

Young Professionals Training Programs

Our Expectations

OIKO is a consulting firm working in the field of sustainable development and providing technical assistance for climate change mitigation and adaptation. Oiko has worked globally in +50 countries in Africa, Latin America & the Caribbean, and Asia, as well as with international organizations such as UNDP, the World Bank, the European Union, the IADB, and the Caribbean Development Bank, among others. Our headquarters are in Palma de Mallorca, Spain, where our main activity is business development and project management.

OIKO believes in the importance of including trainees in all the work that is conducted at the office, which is why interns are involved in several different tasks. This includes identification of new project opportunities, developing expressions of interest, project proposals, supporting OIKO's key staff in the implementation of on-going projects, establishment of partnerships with new potential partners, daily communicating with experts, as well as any relevant activities especially in the business development department in our project cycle.





Terms & Conditions

Training Program Description

The Young Professionals Training Program at OIKO entails a 6-months onsite internship in our office in Palma de Mallorca. The participants will be working in the field of international development and more specifically in finding solutions for adaptation measures and mitigation actions to climate change in climate vulnerable countries. The trainee will first receive training and then will be monitored by our staff to work on-the-job with an international network of climate scientists, researchers, and practitioners.

The traineeship will enable participants to be in constant communication with project stakeholders, climate change professionals and international organizations and institutions (such as the World Bank, United Nations, UNIDO, UNDP, CTCN, IADB, etc.).

The trainee will be supporting the OIKO team in the following areas:

- ▲ Participating in and influencing international policies to the needs of vulnerable populations in developing countries.
- ▲ Applying their knowledge of climate change adaptation and mitigation, sustainable development, and their international policy framework to practical examples.
- ▲ Formulating, drafting, and coordinating impactful projects in the fields of sustainable development and climate change adaptation and mitigation.
- ▲ Increasing the real-world impact of international cooperation projects and tailoring their goals to local cultural and socio-economic contexts.

Intern Profile and Role

We are looking for candidates who are passionate, enthusiastic, hardworking, organized, self-motivated and are ready to work independently. A strategic mindset is important as we are a small, dynamic team, covering a diverse range of roles, from business development and project management to stakeholder engagement and communications. Our team aims to achieve large goals. The role offers the opportunity to gain experience across multiple areas of project development. The ideal candidate will be proactive, committed, flexible, adaptive and a quick learner, with organizational, analytical and strategic skills. The candidates do not need a specific academic background, but preferably their curriculum needs to be aligned with OIKO's goals.

General requirements

- ▲ Excellent verbal and written skills in English (C1 minimum).
- ▲ Advanced IT skills, including Microsoft Office 365, spreadsheeting, document styling, internet-based tools, and videoconferencing.
- ▲ Knowledge of French, Spanish and/or other languages is a plus.
- ▲ Enrolled in or completed bachelor or masters (preferred) in disciplines related to international development, policy, climate change adaptation, energy efficiency and renewable energy, meteorology, spatial planning, Geographic Information Systems, agriculture, and rural development, coastal, etc.
- ▲ Applicants must be holders of a valid visa from their diplomatic mission or consulate.

Location

On-site in our headquarters in Palma de Mallorca, Spain.





Specific Responsibilities

- ▲ Identification and search of international project opportunities.
- ▲ Liaison with project stakeholders, expert team members and partners.
- ▲ Conducting client and partner research with the aim of expanding OIKO's professional network.
- ▲ Interaction with international organizations / OIKO clients (UNDP, World Bank, CTCN, UNIDO, IADB, etc.)
- ▲ Weekly communication with clients, partners, and experts.
- ▲ Working with the Business Development Unit in the Preparation of Project Proposals and Expressions of Interest to OIKO's clients.
- ▲ Research on projects' background, approach, and methodologies.
- ▲ Coordination of teams of experts for specific opportunities.
- ▲ Drafting and elaboration of financial proposals.

Program duration

6 Months, starting from September or March every year.

Conditions of Employment.

Insurance for the total duration of the training program (six (6) months).

Possibility to do the Traineeship through a scholarship (e.g., Erasmus+ traineeship program).

Possibility to continue with a contract after the traineeship period.

How to apply?

