



## **COOPERATIVE EDUCATION REPORT**

### **ADVANCING CLIMATE RESILIENCE THROUGH RISK GOVERNANCE AND FINANCE**

WRITTEN BY

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This Report is submitted in Partial Fulfillment of the Requirements for Cooperative  
Education

Faculty of Business Administration

Academic Semester 2/2024

Siam University

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**Major:** Finance and Investment

**Credits:** 5 Credits

**Faculty:** Business Administration

**Semester/Academic Year:** 2/2024

### **Abstract**

This report summarizes my cooperative education experience at the Asian Disaster Preparedness Center (ADPC), where I worked as a finance intern from January to April 2025. The internship aimed to provide hands-on exposure to financial procedures in climate-focused development projects. I worked on multiple initiatives under the CARE for South Asia Program and supported project documentation, procurement files, workshop logistics, and financial liquidation processes.

During the March–April period, I actively contributed to organizing a national workshop under CARE for SA, assisted in lease documentation, collaborated with the World Bank and Government of Nepal, and supported procurement for sectoral training in agriculture and transport. These experiences allowed me to develop technical knowledge in budgeting, operations coordination, and financial administration while also enhancing soft skills like communication, time management, and teamwork.

**Keywords:** Climate Finance, CARE for South Asia, Project Procurement, Financial Documentation, Public Sector Projects

### Acknowledgement

My deepest gratitude goes to **Siam University** and **Kathmandu College of Management** for offering a cooperative education platform that effectively combines theory and practice. Their dedication to hands-on learning has greatly influenced my academic and professional development.

I want to express my heartfelt thanks to **Asst. Prof. Dr. Maruj Limpawattana** and my academic supervisor, **Mr. Ashutosh Mishra**, for their outstanding leadership and unwavering support during my cooperative education experience. I also wish to extend sincere thanks to **Dr. Srisuda Chongsithiphol**, Dean of the School of Business Administration at Siam University, for her continued encouragement.

I am deeply thankful to the **Asian Disaster Preparedness Center (ADPC)** for providing me with this enriching internship opportunity. I especially want to thank **Ms. Deepika Ghimire** and **Mr. Raj Maharjan** for their invaluable guidance and continuous support, which greatly enhanced my learning. I am also grateful to **Mr. Anil Kumar** for being a thoughtful mentor and for encouraging my growth throughout the internship.

In addition, I would like to thank all the faculty members and associates at Siam University and Kathmandu College of Management for their unwavering support before and during my cooperative education journey. I am especially thankful to my teaching assistants and seniors for their encouragement and assistance.

Finally, I want to express my deepest appreciation to my family and friends for their constant support and inspiration, which have been crucial to my success.

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## Chapter 1: Introduction

This chapter provides a comprehensive summary of the Asian Disaster Preparedness Center (ADPC), a leading regional organization working to strengthen disaster risk reduction, climate resilience, and sustainable development across Asia and the Pacific. ADPC continues to support governments, communities, and development partners through innovative programs, capacity-building initiatives, and technical expertise. The organization's profile, core values, focus areas—as well as its strategic priorities and contributions to resilience building—are explained in the sections that follow. This chapter aims to offer insightful information on disaster preparedness in the region and ADPC's influence as a key player in shaping safer and more resilient societies..

### 1.1 Company Profile



*Figure 1. Logo of ADPC*

The Asian Disaster Preparedness Center (ADPC) is an autonomous international organization that works to build the resilience of people and institutions to disasters and climate change impacts in Asia and the Pacific. Established in 1986 and based in Bangkok, Thailand, ADPC collaborates with governments, development partners, and technical experts to strengthen institutional and technical capacities for disaster risk reduction, climate resilience, and sustainable development.

The organization provides technical services, capacity building, and knowledge resources across a wide range of thematic areas, including urban resilience, disaster risk financing, and climate-informed development. With programs implemented in over 20 countries, ADPC is recognized as a regional leader in integrating risk management practices into national and sectoral planning frameworks.

### 1.1.1 Company Vision

The vision of ADPC is "safer communities and sustainable development through disaster risk reduction" and its geographical remit is Asia and the Pacific. In the current context it provides an excellent mechanism to address existing and the emerging negative impacts of natural hazard and climate change, continue to support global initiatives on climate resilience, urban resilience, making humanitarian response to disasters more effective and give support and direction for recovery and rehabilitation, building back better.

### 1.1.2 Company Mission

To reduce disaster and climate risk impacts on communities and countries in Asia and the Pacific by enhancing their institutional and technical capacities.

### 1.1.3 Company's Purpose

To promote safer communities through effective disaster preparedness, risk governance, and sustainable development practices.

### 1.1.4 Company's Approach



*Figure 2. Asian Disaster Preparedness Center's strategic focus*



ADPC's strength lies in their willingness to be flexible and innovative. ADPC delivers technical assistance and support disaster risk reduction and climate resilience, based on the needs expressed by the countries they serve.

The six strategic themes are risk governance, urban resilience, climate resilience, health risk management, preparedness for response, and resilient recovery, while the three cross-cutting themes are gender and diversity, poverty and livelihoods, and regional and transboundary cooperation. These themes interconnect to form a holistic approach to disaster risk management. They are intersecting and multi-disciplinary and reflect the call to the international community by different global and regional frameworks to work across sectors, audiences, and disciplines to address all aspects of disaster risk at all levels.

### **1.3 Organizational Structure**

An organizational structure is a basic framework that governs the allocation of duties, responsibilities, and authority inside a business. It defines distinct responsibilities, reporting paths, and coordination systems to guarantee efficient operations and compliance with the organization's fundamental objectives. Through better decision-making, workflow management, and effective communication, a clearly defined structure promotes efficiency.

