



Internship Report

July-December 2023





Title: Empowering Tomorrow: Enhancing Project Management Capacities and Exploring Climate Resilience Perspectives

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: 1st July 2023 to 31st December 2023

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)

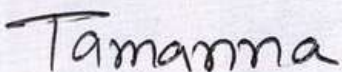
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Declaration

I, Tamanna Hannan, hereby affirm that the internship report, headed "Empowering Tomorrow: Enhancing Project Management Capacities and Exploring Climate Resilience Perspectives" 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,

A handwritten signature in black ink that reads "Tamanna". The signature is written in a cursive style and is positioned above a horizontal line.

Tamanna Hannan
Research Intern

Acknowledgement

Acknowledging the accumulated debts during my internship is a challenging task. I extend my gratitude to Almighty Allah and wish to convey my sincere thanks to those who, in various capacities, directly or indirectly contributed to the successful completion of my internship. Special appreciation goes to my supervisor, Juel Mahmud (Project Manager, CAP-RES), for his invaluable mentorship, guidance, and supervision throughout the entire internship period.

I also appreciate the constant support and collaboration received from the CAP-RES project team, contributing to a positive and inclusive working environment at ICCCAD, IUB. The enriching experience was further amplified by the dedication of my colleagues, from whom I gained valuable insights.

I express my sincere thanks to the entire ICCCAD team for their kindness, guidance, and the unforgettable experience they provided. The skills and knowledge acquired during this internship will undeniably influence my future endeavors.

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

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Executive Summary


ICCCAD, the International Centre for Climate Change and Development, IUB is a prominent organization in Bangladesh dedicated to research and capacity building in the realms of climate change and development. The organization strives to establish a world-class institution closely connected to local experiences, knowledge, and research, particularly in a country significantly impacted by climate change. ICCCAD, IUB has undertaken various programs with a unified focus on addressing climate change.

One such initiative is the Capacity Strengthening of Multi-actors to Limit Climate Change Impacts and Enhance Resilience (CAP-RES) project. The primary objective of this program is to bolster the capacity of multi-actors at local, national, and regional levels in order to mitigate the impacts of climate change and enhance resilience. As part of this initiative, the project includes a six-month internship program for graduate-level students, aiming to contribute to the project's overarching goal. Interns engage in capacity-building activities, utilizing ICCCAD's in-house research program. My involvement in this project was facilitated through this internship program, during which I worked with the Management Department.

In my role, I took on various responsibilities related to organizational and administrative tasks. This included assisting in the development of a communication strategy, creating research questionnaires, and conducting research activities. Additionally, I had the opportunity to participate in meetings, field tours, and workshops, which broadened my perspective and increased my knowledge in the field. Overall, the internship provided a valuable learning experience, allowing me to acquire new skills and gain practical insights into the field of research.



One of the key things I focused on was conducting an assessment of the implications and sensitivity to climate change. This entails analyzing meteorological data, investigating the ways in which different regions and industries are impacted by climate change, and assessing the degree of vulnerability of ecosystems and communities. I was able to gain a better understanding of the challenges posed by climate change and the need for effective adaptation and resilience strategies thanks to this study.



All things considered, the CAP-RES project internship I finished at ICCCAD, IUB was rather helpful. It provided me with a thorough understanding of all aspects of climate change, including policy analysis, scientific research, and community involvement. To effectively address the impacts of climate change and enhance my resilience, I gained practical skills, knowledge, and experience in real-life scenarios. My passion to work on climate change has been bolstered by the experience, and I have gained valuable knowledge that will be useful should I choose to pursue a career in this field.

Introduction

An internship is a type of professional learning opportunity where students can work on real-world projects that are relevant to their subject of study or desired career path. Students can explore and improve their careers as well as pick up new skills from it. Students should also have the chance to improve such abilities, get insight into the working world, and profit from the knowledge and counsel of a supervisor. Graduate students at ICCCAD, IUB are eligible to apply for a 6-month internship program through the CAP-RES project, which will allow them to get experience using the in-house research program and increase their capacity. They will undertake research on the topics of locally led adaptation (LLA) and climate-induced loss and damage (L&D) during the course of these six months, and they will also develop some knowledge products.

