



Applicant Guidelines

CCRIF Regional Internship Programme

2019

The CCRIF Regional Internship Programme

CCRIF is supporting a regional internship programme to provide career-related work experience for CARICOM and/or CCRIF Caribbean 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, disaster risk financing, climate change, meteorology, risk transfer and/or risk modelling. CCRIF partners with national disaster management and meteorology offices and regional organizations involved in these areas.

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 2019

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 2019 may include, but are not limited to:

- National disaster management agencies in CCRIF Caribbean member countries
- National meteorological agencies in CCRIF Caribbean member countries
- CARICOM Secretariat
- Caribbean Disaster and Emergency Management Agency (CDEMA)
- Caribbean Centre for Development Administration (CARICAD)
- Caribbean Meteorology Organization (CMO)
- Caribbean Institute of Meteorology and Hydrology (CIMH)
- 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 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 Caribbean 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)
- Disaster risk financing
- 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 by mutual agreement between the host organization and intern at no cost to CCRIF SPC. 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/travel insurance before arrangements can be made for the internship. Accepted interns placed outside their country will be provided with an allowance for accommodation and a return airline ticket between the home country and country of placement.

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 **June 9, 2019**.

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.

A complete list of roles and responsibilities for CCRIF SPC, host organizations and interns can be found on the CCRIF Regional Internship Programme web page.

**For additional information or for clarification, please email:
technicalassistance@ccrif.org**

About CCRIF SPC

CCRIF SPC is a segregated portfolio company, owned, operated and registered in the Caribbean. It limits the financial impact of catastrophic hurricanes, earthquakes and excess rainfall events to Caribbean and – since 2015 – Central American governments by quickly providing short-term liquidity when a parametric insurance policy is triggered. It is the world’s first regional fund utilizing parametric insurance, giving member governments the unique opportunity to purchase earthquake, hurricane and excess rainfall catastrophe coverage with lowest-possible pricing.

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 expansion into new products and 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 organization, 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 and is developing models and products for drought, fisheries/aquaculture, agriculture and public utilities

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 38 payouts to 13 member governments on their tropical cyclone, earthquake and excess rainfall policies totalling US\$139 million.

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 UK 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, an 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 Global Affairs Canada; the United States, through the Department of the Treasury; the European Union, through the European Commission, Germany, through the Federal Ministry for Economic Cooperation and Development and KfW, and Ireland. 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.

CCRIF currently has 21 members.

CCRIF MEMBERS

Caribbean – Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Grenada, Haiti, Jamaica, Montserrat, St. Kitts & Nevis, Saint Lucia, Sint Maarten, St. Vincent & the Grenadines, Trinidad & Tobago and Turks & Caicos Islands

Central America – Nicaragua, Panama