- ▲ The deadline to apply is **end of June** for the program starting in September and **end of December** for the program starting in March.
- ▲ As there are a limited number of positions available, we encourage you to apply as soon as possible.
- ▲ The application should include an updated CV and a motivation letter in English.
- ▲ The application documents should be sent by e-mail to administration@oikologica.com
- ▲ In your e-mail, please specify when would be your preferred start date (September or March).
- ▲ The selection process will consist of 3 steps: CV and motivation letter review, interview via Teams videocall with members of the Business Development team, and final decision communicated via e-mail.





Activity Examples

Knowledge, attitude & practices (KAP) surveys related to climate change variability and development of awareness strategies

Country · CARIFORUM Countries · St. Kitts & Nevis, The Bahamas, Belize, Dominican Republic, Trinidad & Tobago

Dates · 2021 · 2022

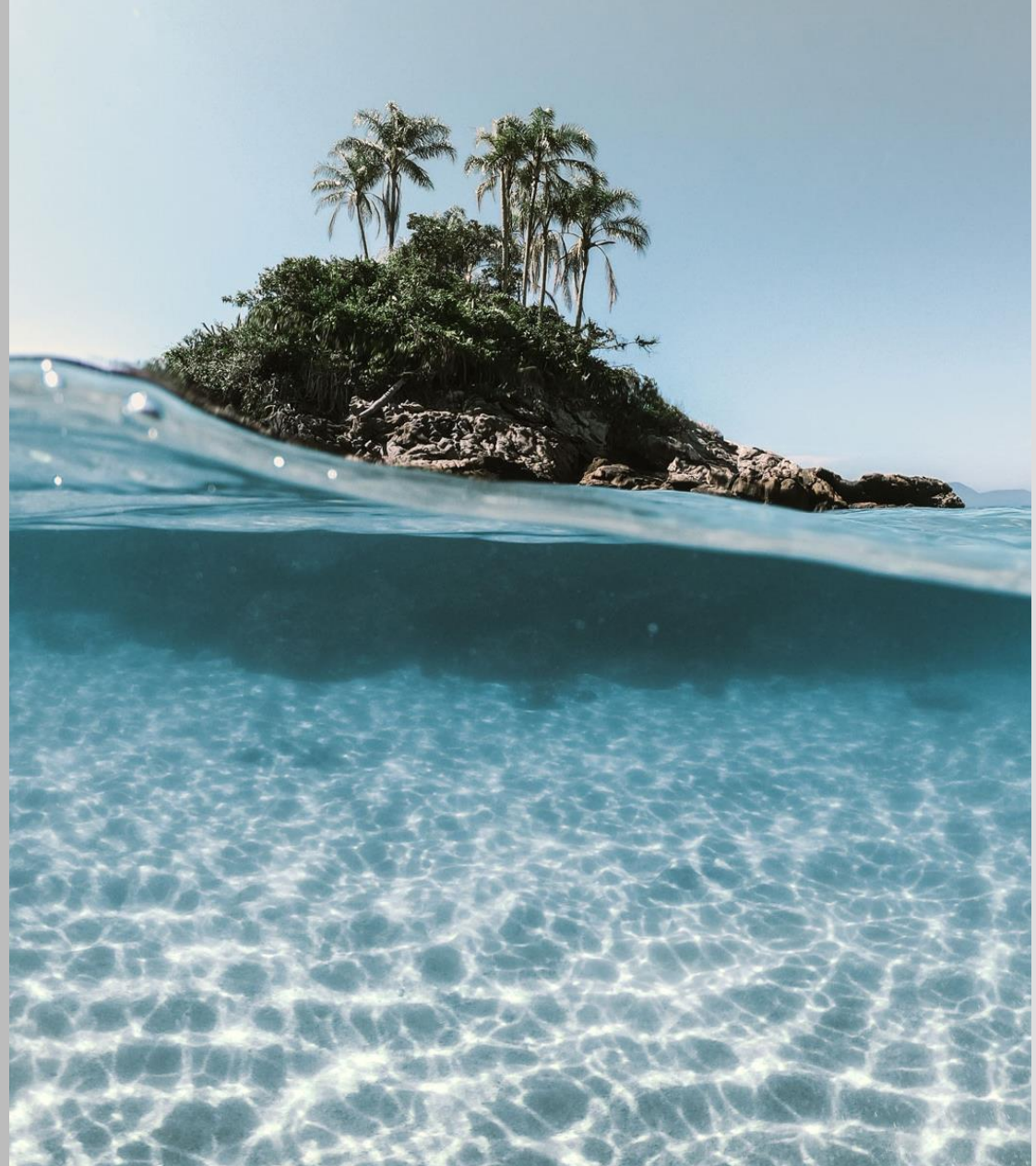
Student · Intern · Staff provided by Oiko

