



GOVERNMENT OF ANTIGUA AND BARBUDA

Department of Environment
 Ministry of Health, Wellness, Social Transformation and the Environment

DOE Internship Programme 2024

JOB TITLE	Summer Internship Programme - Department of Environment
CONTRACTING AUTHORITY	Department of Environment, Ministry of Health, Wellness Social Transformation and the Environment, Antigua and Barbuda
DATE OF ISSUE	January 17th, 2024
DEADLINE	April 30th, 2024
DURATION	June – August 2024 (2 to 3 months depending on your area of internship)
TO APPLY	<p>Interested persons are invited to apply for this opportunity using the following web form: https://docs.google.com/forms/d/e/1FAIpQLSceGzefHfRv5BKTBCeB8FQiiA6QZR9_hWuzT-6FZbeOAKmPA/viewform</p> <p>Please include the following documents in the application:</p> <ol style="list-style-type: none"> 1. Curriculum Vitae 2. Letter of enrollment / valid student ID from an accredited university 3. Contact information for two (2) references 4. Reference letters from the two (2) referees <p>Note that incomplete applications will not be considered. Please review the eligibility requirements and internship areas detailed in this Terms of Reference before launching the application form.</p>
IMPORTANT INFORMATION	<ul style="list-style-type: none"> • Eligibility - Enrolled in or a recent graduate in an Associates/ Bachelor/Master programme at a tertiary institution at the time of application and during the internship. • Special consideration: Priority will be provided for interns currently on scholarship from the Government of Antigua and Barbuda, attending a national or regional higher-level education or a professional institution. Students that do not fall into these categories are still welcomed to apply. • Duration - The voluntary internships are full time and last 2-3 months. • Language - Applicants must have good spoken and written English. • Personal Skills - Due to the nature of our work, we place a high value on a

	<p>strong work ethic, and the ability to work well with others.</p> <ul style="list-style-type: none"> • <u>Flexibility</u> - Applicants must be prepared for a flexible team working environment and tasks might alter often according to the programme agenda. • <u>Laptop</u> - All interns must have access to a personal laptop, which they need to bring to the office daily. • References: Each applicant <u>MUST</u> have a reference from the respective schools. The references will be held confidential and send from the school directly to the DOE; • <u>Payment:</u> Successful candidates will be paid a stipend of 400XCD/week, paid monthly. 	
AREAS OF INTERNSHIP	<p>Biodiversity Assessment and Monitoring</p> <p>Electric Mobility Project</p> <p>Climate Change Adaptation (Data Collection and Synthesis)</p>	<p>Geographic Information Systems (GIS) Monitoring and Evaluation</p> <p>Environmental Information Systems (EIS)</p> <p>Distributive Energy systems for homes and schools;</p>
EQUAL EMPLOYMENT OPPORTUNITY (EEO)	<p>The Department of Environment (DOE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DOE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programmes.</p>	
LATE BIDS	<p>Late applications will not be considered. All applicants are therefore encouraged to apply on-time.</p>	

Background

The Department of Environment (DOE) within the Ministry of Health, Wellness and the Environment in Antigua and Barbuda is the national focal point for the multilateral environmental agreements (MEAs) to which the country is Party. In 2015, Antigua and Barbuda enacted comprehensive legislation via the *Environmental Protection and Management Act* (EPMA). The Act changed the Environment Division to the Department of Environment, and empowered the department to establish a Sustainable Island Resource Framework (SIRF) Fund to source international funding, and to develop and execute projects to meet the objectives of the MEAs.

The DOE, although a government agency, is seeking to achieve efficiency and coordination in the management of a range of projects and programmes from a variety of donors as well as the Government with specialized reporting and management requirements. The DOE also seeks to ensure effective coordination and efficiency when there are project/programme activities and teams that are inter-dependent for execution.

The Department of Environment manages projects within four main programmes:

- Climate Change Programme (Adaptation, Mitigation, and Capacity Building)
- Biodiversity Programme
- Pollution Programme
- Monitoring, Evaluation and Data Management Programme

The DOE's active project portfolio includes projects within Antigua and Barbuda and these will eventually expand to include the OECS territories.

The DOE is accredited to the Green Climate Fund (GCF) and the Adaptation Fund (AF) and is currently managing over 60M USD worth of projects. Projects are focused on the areas of renewable energy, biodiversity protection, green business development, sewage management and pollution control, land use and physical planning, health and the environment and project management.

Purpose and Objective of Internship

The aim of the internship is to meet concrete outputs and targets of the programs and projects of the DOE and to provide students with real life experience in the demanding field of environment.

More information of the general areas for internship: The Monitoring, Evaluation and Data Management Unit (DMU) is offering internship positions for the following areas:

- a. ***Monitoring & Evaluation (M&E)***– contribute to project design; receive training on the M&E Framework; contribute to the design of tools and templates for data collection and analysis as well as the development of M&E plans, indicators, monitoring and reporting calendars, and field reports; Perform field work and conduct regular data collection to measure achievements against performance indicators, work plans, budgets and schedules, etc; provide support for the conduct of monitoring and evaluation activities; contribute to

reporting on project performance; contribute to the development of monitoring reports, project progress reports, baseline assessments and evaluation reports; engage in capacity building and knowledge sharing activities and contribute to the development of knowledge products, and other information materials; and capture and share lessons learned.

