



COOPERATIVE EDUCATION REPORT

**AN ANALYSIS OF SUSTAINABILITY-FOCUSED PRACTICES AND
EXPERIENTIAL LEARNING AT UN GLOBAL COMPACT NETWORK NEPAL**

WRITTEN BY

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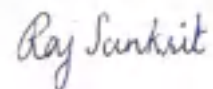
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ABSTRACT

This report, titled '*An Analysis of Sustainability-Focused Practices and Experiential Learning at Global Compact Nepal*,' summarizes my 16-week Co-operative Education experience as a Program and Research Intern at Global Compact Nepal (GCN). The internship aimed to bridge academic learning with practical exposure in sustainability and responsible business practices.

During this period, I supported the planning and execution of sustainability programs, coordinated with member organizations and stakeholders, assisted in communication and documentation, and contributed to research on topics such as sustainability frameworks and carbon markets aligned with the UN Global Compact and Sustainable Development Goals. The report highlights key challenges faced, including limited structured systems and the complexity of technical sustainability topics, along with suggested improvements to address them. It also provides recommendations to enhance efficiency in communication, digital systems, and workflow processes.

In conclusion, this internship strengthened my skills in research, communication, stakeholder management, and problem-solving, while offering practical insight into implementing sustainability initiatives.

Keywords: GCN, Corporate Sustainability, Responsible Business Practices

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I am deeply grateful to the UN Global Compact Network Nepal for providing me the opportunity to undertake my Cooperative Education internship as a Program and Research Intern. This experience has helped me bridge the gap between theory and real life, particularly in understanding how sustainability principles are integrated into organizational and financial decision-making, as well as broader responsible business practices.

I am especially thankful to Ms. Minita Ghimire, Participant Engagement Manager, and the entire team at Global Compact Nepal, for their continuous support and mentorship during my internship. Their guidance has enhanced my understanding of sustainability practices and stakeholder engagement in the context of responsible business and finance.

Finally, I would like to express my sincere gratitude to my family, friends, and peers for their constant encouragement and support throughout this internship. Their support played an important role in keeping me motivated and successfully completing this academic milestone

Thank You

Yours sincerely,

Romy Shrestha

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LIST OF ABBREVIATIONS

UNGC: United Nations Global Compact

UNGC HQ: United Nations Global Compact Headquarters

GCN: Global Compact Nepal

PLG: Peer Learning Sessions

ESG: Environmental, Social, and Governance

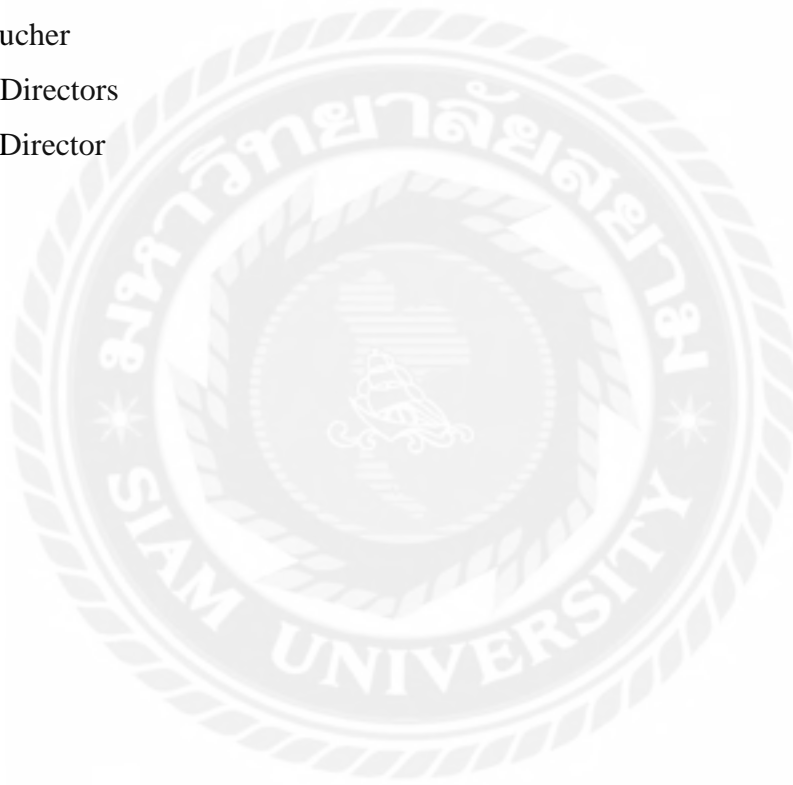
SDG: Sustainable Development Goals

CRM: Customer Relationship Management

JV: Journal Voucher

BoD: Board of Directors

ED: Executive Director



CHAPTER 1

INTRODUCTION

Global Compact Nepal (GCN) is the country network of the United Nations Global Compact (UNGC), the largest corporate sustainability initiative in the world. The UNGC was launched by late Secretary- General Kofi Annan on July 26, 2000 and is over 25 years old. Global Compact Nepal was informally active and working since 2002, however it was officially registered and became active in 2015.



Figure 1: Global Compact Nepal Logo

1.1 Company profile

Global Compact Nepal (GCN) acts as a bridge between global sustainability standards and Nepal's business ecosystem, enabling companies to integrate responsible practices while contributing to national and global development goals. GCN serves as a platform for businesses and organizations in Nepal to adopt responsible and sustainable business practices aligned with global standards. GCN works to promote the integration of the Ten Principles of UNGC which are divided under the following 4 pillars:

- Human Rights
- Labour Standards
- Environment
- Anti-Corruption

1.1.1 Company Vision

An enabling environment for sustainable business and inclusive economic opportunities for all.

1.1.2 Company Mission

To raise awareness of responsible business practices, help companies internalize the United Nations Global Compact principles, engage in peace-building initiatives in the business sector and foster partnerships amongst stakeholders.

1.1.3 Service Portfolio

Since GCN is a non-profit initiative, it has a service portfolio. Its portfolio consists of services, programs, and initiatives, such as:

a. Membership and Network Platform

- Provides companies access to the UNGC network
- Enables collaboration and knowledge sharing among membership base and other stakeholders

b. Capacity Building and Training

- Workshops, seminars, PLG sessions, and accelerator programs
- Training on ESG integration inside companies, sustainability, SDGs

c. Advisory and Guidance

- Helps companies integrate UNGC Ten Principles
- Supports sustainability reporting (e.g., Communication on Progress)

d. Advocacy and Awareness Programs

- Promotes responsible business practices in the private sector
- Encourages alignment with 17 Sustainable Development Goals (SDGs)

e. Partnerships and Collaboration

- Connects businesses with various stakeholders (government, NGOs, UN agencies)

These works by GCN align with UNGC's global role of providing frameworks, tools, and platforms for sustainable business transformation.

1.1.4 Company's Core Objectives

Based on the UNGC framework, the core objectives of GCN include:

a. Promote Responsible Business Practices

- Encourage companies to adopt ethical practices aligned with 10 UNGC principles.

b. Support SDGs Implementation

- Help businesses contribute to the Sustainable Development Goals (SDGs).

c. Build Awareness and Capacity

- Educate organizations on sustainability, ESG, and corporate responsibility.

d. Foster Multi-Stakeholder Partnerships

- Create collaboration between the private sector, government, and civil society.

e. Encourage Transparency & Accountability

- Promote reporting mechanisms like sustainability disclosures.