The Asian Disaster Preparedness Center (ADPC) follows a decentralized and functional organizational structure that enables it to operate effectively across multiple countries and thematic areas. The organization is led by an Executive Director, supported by Directors overseeing Programs, Operations, and Thematic Departments such as Climate Resilience, Urban Resilience, Health Risk Management, and Risk Governance. Each department operates with specialized technical teams, program managers, and administrative support staff. The structure includes country offices and project-specific implementation units (PIUs), allowing for localized execution and coordination. The Finance and Administration Department plays a critical cross-cutting role in budgeting, procurement, and compliance, while the Programs and Partnerships team manages donor relations and strategic collaborations. This structure ensures operational flexibility and alignment with ADPC's mission to deliver tailored disaster risk reduction and climate resilience solutions across Asia and the Pacific.

### 1.3.1 ADPC Team

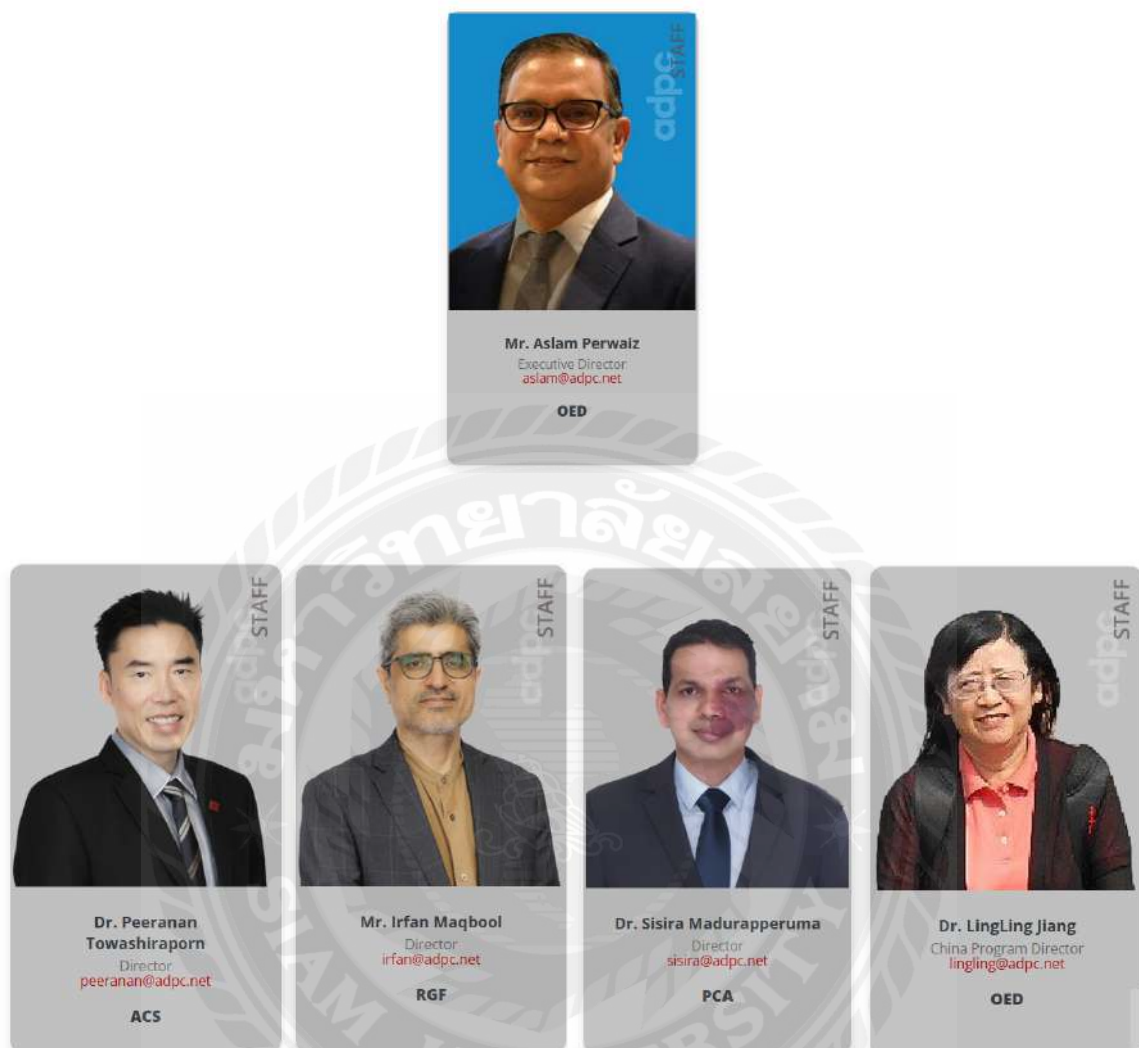


*Figure 3. Asian Disaster Preparedness Center Team's Chart*

The ADPC team comprises a diverse group of professionals with expertise in disaster risk reduction, climate resilience, public health, urban planning, governance, and finance. Staff members come from multidisciplinary backgrounds and represent various countries across Asia and beyond, reflecting the organization's regional scope and inclusive approach. The team includes technical experts, project managers, finance officers, policy advisors, and administrative personnel who work collaboratively across departments and project locations. ADPC fosters a collaborative and learning-oriented environment, where experienced mentors guide new professionals and interns, encouraging innovation and shared responsibility. This dynamic and committed team plays a central role in delivering impactful, evidence-based solutions for climate and disaster resilience across the region.

### 1.3.2 Leadership Team

The leadership team at ADPC is headed by the Executive Director and includes senior directors overseeing key departments such as Programs, Operations, and Thematic Areas. They provide strategic direction, ensure effective implementation of projects, and maintain alignment with ADPC's mission and regional goals.



### 1.3.2 Departments

ADPC's organizational structure is designed to support its mission of strengthening resilience and disaster risk reduction (DRR) across Asia and the Pacific. The center operates through a network of departments that cover strategic leadership, program implementation, technical services, internal operations, and external engagement. Each department plays a critical role in enabling ADPC to deliver integrated, high-impact solutions for climate resilience, disaster preparedness, urban risk reduction, governance, and sustainable development.

