

**Intern – Climate Change Resilience**

**Job Title:**  **Intern – Climate Change Resilience**

**Reports to:**  **Technical** **Advisor – Humanitarian and Resilience**

**Terms: 03 months**

**Salary:** **BDT 30,000/= per month**

**Requirements:** Dhaka Office **with up to 20% travel to field/project sites**

**About Concern:** Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world’s poorest countries.

Concern’s vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear, and oppression.

Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest Behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission.

**Role Purpose:**

The Intern Climate Change Resilience will provide essential technical and administrative support to Concern’s climate change programming. This includes assisting with the documentation of concept notes and project ideas, managing climate-related datasets, supporting internal knowledge-sharing processes, and facilitating stakeholder engagement for climate policy advocacy and adaptation planning.

This is a learning and capacity-building opportunity designed for early-career professionals passionate about climate resilience and environmental sustainability.

**Main duties & responsibilities:**

Technical Support and Knowledge Management

* Conduct research and synthesize evidence on climate change impacts, adaptation strategies, and resilience practices in Bangladesh, identifying knowledge gaps and areas for further exploration through literature reviews, data analysis, and stakeholder consultations.
* Support technical content development like concept notes, proposals, briefs, and reports on climate adaptation, disaster risk reduction, food security, health, and nutrition.
* Collect and manage climate-related data including temperature, rainfall, livelihood trends, and hazard mapping; organize insights through focused group discussions and qualitative assessments as needed.
* Develop and maintain a digital knowledge base by compiling and archiving relevant research, case studies, and publications on climate change and environmental sustainability.

Stakeholder Engagement and Coordination

* Facilitating strategic consultations with stakeholders, including government officials, NGOs, and community leaders.
* Support coordination and communication with implementing partners, humanitarian & resilience team, academic institutions, and climate networks.
* Assist in tracking climate-related donor trends, calls for proposals, and funding opportunities.

Policy and Adaptation Research

* Analysis of national and local climate policies, adaptation strategies, and institutional frameworks.
* Support in documenting locally led adaptation practices from Concern’s programmes for policy advocacy.

Other Support Functions

* Provide support in cross-cutting learning initiatives such as climate-health, disaster risk reduction, and environmental governance.

**Expected Deliverables**

* A formal report summarizing the literature reviewed, knowledge gaps, and recommended action research. This will include a structured database of articles reviewed and respective gaps and PowerPoint presentation.
* Develop a digital knowledge repository with at least 30 curated and categorized resources (e.g., reports, case studies, research) on climate adaptation and resilience in Bangladesh.
* At least two knowledge products; a brief and a 6–8 slide deck- on climate impacts on health and nutrition and anticipatory actions for slow-onset hazards (e.g., heat, salinity), with relevant data, tools, and success stories from Bangladesh. Submit drafts by month 2, finalize by month 3 for internal use.
* Prepare a 2-page policy brief summarizing 3 locally led adaptation practices from Concern’s programmes, aligned with relevant national climate policies, with a first draft by end of month 2 and final version by month 3

**Role holder Requirements:**

* Master’s degree in Climate Change, Environmental Management, or Natural Resource Management from a recognized university. **Graduation year must be 2022 or later.**
* Strong interest and sound understanding of climate change adaptation, Climate Financing, Loss and Damage, Climate and Health and Nutrition Nexus and environmental sustainability concepts.
* Basic knowledge of climate data, measuring tools and its applications in planning and analysis.
* Strong written and verbal communication skills in both Bangla and English.
* Strong research and analytical skills.
* Proficiency in MS Office (Word, Excel, PowerPoint); familiarity with GIS, SPSS, or data visualization tools is an asset.

We would prefer:

* Prior experience (volunteering/internship) with NGOs, research, or community engagement in climate or environmental sectors.
* Demonstrated interest in working with marginalized and climate-vulnerable communities.

**Competencies:**

*Typically, candidates are expected to demonstrate good interpersonal communication skills and to demonstrate behaviors in line with Concern values.*

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| Managing Yourself |

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

**Important information:**

Concern has an organizational **Code of Conduct** with three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible [here](https://www.concern.net/accountability/codes-and-policies/safeguarding). These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisations, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in their work, in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

During this job application, you will provide Concern with your **personal data**. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.