Given that climate change is the subject of my academic field, I'm eager to base my professional career on this foundation as well. To that purpose, I began working as a research intern for the CAP-RES project on July 1 and ended on December 31, 2023. My main duties were to support the management team on CAP-RES initiatives and absorb as much information as possible from them. Under the guidance of project manager, I have carried out studies to comprehend the present and potential effects of climate change on many areas, industries, and societies. Throughout the internship, I also supported several initiatives and programs in ICCCAD. Independent University, Bangladesh (IUB) in Bashundhara, Dhaka, was my workplace.

About the Organisation

Established in 2009 through a collaborative effort between IIED (UK), the Bangladesh Center for Advanced Studies, and the Independent University Bangladesh (IUB), the International Centre for Climate Change and Development (ICCCAD), is an environmental research institute. Situated within the campus of IUB in Dhaka, its primary objective is to create a world-class institution closely connected to local experiences, knowledge, and research in a country significantly impacted by climate change.

ICCCAD's mission revolves around acquiring and disseminating knowledge on climate change, with a specific emphasis on adaptation. The organization aims to assist people in adapting to climate change, particularly focusing on the global south. By concentrating its efforts in Bangladesh, a country deeply affected by climate change, ICCCAD enables international participants to directly engage with and gain insights into real-world challenges related to climate change. Through the expertise of ICCCAD and its local partners, international organizations will be exposed to relevant and grounded knowledge that can be shared and transmitted around the world for the benefit of other Low Development Countries (LDCs), and their governments, donors, and international NGOs.

Bangladesh is becoming a "living laboratory" on adaptation to climate change. ICCCAD, IUB is intended to build capacity among stakeholders in Bangladesh, while also enabling people from other countries to benefit from training in Bangladesh, where they can gain direct knowledge of issues in a real-world context.

Internship Objectives

- The internship objective was to build capacity by using the ICCCAD, IUB 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 briefs, blog articles, etc.

- To assist in the planning, execution, and monitoring of the CAP-RES project.
- Gain hands-on experience and develop skills in project management.

Description of Duties and Responsibilities:

As per the circular the duties and responsibilities of my position as an Intern were:

- Assisting the project manager in planning and executing.
- Conducted research and gathered data to support project tasks
- Helped to create project timelines and schedules
- Assisted with project documentation and communication
- Participated in team meetings and provided updates on assigned tasks
- Helped to identify and manage project risks and issues
- Assisted with the development and implementation of project deliverables
- Supported the project manager in ensuring that projects are completed on time, within budget, and to the satisfaction of all stakeholders.

Based on these obligations and responsibilities, the tasks I undertook throughout my internship

I. Support in organizing events and workshops:

Project manager had set my day-to-day activities. I supported him in event management, reporting, documentation, recruitment, and so on. Here are few examples:

- **Youth Residential Workshop:** 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 programme, prepared attendance sheets and took the attendance from the participants, gave logistic supports throughout the programme to the team members etc.

- **COP28 Policy Dialogue on Climate Change and Health:** The policy dialogue was organized to acknowledge the critical importance of policy and investment to address the burden of climate change on health systems and build consensus in priority actions for the health system's response to climate change. I assisted to draft the invitation email for the honorable guests, kept track with the venue booking and transportation. I assisted the project assistant manager to smoothen the programme.
- **Youth Climate Dialogue:** I assisted the youth coordinator to book the venue. I supported the team with logistical activities. I helped to prepare the program schedule. Kept track with all the invited guest and youth grantees to attend the programme.
- **Field Visit of Youth Fellow:** As part of youth capacity building, CAP-RES arranged field visit to Khulna, Bangladesh. I supported the youth team during the field visit. I rapport the whole field visit and assisted the coordinator to write the report. gave logistic supports throughout the programme to the team members.

II. Transcript/ reports development:

- **Team meeting report:** I participated in team meetings and played a rapporteur role in those meetings. After the meeting I submitted the meeting minutes to my supervisor. In the project meetings, team leaders discussed the activities and found the risk and issues to implement the activities. All the team members participated in this discussion to find the most feasible solutions. I also attended those discussions and wrote them down.
- **Youth Residential Workshop report:** I prepared a transcript for preparing report on the Youth Residential workshop which was one of the project deliverables.
- **COP28 Policy Dialogue on Climate Change and Health report:** I prepared a transcript for preparing report on the COP28 Policy Dialogue on Climate Change and Health which was one of the project deliverables.