### 1.3.2.1. Office of the Executive Director

At the helm is the **Office of the Executive Director**, which provides the overall strategic leadership and institutional direction for the organization. This office is responsible for high-level decision-making, representation with partners and stakeholders, and ensuring that ADPC's programs and policies align with its long-term vision. Within this office, Executive Management oversees governance and organizational performance, while Strategic Planning and Partnerships focuses on strengthening regional and international collaborations, donor relations, and the strategic positioning of ADPC in the global disaster risk reduction landscape.

### 1.3.2.2. Programs Department

The **Programs Department** serves as the technical engine of ADPC, designing and implementing initiatives that address key areas of disaster and climate resilience. It houses several thematic units, including Climate Resilience, Disaster Risk Management Systems, Urban Resilience, Preparedness for Response and Recovery, and Risk Governance. Each unit addresses specific areas of concern, such as the impacts of climate change, the need for robust early warning systems, the challenges of rapid urbanization, and the importance of well-coordinated preparedness and recovery efforts. A cornerstone of this department is the Risk Governance unit, which works closely with governments to develop institutional frameworks, policies, and legal systems that support inclusive and accountable risk management.

### 1.3.2.3. Technical Services and Innovation Department

The **Technical Services and Innovation Department** plays a critical support role by offering specialized services, conducting applied research, and promoting innovation in disaster risk management. It includes training services that provide capacity-building programs to government officials, practitioners, and community leaders across the region. This department also engages in research and innovation to explore new technologies and methodologies for resilience, while its technical assistance function offers advisory services directly to countries implementing DRR strategies. The department ensures that ADPC remains a regional knowledge hub and a leader in promoting evidence-based practices.

#### **1.3.2.4. Operations Department**

The **Operations Department** manages the internal functions that support ADPC's day-to-day activities. It oversees human resources, administration and procurement, and information technology. Human Resources ensures effective talent management and staff development. Administration and Procurement take care of logistical, procurement, and facility needs, ensuring compliance and operational integrity. Meanwhile, Information Technology maintains the digital infrastructure, cybersecurity, and tech support necessary for efficient organizational performance.

#### **1.3.2.5. Finance Department**

The **Finance Department** is responsible for safeguarding the financial stability and integrity of ADPC. It handles budgeting, financial planning, internal controls, and donor compliance. This department ensures that all financial transactions are transparent, that funding is effectively allocated to various programs, and that reporting to donors and auditors is timely and accurate. The department also plays a key role in risk management by maintaining sound financial practices and ensuring compliance with both internal policies and external funding regulations.

#### **1.3.2.6. Monitoring, Evaluation, and Learning (MEL) Department**

The **Monitoring, Evaluation, and Learning (MEL) Department** is tasked with tracking the progress, effectiveness, and impact of ADPC's programs. It develops and implements monitoring and evaluation frameworks, conducts performance assessments, and ensures that lessons learned are captured and applied to improve future interventions. MEL supports adaptive management and institutional learning, reinforcing accountability to stakeholders and ensuring that programs deliver measurable outcomes.

#### **1.3.2.7. Communications and Outreach Department**

The **Communications and Outreach Department** enhances ADPC's visibility and engagement with the public, partners, and stakeholders. This department manages communication strategies, media relations, publications, and digital content. It also plays a vital role in disseminating knowledge

products and promoting advocacy on disaster risk reduction issues, ensuring that ADPC's work is widely shared and contributes to the broader resilience-building agenda in Asia and the Pacific.

### **1.3.3 My Position**

As a Risk Governance and Finance Intern at the Asian Disaster Preparedness Center (ADPC), I was placed within the Program Implementation Unit (PIU) under the CARE for South Asia project in Nepal. My role bridged both the Finance and Operations teams, allowing me to contribute to project-related financial documentation, procurement support, workshop logistics, and risk governance coordination. I worked under the supervision of Ms. Deepika Ghimire and Mr. Raj Maharjan, with mentorship from Mr. Anil Kumar, who guided my professional development throughout the internship. This position provided me with valuable exposure to donor-funded project operations, interdepartmental coordination, and real-world applications of finance and risk governance in climate resilience initiatives.

### **1.3.4 My Job Position in the Company's Organizational Structure**

In ADPC's organizational structure, I was part of the Program Implementation Unit (PIU) for the CARE for South Asia project in Nepal, working closely with the Finance and Operations teams. I supported financial coordination, procurement, and risk governance tasks, reporting to supervisors in the Nepal Office. This role allowed me to engage with both technical and administrative teams, gaining insights into project implementation and financial governance.

### **1.4 My Motivation to Choose This Company as the Workplace for my Co-Op Studies**

Choosing this company for my co-op studies is a strategic decision rooted in my academic background, career aspirations, and commitment to making a meaningful contribution to society. The organization's reputation for excellence, innovation, and impact in the field aligns strongly with my personal and professional goals.

The company's mission and values resonate with my own. Its work in disaster preparedness, sustainable development and various other streams, reflects a strong sense of purpose and a commitment to addressing real-world challenges—qualities I deeply admire and seek to be part of.

Additionally, I am drawn to the opportunity to learn from a team of experienced professionals and contribute to projects that have both local and global significance. The dynamic and multidisciplinary

environment offers an ideal setting to apply and expand my academic knowledge in a practical, impactful context.

Hence, I believe that this placement will not only equip me with valuable technical and soft skills but also inspire me to pursue a career path grounded in service, innovation, and continuous learning. By joining this company, I am confident that I will grow both personally and professionally while contributing meaningfully to its ongoing success.

