AND
ENHANCE RESILIENCE (**CAP-RES**)

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

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(ICCCAD)

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International Centre for Climate Change and Development
(ICCCAD)

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DECLARATION

I, Tausia Tahsin Nuzum, hereby affirm that this internship report titled “Building Competence in Climate Resilience through Project Management and Research” was completed exclusively by me following the end of six months Internship at ICCCAD, IUB 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, IUB and the CAP-RES project.

REGARDS,

Tausia

TAUSIA TAHSIN NUZUM

ACKNOWLEDGEMENT

Acknowledging the support and contributions I've received during my internship is a task that fills me with gratitude. First and foremost, I am deeply thankful to Almighty Allah for granting me the strength and guidance throughout this journey.

I extend my heartfelt thanks to my supervisor, Juel Mahmud (Project Manager, CAP-RES). His mentorship, guidance, and supervision have been invaluable, and I am profoundly grateful for his support throughout my internship at the organization. Next I'd like to thank Ms. Maria Aktar (Assistant Project Manager, CAP-RES) for guiding me with her wisdom and insights throughout my day to day activities.

My gratitude also goes to the CAP-RES project team. Their constant support and collaboration created a positive and inclusive working environment at ICCCAD, making my internship a truly enriching experience. The dedication and insights of my colleagues have been both inspiring and educational, and I have learned so much from working alongside them.

I am also indebted to the entire ICCCAD team for their kindness and guidance. They helped me in every step of the way, with their insights and wisdom. The unforgettable experiences and the skills and knowledge I have gained during my time here will stay with me throughout my future career.

Being part of this essential work addressing climatic challenges has been an honor, and the experience has been immensely rewarding.

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EXECUTIVE SUMMARY

The International Centre for Climate Change and Development (ICCCAD) is a leading research and capacity-building organization focused on climate change and development in Bangladesh. Established to leverage local experience, knowledge, and research, ICCCAD aims to address climate change in one of the most affected countries. The goal of CAP-RES is to enhance the capacity of actors at local, national, and regional levels to mitigate climate change impacts and strengthen resilience. One of the project's key activities is offering a six-month internship program for students, providing them with an opportunity to build capacity through ICCCAD's in-house research.

I joined the CAP-RES project, working closely with the Management Department. My responsibilities encompassed a range of organizational and administrative tasks. I contributed documentation, and conducted extensive research. Additionally, I had the privilege of attending various meetings, field tours, and workshops, which broadened my perspective and enhanced my knowledge. Through my internship, I gained a deeper understanding of the challenges posed by climate change and the necessity for effective adaptation and resilience solutions.

Overall, the CAP-RES project internship at ICCCAD was immensely beneficial. It provided me with a comprehensive understanding of climate change-related topics, including scientific research, policy analysis, and community engagement. I acquired valuable skills, knowledge, and exposure to real-world situations essential for addressing climate change impacts and building resilience. This experience has equipped me with critical insights for future endeavors in this field.

INTRODUCTION

An internship provides a unique opportunity for students to engage in meaningful, practical work that aligns with their field of study or career aspirations. It enables students to explore potential career paths, develop new skills, and refine existing ones. I was excited to start this internship as ICCCAD, being a well known research organisation would be a great place to start my professional journey and allow me to benefit from the guidance and mentorship of industry professionals.

At ICCCAD, students and young professionals can participate in a six-month internship program through the CAP-RES project. This program is designed to enhance their skills and knowledge by involving them in ICCCAD's in-house research activities. Over the course of the internship, students will conduct research on locally led adaptation (LLA) and climate-induced loss and damage (L&D), creating various knowledge products such as research articles, policy briefs, and blog posts. This hands-on experience not only builds their capacity but also contributes to the broader understanding of climate resilience and adaptation.

Coming from a background in Computer Science, for me this internship was an interesting opportunity to learn about Climate Change from a professional point of view. I began working as a research intern for the CAPRES project on January 2 and ended on June 31, 2024. My main duties involved supporting the CAPRES management team and learning during the process. During my internship period, I worked with the CAPRES team at ICCCAD by working with the Youth team, Capacity Building team and Locally Led Adaptation (LLA) team to various degrees.

