

BRAC Internship Description

Programme/Enterprise: BRAC Disaster Risk Management

Project/Unit: Humanitarian Project & BMGF flood recovery 2022

Duration: 3 - 6 months

Application Deadline: 8 August 2022

Starting Date: 14 August 2022

Location: 18th floor, BRAC Head Office, Dhaka 1212

Working Hours: 8.30am – 5.00pm, (Sunday – Thursday)

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

Disaster Risk Management Programme works to build the resilience of the most vulnerable communities and support people most affected by disasters. DRMP is now evolving to be able to respond to any disaster within 24-72 hours, anywhere in the country.

DRMP delivers critical assistance to the people affected by crisis living in rural and urban areas. Alongside, DRMP works with the government, non-governmental organisations and communities across Bangladesh to build resilience and response holistically to the effects/impact of disasters.

Project/Unit Description

BMGF funded project will be implemented to ensure immediate food security and provide recovery support to the most vulnerable families affected by the northeastern flash flood 2022 in Bangladesh. The proposed support will be provided to flood affected most vulnerable families in 5 Upaziala (Chhatak, Sunamganj Sadar, Dowarabazar, Derai and Shalla) under most affected Sunamganj district. While the cash assistance for immediate survival will be provided to the most vulnerable families in all 5 Upazilas, the recovery activities will be implemented in Chhatak and Shalla Upazila. The key scope of activities of the project are:

1. Provide cash assistance to 13,000 vulnerable families for immediate survival.
 2. Distribute Livestock feed (fodder) to 1000 vulnerable families.
 3. Provide cash assistance 150 most vulnerable families for livelihood improvement including business development plan.
 4. Repair/rehabilitation of 40 damaged tube wells with raised platform to protect from future flood.
 5. Repair/reconstruction of 40 damaged latrines with raised platform to protect from future flood.
 6. Distribute hygiene kit to 2500 vulnerable families.
 7. Provide support for ground raising and protection of 10 mots affected Haatis to protect from future flood.
 8. Provide agricultural inputs such as vegetable seeds, seedlings, fertiliser, sac, women friendly small tools, etc. to 1000 vulnerable families for their nutritional improvement.
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Purpose of Internship (including learning outcomes)

Programme Intern is an entry-level professional, responsible for improving his/her job knowledge/skills and assisting DRMP team in Admin, Disaster preparedness & response, knowledge management and documentation initiatives/activities of the project.

Intern's Responsibilities

- Collect data/ information from primary and secondary sources to develop write-ups, case studies, articles and blogs as per project guidelines
- Conduct case studies through one-on-interview by visiting community
- Translate case stories and other documents from Bangla to English or English to Bangla
- Assist in developing and maintaining computer-based project database
- Assist in preparing programmatic narrative and financial reports by analysing quantitative and qualitative data
- Develop tools for data validation and document verification
- Assist in preparing project operational guidelines/manual
- Assist in developing scripts for a video documentary
- Assist in documenting lessons learnt through different interventions
- Assist in process documentation by visiting survivors' houses on different aspects of project interventions
- Prepare participants' profile with appropriate documents/information
- Photography for capturing best pictures for reports, write-ups, project learning documents, webpage, social media etc.
- Prepare power point presentations using graphics as necessary
- Facilitate in organising events at different levels as per project plan
- Make oral presentation if necessary

Requirements

a) Educational Background

- Level: Bachelor's / Master's Degree
- Subject: Development Studies / Economics / English Literature / Business Studies from anu reputed University.

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- Ability to compile data and write reports in a systematic manner
 - Ability to prioritise given tasks and work efficiently
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- Familiar with disability inclusion, humanitarian support, Rana Plaza disaster etc.
- Analytical skills and problem solver
- Aptitude for learning
- Time management and multitasking
- IT skills (MS office Suite, Software application and Internet browsing)
- Translating skills
- Photography skills

d) Work/Volunteering Experience: Six months in any reputed Organisation/ University will get preference.