1.1.5 Strategies of the Company

Global Compact Nepal (GCN), as the country network of the United Nations Global Compact, aligns its strategies with global sustainability frameworks while adapting them to the Nepalese business and development context. The key strategies of the organization are:

- Promote the adoption of the UN Global Compact's Ten Principles by encouraging businesses in Nepal to integrate sustainability and responsible practices into their core operations.
- Facilitate alignment with the Sustainable Development Goals (SDGs) by supporting organizations in integrating global goals into local business strategies and reporting practices.
- Strengthen capacity building through workshops, training sessions, and accelerator programs focused on ESG, climate action, and sustainable business practices.
- Foster multi-stakeholder collaboration by engaging private sector companies, government bodies, civil society, and development partners to drive collective impact.
- Advance sustainable finance and climate action initiatives by promoting awareness, research, and practical implementation of green finance and carbon-related practices.
- Enhance member engagement and network growth by creating platforms for knowledge sharing, dialogue, and best practice exchange among participating organizations.
- Advocate for responsible business practices by contributing to policy discussions and promoting sustainability as a key driver of national development.

Through these strategies, Global Compact Nepal plays a vital role in bridging global sustainability frameworks with local implementation, contributing to responsible business practices and sustainable development in Nepal.

1.2 Organizational Structure

The organizational structure at Global Compact Nepal helps understand how different functional areas work together to promote sustainable business practices and achieve organizational goals. As a network organization, GCN follows a flexible yet structured

framework that enables effective coordination between various teams and stakeholders. GCN operates through key functional areas such as Programs, Partnerships, Membership, Research, and Administration and Finance.

This integrated structure supports efficient decision-making, interdepartmental collaboration, and successful implementation of various initiatives such as workshops, accelerator programs, and strategic partnerships. This chapter outlines the organizational framework of GCN and highlights my role as a Co-op Student within this structure, emphasizing how I contributed across multiple functions while working closely with different teams.

1.2.1 Organizational Overview

Global Compact Nepal (GCN) is governed by a Board of Directors, composed of elected members who provide strategic direction. At the executive level, the Executive Director is responsible for overall management and operational leadership. Under the leadership of the Executive Director, various functional managers oversee key departments, ensuring effective implementation of programs and initiatives. Each functional area is supported by associates and interns, who contribute to day-to-day operations and project execution.

Board of Directors (BoD): The BoD provides strategic direction and governance, ensuring that the organization remains aligned with its mission and long-term goals.

Executive Director (ED): The ED leads overall operations and translates the Board's strategy into actionable plans and oversees organizational performance.

Program Manager: The Program Manager and the department supported by program associates oversees the design and implementation of programs and initiatives.

Participant Engagement Manager: The Participant Engagement Manager is responsible for recruiting members, managing relationships with members and stakeholders, ensuring active engagement and coordination, while also leading and implementing various programs, with support from interns and volunteers

Administration and Finance: This department handles financial management and administrative functions to ensure smooth organizational operations, supported by interns and volunteers.



Figure 2: Leadership Team of Global Compact Nepal

1.2.2 Diagram of the Organizational Structure



Figure 3: Organizational Structure of Global Compact Nepal

This diagram illustrates the organizational structure of Global Compact Nepal (GCN). GCN operates as a Country Network of the United Nations Global Compact, and as a part of this global initiative, GCN is connected to a broader governance structure that includes the Global Network Council and Regional Network Councils, which provide strategic guidance, coordination, and alignment across different country networks.

1.2.3 My Job Position

During my internship period at Global Compact Nepal (GCN), I contributed as an intern and supported various organizational functions with a primary focus on programs and participant engagement.

My role was dynamic and not limited to a single department, allowing me to contribute across multiple areas. My responsibilities involved assisting in the planning and execution of various sustainability programs, workshops, and stakeholder engagement initiatives, as well as supporting day-to-day organizational operations. I coordinated with member organizations, helped prepare communication materials, and contributed to documentation, reporting, and follow-ups for ongoing projects.

Additionally, I have been actively involved in understanding and researching carbon-related initiatives in Nepal, particularly around sustainability, climate action, and private sector engagement in carbon management. This included supporting discussions, developing insights, and contributing to knowledge-building efforts on carbon markets and climate-related frameworks. Overall, this role has provided me with practical exposure to program implementation, stakeholder coordination, and sustainability-focused research within a dynamic organizational environment.

1.2.4 My Job Position in the Company's Organizational Structure

Within the organizational structure of GCN, as my position as a Co-op Student, I worked closely under the supervision of the Participant Engagement Manager and reported to them as well.

My job played a key role in maintaining relationships with member organizations, ensuring active stakeholder participation, and supporting the successful implementation of sustainability programs and initiatives. My position gave me a chance to have a hands-on role that served as a support function within the team. I was involved in assisting with program coordination, stakeholder communication, documentation and reporting, and supporting the execution of various workshops and engagement activities.

Additionally, I contributed to research and knowledge-building efforts, particularly in the area of carbon and climate-related initiatives, gaining exposure to sustainability

frameworks and private sector engagement. This positioning allowed me to understand how participant engagement drives collaboration, program effectiveness, and overall organizational impact.



Figure 4: My Job Position in Organizational Structure

1.3 My Intention and Motivation to choose this company as My Co-op Studies Workplace

My decision to pursue my co-op studies at Global Compact Nepal (GCN) was driven by my strong interest in sustainability, responsible business practices, and the role of the private sector in national development. As a business and finance student, I have always been interested in how organizations integrate Environmental, Social, and Governance (ESG) principles while maintaining long-term growth. I have always been curious about how organizations can balance profitability with social and environmental responsibility.

GCN, as the country network of the United Nations Global Compact, offered me a platform to observe how global frameworks such as the UNGC principles and the Sustainable Development Goals (SDGs) are applied within the Nepalese context. The organization's work in areas like sustainable finance, climate action, and corporate responsibility closely aligns with my academic interests, especially in green finance. The organization's focus on awareness-building, capacity development, and advocacy provided me with a valuable learning environment where I could develop both my technical knowledge and soft skills.

Additionally, this opportunity allowed me to gain practical exposure to multi-stakeholder engagement, program implementation, and sustainability-focused initiatives. Overall, this co-op placement has provided me with valuable learning experience and a strong foundation for pursuing a future career in sustainable finance and responsible business.

1.4 Strategic Analysis of the Company

To understand GCN's position in the industry and identify its areas for improvement or opportunity, a SWOT Analysis was conducted with help of online available information and all the information I have gathered through work and office conversation throughout my internship. This has helped to analyze internal strengths and weaknesses, along with external opportunities and threats influencing the company's operations and future strategy.

SWOT Analysis of Global Compact Nepal

Strengths

Global Compact Nepal's key strength is in its strong affiliation with the United Nations Global Compact, which enhances its credibility and global recognition. This allows GCN to bring internationally accepted frameworks, such as the Ten Principles and Sustainable Development Goals (SDGs), into the Nepalese business environment. GCN also has a diverse network of member organizations, including private sector companies, NGOs, and stakeholders, which facilitates collaboration and knowledge sharing. GCN is a platform for dialogue and partnership which makes it a key player in promoting sustainable business practices in Nepal. Additionally, its focus on capacity building through workshops, training sessions, and accelerator programs help organizations understand and implement ESG (Environmental, Social, and Governance) practices effectively.

Weaknesses

Despite its strengths, Global Compact Nepal faces certain internal limitations. As a non-profit network organization, it has limited financial and human resources compared to large international agencies which restricts the scale of its programs and activities. There is varying level of engagement among member organizations, some participating actively while others remain passive members. This inconsistency can reduce the overall impact of GCN's initiatives. Another weakness is the relatively low level of awareness about sustainability and ESG practices among many businesses in Nepal, which makes it challenging for GCN to drive rapid adoption of its principles.

Opportunities

There are significant growth opportunities for Global Compact with the increasing global and national emphasis on sustainability, climate action, and responsible business, and a rising demand for ESG-related knowledge and implementation support. There is a growing interest in sustainable finance, green investments, and corporate responsibility so GCN can expand its influence and programs as a leading advisor and facilitator in these areas.