### 1.5 Strategic Analysis of the Company

<p><b><u>Strengths</u></b></p> <ul style="list-style-type: none"> <li>• Regional Expertise and Recognition</li> <li>• Strong Institutional Partnerships</li> <li>• Multidisciplinary Technical Capacity</li> </ul>	<p><b><u>Weaknesses</u></b></p> <ul style="list-style-type: none"> <li>• Dependence on Donor Funding</li> <li>• Limited Public Visibility</li> <li>• Challenges in Scaling Programs</li> </ul>
<p><b><u>Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• Growing Global Focus on Climate Resilience Advancement in DRR Technologies</li> <li>• Capacity Building in Emerging Economies</li> </ul>	<p><b><u>Threats</u></b></p> <ul style="list-style-type: none"> <li>• Geopolitical and Economic Instability</li> <li>• Competition for Funding and Visibility</li> <li>• Climate-Related Risks Outpacing Preparedness</li> </ul>

*Table 1: SWOT Analysis of ADPC*

#### ***Strengths***

- **Regional Expertise and Recognition:** ADPC has over 30 years of experience and is widely recognized as a leading regional organization in disaster risk reduction (DRR) and climate resilience in Asia and the Pacific.
- **Strong Institutional Partnerships:** The center maintains collaborative relationships with governments, development agencies, UN bodies, and academic institutions, enhancing its reach and credibility.

- **Multidisciplinary Technical Capacity:** ADPC combines technical knowledge in climate science, urban planning, emergency management, and public health, allowing for comprehensive, cross-sectoral programs.

### *Weaknesses*

- **Dependence on Donor Funding:** Like many non-profit organizations, ADPC is highly dependent on external funding, which may affect long-term sustainability and flexibility in programming.
- **Limited Public Visibility:** Despite its impact, ADPC's work is not widely known outside specialized DRR and development circles, potentially limiting broader engagement and support.
- **Challenges in Scaling Programs:** Due to the context-specific nature of disaster risk management, scaling successful models across countries can be complex and resource-intensive.

### *Opportunities*

- **Growing Global Focus on Climate Resilience:** Increasing global and regional emphasis on climate adaptation and disaster preparedness provides new funding, partnerships, and project opportunities.
- **Advancement in DRR Technologies:** Emerging technologies such as AI, satellite imagery, and digital early warning systems open pathways for ADPC to innovate and lead in smart disaster solutions.
- **Capacity Building in Emerging Economies:** Many developing countries in Asia seek technical expertise and training in resilience, creating demand for ADPC's services and knowledge products.



### *Threats*

- **Geopolitical and Economic Instability:** Political tensions or economic downturns in the region may disrupt project implementation and international cooperation.
- **Competition for Funding and Visibility:** As more international organizations and NGOs enter the DRR space, competition for limited donor resources and recognition intensifies.
- **Climate-Related Risks Outpacing Preparedness:** The increasing frequency and severity of climate-induced disasters may exceed existing response capacities, challenging the effectiveness of traditional approaches.

### **1.6 Objectives of the Cooperative Study**

The primary objective of the cooperative study is to bridge the gap between academic knowledge and real-world professional practice. By engaging in hands-on work within a dynamic organization, students are given the opportunity to apply theoretical concepts learned in the classroom to practical challenges and operations in the field. This experience enhances critical thinking, problem-solving skills, and adaptability in a professional setting, allowing students to gain deeper insights into their chosen career path while contributing meaningfully to their host organization.

Another key objective is to foster professional development and industry readiness. Through direct exposure to workplace structures, protocols, and multidisciplinary teamwork, students develop essential soft skills such as communication, collaboration, and time management. The cooperative study also aims to build a strong foundation for future employment by helping students understand organizational culture, establish professional networks, and identify their strengths and areas for growth within a real working environment.

## **Chapter 2: Co-Op Study Activities**

### **2.1 My Job Description**

#### **I. Financial Documentation Support:**

- Organized and compiled financial documents such as invoices, receipts, and supporting evidence for project expenditures and training even

#### **II. Procurement and Documentation:**

- Prepared administrative files such as CBAs, PRs, and POs; assisted in revising consultant ToRs and lease agreements for office operations.

#### **III. Workshop and Logistics Coordination:**

- Conducted site visits, managed logistical arrangements (meals, supplies), and coordinated training readiness for national-level workshops.

#### **IV. ID and Participant Management:**

- Handled ID card preparation and maintained accurate participant lists for the PPF and CARE for SA training programs.

#### **V. Administrative Coordination:**

- Collaborated with the operations team to align logistical and financial tasks, ensuring timely internal approvals and compliance with donor requirements.

### **2.2. My Job Responsibilities**

#### **I. Preparing and Organizing Financial and Procurement Documents:**

A major part of my role involved supporting the operations team in preparing procurement documents for training activities in the transport and agriculture sectors. This included updating and formatting CBAs (Comparative Bid Analysis), raising PRs (Purchase Requisitions), and helping with PO (Purchase Order) drafts. I assisted in revising and formatting consultant Terms of Reference (ToRs), justifications for hiring, and memos for resource engagement. I also helped edit the lease agreement for the Nepal office and coordinated with vendors such as internet providers to support the office setup.

## **II. Handling Workshop Logistics and Coordination:**

I was actively involved in managing the logistical side of workshops under the CARE for South Asia program. This included conducting site visits to hotel venues (like Hotel Harmony Bistro) to check hall setups, food arrangements, seating, and technical equipment. I coordinated with the admin team to organize training kits, finalize participant arrangements, and ensure workshop materials and resources were in place. On some days, I handled petty purchases like office supplies and meals and ensured bills were collected for reimbursement and liquidation.

## **III. Managing Participant IDs and Attendance:**

I was assigned to manage ID cards and participant data for the Project Preparation Facility (PPF) and other sector training programs. This required compiling lists of registered participants, verifying their names with internal and external records, and coordinating ID card printing and distribution before each workshop. I also worked on keeping track of who attended the events and supported documentation for workshop reports.

## **IV. Assisting in Financial Liquidation and Support Files:**

After each event, I helped collect and verify all financial supporting documents, including receipts, bills, attendance sheets, and payment confirmations. I ensured all files were complete and correctly labeled before handing them over to my supervisors. These documents were later processed for SAP upload by the finance team. I learned how important accuracy is in liquidation and how small errors in dates or amounts can delay reimbursements and internal approval.

### **2.3. Activities in Coordinating with Co-workers**

Throughout my internship at ADPC, coordinating effectively with co-workers across different teams was essential for completing my assigned tasks. I worked closely with both the Finance and Operations teams in the Nepal office and occasionally interacted with colleagues from the Bangkok head office, especially for approvals and document formatting.

