

## ANNUAL INTERNSHIP PROGRAM

### OVERVIEW

**SAEDI Consulting (Barbados) Inc** is a boutique consultancy practice delivering solutions to clients and communities which bridge social and environmental policy.

Our niche areas of work are **the intersections between gender and the environment**. You can learn more about what SAEDI Consulting does on our [website](#).

The Research arm of the firm is offering internship candidates the chance to develop their skills in gender transformative sustainable development.

### DURATION

The internship is a 3 or 6 month virtual internship, three days a week (Tuesday, Wednesdays, and Thursdays) or Mondays, Wednesdays and Fridays, starting upon the agreed date.

### OVERALL BENEFITS

The internship experience with SAEDI Consulting (Barbados) Inc, is intended to provide mutual benefits to the company and to the internship candidate as follows:

Benefits to Interns:

- Provides valuable work or research experience for the student by the end of the engagement;
- An opportunity for students to work with and learn from experts in the fields of gender and climate justice;
- Provides networking opportunities for the student in the field;
- Should Interns complete the programme satisfactorily, a letter of recommendation from the Firm will be provided.

Benefits to the Firm:

- Provides visibility for SAEDI Consulting (Barbados) Inc in the educational sector;
- Raises societal awareness of gender and climate issues to a new generation of individuals; and
- Encourages a cadre of potential experts to grow that can be used by SAEDI Consulting (Barbados) Inc in the future.

## **OBJECTIVE**

To assist SAEDI Consulting (Barbados) Inc with project-based research for mission-critical projects, deliverables and products for publication. For further information, please see Scope of Assignment also in this document.

## **REMUNERATION**

This is an unpaid internship. SAEDI Consulting (Barbados) Inc is currently embarking on a pilot project to better define the internship programme and experience. It is expected that an honorarium will be provided to internships in a follow-up round if the internship relationship proves productive. SAEDI Consulting (Barbados) Inc is a micro-enterprise and will offer rates in keeping with its status.

Upon successful completion of the internship, SAEDI Consulting (Barbados) Inc will provide a letter of recommendation and/or LinkedIn recommendation for the intern. Interns who have successfully completed the programme will be considered for paid research opportunities as they occur.

## **CORE COMPETENCIES:**

- Research skills and curiosity
- Innovation
- Interpersonal skills
- Integrity
- Continuous learning
- Communication

## **FUNCTIONAL & TECHNICAL COMPETENCIES:**

- Demonstrates strong analytical writing skills, particularly the ability to present persuasive, coherent and well-founded arguments;
- Demonstrates drive to achieve results in a timely manner, and to seek and find solutions to any problems encountered;
- Demonstrates ability to communicate clearly and persuasively;
- Prior exposure to gender equality concepts and a demonstrated interest in this area, particularly linked to environmental management;
- Must be able to work in a multicultural and diverse environment;
- Must be able to work in a remote environment; and
- Self-starter; organized; able to multitask, balance multiple responsibilities, and work to deadlines.

For Communications related Internships:

- Experience in communications and social media outreach; and
- Experience in online content development is desirable.

## **REQUIRED SKILLS AND EXPERIENCE**

Applicants to the internship programme must at the time of application meet one of the following requirements:

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher); and
- Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent).

## **SUPERVISION**

The Intern will be supervised by the CEO/Managing Director, Task Coordinators and other designate.

Interns are likely to be assigned to work on multiple projects and thus engage with more than one Task Coordinator to ensure a varied and immersive experience of the work that SAEDI Consulting undertakes.

## **SCOPE**

With a research internship, the student will examine topics on behalf of SAEDI Consulting (Barbados) Inc which can encompass a wide range of issues (see more on our website).

**For 2023, High Priority Assignments** for April to June and until the end of the year include:

- Gender-based rights and participation in global processes i.e. understanding women's low participation/representation – support to literature review, compiling and analysis of notes from interviews, possible inputs to a research paper and action plan.
- Gender and social impact assessments of improved adaptation and or mitigation measures and the development of a gender action plan. Support may include inputs into the second phase of the Draft Social and Gender Risk Assessment Report.
- Research support to socio-economic and gender analysis related to chemicals management in the Caribbean.

- Support to Renewable Energy proposal development for 4 Caribbean countries – lending assistance to stakeholder consultations and other analysis.
- Support to M&E of Environmental and Social Management Plans for energy infrastructure projects involving review of various Environmental and Social Management Systems-related activities.
- General support to SAEDI Consulting business development work including inputs and research related to proposal development and submission. On this, any intern will be working mainly with SAEDI's Proposal Development Lead.
- Support and input to SAEDI Consulting's internal policy development particularly in ensuring that company policies and acceptable conduct meet with and reinforce the social impact we are trying to achieve. On this, any intern will be working closely with the Corporate Policy Lead.

Collaborate with the Communications Team particularly the Events and Promotions Associate on SAEDI webinars and or podcasts including :

- Support to SAEDI annual engagement activities for International Women's Day - March 8th, Earth Day – April 22<sup>nd</sup> and World Environment Day – June 5<sup>th</sup>.
- Support in designing and executing podcasts that may require engagement with prospective or confirmed speakers.

## **METHOD OF DELIVERY**

Remote.

Meetings will be held via the Zoom platform.

## **HOURS**

To be established in consultation and agreement with the CEO/Managing Director.

The time zone for the working hours of the company is the **AST BARBADOS Time zone**.

## **SELECTION PROCESS**

1. Areas of Focus or contribution:
  - Select from list above the areas of focus for your internship.
  - Select at least 3 and no more than 5.

2. Decide on time-frame:
  - Interns are asked to carefully identify and propose **TWO** 3- or 6-month period of time in which they could support SAEDI Consulting (Barbados) Inc. Careful consideration should be given to the fact that SAEDI Consulting is a business and is paid on deliverables. Our work is time-bound and count on the timely inputs and delivery of requested contributions from all members of the team, paid and unpaid.
3. Your application:
  - The application itself should include:
    1. A cover letter (stating areas of interest and proposed internship periods);
    2. A current CV;
    3. A sample of writing (no less than 5 pages).

Application should be submitted via email to [operationsassociate@saediconsulting.com](mailto:operationsassociate@saediconsulting.com)

The cover letter should outline:

- Motivation for the internship
  - Understanding of the work that SAEDI Consulting does,
  - Suitability for an internship and the skills you will be bringing to the assignment,
  - Any additional skills that you feel may be of value,
  - Relevant experience in (including academic) and or exposure to any of the areas which you would like to work in, and
  - Three (3) references.
4. Interview:
    - If short-listed, you will be contacted for an interview which will be done remotely or virtually i.e. online using the Zoom platform.
  5. Reference check:
    - If the interview is a success, your references will be contacted.
    - After review of references, interview summary and internal discussion, you may then be contacted with an offer from SAEDI Consulting.

## **OFFERS**

6. Internship Offer:
  - Will be communicated within 10 working days of the reference check.
  - Will be made in writing via email (to the email address provided in your application or CV) including a proposed start-date.
  - Will confirm areas of work and projects.

- Will identify a supervisor or supervisors.

## **ACCEPTANCE OF OFFER**

Should you be offered a placement within the Internship Programme, the following should be submitted within 5 business days:

- Letter of Acceptance, including confirmation of start dates
- A signed confidentiality agreement (will be provided by SAEDI Consulting).

Internship start-dates may be deferred one-time **ONLY** unless there are exceptional circumstances which may apply. SAEDI Consulting reserves the right to make the final decision on the acceptability of any justification or explanation provided.