Since collaboration opportunities with government bodies, international organizations, and development partners are increasing, GCN can scale its impact and contribute more effectively to national development goals. The recent alignment of businesses with global frameworks such as the SDGs creates opportunities for GCN to expand its membership base and strengthen its role as a bridge between global standards and local practices.

Threats

Global Compact Nepal faces one major threat which is the limited regulatory enforcement of sustainability and ESG practices in Nepal. Without strong policy support, companies may lack the incentive to adopt responsible business practices.

Additionally, due to economic instability or financial constraints within businesses they may prioritize short-term profitability over long-term sustainability commitments. There is also competition from other organizations, consulting firms, and development agencies working in the sustainability and ESG space. There is resistance to change within traditional business practices and lack of awareness can slow down the adoption of sustainability initiatives, which is a challenge to GCN’s mission.

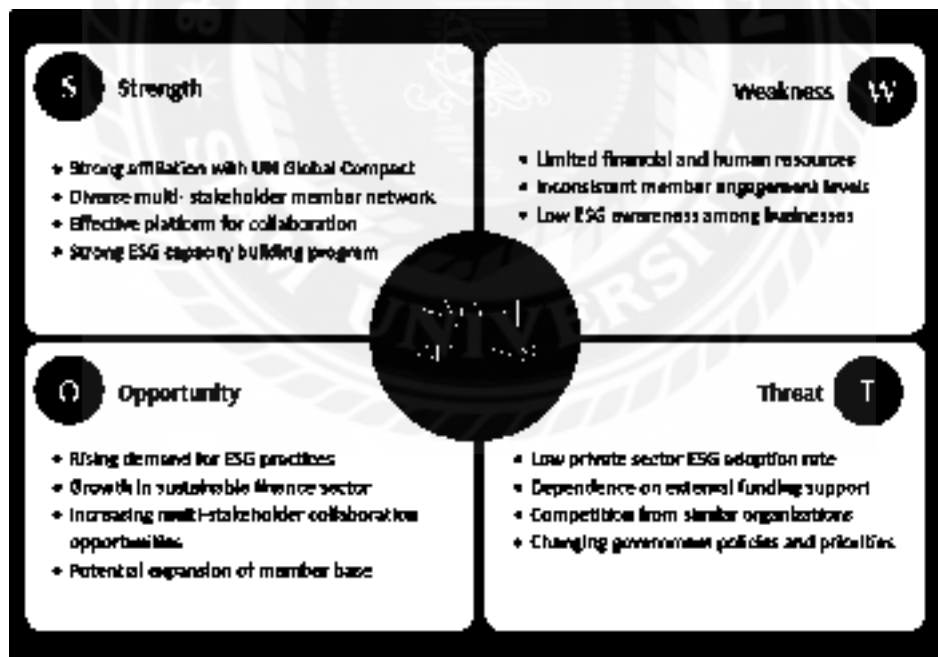


Figure 5: SWOT Analysis of GCN

Overall, the SWOT analysis shows that Global Compact Nepal has strong credibility, a good network, and a clear focus on sustainability, which helps it promote responsible business practices in Nepal. While it faces some challenges like limited resources and uneven

member engagement, there are many opportunities due to the growing focus on ESG and sustainable finance. However, issues like low awareness and dependence on external support need to be managed. By using its strengths and improving its weaknesses, GCN can increase its impact and play a bigger role in sustainable development.

PESTEL Analysis of Global Compact Nepal

Political

Global Compact Nepal operates in a policy environment where the government is increasingly emphasizing sustainability, climate action, and alignment with global frameworks like Sustainable Development Goals (SDGs). Support from government bodies and national policies related to environmental protection and responsible business can create opportunities for collaboration. However, changes in political priorities, policy implementation gaps, and bureaucratic challenges can sometimes affect the pace and effectiveness of sustainability initiatives.

Economic

Nepal has an evolving economic landscape, and a growing interest in sustainable finance, green investments, and responsible business practices, which presents significant opportunities for GCN. As businesses gradually recognize the long-term value of ESG integration, GCN can expand its influence and programs. However, limited financial capacity of many organizations and reliance on external funding or donor support can restrict the scale and continuity of its initiatives.

Social

There is a gradual increase in awareness of ethical business practices, sustainability, and corporate responsibility, but it is still at a developing stage in Nepal. This creates both a challenge and an opportunity for GCN to play a key role in awareness-building, education, and capacity development to drive behavioral change.

Technological

The increasing use of digital platforms has improved GCN's ability to conduct training, workshops, and stakeholder engagement efficiently. Technology also supports better communication, data management, and knowledge sharing. However, differences in digital literacy and access among stakeholders can limit the effectiveness of these tools, especially when engaging with smaller or less technologically advanced organizations.

Environmental

The growing concerns over climate change and environmental degradation have made

sustainability a critical focus area in Nepal. This creates strong opportunities to promote climate action, carbon management, and environmentally responsible business practices. At the same time, environmental challenges increase the urgency and expectations placed on organizations like GCN to deliver impactful solutions.

Legal

The legal environment in Nepal is gradually evolving to include regulations related to ESG. These developments create opportunities for GCN to guide businesses in compliance and best practices. However, inconsistencies in enforcement, lack of clear ESG-specific regulations, and regulatory uncertainties can create challenges for widespread adoption and implementation.

1.5 Statement of the Report

This cooperative education report outlines my 16-week internship experience at Global Compact Nepal, where I served as a Program and Research Intern from January 11, 2026, to May 1, 2026. This report aims to provide a detailed overview of the responsibilities undertaken, the activities performed, and the knowledge and skills developed throughout the internship period.

The internship was in line with Global Compact Nepal's initiatives to encourage sustainability, responsible business practices, stakeholder collaboration, and inclusive development within the private sector of Nepal. Through this experience, I gained practical exposure to areas such as program and event coordination, sustainability-related research, stakeholder communication, reporting and documentation, and emerging topics including green finance and carbon markets.

This report mainly focuses on my participation in sustainability-oriented programs and research activities, coordination with member organizations and external stakeholders, and contributions to projects aligned with global frameworks such as the United Nations Global Compact principles and the Sustainable Development Goals.

By presenting the experiences and learning outcomes that occurred during the internship, the report highlights how the cooperative education program contributed to developing my professional competencies and expanding my practical understanding of sustainability and responsible business practices in a real organizational environment.

1.6 Objectives of this Co-Operative Studies

This report is a detailed reflection of my experiential learning as an intern at Global Compact Nepal (GCN), undertaken as part of my Co-Operative Education Studies. The purpose of this report is both academic and professional, as it documents the practical application of my academic knowledge through hands-on experience in sustainability initiatives, stakeholder engagement, and program implementation within a non-profit network organization.

The main objectives of this Co-Op study are:

1. To apply academic knowledge and gain practical exposure: I applied concepts from business, finance, and sustainability in real-world contexts through involvement in programs, stakeholder coordination, and organizational activities.
2. To understand sustainability and ESG practices in action: By supporting various initiatives and engaging with members, I gained insight into how ESG principles, corporate responsibility, and sustainable development are implemented in Nepal.
3. To develop professional competencies and workplace readiness: Through tasks such as program coordination, communication, documentation, and research, I strengthened my skills in teamwork, organization, and professional communication.
4. To contribute meaningfully to organizational goals: By assisting in program execution, daily operations, and research, particularly in carbon and climate-related areas, I contributed to GCN's efforts in promoting responsible business practices while gaining valuable industry exposure.

CHAPTER 2

CO-OP STUDY ACTIVITIES

2.1 My Job Description

During my co-operative study period at Global Compact Nepal (GCN), I worked as a supporting intern contributing to sustainability initiatives, stakeholder engagement, and program coordination. My role primarily involved assisting in the planning, execution, and documentation of projects aligned with the United Nations Sustainable Development Goals (SDGs).

