

# **Term of References for Intern (Disaster Risk Reduction)**

## **Background of the project**

The increasing need of quick action on climate change in line with the federal and Khyber Pakhtunkhwa government strategies and to tap potential avenues of climate finance. a donor funded project titled, “Supporting Federal and Provincial Government of Khyber Pakhtunkhwa in Improving Climate Governance” is implementing by the Centre for Water Informatics and Climate Resilience (CWC) at the Institute of Management Sciences, Peshawar in collaboration with the Ministry of Climate Change (MoCC) at the National level and Planning & Developing Department of Khyber Pakhtunkhwa Province. The project is of three pronged including:

- i. Supporting the Institute of Management Sciences (IMS) in developing climate change related curricula and implementation of one-year diploma on climate governance at IMSciences for the relevant government officers and young professionals.
- ii. Supporting the GoKP in establishing a Climate Change Cell at the Planning & Developing Department of Khyber Pakhtunkhwa. The Cell will act as a central hub for provincial government to steer the implementation of climate measures of national and provincial climate change policies.

Operationalizing the Climate Finance Unit at the MoCC to conduct various activities associated with climate finance, as the Ministry’s role as the National Designated Authority for a number of Climate Finance Facilities.

## **Scope of work**

The detailed job description/ scope of work of Disaster Risk Reduction (DRR) Intern is given as under:

- Support in collecting primary and secondary data on DRR and climate change related subjects and activities by different organizations;
- Support the work related to DRR initiatives and campaigns in the project;
- Collaborate in the development of knowledge and communication products content and design;
- Assist in administrative and substantive support to meetings and workshops, preparation of background documents and presentations, handling logistics etc.
- Perform other project activities assign by the Project Officer.

## **Qualification and experience**

- Fresh graduate (16 years) of disaster management, development studies, environmental, social or other related fields.
- Strong organizational and research skills.
- Communicate effectively, both orally and in writing.