- b. *Environmental Information System (EIS)***– contribute to the management of the National Environmental Data & Information System (NEIS), including data collection on environmental indicators, assist in populating the NEIS online platforms, analysing the data presented on the NEIS and contributing to training on the NEIS. Support the development of the Environment Registry, including data collection, populating the Environment Registry, analysing the data presented on the Environment Registry and communicating with relevant stakeholders.. Use the data collected to prepare the annual State of the Environment Bulletin.
- c. *Geographic Information Systems (GIS)***– contribute to data collection and analysis for inclusion in the National Adaptation Plan baseline data summary chapter; contribute to the maintenance of the Environmental Information Management and Advisory System (EIMAS) geodatabase including quality assurance and quality control (QA/QC) assessments and the Natural Resources Inventory (NRI) online platform; create cartographic information products. This intern will receive training in field and desktop data collection, database management, desktop GIS (ArcGIS, QGIS), and field data collection using KoBoToolbox, Global Navigation Satellite Systems (GNSS) handheld units, and Unmanned Aerial Systems (UAS). The intern will be exposed to practical applications of GIS workflows including network analysis and flood mapping. Experience with GIS coursework is a desirable criteria.

Other Areas being offered include:

- a. *Biodiversity Assessment and Monitoring***– contribute to the baseline assessment and monitoring programs of terrestrial ecosystems within protected areas. The intern(s) will be required to conduct field work, and while training and guidance will be provided, previous experience in assessment and monitoring techniques will be valued. Data collection, visual presentations and product of reports for internal and stakeholder consumption will be expected as outcomes.
- b. *Electric Mobility Project*** – The intern(s) will support the collection the data required to conduct a comprehensive study which will support the transition of Antigua and Barbuda’s current Internal Combustion Engine (ICE) vehicular fleet to electric. The intern (s) will be

required to collect information via stakeholder interviews, converting data into a digital format, site surveys to facilitate the mapping of key features of the road system in Antigua, or other necessary method. Further, the intern(s) will support project workshops and events held throughout the internship period.

- c. **Climate Change Adaptation (Data Collection and Synthesis)**- The intern(s) will collect and synthesize data on a) the physical, social, and economic impacts of past extreme weather events in Antigua and Barbuda; and b) past and current development patterns in Antigua and Barbuda. The intern(s) will source this information from prior DOE studies, various agencies within the Government of Antigua and Barbuda, NGOs, and regional papers. The intern(s) will also research how ecosystems and Nature-based solutions can be utilized to combat the effects of climate change. This internship area will directly support the development of Antigua and Barbuda’s National Adaptation Plan.

- d. **Back up energy**- The intern(s) will support the data collection on the usage of solar and batteries. The intern(s) will play a crucial role in facilitating comprehensive data collection pertaining to the utilization of solar energy and battery systems. Their responsibilities will encompass conducting insightful stakeholder interviews and skilfully transforming gathered information into a digitized format. This integral support will contribute significantly to our understanding of the landscape and trends in the realm of solar and battery usage.

Indicative Deliverables

Each selected intern will have to meet specific targets and outputs for each of the required areas. The detailed targets that each intern will be required to achieve will be provided during contract negotiations and interviews.

Indicative Deliverables	Timeline
Internship Capacity Survey	One week before start of internship
Orientation Attendance	First week of internship
Workplan	Due within one week of the commencement of the internship
Progress Report	Weekly
Submission of project and/or programme specific deliverables	Monthly
Seminars	Weekly (every Friday)
Workshop Attendance	As needed
Meeting Minutes (if applicable)	Due after five days after every meeting
Field Reports (if applicable)	Due five days after every field visit
Updated Data Collection Sheets	Due every month
Final Presentation	Final week of the internship period

Final report	Final week of the internship period
Post-internship survey	Final week of the internship period

Arrangements

The Interns will be provided with the following:

- Payment of a monthly stipend that is deliverables based. If the intern is not meeting deliverables the internship will be discontinued and payments not made;
- An assigned supervisor, who is a staff member of the DOE, to monitor the implementation of duties and responsibilities.

Evaluation Criteria

The evaluation criteria and weightings that will be applied to this TOR are as follows:

Category	Description		Weighting
1	Qualifications of consultant and availability to report for assignment	Enrolled in or a recent graduate in an Associates/ Bachelor/Master programme at a tertiary institution at the time of application and during the internship. - 15	30
		Excellent knowledge of Microsoft Office or database management software or statistical software and knowledge of GIS software (if applicable) - 10	
		On Scholarship from the Govt of A&B / resident in A&B - 5	
2	Adherence to TOR specification and related requirements	Submission of CV, names of three references and enrolment letter - 10	20
		Two Confidential reference letters - 10	
3	Experience with similar technical work	Experience in participating in previous internships - 10	30
		Experience in working on any Environmental Issues - 10 Experience in high performance environment, i.e. offices, organizations, clubs, etc. - 10	
4	Soft Skills	Motivated, team-oriented and work ethic - 5	35
		Fluency in spoken English and strong analytical skills - 10	
		Excellent verbal communication skills and an ability to interact and communicate	

		effectively - 5	
		Excellent writing skills (paragraph -500 words) - 15	
TOTAL			115