



INTERNSHIP REPORT

TIMELINE: JULY – DECEMBER, 2023



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

International Centre for Climate Change and Development
(ICCCAD)

Independent University of Bangladesh (IUB)



Building Capacity for Change: Mastering Project Management In The Context of Climate Change and Resilience

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Declaration

I, Nafis Imtiaz Hossain, 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 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,



Nafis Imtiaz Hossain
Research Intern

Acknowledgement

I praise Allah, the Almighty, the Most Merciful for His Blessings upon me without which I could not have completed this Internship. I would like to express my deepest thanks to my supervisor and Project Manager Md Juel Mahmud (CAPRES) of the International Centre for Climate Change and Development (ICCCAD), Bangladesh who always had paved the way for me throughout the completion of internship which would have been more difficult without his convenience and proper appreciation.

I would also like to thank Assistant Project Manager Mrs. Maria Aktar (CAPRES), Programme Coordinators S.M. Saify Iqbal, Savio Rousseau Rozario and Md Fahad Hossain from whom I have got sufficient research knowledge that helped me in conducting internship and also the mental support they had provided during the course of my journey. I want to thank Mrs. Shamrita Zaman and Ms. Madiha Chowdhury both are Senior Research Officers at ICCCAD who also guided me in different off-work occasions.

Furthermore, I am thankful to the CAP-RES project team for their unwavering dedication and support during my internship. I have learned so much from the wonderful and welcoming staff at ICCCAD, especially from Joyee Chakma, the Youth Representative, Fateen Fateh, the Program Assistant, Naznine Nahar, the Project Officer, Ranon Janhan, the Research Officer, Nazmus Sakib, the Project Officer, and many more. Working alongside such passionate and dedicated individuals has been a privilege, and I have learned a great deal from their expertise.

I am also grateful to my family members especially my mother and sister, who have supported me and given me enough confidence at various moments of my life whenever I needed it, which ultimately strengthened my confidence, allowing me to develop a better version of myself. I want to highlight that I lost my father Md Mosharaf Hossain couple of months before the beginning of this internship. May Allah the Almighty rest his soul in eternal peace and grant him in the highest place of Jannah.

In conclusion, I extend my deepest appreciativeness to the entire ICCCAD team for their invaluable contributions, insightful guidance, and exceptional expertise. My internship experience has equipped me with acquaintance and abilities that will definitely serve me well as I pursue my future endeavors. I will be eternally grateful and beholden to these people for sharing their knowledge, competence, direction, and continual support until the completion of my thesis.

Executive Summary

This report summarizes the experiences and learnings of **Nafis Imtiaj Hossain**, 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, proposal selection processes**, and to **rappporteur at 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 experiences**. I actively participated in **event and workshop organization, budget documentation, proposal selection** processes, and policy dialogues. These hands-on experiences 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**.

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Introduction

Through CAPRES (Capacity Strengthening of Multi Actors to Limit Climate Change Impacts and Enhance Resilience) project under International Centre for Climate Change and Development (ICCCAD), a 6-month (July-December) internship is offered to graduate students, leveraging internal resources to enhance their capacity. Interns research climate-induced Loss & Damage, Locally Led Adaptation, and Capacity Building, producing research articles, policy briefs, and blog posts. As a research intern from July 1st to December 31st, 2023, I supported the CAP-RES team and conducted research under Juel Mahmud's (Project Manager) guidance, gaining valuable knowledge about climate change's present and potential impacts. Additionally, I supported various ICCCAD initiatives and programs. My internship took place at IUB University in Bashundhara, Dhaka.

My internship at the ICCCAD under the CAPRES project was a life-changing opportunity that deepened my awareness of climate change challenges and gave me essential skills. I learned a lot about locally driven adaptation, climate financing, climate migration, and how vulnerable populations are disproportionately affected by climate change thanks to this chance. Notably, I continued to sharpen my project management skills while learning how to efficiently assist policy discussions, budget paperwork, proposal sorting procedures, and event and workshop organizing. Even though I was viewed as having less experience at first, my team's constant support and direction allowed me to succeed in this capacity and develop a strong feeling of collaboration and teamwork. Without a doubt, this internship has improved my ability to tackle climate change issues and stoked my desire to promote 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 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.

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.

Description of duties of responsibilities

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

a) 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, 2023 at BRAC CDM, 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.