III. Assist to prepare documentation and communication:

- **Staff recruitment:** 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 them to a common platform along with the job circular, list of applicants, shortlisted candidates, answer script, evaluation sheet and offer letter.
- **Prepare application form:** I prepared Google Form for the research associate (LLA), internship applicants. I also assist the management team to take written exams and interviews from the applicants who were applied for the research associate (LLA) and programme coordinator post of the project.
- **Process Documentation of CAP-RES:** I have meticulously organized the documentation for each event within the Cap-Res project, systematically arranging all pertinent documents. Furthermore, I have diligently compiled checklists for each respective event, ensuring that both digital and hard copy formats are available for comprehensive reference.

IV. Research works:

- **Scientific Research:** One of the key objectives of the CAP-RES project involves undertaking scientific research titled "**Exploring Village Common Forest (VCF): Assessing the Impacts of Climate Change and Sustainable Management Through Indigenous Community's Participation.**" This research initiative was primarily carried out by the Locally Led Adaptation (LLA) team within the project. I actively participated in this research effort, contributing to the collection of pertinent information. Our research activities took us to the Chittagong Hill Tracts (CHT), where we engaged in conducting Household Survey, Focus Group Discussions (FGD) and Key Informant Interviews (KII) with the targeted communities. Additionally, I played a role in providing logistic support as needed during these field visits. Following the research expedition, I compiled and submitted a comprehensive Key Informant Interviews (KII) and survey report.

V. Other Assignments:

- I designed a poster on Canva and re-designed a framework named by Climate Resilience Migrant Friendly Town for Climate Resilience Migrant Friendly Town through Locally Led Adaption (LLA) project.
- I contributed to prepare draft report writing Local Climate Adaptation Plan (LCAP) for Climate Resilience Migrant Friendly Town for Climate Resilience Migrant Friendly Town through Locally Led Adaption (LLA) project.
- I worked with the International Centre for Climate Change and Development (ICCCAD), IUB 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.
- I conducted household survey with the youth team in two slums in Mongla: Balur Math Slum and Signal Tower Colony. I also attended a Training workshop on using KOBO Toolbox for data collection.
- I attended Sacred to Sustainable: Mobilizing Bangladesh's Faith Leadership for Climate Action Workshop for capacity building.
- I participated in Local Conference of Youth (LCOY) Bangladesh with youth team of ICCCAD, IUB to assist their presentation.
- I worked as rapporteur to **the National CSO Consultation** Workshop "Progress Review on Population, Sustainable Development, and Cross-Cutting Issues."

Challenges

Difficulties are inherent in the process of learning. During my internship, I encountered a hurdle of keeping up with the different technologies used by the management team. But I overcome those obstacles by conducting my study and asking my colleagues for assistance.

Overview of Internship

I had a really good experience during my internship at the International Centre for Climate Change and Development (ICCCAD), IUB for the CAP-RES project. I got to work directly on project management, which helped me improve my people skills, creativity, organization, problem-solving, and decision-making.

As a research intern, my main job was to gather information and analyze different aspects of climate change and its effects. I worked closely with a team of researchers and experts who gave me great advice and guidance.

I also looked into how governance and policies relate to climate change. This meant checking how well existing climate change policies and frameworks are working and finding any areas that need improvement. Through my research, I learned about the connection between climate science and policy and why having strong governance systems is crucial in the fight against climate change.

Moreover, I got to play a role in enhancing the capabilities of individuals. This entailed aiding in the creation of educational materials and initiatives geared towards improving the expertise of those involved in climate change adaptation and resilience. I actively took part in workshops and training sessions, which not only broadened my own understanding but also enabled me to contribute to the learning experiences of others.

Despite initially being perceived as having less expertise for the responsibilities assigned to me in the CAP-RES project, I am grateful for the support and guidance from my team. Their willingness to share their skills and experiences enabled me to overcome challenges, quickly grasp concepts, and ultimately devise effective solutions.

In addition, I had the chance to connect with communities and conduct social research. This encompassed interacting with local communities, conducting surveys and interviews, and gaining insights into their viewpoints, experiences, and knowledge regarding the impacts of climate change. This facet of the internship helped me recognize the significance of integrating local knowledge and involving communities in efforts related to climate change adaptation.