I was actively engaged in tasks related to communication, research, event coordination, and reporting. My position required me to collaborate with internal team members, external partners, and member organizations to ensure smooth implementation of various programs such as accelerator sessions, workshops, and partnership initiatives.

2.2 My Job Responsibilities

My key responsibilities as an intern at Global Compact Nepal (GCN) were diverse, providing me with broad exposure to program implementation, stakeholder engagement, and day-to-day organizational operations. The key responsibilities were:

A. Program Coordination and Implementation:

- Coordinated planning and executing workshops, training sessions, and sustainability programs
- Managed event logistics, scheduling, and cross-team coordination to ensure smooth delivery

B. Stakeholder Engagement and Communication:

- Communicated and coordinated with member organizations and stakeholders for program participation and follow-ups
- Maintained active engagement through regular updates, outreach, and relationship management
- Prepared tailored Value Proposition presentations to communicate with organizations the value of UNGC membership

C. Documentation and Reporting:

- Prepared reports, meeting minutes, and program documentation
- Maintained organized records of ongoing initiatives for tracking and reference

- Contributed to proposal development, including content drafting, activity planning, and budget preparation using Excel

D. Research and Knowledge Support:

- Conducted research on sustainability, climate action, and carbon-related initiatives
- Contributed to knowledge development and supported integration of insights into programs

E. Financial Tracking and Documentation:

- Tracked invoices and maintained accurate records of payments and financial transactions
- Prepared and managed journal vouchers (JVs) for accounting and documentation purposes

F. Content Development and Creative Support:

- Contributed to content creation for programs and organizational initiatives, including writing captions, drafting materials, and developing communication content
- Designed basic promotional materials and visuals using tools like Photoshop for events and organizational activities

G. Operational and Administrative Support:

- Supported day-to-day organizational activities and internal coordination
- Collaborated with cross-functional teams to ensure efficient workflow and timely execution of tasks

2.3 Activities in Coordinating with Co-Workers

Throughout my internship at Global Compact Nepal (GCN), collaboration and coordination with co-workers played a key role in my daily activities. I actively worked with my team to support the smooth execution of programs, stakeholder engagement activities, and organizational tasks. Effective communication within the team enabled seamless coordination in areas such as event planning, participant follow-ups, and documentation.

I worked closely with different departments, particularly under the Participant Engagement department, and also coordinated with the Programs and Administration teams for organizing workshops, managing logistics, and ensuring timely communication with stakeholders. My role involved supporting coordination with member organizations, assisting in outreach efforts, and contributing to follow-ups for various initiatives.

Additionally, I collaborated with team members on research and knowledge-building activities, particularly in areas related to sustainability and carbon initiatives. I also supported

internal coordination by assisting in documentation, reporting, and maintaining organized records of ongoing programs. Toward the end of my internship, I ensured a smooth transition by assisting in the handover of my tasks and responsibilities.

Working in such a collaborative environment enhanced my teamwork, communication, and organizational skills, while also giving me a deeper understanding of how coordination across functions contributes to the successful implementation of sustainability initiatives.

2.4 Job Process Diagram

Table 2.1: Job Process Workflow

S.N.	Job Responsibilities	Workflow
1.	Program Coordination	<ul style="list-style-type: none"> – Receive information on upcoming programs, workshops, or initiatives – Assist in planning logistics such as scheduling, venue coordination, and materials preparation – Coordinate with internal teams for roles and responsibilities – Support execution of the program/event – Collect feedback and assist in post-event follow-ups and reporting
2.	Stakeholder Engagement	<ul style="list-style-type: none"> – Identify target participants or member organizations for programs – Prepare communication materials (emails, invitations, follow-ups) – Reach out to stakeholders and confirm participation – Maintain communication for updates and reminders – Record participation and update engagement records

(Cont.)

Table 2.1(Cont.): Job Process Workflow

S.N.	Job Responsibilities	Workflow
3.	Documentation and Reporting	<ul style="list-style-type: none"> – Gather information from meetings, programs, and activities – Prepare drafts of reports, summaries, and meeting minutes – Organize and maintain records of ongoing initiatives – Share documents with relevant team members for review – Finalize and store documentation for future reference
4.	Research and Knowledge Support	<ul style="list-style-type: none"> – Identify relevant topics related to sustainability and carbon initiatives – Conduct background research using available resources – Compile key insights and findings – Support team in integrating research into programs or discussions – Maintain organized records of research materials
5.	Financial Tracking and Documentation	<ul style="list-style-type: none"> – Receive financial information related to invoices, expenses, or transactions – Record and track invoices for events, vendors, or organizational expenses – Prepare check book with accurate transaction details – Prepare journal vouchers (JVs) with accurate transaction details – Update the records and share with team members for review

(Cont.)

Table 2.1(Cont.): Job Process Workflow

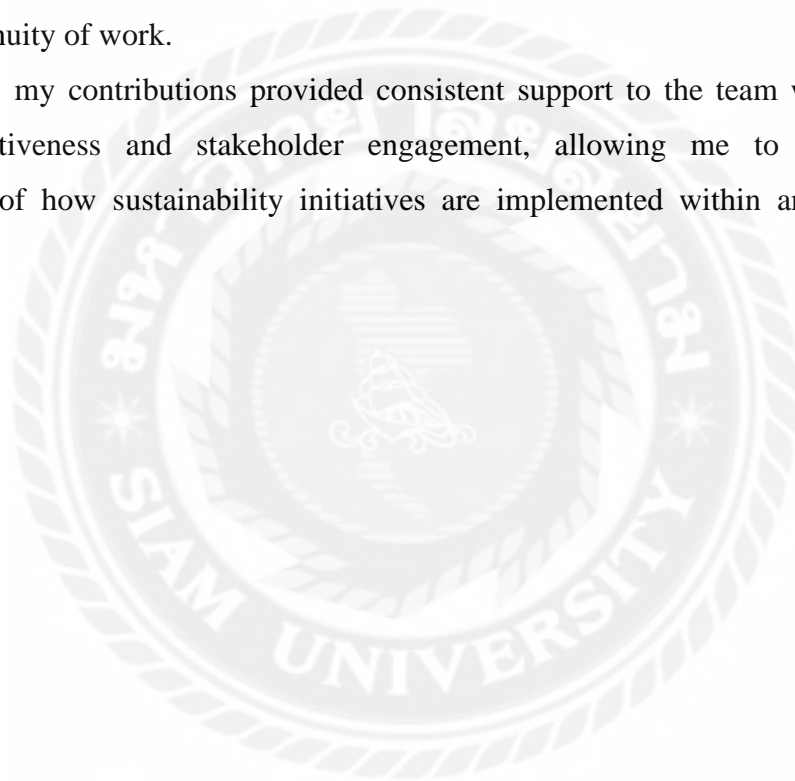
S.N.	Job Responsibilities	Workflow
6.	Content Development and Creative Support	<ul style="list-style-type: none"> – Identify content requirements for programs, events, or organizational updates and gather relevant information – Draft content such as captions, communication materials, and promotional text – Design visual materials (banners, creatives, certificates) using tools like Photoshop – Share drafts with relevant team members for feedback and revisions – Finalize and prepare content for dissemination across platforms
7.	Internal Coordination	<ul style="list-style-type: none"> – Receive assigned tasks from supervisors or team members – Coordinate with different functions (Programs, Admin, Engagement) as required – Track progress and update the team regularly – Ensure timely completion of tasks – Assist in smooth handover of responsibilities when required

2.5 Contributions as a Co-op Student in the Company

As an intern at GCN, my primary contribution was serving as a support function to enhance the efficiency of program implementation and stakeholder engagement activities. My involvement in coordinating workshops, managing communication with participants, and assisting in documentation contributed to the smooth execution of various initiatives. I supported the team in maintaining organized records, preparing reports, and ensuring timely follow-ups with member organizations, which helped improve overall workflow and coordination.