- ***Multiple Dialogues under the Youth team***

The youth team under CAP-RES organized two fundamental dialogues before the onset of COP 28 (Conference of the Parties - 28), 2023. These were,

- I. Pre COP 28 Policy Dialogue on Health-Climate Change Nexus.**

- II. Youth Climate Dialogue ahead of COP28.**

I offered focused support for the Pre COP28 Youth Policy Dialogue and the Youth Climate Dialogue 2023 as part of CAPRES project. This entailed taking thorough notes throughout the dialogue sessions to ensure correct **capture of crucial ideas and topics**. I also helped to create the **discussion report**, which resulted in a detailed and informative document. In addition, I handled **attendance records**, ensuring that participant participation was accurately represented.

- ***Online Capacity Building training on Locally Led Adaptation (LLA)***

During the online session to establish capacity for Locally Led Adaptation (LLA), my fingers glided over the keyboard as I focused intently on **documenting important ideas and insights**. The plan to get to know the **local level knowledge** in LLA also **to understand the view points of the foreign participants**, especially the participants from African region. My ability to understand complicated subjects, critically assess data, and combine results into useful knowledge was sharpened throughout this course.

All these responsibilities helped me become more proficient in project management, communication, teamwork, and event planning. It also taught me how to handle pressure and adjust to unanticipated situations. It was a really fulfilling experience to see firsthand the benefits of well-run events.

b) Support in Budget preparation assistance

During my internship at the ICCCAD's CAPRES project, I contributed significantly by helping with financial matters and budget paperwork. This included forming **budget top sheet**, carefully aiding with the creation, monitoring, and reporting of project budgets.

c) Support in grantee selection processes

I actively supported the selection processes of the mentorship and financial grantees at ICCCAD by helping to sorting out the applicants' research proposals of the **mentorship and financial grants**, **constructing formal presentation** of those proposals as well. My communication, organizational, and analytical abilities improved as a result of this experience.

d) Support in Quarterly meetings

I supported the CAPRES project's quarterly meeting during my internship at ICCCAD. Especially, in the *2nd Quarterly Meeting*, 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) Support in Report writing

My contribution to the CAPRES project went beyond data collection and analysis. I contributed significantly to the report writing process by helping to record the conclusions and ideas gained from several workshops and events. I have supported to various CAPRES reports for instances,

Under Project Management theme

- Report of the *2nd Quarterly Meeting*
- Supporting the 1st *Project Planning and Designing Workshop* report

Under Capacity Building team

- *Training on Navigating COP28: Strategies for Effective Climate Advocacy*
- *Online Capacity Building Workshop on Locally Led Adaptation*

Under Youth team

- Supporting the *Inception Workshop* report
- *Pre COP 28 Policy Dialogue on Health-Climate Change Nexus* report.
- *Youth Climate Dialogue ahead of COP28* report

f) Research work at Climate Tribune

My research and literature reviewing abilities were refined in a practical context during my internship at ICCCAD. Being a co-author on the "*Capacity Needs Assessment of Local NGOs in Kurigram, Bangladesh*" for the monthly "Climate Tribune" was a trial by fire. I thoroughly examined **governmental papers, scholarly publications, and NGO reports**, carefully evaluating the information to draw forth important conclusions. This rigorous procedure helped me develop my analytical skills and taught me the value of evidence-based research and critical thinking.

g) Other Assignments under ICCCAD

- Assisting in the *CRMFT project*

I assisted the Locally Led Adaptation effort with data documentation as part of ICCCAD's **Climate-Resilient Migrant-Friendly Towns (CRMFT)** project. This required gathering *data on the vulnerabilities, climate change risks, and intervention priorities indicated by local populations* in the municipalities of,

- Mongla,
- Kuakata, and
- Patuakhali.

My engagement also included **climate migration** and **risk** research, with a particular emphasis on vulnerable groups such as women, children, and the disabled, for which I conducted a literature review.

- Supporting *SUFAL project* under LLA team

I was a key contributor to the SUFAL project at ICCCAD, where I reviewed **research on forest biodiversity** and **Village Common Forests (VCFs)**. This encounter improved my research and analyzing abilities while broadening my understanding of these important subjects.

- Assisting *Protibesh* on the event of the *2nd Policy Dialogue*

I gave crucial assistance at the second policy dialogue of the PROTIBESH's Baikka Beel conservation project, "*Equity and Co-management of Baikka Beel Permanent Wetland Sanctuary*". I painstakingly documented everything, discussed and wrote an extensive report that included all of the recommendations.

- Assisting in the *South Asian Regional Resilience Hub, 2023*

I worked with the International Centre for Climate Change and Development (ICCCAD) as a **transcriptionist** at the South Asian Regional Resilience Hub in 2023. This entailed recording important talks and debates about climate resilience in South Asia, which helped to document and disseminate important information on this pressing issue.