Skill Learned

During my internship at ICCCAD, IUB, 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, IUB:

a) Canva Infographics:

Canva has equipped me with a highly valuable skill – the capability to create visually appealing infographics. Infographics have become my preferred means of effectively conveying information, be it showcasing research findings, illustrating data, or summarizing key points. The straightforward process of incorporating charts, graphs, and symbols empowers me to craft compelling and informative visualizations that capture and maintain the viewer's attention.

b) Communication & Writings:

During the internship, I had many chances to get better at how I write and talk. I often created research reports, policy briefs, and presentations, which helped me become clearer, more concise, and better at explaining complex information to different kinds of people. I also took part in workshops and discussions, which made me better at expressing my thoughts and having important conversations.

c) Research Skill:

Working in a research-focused place helped me get much better at doing research. I learned how to look through lots of information, gather the right data, think carefully about what I found, and come up with important conclusions. I also got good at using tools and computer programs to collect data in a smart way.

d) Project Management:

Being part of the CAP-RES project taught me about project management. I learned how to plan and organize tasks, set goals and deadlines, and use resources wisely. This experience improved my skills in working in an organized way, making sure we meet project objectives on time.

e) Flexibility and Problem-solving skills:

The internship was always changing, which helped me become adaptable and good at solving problems. I faced different challenges that needed quick thinking, flexibility, and finding new and creative solutions. This experience made me more resilient and better at handling unexpected situations.

f) Ability to Multitask:

My internship at the CAP-RES project really boosted my ability to multitask. Every day, I had to juggle different tasks like managing project resources, handling project documents, and meeting deadlines. It was challenging, but it also taught me how to wisely pick priorities, adapt to changes, and stay focused even when faced with conflicting demands. This skill of working in a changing environment has been really helpful for my professional growth.

g) Intercultural Aptitude:

Working at ICCCAD, IUB gave me the chance to be part of a diverse and multicultural environment. I got to interact with colleagues from various backgrounds and countries, which helped me understand different perspectives and experiences. This experience improved my skills in cross-cultural communication, empathy, and understanding, broadening my overall worldview.

h) Establishing a Consistent & Adaptable Routine:

Throughout my internship, I acquired the skill of adhering to a consistent schedule. This experience taught me to embrace a regular routine in my daily life. I learned to value and adhere to designated working hours, as well as adapt to the established customs within the office environment.

Outgoing Considerations

During my internship with the CAP-RES team at ICCCAD, IUB, I gained valuable experiences and learned a lot. However, I acknowledge that there's always more to discover in the field of climate change and resilience. Due to time constraints, I may not have been able to explore certain areas as deeply as I'd have liked. Climate change is a complex and evolving field, with new research findings and innovative approaches emerging constantly. If given more time, I would have wanted to expand my knowledge in specific areas like climate finance, gender and climate change adaptation, or community-based adaptation strategies. I plan to continue my education and professional development beyond this internship, seeking opportunities to enhance my understanding of climate change science, policy, and implementation strategies.

As I progress in my journey, I am committed to embracing fresh experiences, engaging in further research, and seizing collaborative opportunities. This ongoing commitment aims to foster continuous learning and contribute meaningfully to tackling the intricate challenges posed by climate change. I express gratitude for the invaluable guidance and support extended by the CAP-RES team. Looking ahead, I am enthusiastic about applying the knowledge and skills I have acquired during this internship to shape my future endeavors positively.

Conclusion

I am pleased to announce the completion of my internship, a journey made successful through the guidance and support of my supervisor and the team. The educational experiences gained during this period have been truly valuable, and I am grateful for the knowledge acquired while working collaboratively with the team. I remain committed to sustaining my engagement in the field of climate change and resilience, actively seeking new learning opportunities. My dedication extends towards supporting global initiatives aimed at mitigating the impacts of climate change and enhancing resilience efforts worldwide.

The exceptional educational experiences I gained while working with the CAP-RES team have provided me with a solid foundation for my future aspirations. I am deeply motivated to actively contribute to the efforts in combating climate change and enhancing resilience. My strong desire leads me to explore new educational opportunities and actively support international initiatives dedicated to lessening the impacts of this phenomenon and promoting resilience globally.

Annex-I: Memorable Snapshots from the Internship Expedition



Launch of Divisional Platform on Locally Led Adaptation



Youth Field Visit To Sundarban, Khulna

Annex-I: Continue



COP28 Policy Dialogue on Climate Change and Health arranged by CAP-RES team



Field Visit to Rangamati Village Common Forest (VCF) with Locally Led Adaptation (LLA) team

Annex-I: Continue..



Some enthusiastic fellows of Residential Youth Fellow Workshop 2023



Snapshots of Residential Youth Fellow Workshop 2023