ABOUT THE ORGANIZATION

The International Centre for Climate Change and Development (ICCCAD) is an environmental research institute established in 2009 through a joint collaboration between the International Institute for Environment and Development (IIED) in the UK, the Bangladesh Center for Advanced Studies, and Independent University, Bangladesh (IUB). Located on the IUB campus in Dhaka, ICCCAD aims to develop a world-class institution that leverages local experience, knowledge, and research in one of the countries most affected by climate change.

ICCCAD's mission is to acquire and disseminate knowledge on climate change, with a specific focus on adaptation. The organization seeks to help people adapt to climate change, particularly in the global South. By concentrating its efforts in Bangladesh, ICCCAD enables international participants to gain direct, real-world insights into climate change challenges. Through the expertise of ICCCAD and its local partners, international organizations can access relevant and grounded knowledge that can be shared globally for the benefit of other Low Development Countries (LDCs), their governments, donors, and international NGOs.

ICCCAD envisions becoming a global Centre of Excellence on Climate Change and Development research. By building and leading a network of Southern-based partner institutes, ICCCAD aims to educate the world about climate change and development, while increasing capacity in the South.

INTERNSHIP OBJECTIVE

- 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

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 the duties, the tasks and responsibilities i undertook during my internship are as follows:

I. Support in organizing events and workshops:

During an average day at the office, my job entailed working on upcoming events or workshops with the assistant project manager. I supported her in event management, reporting, documentation, recruitment, and so on. Here are few examples:

1. Youth Residential Workshop:
2. Youth Field Visit:
3. Capacity Building Trainings:

I prepared a draft copy of concept note for Youth Residential Workshop of the project, assist to set the agenda for the Residential Workshop, prepared a draft copy of the invitation mail for the facilitators and youth participants of the program, prepared attendance sheets and took the attendance from the participants, gave logistic supports throughout the program to the team members etc.

II. Transcript/ reports development:

- **Quarterly Meetings:** I worked as a note-taker both inside and outside the CAP-RES project at ICCCAD. I attended meetings and meticulously jotted down every detail and later composed meeting minutes for the Project Manager.
- **Annual Report:** I worked closely with the assistant project manager and worked on the CAP-RES annual report, writing summaries of bigger reports. For this I had to extensively read all the reports of 2023 and condense them into short paragraphs for the annual report. I also played a role in the design process, supporting Ms. Naznine Nahar, Project Officer.

- **Maintained Documentation:** I maintained the official documents of the CAP-RES project such as employee recruitment records, intern hiring grade sheets and handled certificate distribution of workshop attendants and youth fellows.
- **Youth Field Visit:** I was also responsible for note taking in Youth Field Visit 2024 in Kuakata and upon returning I had to write up a report of the visit, detailing all the events that took place.
- **Canva Design:** During my internship i supported with the design and social media reach of ICCCAD. I designed flyers and social media posts, sharing updates of the CAP-RES project.

III. Research Work:

- As a computer science student working in the field of climate change, I was intrigued by how I could use my expertise in working for the climate crisis. Thus I researched on the field of climate science and artificial intelligence and wrote an article on Climate Change and AI. The article focuses on how artificial intelligence and machine learning can aid us in the fight against climate.
- Aided in data collection from Focused Group Discussions and Key Informant Interviews and also conducted surveys during Youth Field Visit 2024 in Kuakata, Barisal.

IV. 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:

- Designed flyers, posters, and social media posts using Canva.
- Translated documents from Bengali to English for the project Climate Resilient Migrant Friendly Town (CRMFT)

CHALLENGES

During my time as an intern at the CAPRRES project at ICCCAD, I had to overcome several challenges which I believe made me a better professional by enhancing my problem-solving skills and providing me with invaluable hands-on experience in the field.

One such challenge was juggling my classes and internship at the same time. Since I am an undergraduate student, I had to attend classes and keep up with my internship work at the same time. My team allowed me to do this with ease by providing flexibility with the timing. This experience has taught me multitasking and time management skills.