My immediate coordination was with **Ms. Deepika Ghimire** and **Mr. Raj Maharjan**, who guided my daily responsibilities and reviewed my drafts. Whenever I prepared procurement files like PRs or CBAs, I first discussed the details with them to ensure the documents met project and donor requirements. I also collaborated with **Mr. Anil Kumar**, who acted as my mentor. He frequently provided feedback, clarified technical terms, and advised on how to improve document structure and completeness.

For logistical tasks, I coordinated with the **Operations Officer, Ms. Penpan Saetang** and admin staff to arrange training materials, confirm participant lists, and organize site visits. For example, when preparing for the transport sector workshop, I had to check venue arrangements with hotel staff and relay their responses to the internal team. I followed up with the finance assistant to collect receipts and bills for petty cash expenses like stationery or meals.

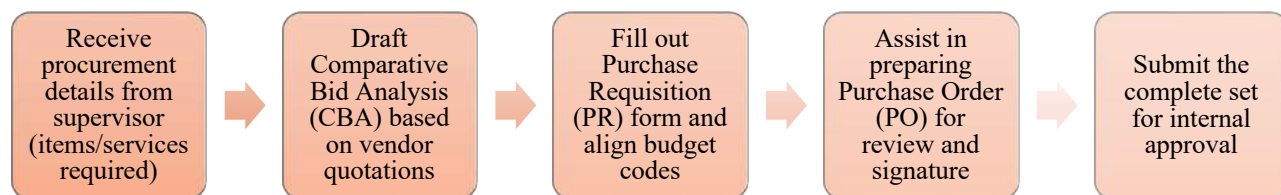
Communication was mostly done in person or over email. I regularly shared draft files via email and followed up in meetings to confirm approvals. I also had to cross-check data with the **HR and MEL, Ms. Winn Lai Lai Yi** and the team during participant ID card preparation to ensure there were no mismatches in names or roles.

Overall, my coordination activities required me to be proactive, detail-oriented, and responsive to feedback. By engaging with various team members, I gained firsthand experience in how collaboration and internal communication ensure smooth project operations at ADPC.

## **2.4 My Job Process**

During my internship at ADPC, I was involved in several recurring and structured tasks related to financial coordination, operations, and project support. Each task followed a clear process, which I gradually learned and executed with increasing independence.

### **A. Preparing Procurement Files for Sectoral Trainings**



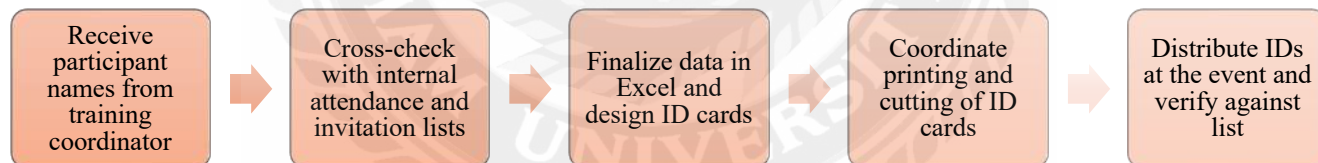
*Figure 4. Job Process for Preparing Procurement Files for Sectoral Training*

## **B. Coordinating Workshop Logistics**



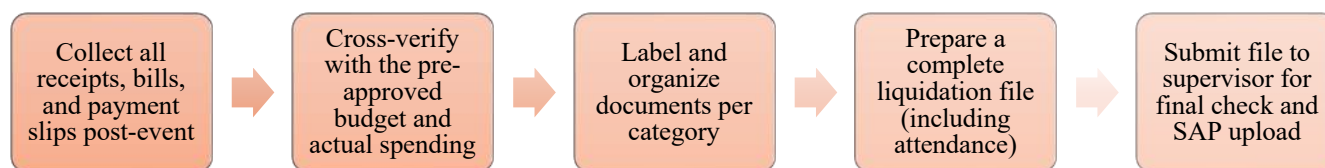
*Figure 5. Job Process for Coordinating Workshop Logistics*

## **C. Managing Participant ID Cards and Lists**



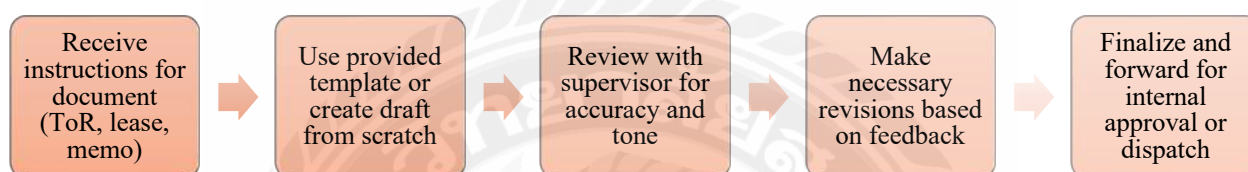
*Figure 6. Job Process for Preparing Procurement Files for Sectoral Trainings*

## **D. Supporting Financial Liquidation for Trainings**



*Figure 7. Job Process for Supporting Financial Liquidation for Trainings*

## E. Drafting and Revising Administrative Documents



*Figure 8. Job Process for Drafting and Revising Administrative Document*

## 2.5 Contributions as a Co-Op Student in the Company

During my internship at the Asian Disaster Preparedness Center (ADPC), I made several meaningful contributions by assisting in daily operations, financial processes, and event coordination under the CARE for South Asia program. Despite being an intern, I was trusted with tasks that directly supported project implementation and internal documentation standards.

One of my key contributions was in the **preparation of procurement files**. I created and updated Comparative Bid Analyses (CBAs), Purchase Requisitions (PRs), and Purchase Orders (POs) for training events in the agriculture and transport sectors. My attention to detail ensured accuracy in vendor selection, pricing comparisons, and formatting consistency. These files were later submitted for internal approval and were crucial for timely procurement.

