



# Applicant Guidelines

## CCRIF Regional Internship Programme 2018

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### About CCRIF SPC

In 2007, the Caribbean Catastrophe Risk Insurance Facility was formed as the first multi-country risk pool in the world, and was the first insurance instrument to successfully develop parametric policies backed by both traditional and capital markets. It was designed as a regional catastrophe fund for Caribbean governments to limit the financial impact of devastating hurricanes and earthquakes by quickly providing financial liquidity when a policy is triggered.

In 2014, the facility was restructured into a segregated portfolio company (SPC) to facilitate offering new products and expansion in to new geographic areas and is now named CCRIF SPC. The new structure, in which products are offered through a number of segregated portfolios, allows for total segregation of risk. In April 2015, CCRIF signed an MOU with COSEFIN - the Council of Ministers of Finance of Central America, Panama and the Dominican Republic - to enable Central American countries to formally join the facility.

CCRIF SPC is registered in the Cayman Islands and operates as a virtual organisation, supported by a network of service providers covering the areas of risk management, risk modelling, captive management, reinsurance, reinsurance brokerage, asset management, technical assistance, corporate communications and information technology.

CCRIF offers earthquake, tropical cyclone and excess rainfall policies to Caribbean and Central American governments. CCRIF helps to mitigate the short-term cash flow problems small developing economies suffer after major natural disasters. CCRIF's parametric insurance mechanism allows it to provide rapid payouts to help members finance their initial disaster response and maintain basic government functions after a catastrophic event.

Since the inception of CCRIF in 2007, the facility has made 36 payouts to 13 member governments on their tropical cyclone, earthquake and excess rainfall policies totalling US\$130.5 million. Also, CCRIF has made 6 payments totalling over US\$600,000 under member governments' Aggregated Deductible Cover (ADC). The ADC is a new policy feature for tropical cyclone and earthquake policies introduced in the 2017/2018 policy year. The ADC was designed to be akin to a dedicated reserve fund providing a minimum payment for events that

are objectively not sufficient to trigger a CCRIF policy, because the modelled loss is below the attachment point.

CCRIF was developed under the technical leadership of the World Bank and with a grant from the Government of Japan. It was capitalized through contributions to a Multi-Donor Trust Fund (MDTF) by the Government of Canada, the European Union, the World Bank, the governments of the United Kingdom and France, the Caribbean Development Bank and the governments of Ireland and Bermuda, as well as through membership fees paid by participating governments.

In 2014, another MDTF was established by the World Bank to support the development of CCRIF SPC's new products for current and potential members, and facilitate the entry for Central American countries and additional Caribbean countries. The MDTF currently channels funds from various donors, including: Canada, through the Department of Foreign Affairs, Trade and Development; the United States, through the Department of the Treasury; the European Union, through the European Commission; and Germany, through the Federal Ministry for Economic Cooperation and Development. In 2017, the Caribbean Development Bank, with resources provided by Mexico, approved a grant to CCRIF SPC to provide enhanced insurance coverage to the Bank's Borrowing Member Countries that insure through CCRIF against tropical cyclone, earthquake and excess rainfall risks.

CCRIF is celebrating its 10<sup>th</sup> anniversary this year – 2017/18.

Sixteen Caribbean governments are currently members of the facility: Anguilla, Antigua & Barbuda, Bahamas, Barbados, Belize, Bermuda, Cayman Islands, Dominica, Grenada, Haiti, Jamaica, St. Kitts & Nevis, Saint Lucia, St. Vincent & the Grenadines, Trinidad & Tobago and Turks & Caicos Islands. Nicaragua is the first Central American government to become a CCRIF member.

### **The CCRIF Regional Internship Programme**

CCRIF is supporting a regional internship programme to provide career-related work experience for CARICOM and/or CCRIF member country citizens that enhances the graduates' academic training and provides a real world introduction to the graduates in the areas of disaster risk management, climate change, meteorology, risk transfer and/or risk modelling. CCRIF partners with national disaster management and meteorology offices and regional organizations including the Caribbean Disaster and Emergency Management Agency (CDEMA), Caribbean Development Bank (CDB), Caribbean Community Climate Change Centre (CCCCC), Caribbean Institute of Meteorology and Hydrology (CIMH) and the University of the West Indies (UWI) among others.

The CCRIF Regional Internship Programme has been designed to:

- Promote academic, career and/or personal development for the selected interns
- Provide interns with the opportunity to integrate their academic knowledge with practical application and skill development in the workplace
- Provide experiential learning thereby ensuring that interns gain vital skills and experience that they will be able to use throughout their professional career
- Enhance and/or expand the interns' knowledge in areas related to climate change, disaster risk management, and/or risk insurance among others
- Offer interns challenging assignments that benefit the host organization while providing tangible work experience for the interns
- Enable interns to sample potential areas of work specialization and explore the workplace culture of the assigned organization
- Include an intentional "learning plan" for interns that is structured within the work experience and includes learning objectives, observation, reflection, evaluation and assessment of interns
- Balance interns' own learning goals with the specific work the organization needs completed
- Expose interns to professional role models or mentors who will provide them with support and provide an example of the behaviours expected in the workplace
- Enable interns to develop a solid work ethic and professional demeanour, as well as a commitment to ethical conduct and social responsibility

