

BRAC Internship Description

Programme/Enterprise: Climate Bridge Fund (CBF) Secretariat

Project/Unit: CBF

Duration: 3 months

Application Deadline: 26 August 2026

Starting Date: 6 September 2026

Location (office): Head Office, Mohakhali, Dhaka

Working Hours: 08:30 am – 05:00 pm (Sunday–Thursday)

Monthly Stipend: BDT 8,000

Programme Description:

Bangladesh sits at the frontline of the global climate crisis and nowhere is that more visible than in its cities. As floods, cyclones, riverbank erosion, and rising salinity push people from their homes, hundreds of thousands are migrating into Bangladesh's urban centers each year, often landing in slums that are already overcrowded and under-resourced.

The Climate Bridge Fund (CBF) was established by BRAC in November 2019, with support from the Government of Germany through KfW, to respond to exactly this challenge. It is one of Bangladesh's most innovative climate financing mechanisms that channels funding to small-scale, high-impact projects led by registered NGOs working directly in these vulnerable urban communities.

What makes CBF distinctive is the gap it was built to close: the space between short-term humanitarian funding and long-term, sustainable infrastructure and services for climate-induced migrants. Every project we support is designed to do two things at once — strengthen urban adaptation and resilience today, and build the sustainable livelihoods that reduce the risk of future displacement tomorrow.

Purpose of the Internship

Since its inception, CBF has funded more than 25 climate adaptation and resilience projects across Bangladesh's urban centers generating a rich, growing body of data, learnings, and field experience. The CBF Secretariat is looking for motivated interns to support its day-to-day programme operations, with a particular focus on data management and utilization, alongside reporting, knowledge documentation, and communications. This is a hands-on opportunity to work with a genuinely unique climate finance model, help make sense of years of programmatic data, and gain first-hand experience in climate change adaptation and resilience programming while directly contributing to how CBF's work is documented, analyzed, and shared with the world.

Who Should Apply

We're looking for curious, committed individuals who want to build a career in climate change, development, or humanitarian work and are ready to learn by doing. Whether you're a recent graduate or a student looking to apply your studies to real-world impact, if you care about climate justice and want to see how large-scale solutions actually get built — this internship is for you.

What the Intern(s) Gain

- A paid, structured internship with genuine responsibility from day one
- Direct mentorship from CBF's technical and programmatic teams
- A front-row seat to one of Bangladesh's flagship climate adaptation initiatives
- Practical experience in climate finance, development programming, knowledge management, and NGO operations
- A network within BRAC, one of the world's largest development organizations, and its international partners

Responsibilities:

Documentation & Reporting

- Support the CBF Secretariat with documentation and design needs
- Draft event proceedings and meeting minutes
- Assist in preparing quarterly and annual progress reports
- Support the review of reports submitted by implementing partners (NGOs)

Communications & Knowledge Products

- Help develop articles, blogs, working papers, and case stories
- Support the design of communication materials (flyers, brochures, posters, donor pitches) using existing templates, in line with BRAC's brand guidelines
- Contribute to knowledge materials such as e-newsletters, project briefs, learning notes, and impact stories drawn from CBF's growing project portfolio
- Assist with website updates and other communications tasks

Data Management & Utilization

- Help organize and structure data from 25+ funded projects into usable, analysis-ready formats
- Assist in generating insights, trends, and visualizations from CBF's existing dataset to inform reporting, communications, and decision-making
- Support efforts to strengthen how CBF's data is stored, tracked, and reused across the Secretariat

Cross-Team Collaboration

- Work closely with CBF's Partnership Management, and Impact and Evaluation teams, providing support as needed
- Take on other duties as assigned by management

Requirements

a) Educational Background

Subject: Currently enrolled in or recently graduated from a Bachelor's or Master's degree in Environmental Science/ Management/ Engineering, Geography, Climate Change, Disaster Management, Data/Computer Science, Urban and Regional Planning, Economics, Social sciences or other related subject

Level: Bachelor/Master's degree/ British (Edexcel/Cambridge) or International Baccalaureate (IB) with at least 16 years of formal schooling
(Minimum CGPA of 3.00 on a 4.00 scale)

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- Excellent verbal and written communication skills with clear analytical abilities
- Understanding of climate change, adaptation, environment, nature based solution, and development issues in the context of Bangladesh
- Advanced IT skills (Microsoft Office)
- Basic knowledge of Adobe Illustrator, GIS, SPSS, Power BI, or other data visualization/design tools is an advantage
- Excellent team player and strong organisational skills
- Ability to work under strict deadlines and in teams
- Willingness to travel outside Dhaka as per programme need

d) Work/Volunteering Experience: No prior professional experience is required. Relevant volunteering, extracurricular, research, or academic project experience will be considered an advantage but is not mandatory