Challenges Faced

Learning often entails obstacles, and the most significant one I faced throughout my internship was figuring out the many tools and software used by the marketing team. But I overcame this challenge by asking for help from peers and doing thorough study. Furthermore, meeting deadlines for a variety of courses and events was difficult, testing my multitasking skills to the maximum. I was able to adjust and improve my multitasking abilities during the internship, in spite of the challenge.

Overview of internship experience

I had an eye-opening and enlightening experience as an intern at the International Centre for Climate Change and Development (ICCCAD) under the CAPRES project. It gave me a thorough grasp of the problems related to climate change and the difficulties that disadvantaged populations confront.

- **Immersion in Climate Change Knowledge**

I studied the concepts of locally led adaptation (LLA) and capacity building throughout my internship. This insight was essential in understanding how communities may be enabled to adapt to the effects of climate change in a sustainable and effective manner. Furthermore, I obtained a thorough grasp of the loss and damage caused by climate change, as well as the critical need for a loss and damage fund to assist impacted communities.

- **Exploring Climate Change's Social Dimensions**

The internship introduced me to the complexities of climate change's social elements, notably its disproportionate impact on vulnerable populations such as women, children, the elderly, and persons with disabilities. This information has fueled my desire to campaign for climate justice and guarantee that everyone has equal access to resources and opportunity to deal with climate change.

- **Expertise on Project Management**

In addition to learning about climate change, I received significant project management experience. This covered activities including budget management, resource allocation, stakeholder communication, and event organizing. These abilities are necessary for any professional employment and will surely help me in my future attempts.

- **Additional Learning**

1. Aside from the aforementioned, my internship gave me insightful knowledge on **climate migration, climate finance**, and the **use of technology to climate change mitigation**.

2. Motivated by a desire to match my professional goals with climate action, I saw the CAPRES project as an opportunity **to advance both personally and professionally**.

3. This internship expanded my knowledge beyond the technical sphere by immersing myself in the realities of climate change impacts and the complexities of **loss and damage financing**. Even though I was initially thought to have less expertise with the responsibilities that were given to me as part of the CAPRES project, I am appreciative of my team's assistance and direction.

4. In addition, I have learned the importance of **cooperation** and **teamwork** from this experience, and it has also shown how powerful **group effort** can be in accomplishing even the most difficult goals.

In short, I turned my learnings into a practical action plan through active involvement, critical thinking, and improved communication skills. With this, I started a lifetime path towards contributing to a future that is climate-resilient, one that will always be shaped by the priceless lessons I learned from the CAPRES program. I'm enthusiastic to keep learning and supporting worthwhile climate action projects since I know the skills I've gained from this internship will be useful in my future undertakings.

Skills 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:

- **Communication and Networking Skills**

My networking and communication abilities have significantly improved as a result of my CAPRES internship. I contributed enthusiastically to team meetings, expressing my thoughts with clarity and working well with people of different backgrounds. In addition to talking about the project, I struck up informal chats and developed a relationship with coworkers, which helped me grow my professional network. Through this internship, I gained the confidence to speak with others on a variety of levels, building trust and promoting successful teamwork.

- **Research Skill**

The research-focused environment of my internship propelled my research skills to a whole new level. I mastered the art of conducting thorough literature reviews, gathering vital data, critically analyzing information, and drawing insightful conclusions from my research findings. My proficiency in using research tools and software also skyrocketed, allowing me to collect data efficiently.

- **Canva Info-graphics**

The ability to make visually appealing infographics is one of the most valuable talents I've gained from Canva. Canva has enabled me to translate complex data into simply consumable and shareable images because to its user-friendly interface and huge selection of themes. Infographics have been my go-to method for successfully expressing information, whether it's presenting study findings, demonstrating data, or just summarizing significant points. The simplicity with which I can add charts, graphs, and symbols allows me to build compelling and instructive visualizations that catch and retain the viewer's attention.

- **Project Management**

My involvement in the CAP-RES project equipped me with the essential principles of project management. Through hands-on experience, I improved my skills in resource allocation, activity planning, and deadline setting. This process instilled in me a systematic and methodical work ethic, enabling me to successfully execute projects and deliver on objectives within the desired timeframe.

- **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.

- **Coordination and Teamwork**

Working with various parts of the CAPRES project such as the youth, capacity building team etc, members were needed a willingness to compromise, good communication, and attentive listening. Regular meetings, brainstorming sessions, and common objectives helped me develop my ability to take advantage of people's abilities, handle disagreements amicably, and support a team atmosphere at work. I now have the capacity to work well in teams, optimizing outcomes and promoting a healthy work environment, thanks to this experience.