Additionally, I contributed to research and knowledge-building efforts, particularly in the area of carbon and sustainability, by gathering insights and supporting ongoing discussions and initiatives. This experience became especially relevant as Nepal recently introduced its carbon-related policies and launched its National Carbon Registry, creating new opportunities in the carbon market. With growing national focus on climate action and carbon trading, there is an increasing need for awareness, research, and capacity-building among businesses. Through my role, I supported these emerging needs while also gaining valuable industry exposure and practical insights into sustainability and carbon finance. My role also included assisting in day-to-day operational tasks, ensuring that activities were carried out effectively and on time. Toward the end of my internship, I supported the handover of my responsibilities to ensure continuity of work.

Overall, my contributions provided consistent support to the team while enhancing program effectiveness and stakeholder engagement, allowing me to gain a deeper understanding of how sustainability initiatives are implemented within an organizational context.



CHAPTER 3

LEARNING PROCESS AND OUTCOME

During my internship at Global Compact Nepal, I encountered several practical issues and challenges in my daily tasks. This chapter highlights those challenges, the problem-solving approaches applied, and the key learning experiences gained through this cooperative education experience. It also reflects on how I applied theoretical knowledge learned in my workplace and the technical and soft skills I developed during the internship.

3.1 Challenges Encountered in the Company

I mainly faced the following challenges during my 16- week internship:

1. Limited Human Resources and Multitasking:

With a very small team in place, we had to manage multiple responsibilities at the same time across different projects. This created a high-pressure work environment where prioritization was very crucial, and at times, balancing several urgent tasks impacted our productivity, efficiency and overall work quality.

2. Manual Systems and Membership Handling:

The organization relies heavily on manual processes, including spreadsheets, emails, and physical documentation for managing membership and internal tracking. This resulted in inefficiencies such as delayed responses, higher chances of errors, and difficulty in maintaining accurate and up-to-date records.

3. Complexities in Event Planning and Coordination:

GCN organizes a lot of events and all of those events involve frequent last-minute changes and coordination with multiple stakeholders such as other agencies, government of Nepal, member companies, speakers, and media partners. The lack of a structured system made coordination more difficult and added pressure as event deadlines came closer.

4. Communication Gaps During Project Transitions:

Different individuals handle various different projects and communication gaps occasionally happen during project handovers. This makes coordination challenging and sometimes leads to delays, mainly in membership-related activities.

5. Adaptability and Exposure to Technical Workstreams:

In my role as an intern, I adapted to a variety of tasks beyond routine responsibilities with limited structured systems in place. I was involved in research related to carbon initiatives, carbon markets, credit generation, and verification mechanisms, which required

quickly understanding technical concepts. This became particularly relevant during my internship period, as Nepal introduced its carbon-related legal framework and registry, which accelerated interest and activity in the carbon market. This experience improved my ability to learn independently and handle both operational and research-based tasks effectively.

3.2 Proposed solutions to the identified problems

Based on the challenges observed during my internship, the following solutions are proposed to enhance efficiency, improve coordination, and create a more effective and supportive working environment at Global Compact Nepal:

1. Implementation of Structured Task Management Systems:

Introducing digital project management tools (such as task tracking software and shared dashboards) can help distribute workload more effectively within a small team. This would support better prioritization, reduce work pressure, and improve productivity and quality of outputs.

2. Digitization of Membership and Internal Processes:

Switching from manual systems to a centralized digital database or CRM would make membership management and internal tracking much easier. It would reduce errors, allow real-time updates, and improve communication and record-keeping organization wide.

3. Standardized Event Planning Framework:

Developing structured event management protocols, including checklists, timelines, and defined roles and responsibilities, can reduce last-minute inefficiencies. This would enhance coordination with all stakeholders and ensure smoother execution of events.

4. Improved Internal Communication and Handover Mechanisms:

Establishing clear documentation practices and standardized handover procedures for projects can reduce communication gaps. Regular follow-ups and shared documents can further ensure smooth work and minimize delays.

5. Capacity Building and Technical Training:

Providing basic training and knowledge-sharing sessions on emerging areas such as carbon markets and sustainability frameworks can strengthen team capacity. This would improve efficiency in handling technical workstreams and help interns and new team members learn faster.

3.3 Literature Review

Sustainability and responsible business practices have gained increasing importance globally, particularly in developing economies like Nepal, where environmental challenges, social inequality, and economic development are closely interconnected. Organizations are expected to align their operations with global frameworks such as the United Nations Global Compact and the Sustainable Development Goals, which emphasize ethical practices, environmental responsibility, and inclusive growth.

Green finance has emerged as a critical tool for promoting sustainable development. A recent study by **Bhandari et al. (2024)** highlights those financial institutions in Nepal are gradually integrating Environmental, Social, and Governance (ESG) considerations into their operations, due to global and regulatory pressure. However, the study also identifies key challenges like lack of expertise, limited policy enforcement, and insufficient institutional capacity.

Similarly, **Acharya et al. (2024)** emphasize that green finance initiatives in Nepal's banking sector are essential for addressing climate change and promoting sustainable investments, but their implementation remains at an early stage and requires stronger coordination and awareness.

Corporate Social Responsibility (CSR) also plays an important role in promoting responsible business practices. The concept, as introduced by **Carroll (1991)**, outlines that organizations have economic, legal, ethical, and philanthropic responsibilities. In practice, CSR in developing economies focuses on short-term activities rather than long-term strategies. This is supported by findings from the **Asian Development Bank (2020)**, which indicate that while CSR awareness is increasing in South Asia, organizations still have not effectively integrated sustainability into their core operations. This trend was also observed during my internship, where organizations showed interest in sustainability initiatives but required guidance in aligning them with recognized frameworks.

Digitalization and financial technology (FinTech) have influenced sustainability and organizational efficiency. A recent study by **Joshi and Karmacharya (2024)** shows that digital tools and financial technologies improve sustainability performance by enhancing efficiency and transparency. Additional researches highlight that digital innovation plays a crucial role in improving financial inclusion and supporting sustainable development in Nepal, but there are challenges like regulatory limitations and infrastructure gaps.

These findings align with my internship experience, where digital tools were increasingly used for communication, documentation, and stakeholder engagement, but their effectiveness depended on capacity and system structure.

An emerging and highly relevant area is carbon markets and climate finance. Recent studies indicate that carbon credit systems can support climate action and create financial opportunities, but their implementation in Nepal remains at an early stage due to limited awareness and technical understanding. They are relevant to Nepal's recent efforts to develop carbon-related policies and registries. During my internship, I was involved in research and discussions on carbon markets, which helped me understand both the opportunities and challenges in implementing these mechanisms in a developing country context.

Additionally, stakeholder engagement plays a critical role in the success of sustainability initiatives. The UNGC emphasizes collaboration between businesses, government, and other stakeholders as essential for achieving sustainability goals. This was strongly reflected in my internship, where coordination with member organizations, government agencies, and partners played a key role in program execution and overall organizational effectiveness.

Overall, the recent studies indicate that while Nepal is making progress in areas such as green finance, CSR, digitalization, and carbon markets, there are still significant gaps in implementation, awareness, and institutional capacity. My internship experience at Global Compact Nepal supports these findings, as I observed a clear gap between theoretical frameworks and practical execution. This highlights the need for continuous awareness-building, capacity development, and multi-stakeholder collaboration to effectively promote sustainable and responsible business practices in Nepal.