I also provided **financial support during the liquidation process**, which involved organizing and labeling receipts, verifying expenses against the pre-approved budget, and compiling all financial documents into structured files. These liquidation files were essential for compliance with donor requirements and internal audit procedures. Although I did not have access to SAP, I coordinated with my supervisors to prepare complete files ready for upload into the system.

Excel was one of the most important tools in my daily work. I used it to maintain **participant databases**, track expenses, prepare financial summaries, and verify training attendance. My experience with formulas and spreadsheet formatting helped me manage data efficiently and avoid errors, particularly when preparing lists for ID card printing and participant verification. This also contributed to smooth event execution.

Academically, I was able to **apply my knowledge of accounting principles**, particularly in expense categorization, budget alignment, and tax considerations. I understood how financial statements tie back to real-world tasks such as invoice verification and liquidation documentation. Concepts like expense matching and compliance were no longer abstract but directly applicable to the reports and files I handled.

Overall, my contributions supported both operational efficiency and financial transparency at ADPC Nepal. Through a combination of technical skill, academic knowledge, and on-the-job learning, I was able to make a meaningful impact as part of a multi-disciplinary team.

## **Chapter 3: Learning Process**

### **3.1 Problems/Issues of the Company**

During my internship, I witnessed and encountered several operational and procedural difficulties in the risk governance and finance department. Although these problems are normal in large organizations, they affected the effectiveness of the workflow and brought attention to areas that may be improved.

#### **I. Inconsistent Documentation Practices Across Departments**

One of the key challenges in risk and finance governance at ADPC is the inconsistency in how different teams manage financial documents. Variations in formatting, labeling, and supporting evidence often delay the liquidation and approval process. This can affect compliance, especially in donor-funded projects with strict reporting requirements.

#### **II. Limited Integration Between Financial Planning and Project Operations**

While the finance and operations teams collaborate closely, there is often a gap between field-level planning (like training logistics) and the corresponding financial documentation. For example, real-time expense tracking is sometimes difficult due to the lag between activities and document submission, leading to reconciliation issues.

#### **III. Manual Verification and Lack of Real-Time Systems**

Financial processes such as budget verification, PR and PO preparation, and liquidation rely heavily on manual input and physical documentation. The absence of real-time financial dashboards or integrated systems increases the likelihood of duplication, delays, and data mismatches, especially when multiple trainings are conducted simultaneously.

### **3.2 Solutions Implemented to the Problems**

To address the challenges in financial coordination and risk governance, ADPC has taken several steps to improve efficiency, accuracy, and communication across departments. As an intern, I was involved in implementing and observing some of these solutions during my tenure.

#### **I. Standardization of Documentation Formats**

To reduce inconsistencies in financial documentation, ADPC introduced standardized templates for procurement files, including Comparative Bid Analysis (CBA), Purchase Requisition (PR), and



Purchase Orders (PO). I was trained to use these templates and ensure that every file followed the required naming conventions and format. This significantly reduced review time and improved communication between the finance and operations teams. We also maintained a shared folder structure to streamline document access and version control.

## **II. Improved Coordination Between Finance and Program Teams**

In response to the disconnect between financial planning and project execution, regular coordination meetings were held involving the finance, operations, and program teams. These meetings created a space to align budgets, clarify expense responsibilities, and track deliverables. For example, prior to major workshops, I joined planning meetings where both financial and logistical needs were discussed together, ensuring that documentation and funding were aligned from the outset.

## **III. Proactive Document Tracking and Internal Checklists**

Since financial reconciliation and liquidation were often delayed by missing documents or unclear expense categories, we began using internal checklists to track receipts, attendance sheets, bills, and supporting documents in real time. I helped my supervisor maintain a checklist during each training event, which made it easier to organize liquidation files and reduced the likelihood of missing documentation. These checklists were also cross-referenced with pre-approved budgets to ensure compliance.

While some of the broader system upgrades (like automation or real-time dashboards) were still under planning or piloting stages, these internal process improvements made a significant difference in minimizing errors and enhancing financial governance during the internship period. They also empowered interns and junior staff like me to contribute meaningfully through organized and accountable work.

## **3.3 Recommendations to the Company**

One of the most impactful improvements ADPC could make is the **adoption of digital systems for procurement and financial tracking**. While the organization currently uses SAP for core financial functions, much of the documentation—including CBAs, PRs, and liquidation files—is still prepared manually using Excel and Word. Implementing a centralized digital platform where team members can upload, review, and approve documents in real time would reduce errors, enhance traceability, and

improve efficiency across departments. A cloud-based procurement management system with role-based access could also help streamline the approval workflow and support remote collaboration between country and regional offices.

Secondly, I recommend **strengthening cross-departmental coordination through structured communication protocols**. Though coordination meetings were held periodically, many urgent requests or document revisions were handled informally via email or verbal instruction, leading to occasional delays or misunderstandings. Creating a standard operating procedure (SOP) for interdepartmental collaboration, particularly between finance, operations, and program teams, would help ensure consistency and accountability. This could include shared timelines for each training event, designated focal points for document handoffs, and a clear escalation process for time-sensitive approvals.

Lastly, **capacity-building programs for junior staff and interns** should be introduced to enhance the quality and consistency of support work. During my internship, I relied heavily on supervisors for clarification, especially when handling procurement forms or interpreting donor-specific guidelines. While mentorship was helpful, a structured orientation or short training module covering procurement workflows, financial compliance, and internal tools would enable new team members to become productive more quickly. In the long run, this could improve work quality, reduce the burden on senior staff, and build a stronger internal culture of learning and documentation integrity.

### **3.4 What I learned during the Co-Op Studies**

I was able to close the knowledge gap between academic study and practical financial operations during my internship at Asian Disaster Preparedness Center. Over 16 weeks, I enhanced my technical and communication abilities, obtained practical experience in risk governance and financial processes, and deepened my comprehension of the internal operations of huge organizations. I learned a lot in the following main areas throughout my internship:

- **Practical Application of Financial and Accounting Concepts:**

My internship allowed me to directly apply academic knowledge in areas such as budgeting, procurement, and financial documentation. I learned how financial principles like expense

classification, budget tracking, and liquidation reporting are implemented in real-time within donor-funded projects. This experience helped me understand the operational side of accounting that textbooks alone cannot teach.