Interns will be exposed to a range of activities during the internship which may include among others:

- Compilation/collation of data/information on various issues and making use of the data for empirical analysis
- Participation in planning and research-related activities
- Participation in field work and other similar research-related activities
- Writing up meeting/conference/seminar notes and reports
- Conducting literature reviews and web-based research
- Assisting with the organization of events
- Assisting with policy-influencing work
- Administrative tasks

By the end of the internship, it is expected that interns would have:

- Linked academic theory to practice as it relates to their specific discipline
- Applied knowledge, skills, experience to a work environment

- Acquired new learning through challenging and meaningful activities and tasks
- Demonstrated professional skills in the workplace
- Built and maintained positive professional relationships
- Demonstrated awareness of community and/or organizational issues
- Identified, clarified and/or confirmed professional direction as it relates to their academic studies and future career path
- Developed self-understanding, self-discipline, maturity and confidence
- Developed strong networking/mentoring relationships

## Host Organizations 2018

Interns will be placed at organizations based on the project requirements specified by the host organizations and the qualifications, experience and skills of the applicant.

Potential host organizations for 2018 include, but are not limited to:

- National disaster management agencies in CCRIF member countries
- National meteorological agencies in CCRIF member countries
- CARICOM Secretariat
- Caribbean Disaster and Emergency Management Agency (CDEMA)
- Caribbean Development Bank (CDB)
- Caribbean Community Climate Change Centre (CCCCC)
- Caribbean Institute of Meteorology and Hydrology (CIMH)
- Caribbean Regional Fisheries Mechanism (CRFM)
- Organisation of Eastern Caribbean States (OECS) Commission
- University of the West Indies (UWI)
  - Centre for Marine Sciences – Mona
  - Centre for Resource Management and Environmental Studies – Cave Hill
  - Climate Studies Group, Department of Physics - Mona
  - Department of Civil and Environmental Engineering – St. Augustine
  - Department of Geography and Geology – Mona
  - Department of Geography – St. Augustine
  - Disaster Risk Reduction Centre – Mona
  - Institute for Sustainable Development – Mona

## Eligibility and Requirements

Interns must be citizens of CARICOM and/or CCRIF member countries and must be graduates of a recognized university. They must have completed a course of study in any one of the following key areas of study:

- Disaster risk management (DRM)
- Environmental management
- Meteorology
- Climate studies
- Civil engineering or civil with environmental engineering
- Management studies with a focus on risk management
- Environmental economics
- Geography/geology
- Actuarial science

Preference will be given to candidates who are recipients of a CCRIF-UWI Scholarship or a CCRIF Scholarship.

Candidates applying must have completed their first degree by the beginning date of the internship.

The internship will be for two months, with the understanding that the internship can be extended at no cost to CCRIF SPC by mutual agreement between the host organization and intern. This agreement, if put into force, will need to be communicated to CCRIF. The internship programme will be on a full-time basis. Interns will be expected to work five full days a week in the organization that has been selected for them, under the supervision of an experienced staff member. Accepted interns will be provided with a monthly stipend by CCRIF to cover living expenses.

The timeframe for the internship will depend on the requirements of the host organization and normally will be between July and November.

Applicants who are placed outside their home country will need to provide proof of health/medical insurance before arrangements can be made for the internship. Accepted interns placed outside their country will be provided with an allowance for accommodation.

## **Submission Guidelines**

All applicants must submit:

- A complete application form (available at <http://www.ccrif.org/content/regional-internship-programme>)
- A curriculum vitae
- Letter of intent explaining reasons for applying and how this internship aligns with their career goals and how their current knowledge and skills will effectively contribute to the work of potential host organizations

- One report from an academic referee at the university level attesting to the applicant's academic ability and potential
- A second report from an academic referee at the university level or a letter of recommendation from a professional referee
- Copy of undergraduate degree or transcript
- Copy of postgraduate degree – if applicable
- Proof of citizenship (copy of passport or national identity document with valid dates)
- Passport-size photo

## **Deadlines for Applications**

All applications must be submitted by **May 31, 2018**.

## **Language**

English is the official language of CCRIF and therefore all applications must be submitted in English.

## **Selection of Interns**

Selection criteria will include: academic performance, strength of letter of intent, letters of reference, proposed contribution of internship to professional and/or academic career and proposed contribution of applicant to host organization.

## **Contractual Terms**

At the beginning of the internship, each intern will be required to sign an internship agreement and the host organization and intern will prepare a work plan for the internship period. At the end of the internship, each intern will be required to prepare an Internship Report (including photographs in jpeg format), accompanied by work products from the internship and a short video of the intern's experience. Each host organization will be required to complete an evaluation of the intern's performance.

**For additional information or for clarification, please email:  
[technicalassistance@ccrif.org](mailto:technicalassistance@ccrif.org)**