3.4 Recommendations to the Company

Based on my overall experience and observations during the internship, the following recommendations are suggested to further improve the effectiveness of the internship program at Global Compact Nepal:

1. Adoption of Digital Task Management Tools:

The organization can use basic project management tools to delegate, track, and prioritize tasks. This would improve coordination within small teams, reduce workload pressure, and help ensure timely completion of tasks.

2. Structured Event Planning Process:

Developing a standard event planning framework with clear timelines, roles, and checklists would improve coordination inside the employees. This would also help manage last-minute changes better and ensure smoother execution of events with multiple stakeholders.

3. Improved Documentation and Handover System:

Maintaining proper documentation for all ongoing projects and creating a standard handover process would reduce communication gaps. This would ensure continuity of work and minimize delays during staff or project transitions.

4. Capacity Building and Knowledge Sharing:

Regular internal learning sessions on technical and newer topics like carbon markets and sustainability would help improve team understanding. This would make it easier for staff and interns to handle complex workstreams and adapt quickly to new areas.

3.5 Learning Outcome from the Co-op studies

The internship provided me with several learning opportunities that contributed to both my personal and professional development. The key learning outcomes are as follows:

1. Sustainability and Corporate Responsibility

I developed a deeper understanding of how global sustainability principles are applied in local business contexts. Supporting initiatives aligned with the UNGC's Ten Principles and SDGs helped me understand both the impact and practical challenges of responsible business practices in Nepal.

2. Understanding of Carbon Markets and Emerging Policy Areas

Through my involvement in carbon-related research, I gained insight into carbon markets, credit mechanisms, and verification processes. This was particularly valuable as Nepal introduced its National Carbon Law and national registry during my internship, increasing relevance and practical exposure in this area.

3. Stakeholder Engagement and Professional Communication

Working with diverse stakeholders, including member companies, government bodies, and partner organizations, strengthened my communication skills. I learned to tailor communication for different audiences and manage professional follow-ups effectively.

4. Research and Analytical Skills

I enhanced my ability to research, analyze, and simplify complex technical and policy-related topics. This improved my capacity to contribute meaningfully to sustainability and carbon-related workstreams.

5. Time Management and Multitasking

Handling multiple responsibilities within a small team environment helped me build strong prioritization and time management skills, especially when working under tight deadlines.

6. Process Management and Organizational Understanding

Being involved in membership handling, event coordination, and internal processes gave me practical exposure to organizational operations. I learned the importance of structured workflows, clear communication, and efficient coordination.

7. Team Collaboration and Professional Growth

Collaborating with team members across different functions improved my ability to work in a team-oriented environment. This experience also contributed to my professional development, strengthening my interest in sustainability and corporate responsibility.

3.6 Application of Coursework to Real Working Situations

The internship provided an opportunity to apply theoretical knowledge from my studies to practical work situations. The following are the key applications:

1. Communication Skills and Public Relations

I applied my academic learning in communication to write clear and professional emails, notes, and press releases. This helped maintain effective internal coordination and external communication with stakeholders. My university courses in business communication and presentations further strengthened these skills in a practical work setting.

2. Project Management and Event Coordination

Concepts learned in project management, such as task prioritization, timeline planning, and stakeholder coordination, were directly applied in organizing events and supporting initiatives like “Zero Waste Management” and “Ring the Bell.” This helped me understand how structured planning improves execution in real-world projects.

3. Business Software and Data Management

I regularly used Microsoft Excel, Word, and PowerPoint for tasks such as managing membership data, drafting reports, and preparing presentations. My academic exposure combined with practical use improved my efficiency in handling documentation and data-related tasks.

4. Finance and Basic Accounting Application

My background in finance and basic accounting helped me understand and assist with simple financial tasks such as expense tracking, documentation, and maintaining records. This gave me practical exposure to how financial discipline is maintained within an organization.

5. Finance and Carbon Market Understanding

My studies in finance and investment helped me understand the economic and market-based aspects of sustainability, particularly carbon markets and carbon credit systems. During my internship, I was able to connect financial concepts such as valuation, market mechanisms, and risk with emerging carbon initiatives in Nepal, especially as the country developed its carbon registry and regulatory framework. This helped me better understand how financial systems are being applied to environmental and sustainability goals.

6. Business Operations and Organizational Behavior

Through my coursework in business studies, I developed an understanding of organizational structure, teamwork, and coordination. This helped me work effectively across different teams and contribute to smoother collaboration within a dynamic work environment.

3.7 Special Skills and New Knowledge Gained

During my internship, I developed a range of new skills and gained practical knowledge that contributed to my overall professional growth. These are categorized into soft skills and technical skills below:

Technical Skills

Research and Analytical Skills:

I gained experience in conducting research on sustainability and carbon-related topics, improving my ability to analyze information and present it in a structured way.

Understanding of Carbon Markets and Sustainability Frameworks:

I developed knowledge of carbon markets, carbon credit mechanisms, and sustainability frameworks, especially in the context of Nepal's emerging carbon policies.

Microsoft Office and Data Handling:

I enhanced my proficiency in tools like Excel, Word, and PowerPoint for data management, documentation, and presentation purposes.

Basic Financial and Record-Keeping Skills:

I applied my academic knowledge to assist with basic financial tasks such as tracking expenses and maintaining organized records.

Event Coordination and Process Management:

I gained hands-on experience in planning and supporting events, managing timelines, and coordinating with multiple stakeholders.

Soft Skills**Communication and Professional Writing:**

I improved my ability to communicate clearly and professionally through emails, reports, and coordination with stakeholders. This helped me maintain effective internal and external communication.

Time Management and Multitasking:

Working in a fast-paced environment with multiple responsibilities strengthened my ability to prioritize tasks, manage deadlines, and handle pressure efficiently.

Adaptability and Quick Learning:

I developed the ability to quickly understand new concepts and adjust to different types of tasks, especially in areas where prior knowledge was limited.

Teamwork and Collaboration:

Regular coordination with team members across different functions enhanced my ability to work collaboratively and contribute to shared organizational goals.

Problem-Solving and Initiative:

Facing challenges such as limited systems and high workload encouraged me to take initiative and think of practical ways to improve efficiency and workflow.

Overall, this internship allowed me to develop a balanced set of both soft and technical skills. I was able to strengthen my communication, adaptability, and teamwork while also gaining practical knowledge in research, sustainability, and organizational processes. These skills have not only enhanced my professional capabilities but also prepared me to take on more complex responsibilities in future academic and career goals.

CHAPTER 4

CONCLUSION

4.1 Summary of Highlights of My Co-op Studies at Global Compact Nepal

My Co-op experience at Global Compact Nepal offered me valuable practical experience in an organization working in the field of sustainability, corporate responsibility, and multi-stakeholder engagement. This experience helped me understand how global sustainability principles are applied into practical initiatives within a local context.

During my internship, I was involved in a variety of tasks including event coordination, membership management, stakeholder communication, and research work. These responsibilities required me to manage multiple tasks at once, which helped me develop stronger problem-solving abilities and improve coordination within my team.

A key aspect of my experience was working with a wide range of stakeholders, including private sector organizations, development partners, UN agencies, and government representatives. This helped me improve my communication skills and taught me how to interact professionally with different sectors while maintaining effective working relationships.

I also gained practical exposure to sustainability-related research, mainly carbon-related initiatives, especially at a time when Nepal was developing its carbon policies and registry. This allowed me to explore the practical side of sustainability and connect my financial background in finance to understand how financial mechanisms like carbon markets are applied in real-world contexts.

In addition, I developed technical and operational skills such as working with Microsoft Excel, Adobe Photoshop, preparing documentation, drafting proposals, applying for grants, creating reports, and assisting in event execution. These tasks strengthened my organizational abilities and improved my efficiency in handling structured work.