- **Importance of Accuracy and Compliance in Documentation:**

Working with financial and procurement files taught me the critical role that accuracy plays in donor compliance and internal audit readiness. Even minor errors—such as mismatched figures, missing signatures, or incorrect formatting—can delay approvals and impact project timelines. This awareness helped me develop a careful and detail-oriented approach to all my tasks.

- **Real-World Exposure to Risk Governance Practices:**

I gained valuable insights into how organizations like ADPC integrate risk governance into their operations. Through meetings and documentation support, I observed how project teams assess risks, plan for contingencies, and document decisions transparently. Understanding these risk management processes helped me appreciate the broader impact of governance in sustainable development projects.

- **Professional Communication and Coordination Skills:**

Throughout my internship, I interacted with supervisors, admin staff, consultants, and hotel vendors. These interactions improved my ability to communicate professionally, follow instructions, ask questions when necessary, and coordinate tasks across multiple departments. I learned the importance of timely communication and respectful collaboration in achieving project goals.

- **Mastery of Microsoft Excel and Administrative Tools:**

I significantly improved my skills in Microsoft Excel, which I used for maintaining participant databases, drafting financial summaries, and tracking liquidation documents. I also became familiar with templates for CBAs, PRs, and POs. These technical skills have not only enhanced my efficiency during the internship but will also serve as a strong foundation in my future finance-related career.

### 3.5 How I applied the knowledge from the Coursework to the Real Working Station

During my internship at ADPC, I was able to apply several concepts and skills gained from my coursework to real-world tasks, making my academic learning more practical and meaningful.

My understanding of **financial accounting and managerial accounting** was essential when supporting the documentation of expenses, organizing receipts, and verifying budget lines during the liquidation process. These subjects helped me understand how financial records must be accurately maintained and categorized, especially for donor-funded projects that require detailed reporting and strict compliance with financial guidelines.

Courses like **business studies and international business** gave me insight into organizational behavior, stakeholder coordination, and how institutions like ADPC function within a global network of development partners and donors. This was particularly relevant when assisting in project meetings or drafting documents that involved collaboration with government agencies and international consultants.

From my **taxation and international finance** classes, I was able to grasp the implications of financial decisions across different jurisdictions, including how budget allocations, consultant fees, and reimbursement procedures are managed within a cross-border framework. Although I didn't handle tax filings directly, this knowledge helped me understand the financial structures and donor accountability practices ADPC adheres to.

My **digital literacy** training proved highly useful as I worked extensively with Excel, Word, and email to prepare procurement forms, maintain participant databases, and support communication. I became more confident using Excel formulas, formatting tools, and templates that helped streamline my work and ensure consistency in financial documentation.

Lastly, the course **“Design Your Leadership Skills”** helped me take initiative, manage my responsibilities with confidence, and seek guidance proactively. It also helped me collaborate effectively with supervisors and team members by being a good listener, staying organized, and respectfully presenting my ideas during meetings.

Overall, my academic foundation significantly enhanced my ability to contribute to ADPC's finance and operations teams, while the internship helped reinforce and deepen my understanding of those subjects in a real working environment.

### 3.6 Learnings from this Co-Op Studies

My cooperative education experience at the Asian Disaster Preparedness Center (ADPC) provided valuable insights into how academic knowledge is applied in professional environments, especially within the context of climate resilience and international development. One of the most important lessons I learned is the **importance of structure, accuracy, and compliance** in financial operations. Every document I prepared—from procurement files to liquidation records—had to meet donor requirements, follow strict formatting, and pass internal review processes. This taught me to pay attention to the smallest details and value precision in financial documentation.

I also learned how **interdepartmental collaboration and clear communication** are critical in managing large-scale development projects. Whether I was preparing ID cards for participants, coordinating hotel logistics, or updating financial spreadsheets, every task required interaction with colleagues across different departments. This helped me understand how various functions—finance, operations, administration, and programming—are interconnected, and how teamwork ensures smooth project execution.

Most importantly, the internship helped me **develop confidence and professional independence**. At first, I depended heavily on my supervisors for instructions, but over time, I learned to manage my tasks proactively, meet deadlines, and solve minor issues independently. It reinforced my commitment to a career in climate finance, giving me both the technical and interpersonal skills needed to thrive in dynamic, impact-driven organizations like ADPC.

## Chapter 4: Conclusion

### 4.1 Summary of Highlights of my Co-op Studies at Asian Disaster Preparedness Center

My cooperative education experience at the Asian Disaster Preparedness Center (ADPC) was both enriching and transformative. Over the course of my internship, I had the opportunity to contribute to the **CARE for South Asia** project, where I supported financial documentation, procurement processes, and workshop coordination for sectoral trainings in transport and agriculture. One of the most memorable highlights was my active involvement in organizing a **national-level workshop**, where I participated in venue inspections, handled logistics, and helped finalize participant records.

Another key highlight was gaining hands-on experience with **financial and risk governance practices**. I contributed to preparing procurement files including CBAs, PRs, and POs, and supported the financial liquidation process by compiling and verifying supporting documents. This allowed me to apply the accounting and finance concepts I had learned in the classroom to real-world scenarios.

I also had the opportunity to **collaborate with a multidisciplinary team**, attend meetings with external partners like the World Bank and Government of Nepal, and learn from experienced professionals like Ms. Deepika Ghimire, Mr. Raj Maharjan, and Mr. Anil Kumar. These experiences not only enhanced my technical skills but also helped me grow in terms of communication, coordination, and professional responsibility.