- **Intercultural Effectiveness**

My intercultural effectiveness was much improved by my ICCCAD CAP-RES internship. Colleagues with varied ethnicities and backgrounds need openness to alternative viewpoints, cultural awareness, and active listening skills. By cultivating transparent communication, acknowledging cultural distinctions, and striving for shared comprehension, I acquired the skills to overcome cultural barriers, establish credibility, and work efficiently in an international setting. I now have the abilities to succeed in an increasingly connected world, negotiate various workforces, and encourage inclusion thanks to this experience.

Outgoing consideration

I have acquired invaluable experiences and learnt a great lot during my internship with the ICCCAD's CAP-RES team. I am aware, though, that there is always more to discover and research in the area of resilience and climate change.

I recognize the intrinsic complexity and dynamic of the climate change field, even if time constraints during my internship stopped me from delving as far into some areas as I would have liked. Seeing as how fresh ideas and research are always emerging, I'm dedicated to continuing my education and developing as a professional after this internship. I'll actively look for chances to learn more about the science, legislation, and practical applications of climate change.

Thus, I'm going to continue to be receptive to fresh perspectives, in-depth studies, and chances for teamwork that will help me grow and contribute significantly to the fight against climate change. I appreciate all of the CAP-RES team's advice and assistance, and I'm excited to use the information and abilities I've acquired in my next undertakings.

Conclusion

My internship at ICCCAD greatly expanded my knowledge of project management and gave me priceless hands-on experience. It has been really gratifying to have this chance within a strong and forward-thinking firm.

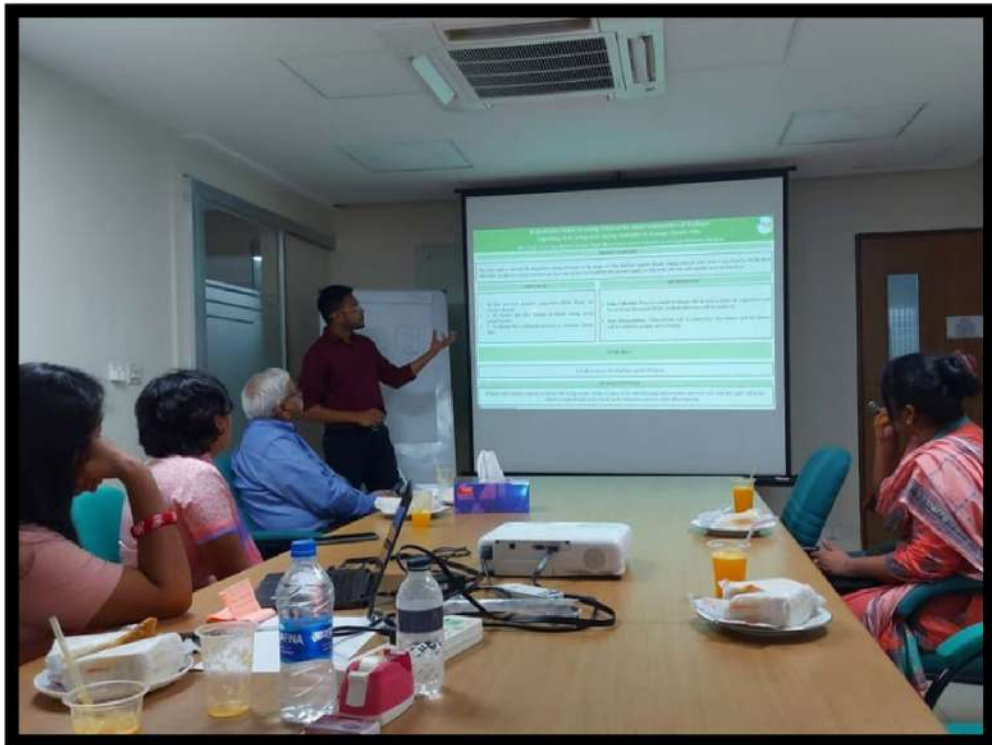
I have a great foundation for my future aspirations because to the amazing educational experiences I had while working with the CAP-RES team. I have a strong desire to be involved in the fight against climate change and resilience, to pursue new educational possibilities, and to support international initiatives aimed at reducing the effects of the phenomenon and fostering resilience.

I successfully finished my internship with the help of my team and supervisor, gaining a plethora of information and useful skills in the process. I am really appreciative of the educational opportunity and still dedicated to making a positive impact in the resilience and climate change fields.

Annex-I: Memorable Snapshots from the Internship Expedition



Youth Residential Workshop, 2023, with the Youth Fellows and CAP-RES team



Presenting the research proposals of the selected grantees under the “Mentorship and financial support to the students and young researchers for conducting research” program



At the end of the post-COP28 training on, “Navigating COP28: Strategies for Effective Climate Advocacy and Action”