

Call for Applications Internship Programme for Women Planners, Engineers, and Climate Practitioners

**Under the Project: Enhancing Local Capacities in Socially Inclusive Resilience in Asia (SIRA)-
Philippines**

1. Background

The **Enhancing Local Capacities in Socially Inclusive Resilience in Asia (SIRA)** Project is a regional initiative implemented by ICLEI South Asia and ICLEI Southeast Asia, in partnership with selected local governments in Bangladesh, Nepal, Indonesia, and the Philippines. The project aims to foster socially inclusive and climate-resilient local development by strengthening institutional capacities and supporting targeted interventions. It is funded by the Foreign, Commonwealth and Development Office (FCDO) of the UK Government and the International Development Research Centre (IDRC), Canada, under the CLimate Adaptation and RESilience (CLARE) programme.

The internship Programme for Women Planners, Engineers, and Climate Practitioners has been established under the SIRA Project to provide practical learning opportunities for final - year undergraduate students, recent graduates, postgraduate students, and early-career professionals. Through placements in partner government units, the programme aims to strengthen technical capacities in climate resilience and inclusive planning while supporting the transition of emerging professionals from academic training to professional practice.

2. Internship Structure and Duration

- **Location:** Interns will be assigned to ICLEI Office, ICLEI partner NGOs, or a Local Government Unit (LGU) in one of the SIRA partner cities in the Philippines, namely:
 - Antipolo City
 - Baguio City
 - Borongan City
 - Cagayan de Oro City
 - Gingoog City
 - Legazpi City
 - Muntinlupa City
 - Ormoc City
 - Roxas City
 - Science City of Munoz

Applicants may indicate their preferred internship location during the application process; however, final placement shall be determined by ICLEI in consultation with the host LGUs, taking into consideration the applicant's qualifications, technical expertise, and availability.

Preference will be given to qualified applicants who are currently residing in or within reasonable commuting distance to the SIRA partner city. Where local placement is not feasible, ICLEI may provide transportation and accommodation support for interns assigned outside their place of residence. Such support shall be determined on a case-to-case basis and in accordance with the project's administrative and financial policies

- **Periods:** at least 6 consecutive weeks from August- December 2026, reporting 40 hours a week.
- **Stipend/Allowance:** Interns will receive a monthly stipend ranging from Php15,000- 20,000, with the final amount determined based on where the applicant will be placed.

For purposes of stipend computation, the monthly stipend shall correspond to four (4) weeks of internship engagement. For internship periods that include additional weeks beyond a four-week period, the stipend shall be computed on a pro-rated basis based on the intern's approved period of engagement and work schedule.

Any approved transportation or accommodation support shall be separate from the internship stipend and subject to applicable project policies.

3. Scope of Work

Depending on the assigned office and on the approved internship work plan, interns may undertake the following:

- Conduct policy and technical research
- Assist in data gathering and validation
- Prepare GIS maps and databases;
- Support climate and resilience planning activities;
- Assist in organizing meetings, workshops, and training programmes
- Prepare presentation and knowledge products;
- Document field activities
- Assist in report writing
- Support monitoring and evaluation activities; and
- Perform other technical tasks relevant to the SIRA Project

Specific assignments and expected outputs shall be agreed upon by the intern, ICLEI, and the host institution through the Internship Work Plan

4. Eligibility Criteria

The SIRA Philippine Internship Programme is open to qualified applicants regardless of gender. Women and gender-diverse individuals are highly encouraged to apply, in line with the programme's objective of promoting greater gender diversity and representation in technical roles related to climate resilience, planning, engineering, and local governance.

Applicants must fall under at least one of the following categories:

- Final-year bachelor's students undertaking internship or practicum requirements
- Recent graduates (within two years of graduation)
- Postgraduate students (Master's or Doctoral level)
- Early-career professionals

Applicants should also:

- Have an educational background in Urban Planning, Geography, Environmental Science, Forestry, Climate and Disaster Management, Natural Resources Management, Civil Engineering, Development Studies, or related disciplines
- Demonstrate interest in climate resilience, inclusive planning, local governance, or sustainable development
- Have basic proficiency in English and/or relevant local languages
- Be willing and able to undertake the agreed internship arrangement and, where applicable, report to the assigned host institution; and
- Strong adaptability to work within local government structures
- For currently enrolled students, a no-objection or affiliation letter from their university or academic department, as applicable

Preference may be given to qualified women, gender-diverse applicants, and candidates from marginalized and underrepresented communities, consistent with the SIRA Project's objectives on social inclusion.

5. Submission of Applications

Interested candidates are requested to submit the following documents electronically:

- Curriculum Vitae (maximum 2 pages)
- Statement of Interest
- Proof of enrolment for current students or graduation certificate (for recent graduates)
- Departmental affiliation or no-objection letter (if currently enrolled)

Applications must be submitted **via email** to:

Victorino Aquitania

Regional Director

ICLEI Southeast Asia Secretariat

vic.aquitania@iclei.org

CC: iclei-sea@iclei.org, mae.valdez-irong@iclei.org, lendl.meniado@iclei.org

Subject Line (for email submission): *Application for SIRA Internship Programme – Philippines*

Applications will be accepted on a rolling basis until the required internship positions are filled, provided that the applicant can complete the minimum required internship period on or before 15 December 2026. Applicants are therefore encouraged to submit their applications at the earliest opportunity.

Only complete applications will be considered for evaluation. ICLEI reserves the right to close the call once the required internship positions have been filled.