**Terms of Reference for an Environmental Intern**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scope of Responsibilities:**

The Environmental Intern will be supporting in the implementation of the Concern Environmental policy and review current procurement procedures and develop context specific green procurement policy.

Reporting: Head of Admin and Logistics and closely work with operation director

Coordination: System and Programme team, PNGOs and external stakeholders

**Responsibilities:**

The Environmental intern is responsible for support to Conduct a carbon audit on the organisations 2023/2024 operations and support in the development and roll out of a strategy to reduce Concern Bangladesh’s CO2 emissions; support in the development of material and conducting trainings for Concern staff, partners and communities on environmental issues, conserving the natural environment, climate change, and ensuring to bring out a gender perspective; assess environmentally sound waste streams available in Dhaka and at field office level that Concern could access.

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Activities** | **Expected Results** |
| To reduce the negative environmental impact of offices, structures and assets in country of operation through identifying and implementing appropriate measures to reduce emissions.  | * Carbon Audit for 2023-24
* Identify the practical options to reduce the energy consumption
* Bring the analysis to reduce the level of waste from office and programme areas
* Find the option how Levels of water and wastewater can be reduced in all Concern programme locations
* Identify potential means of reducing the emissions of the Concern transport
* Support to find alternative to plastic commodities
* Identify the product available in the market and advise management to adopt
* Analyse cost vs benefit to implement the climate change friendly products
* Help management to minimise negative impacts and build in protection of the natural environment through assessment of potential environmental impacts in all programme proposals and adjustment of proposed interventions as necessary.
* Assist to Identify and implement measures to help reduce negative impact on the natural environment. Baseline data obtained; target(s) set; implementation plan developed and put in place, with regular monitoring.
* Assist HOA&A/Operations Director to develop policy on responsible staff travel, identifying options that minimise environmental impact.
* Ensure that bills are paid by confirming all required receive signature in the documents
* Confirm money receipts and/or undertaking on company letter head pad about cheque received from suppliers/vendors
* Ensure required Revenue stamps is attached in the vouchers as per government rule.
* Cross check the payment vouchers codes are accurate and correct as per Supply request
 | * Assessment conducted to identify sources of emissions from offices, structures, and assets.
* Appropriate measures identified to reduce emissions,
* Installation of energy-efficient appliances and lighting.
* Implementation of waste reduction and recycling programs.
* Substitution of environmentally harmful materials with eco-friendly alternatives.
* Reduced emissions and a more environmentally sustainable operation overall.

  |
| Solar installation  | * Tender process installation
* Support installation of solar system at

Dhaka office * Prepare report of power emergency contribution to the national greed
 | * Adoption of renewable energy sources, such as solar or wind power
* Contribution to the national greed
 |
| Help to change the behaviours of Concern staff members to ‘greener’ practices through behaviour change methods. This will apply to all offices. | * Ensuring all vouchers are serialized as per Help Operations Director to prepare environmental action plan and green procurement policy
* Assist Operations Director to ensure practise green behaviours by all of the staff
* Assist Operations Director to identify barriers and bring solutions to change the behaviours to be environment friendly and also to implement the CSP specific goals related to environment.
 | * Behaviour change methods designed to promote greener practices among Concern staff members.
* Implementation of behaviour change methods to encourage staff to adopt greener practices.
* Creation of a supportive environment that encourages and facilitates the adoption of greener behaviours.
* Increased awareness and understanding among staff regarding the importance of environmental sustainability.
 |
| Green team orientation  | * Organize the meeting, writing the meeting minutes and follow up the implementation of decision made by for green team.
 | * Green team is well functioning
 |
| Orientation to the Concern and PNGO on Environmental impacts  | * Orientation
 | * Action plan for environmental impacts
 |
| Documentation in share folder  | * Update all environmental documentation in concern share folder for future reference, audit
 | * Ensuing well-structured documentation
 |
| Other support for Admin, procurement and Logistics department as required by the Organization | * Assisting with administrative tasks, such as filing, data entry, and scheduling.
* Supporting procurement activities, including supplier/vendor communication and documentation.
* Assisting in logistics team such as front desk management, inventory management etc.
* Providing any other support required to ensure the smooth operation of the Admin, Procurement, and Logistics departments.
 | * Administrative tasks are handled promptly and efficiently.
* Filing, data entry, and scheduling are up-to-date and organized.
* Procurement activities are supported effectively.
* Documentation related to procurement is well-organized and up-to-date.
* The Admin, Procurement, and Logistics departments receive the necessary support to ensure smooth operation.
 |

**Obligations:** Maintain high level of confidentiality wherever the incumbent come across sensitive information’s/data. Person shall accept, adhere to all Concern Worldwide policies (Code of Conduct and its associated safeguarding policies). A report shall be prepared and submitted by the incumbent on completion of the nine months tenure prior to the final settlement is made.

**Accountability:** Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E); Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed; Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities

**Recruitment Requirements:**

* Graduate in environmental science from renowned university
* Innovative and creative
* Works well as a member of a team
* Strong interest in use of innovative technology and tools for development cooperation programmes and systems
* Strong interest in working in rural areas and sensitivity to the needs of the extreme poor
* Dedicated to gender equality
* Willingness to learn and a respectful attitude
* Commitment to Concern’s work

**Job related knowledge:**

* Knowledge in MS Word, MS excel, PowerPoint,
* English writing and speaking skills
* Strong interpersonal communication skill
* Fresher with strong relevant academic background are also encouraged to apply

**Time period:** **Nine (09)** Months from the date of joining.

**Location:** Dhaka Head Office