Ms. Adele Antoni · Assistant Project Manager, Interview & Workshop Facilitator
Mr. Niccolò Pinzauti · Workshop Facilitator
Ms. Aida Faillace · Interview Facilitator

Description · The goal of the project was to assess the diffusion of knowledge and awareness of climate change, a pressing theme in the Small Island Developing States (SIDS) of the Caribbean Region, that are particularly exposed to detrimental climate effects. This was done through the administration of Knowledge, Attitude and Practices (KAP) surveys to a population sample in five Caribbean countries. The logic of the KAP surveys was the development of a training program for stakeholders and the assessment of knowledge on climate change, and the understanding of its impact on livelihoods, in order to shape a communication and outreach program.

Tasks by Student · Intern Staff

- ▲ Conduct and analyze interviews to key stakeholders pertaining to climate change knowledge and attitudes
- ▲ Organizing a three-day Capacity Building Workshop aimed to enhance the capacities of key national stakeholders: speaker and participant engagement, remote assistance to the logistical team at the University of West Indies – St. Augustine (UWI-SA), speaker briefing and debriefing
- ▲ Formulate country-specific reports based on the collected literature, KAP surveys, semi-structured interviews, and the results of the workshop sessions
- ▲ Preparing the approach and methodologies for the technical proposal





COP27

**SHARM EL-SHEIKH
EGYPT 2022**

Requested by: Government of Togo, Ministry of Environment and Forestry Resources, Department of Environment.

Source of funding: CTCN and UNDP

Purpose of the request: Provide an answer to the current challenges regarding climate change mitigation in key sectors (energy, transport, waste); reinforce and improve agricultural good practices; facilitate a technology transfer prioritizing those adapted to the current socioeconomic situation and those improving the resilience of the population against climate change effects with mitigation co-benefits.



COP 27

Establish valuable relationships with organizations and governments

Country · Arab Republic of Egypt · Sharm el-Sheik

Dates · 2022 · November

Student · Intern · Staff provided by Oiko

Ms. Adele Antoni · Assistant Project Manager, Interview & Workshop Facilitator
Ms. Carmencita Rois Mendoza · Communications and Climate Awareness Manager

Description · We had a side event with more than 100 attendees in person, where we presented the context, progress, results, and expectations of the project in Togo, which aims to improve the resilience against climate change effects, reinforce agricultural practices, facilitate technology transfer, and provide an answer to the current challenges regarding climate change mitigation.

On the other hand, together with the Caribbean Community Climate Change Centre (CCCC), the Caribbean Development Bank, and the Green Climate Fund, we held a project event in the CARICOM region that seeks to develop an appropriate comprehensive Implementation Plan, a Financing Strategy, an M&E Framework, and the re-establishment of a RCCCC towards the operationalization of Climate Change and the Caribbean.

Undoubtedly, COP27 was an enriching experience that will allow greater visibility of the purpose of the assignments being carried out in different countries around the world.

Tasks by Student · Intern Staff

- ▲ Providing support in presentation preparation, ensuring that they are coherent, following the agreed format, that language is appropriate and that they are delivered timely and adequately to the speakers.