INTERNSHIP OVERVIEW

During my six-month internship at the International Centre for Climate Change and Development (ICCCAD) as part of the CAP-RES project, I had the opportunity to engage in various significant activities. My role primarily involved supporting the CAP-RES management team, where I assisted in planning, executing, and closing projects. I also helped create project timelines and schedules, assisted with project documentation and communication, and participated in team meetings. Through these responsibilities, I gained hands-on experience in project management, contributing to events and workshops, developing reports, and conducting field research.

One of the key areas of my work was organizing events and workshops, such as the Youth Residential Workshop and Youth Field Visit. These experiences involved meticulous planning, logistics, and coordination, where I prepared concept notes, set agendas, drafted invitations, and supported the team throughout the events. This aspect of my internship significantly improved my writing, documentation, and communication skills.

Research was another crucial component of my internship. As a computer science student, I explored the intersection of climate science and technology, researching how artificial intelligence can aid in addressing climate change. I also participated in data collection during field visits, conducted surveys, and collaborated with different teams at ICCCAD. These diverse tasks not only enriched my research capabilities but also broadened my understanding of climate resilience and adaptation strategies.

SKILLS LEARNED

Communication and Writing: During my internship, I honed my writing skills by preparing reports, writing summaries, crafting articles as well as translating documents from Bengali to English and vice versa. This experience improved my ability to convey complex information clearly and effectively.

Research Skills: I developed strong research skills by conducting in-depth studies on climate-induced Loss and Damage (L&D) and Locally Led Adaptation (LLA). This involved data collection, analysis, and synthesizing information into comprehensive reports.

Canva Infographics: I learned to create visually appealing and informative infographics, flyers, social media posts and banners using Canva. This skill helped me present data and research findings in an engaging and accessible format.

Management: My internship provided opportunities to enhance my management skills. I organized and coordinated various aspects of research projects and shadowed the assistant project manager Ms. Maria Aktar, who was kind enough to teach me from the ground up.

Soft Skills: Throughout my internship, by talking with new people during field work boosted my confidence and made me more outgoing. These skills are essential for collaborating effectively with colleagues and navigating the challenges of a professional environment.

Multitasking and Time Management: Balancing multiple projects and deadlines helped me refine my multitasking and time management abilities. Moreover as a current undergraduate student, I had to learn how to balance both my academics and my internship work. I learned to prioritize tasks, manage my time efficiently, and maintain productivity under pressure.

OUTGOING CONSIDERATION

I am committed to continuing my education and professional development beyond this internship, seeking opportunities to enhance my understanding of climate change science, policy, and implementation strategies. This internship has fundamentally changed my perspective on projects. Previously, I did not always consider the environmental impact of a project, but now, I am consistently climate-conscious, always considering the potential harms a project might cause to the environment. This shift in mindset has also led me to opt for greener, more sustainable options. Moving forward, I believe this new approach will help me view and tackle challenges from a more holistic and responsible perspective.

As I progress in my career, I will stay open to new experiences, research, and collaboration opportunities that will enable me to keep learning and make a meaningful impact on addressing climate change challenges. I am grateful for the guidance and support provided by the CAP-RES team and look forward to applying the knowledge and skills I have gained in my future endeavors.

CONCLUSION

I have successfully completed my internship, a journey made rewarding by the guidance and support of my supervisor and the incredible team. The experiences and knowledge I gained during this period have been invaluable, and I am deeply grateful for the opportunity to work alongside such dedicated professionals.

I am committed to staying engaged in the field of climate change and resilience, always looking for new ways to learn and grow. My passion for this work drives me to support global efforts to combat climate change and enhance resilience on a broader scale.

Working with the CAP-RES team has given me a solid foundation for my future goals. I am more motivated than ever to contribute to the fight against climate change and to promote resilience. I look forward to continuing my education and actively participating in initiatives that make a real difference in addressing these critical challenges.

ANNEX 1: MEMORABLE SNAPSHOTS FROM THE INTERNSHIP EXPEDITION



Figure1: BRAC Office in Kuakata (Field Visit 2024)



Figure 2: With the team of Amra Kolaparabashi (Field Visit 2024)



Figure 3: Working as a note-taker in a Focused Group Discussion