Overall, my internship at Global Compact Nepal was a highly enriching experience that enhanced both my technical understanding and professional skills. It strengthened my interest in sustainability, finance, and organizational development, and prepared me to take on future career opportunities with greater confidence.

4.2 Evaluation of the Work Experience

My internship at Global Compact Nepal was a highly valuable experience that provided both practical exposure and professional growth. Working in a dynamic and fast-paced

environment required me to be flexible, take initiative, and manage multiple responsibilities, which helped me better understand real-world organizational functioning.

The internship allowed me to apply my academic knowledge in business, finance, and sustainability to practical work. Observing how global frameworks like the SDGs and UN Global Compact principles are implemented helped me connect theory with real organizational practices, especially in areas such as stakeholder engagement and project coordination.

A key part of the experience was interacting with diverse stakeholders, including government bodies, private sector organizations, and development partners. This improved my communication skills and taught me how to adapt my approach while maintaining professionalism across different sectors.

I also gained hands-on experience in tasks such as documentation, event coordination, membership support, and research work, which strengthened my organizational and time management skills. Exposure to sustainability and carbon-related research further enhanced my understanding of emerging areas in environmental finance.

In conclusion, this internship has helped me build practical skills, gain real-world exposure, and develop a clearer understanding of professional work environments. It has strengthened my confidence and prepared me to take on future career responsibilities more effectively. The experience will also be valuable across different fields, especially in sustainability, business, and finance, as it has improved both my technical understanding and soft skills.

4.3 Limitations of My Co-op Studies

While my internship at Global Compact Nepal was a valuable learning experience, there were certain limitations that affected the depth of exposure in some areas. Due to the nature of the organization's work and a small team structure, interns like me were often required to take on multiple responsibilities, which sometimes led to repetitive tasks such as documentation, follow-ups, and coordination work.

Additionally, my role as an intern was largely focused on short-term and supportive tasks, which meant I had limited involvement in long-term strategic planning or decision-making processes within the organization.

I had the opportunity to work in areas such as carbon market research, proposal development, and grant writing, which require strong technical knowledge and experience. However, due to my limited prior exposure and the lack of structured guidance for deeper specialization, it was sometimes challenging to engage with these areas at an advanced level.

As a result, my understanding of these complex topics remained mostly at a basic to intermediate level during the internship period.

However, despite these limitations, the internship provided a strong foundation for learning and growth. It helped me gain practical experience and develop skills that will be useful in my future academic and professional journey.

4.4 Recommendations for the company

Based on my internship experience, I would propose the following suggestions to improve the overall learning experience for future Co-op students at GCN:

1. Structured Orientation and Initial Training:

Provide a clear orientation at the beginning along with basic training on key areas such as sustainability, carbon markets, and internal processes to help interns understand their role and work more effectively.

2. Departmental Exposure and Task Variety:

Allow interns to work across different departments and assign a mix of tasks beyond repetitive work. This would provide broader learning and keep interns more engaged.

3. Involvement in Meaningful Projects:

Engage interns in ongoing or long-term projects where possible, so they can contribute more meaningfully and gain deeper practical understanding.

4. Skill-based Task Allocation:

Assign tasks based on interns' academic background and interests to enhance both productivity and learning outcomes.

5. Guidance, Mentorship, and Feedback:

Ensure regular supervision, clear guidance, and periodic feedback sessions to support intern learning, address challenges, and improve overall performance.

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APPENDICES

Appendix I. Weekly Report

Name of Student: Romy Shrestha

Name of Organization: Global Compact Nepal (GCN)

Name of Job Supervisor: Minita Ghimire

Reporting Period: 11 January, 2026 - 1 May, 2026 (16 weeks)

Week 1: Jan 11, 2026 - Jan 16, 2026

Date	Day	Task Assigned
2026/01/11	Sunday	Training: Introduction to GCN team and basic office functions
2026/01/12	Monday	Training: Introductory session with the organization's internal forum management and work procedure
2026/01/13	Tuesday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channel● Researched on Women's Empowerment Principles (WEPs) to help member companies sign up
2026/01/14	Wednesday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Got introduced to a funding proposal by CBM for OPDs● Preparation for proposal application in collaboration with an OPD (NIDSEWA)
2026/01/15	Thursday	HOLIDAY
2026/01/16	Friday	<ul style="list-style-type: none">● Conducted background research to support the proposal application process● Meeting with GCN team and NIDSEWA team to understand collaboration requirements and align on the

		<p>proposal</p> <ul style="list-style-type: none"> Coordinated with venues to obtain quotations for the upcoming Board meeting
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Week 2: Jan 18, 2026 - Jan 23, 2026

Date	Day	Task Assigned
2026/01/18	Sunday	<ul style="list-style-type: none"> Developed program details and activity plans for the proposal application Discussions with the NIDSEWA team to align on proposal Drafted emails and shared them via internal communication channels
2026/01/19	Monday	<ul style="list-style-type: none"> Prepared the estimated budget and financial projections for the proposal application Preparation and coordination for the upcoming Sustainable Finance Peer Learning Group (PLG) Session
2026/01/20	Tuesday	<ul style="list-style-type: none"> Training: Learned about the membership application process at UNGC HQs Preparation for the upcoming Sustainable Finance PLG Sessions
2026/01/21	Wednesday	<ul style="list-style-type: none"> Organizing and coordinating the Sustainable Finance PLG Session IV
2026/01/22	Thursday	<ul style="list-style-type: none"> Drafted a press release for the PLG Session IV Coordinated with media houses for its publication
2026/01/23	Friday	<ul style="list-style-type: none"> Compiled and organized all remaining requirements to support the proposal submission <p>Follow up meeting with NIDSEWA to ensure everything is on track</p>

Week 3: Jan 25, 2026 - Jan 30, 2026

Date	Day	Task Assigned
2026/01/25	Sunday	<ul style="list-style-type: none"> ● Final coordination meeting with the NIDSEWA team prior to submission ● Successfully completed and submitted the proposal in collaboration with NIDSEWA
2026/01/26	Monday	<ul style="list-style-type: none"> ● Training: Journal Voucher entry and record filling ● Drafted emails and shared them via internal communication channels
2026/01/27	Tuesday	<ul style="list-style-type: none"> ● Attended the South Asian Feminist Film Festival event by member company Butterfly Films ● Drafted emails and shared them via internal communication channels
2026/01/28	Wednesday	<ul style="list-style-type: none"> ● Managed and tracked invoices and prepared journal vouchers (JVs) for accounting purposes ● Drafted a press release for the South Asian Feminist Film Festival ● Conducted a site visit to a venue to assess and understand logistical arrangements for an upcoming GCN event
2026/01/29	Thursday	<ul style="list-style-type: none"> ● Training: Maintaining and regularly updating membership tracking sheets ● Training: Managing and updating the inventory tracking sheet for GCN materials
2026/01/30	Friday	<ul style="list-style-type: none"> ● Followed up for members regarding their membership renewal ● Started preparation for upcoming 'Zero Waste' Business

Week 4: Feb 01, 2026 - Feb 07, 2026

Date	Day	Task Assigned
2026/02/01	Sunday	<ul style="list-style-type: none"> ● Developed a tailored presentation for Golchha Group focusing on their value proposition ● Prepared and recorded JV entries ● Drafted emails and shared them via internal communication channels
2026/02/02	Monday	<ul style="list-style-type: none"> ● Preparation for the upcoming event Sustainability Fair 2026 ● Participation in coordination meetings for event ● Email communication with stakeholders for event arrangements ● Prepared and recorded JV entries
2026/02/03	Tuesday	<ul style="list-style-type: none"> ● Update and management of the Internal Forum ● Facilitated stakeholder communication via email for event planning and logistics
2026/02/04	Wednesday	<ul style="list-style-type: none"> ● Attended the ‘Nyadha Open House and Thangka Painting Exhibition’ event by member company Nyadha House ● Drafted emails and shared them via internal communication channels
2026/02/05	Thursday	<ul style="list-style-type: none"> ● Communication with stakeholders for planning of Sustainability Fair, 2026 ● Visited and coordinated with the venue to ensure logistical readiness for the event
2026/02/06	Friday	<ul style="list-style-type: none"> ● Managed overall event preparations, ensuring all logistical and operational arrangements were in place ● Final communication with stakeholders to confirm event readiness and coordination.