Review and revise the current Botswana Nationally Determined Contributions

Country · Botswana

Dates · 2020 · 2021

Student · Intern · Staff provided by Oiko

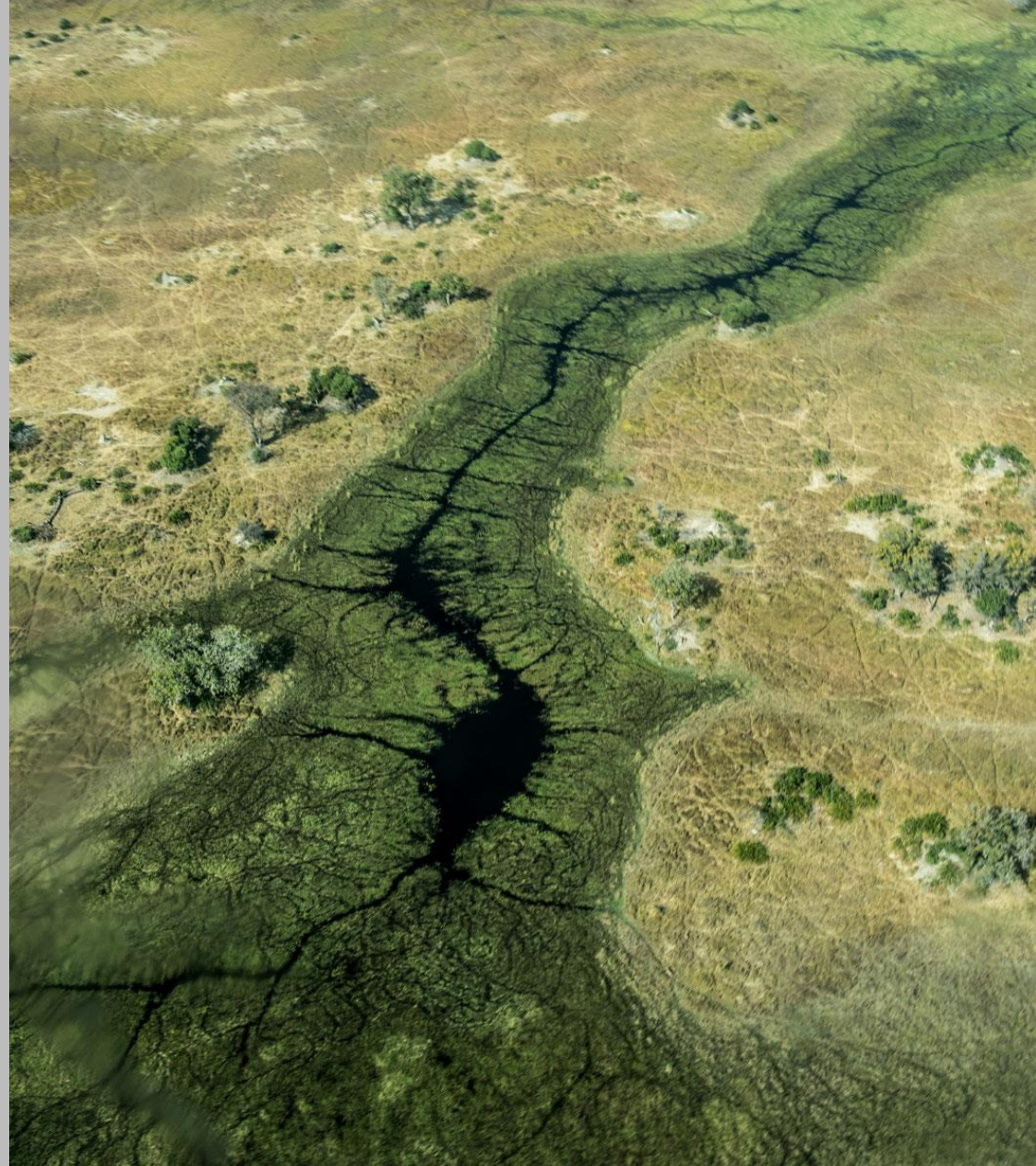
Mr. Niccolò Pinzauti · Socio-Economic Data Analyst


Ms. Adele Antoni · Environmental & Climate Data Analyst

Description · The country of Botswana is highly vulnerable to the impacts of climate change, especially because of its dependence on rain-fed agriculture and the exploitation of natural resources. Poverty leads to a greater perception of these impacts and a lower adaptive capacity. This project has the task to update the NDCs (Nationally Determined Contribution), to allow Botswana to be more demanding in the pledges to cut emissions, especially in the domains of energy, industrial processes, and product use (IPPU), waste, and agri-food production. It also entailed an intensive stakeholder discussion and targeted data collection, to define mitigation and adaptation measures and to screen them for their alignment to national development goals as well as climate policies.


Tasks by Student · Intern Staff

- ▲ Preparation of an approach and support the development of a methodology for the technical proposal.
- ▲ Support the preparation of the financial proposal.
- ▲ Once the project was awarded, revise, and update national data for Botswana (GDP, other socio-economic indicators, GHG emissions, other climate-related emissions) for the project's intermediate and final reports.
- ▲ Drafting of several sections in the intermediate and final reports, with the support of key experts and staff.
- ▲ Providing additional support for handling invoices, bookkeeping, updating the budget monitoring procedures.



 OIKO sustainable development
on our finite planet

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