### 4.2 My Evaluation of the Work Experience

My cooperative education experience at the Asian Disaster Preparedness Center (ADPC) was a highly valuable and practical extension of my academic learning. Working on the CARE for South Asia project provided meaningful exposure to real-world financial and administrative processes within an international development organization. Tasks such as supporting procurement documentation, assisting with financial liquidations, and helping coordinate national-level workshops allowed me to directly apply the accounting and finance principles I had studied in the classroom. This hands-on involvement not only strengthened my technical knowledge but also deepened my understanding of the importance of compliance, accuracy, and efficiency in operational and risk governance contexts.

In addition to technical growth, the experience significantly enhanced my professional and interpersonal skills. Working within a multidisciplinary team and participating in meetings with international partners and government agencies broadened my awareness of the complexities involved in regional development work. I learned how to navigate workplace dynamics, communicate effectively, and manage tasks under real-world deadlines. The experience was both professionally and personally enriching, helping me gain clarity in my career goals and preparing me for future responsibilities in the field of finance and development.

#### **4.3 Limitations of the Co-Op Studies**

While the cooperative education experience offered valuable practical exposure, there were certain limitations that affected the overall learning process. One key limitation was the restricted scope of involvement due to the nature of the organization's operational structure. As a student intern, access to higher-level decision-making processes, financial systems, or confidential documents was understandably limited. This sometimes reduced opportunities to gain a comprehensive understanding of institutional finance and strategic planning.

Another limitation was the short duration of the placement, which limited the ability to participate in long-term projects or witness the full project cycle from planning to evaluation. Additionally, while the tasks assigned were relevant and educational, they occasionally leaned toward routine administrative work, which, though necessary, offered fewer challenges for developing higher-order problem-solving skills. Lastly, the hybrid or remote work arrangements at times limited real-time interaction with team members, reducing the chance for more immersive, collaborative learning.

#### **4.4 Recommendations for the Co-Op Program**

To enhance the overall learning experience of future cooperative education students, it is recommended that the Co-Op program integrate more structured orientation and mentoring at the beginning of the placement. Providing a clear roadmap of expected learning outcomes, along with regular check-ins or feedback sessions, would help students navigate their roles more confidently and align their tasks with academic and career objectives.

It would also be beneficial for host organizations to assign students to at least one project or task with a clear start-to-finish timeline. This would allow students to develop a sense of ownership, understand project cycles, and witness the outcomes of their contributions. In addition, opportunities to attend internal meetings, capacity-building sessions, or knowledge-sharing events—even as observers—could greatly enrich the student’s exposure to professional practices. Lastly, ensuring a balance between administrative support tasks and more analytical or skill-building responsibilities would provide a well-rounded experience that better prepares students for their future careers.





## References

- Asian Disaster Preparedness Center. (2023). *Annual report 2022–2023*. <https://www.adpc.net>
- World Bank. (2021). *Climate Adaptation and Resilience for South Asia (CARE) Project*. <https://www.worldbank.org/en/news/feature/2021/03/16/climate-adaptation-andresilience-for-south-asia>



## Appendices

### Weekly Report:

Week	Date Range	Summary of Activities
<b>Week 1</b>	10–16 Feb 2025	Introduction and briefing on responsibilities. Assisted with compiling petty cash, preparing RFPs, coordinating with vendors and hotels for training and office relocation.
<b>Week 2</b>	17–23 Feb 2025	Provided logistical support for the “Climate Resilient Transport Policy” workshop. Prepared post-training documents. Participated in team meetings and helped draft consultant RFPs.
<b>Week 3</b>	24 Feb–2 Mar 2025	Assisted in CARE CCBT training logistics. Coordinated on lease agreement, RFPs, and consultant payments. Attended MoFE meeting.
<b>Week 4</b>	3–9 Mar 2025	Helped compile budget plans and manage logistics for office relocation. Contributed to office shifting and supported with SFP list and departmental updates.
<b>Week 5</b>	10–16 Mar 2025	Supported team meetings and lease agreement revisions. Coordinated with WorldLink for internet setup. Compiled financial documents and revised YAE-related files.
<b>Week 6</b>	17–23 Mar 2025	Drafted lease review notes. Joined internal and external meetings (DoLID, SAP). Revised RFPs and updated department lists. Planned training with sector specialists.
<b>Week 7</b>	24–30 Mar 2025	Assisted in operational planning and preparation of engagement letters for resource persons. Managed admin documents and reviewed workshop venues and consultant ToRs.
<b>Week 8</b>	31 Mar–6 Apr 2025	Participated in operations meetings. Revised RFPs and managed workshop logistics and bank errands. Supported agriculture program documentation and coordination.
<b>Week 9</b>	7–13 Apr 2025	Coordinated ID cards and finalized participant lists for the PPF Program. Assisted in organizing financial documents for liquidation purposes.
<b>Week 10</b>	14–20 Apr 2025	Supported follow-up of PPF Program activities. Revised financial tracking sheets. Participated in planning meetings for upcoming sectoral workshops.
<b>Week 11</b>	21–27 Apr 2025	Compiled workshop expense reports. Assisted with procurement planning for upcoming events. Coordinated with admin for updated staff travel logistics.

Week	Date Range	Summary of Activities
<b>Week 12</b>	28 Apr–4 May 2025	Helped prepare documentation for audit purposes. Reviewed consultant payment files. Engaged in preliminary planning for May training sessions.
<b>Week 13</b>	5–11 May 2025	Supported team in developing workshop agendas and travel reimbursements. Drafted communication for vendors and finalized venue bookings.
<b>Week 14</b>	12–18 May 2025	Participated in monitoring meeting with field team. Organized folders for financial closure. Cross-checked contracts and engagement letters.

*Table 2: Weekly Report Table*



***Mr. Raj Maharjan***

Job Supervisor



**Reference Pictures:**



*Figure 9. Refresher Training on Climate Projection and Risk Assessment*



*Figure 10. Training in Department of Local Infrastructure Development*



*Figure 11. CCBT Reference Book Launch*



*Figure 12. Farewell to our colleague, Ms. Ranju Bhatta*





*Figure 13. National Workshop on CARE for South Asia*



*Figure 14. ADPC Nepal Team with Project Director*



*Figure 15. Serving as the Master of the Ceremony on National Workshop*