2026/02/06	Saturday	<ul style="list-style-type: none"> Organized and supported the successful execution of the Sustainability Fair 2026
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Week 5: Feb 08, 2026 - Feb 13, 2026

Date	Day	Task Assigned
2026/02/08	Sunday	<ul style="list-style-type: none"> Drafted a press release for the Sustainability Fair 2026 Coordinated with media houses for its publication Update and management of the Internal Forum
2026/02/09	Monday	<ul style="list-style-type: none"> Drafted emails and shared them via internal communication channels Prepared and recorded JV entries Preparation for the Zero Waste Program and internal meeting for the same
2026/02/10	Tuesday	<ul style="list-style-type: none"> Concept note drafting for 'Zero Waste for Sustainable Business' event Designed the flyer and other promotion materials for Zero Waste Event Coordinated with member companies for their participation in the event Registration tracking for the event
2026/02/11	Wednesday	<ul style="list-style-type: none"> Facilitated stakeholder communication for event planning and logistics Final Preparations for the Zero Waste event Drafted emails and shared them via internal communication channels
2026/02/12	Thursday	<ul style="list-style-type: none"> Attended the Zero Waste Assessment at Golchha Group along with ZWIA USA Organized and supported the successful execution of the

		‘Zero Waste for Sustainable Business’ event
2026/02/13	Friday	<ul style="list-style-type: none"> • Developed a tailored presentation for Alpha Plus Ventures focusing on their value proposition • Attended the Value proposition meeting • Drafted meeting minutes and follow-up actions after the meeting • Drafted a press release for the Zero Waste Event • Coordinated with media houses for its publication

Week 6: Feb 15, 2026 - Feb 20, 2026

Date	Day	Task Assigned
2026/02/15	Sunday	<ul style="list-style-type: none"> • Update and management of the Internal Forum • Updated the checkbook • Prepared and recorded JV entries
2026/02/16	Monday	<ul style="list-style-type: none"> • Research on ESG practices of Golchha Group and making a session for them to teach them ESG integration to HODs of all departments • Drafted emails and shared them via internal communication channels
2026/02/17	Tuesday	<ul style="list-style-type: none"> • Preparation of research-based presentation on ESG integration for Golchha Group • Updated the checkbook
2026/02/18	Wednesday	<ul style="list-style-type: none"> • Coordinated the successful execution of the ‘ESG Integration Session’ for Golchha Group.
2026/02/19	Thursday	<ul style="list-style-type: none"> • Drafted meeting minutes and documented follow-up actions after the session • Facilitated logistical coordination with Board members for signing of GCN-related documents

		<ul style="list-style-type: none"> Supported the application process for member company registration at UNGC HQs
2026/02/20	Friday	<ul style="list-style-type: none"> Follow up emails to ZWIA USA regarding the Zero Waste Event Update and management of the Internal Forum

Week 7: Feb 22, 2026 - Feb 27, 2026

Date	Day	Task Assigned
2026/02/22	Sunday	<ul style="list-style-type: none"> Represented GCN in 'Stakeholder Consultation with CSOs and Youth for Building Collaborative Pathways for 2026' organized by YASEN and NAYA
2026/02/23	Monday	<ul style="list-style-type: none"> Prepared a tailored Value Proposition Presentation for Norvic Hospital Attended the Value proposition meeting with Norvic Drafted meeting minutes and conducted follow-ups with the company
2026/02/24	Tuesday	<ul style="list-style-type: none"> Developed an ESG session calendar for training delivery to FEEN Engaged with prospective companies to onboard them as members and communicated the value of joining GCN
2026/02/25	Wednesday	<ul style="list-style-type: none"> Drafted emails and shared them via internal communication channels Communicated with prospective new member companies regarding joining us
2026/02/26	Thursday	<ul style="list-style-type: none"> Coordinated with member companies on the membership application process Update and management of the Internal Forum

		<ul style="list-style-type: none"> ● Prepared and recorded JV entries
2026/02/27	Friday	<ul style="list-style-type: none"> ● Facilitated logistical coordination with Board members for signing of GCN-related documents

Week 8: Mar 01, 2026 - Mar 06, 2026

Date	Day	Task Assigned
2026/03/01	Sunday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels
2026/03/02	Monday	HOLIDAY (Holi Festival)
2026/03/03	Tuesday	<ul style="list-style-type: none"> ● Prepared and recorded JV entries ● Maintained and updated the inventory tracking system for GCN assets ● Drafted emails and shared them via internal communication channels
2026/03/04	Wednesday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Drafted a contract agreement
2026/03/05	Thursday	ELECTION LEAVE
2026/03/06	Friday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Updated the checkbook

Week 9: Mar 08, 2026 - Mar 13, 2026

Date	Day	Task Assigned
2026/03/08	Sunday	<ul style="list-style-type: none"> ● Prepared and recorded JV entries

		<ul style="list-style-type: none"> ● Update and management of the Internal Forum ● Participated in internal meetings and for preparations for the upcoming Strategic Board Retreat.
2026/03/09	Monday	<ul style="list-style-type: none"> ● Prepared and recorded JV entries ● Created a one-page value proposition document to engage prospective member companies ● Worked on creating an ESG scorecard with member company Zite
2026/03/10	Tuesday	<ul style="list-style-type: none"> ● Worked on refining the ESG scorecard enhancing its usability and relevance
2026/03/11	Wednesday	<ul style="list-style-type: none"> ● Prepared and recorded JV entries ● Drafted the agenda note for the Strategic Board Retreat, including designing interactive activities and guiding questions for discussions ● Attended preparatory meeting with UN Women for ‘Ring The Bell’ event
2026/03/12	Thursday	<ul style="list-style-type: none"> ● Issued invoices to member companies for membership renewal ● Onboarded new member companies by coordinating with them and applying their application ● Communicated with stakeholders for preparation of the Strategic Board Retreat
2026/03/13	Friday	<ul style="list-style-type: none"> ● Drafted a concept note for the ‘Ring The Bell’ event ● Issued invoices to member companies for membership renewal ● Drafted emails and shared them via internal communication channels ● Edited photos for GCN’s social media platforms using Photoshop

Week 10: Mar 15, 2026 - Mar 20, 2026

Date	Day	Task Assigned
2026/03/15	Sunday	<ul style="list-style-type: none"> ● Prepared presentation slides for the Strategic Board Retreat ● Drafted and finalized guiding questions to facilitate discussions during the retreat ● Edited photos for GCN's social media platforms using Photoshop
2026/03/16	Monday	<ul style="list-style-type: none"> ● Coordinated with the internal team to ensure the smooth execution of the Strategic Board Retreat ● Liaised with external stakeholders to manage logistical arrangements for the retreat
2026/03/17	Tuesday	<ul style="list-style-type: none"> ● Coordinated with the internal team to ensure the smooth execution of the Strategic Board Retreat ● Managed post-event logistics and follow-up arrangements
2026/03/18	Wednesday	<ul style="list-style-type: none"> ● Drafted meeting minutes and documented action items from the Strategic Board Retreat ● Developed a WhatsApp database of GCN member companies to support communication and outreach
2026/03/19	Thursday	<ul style="list-style-type: none"> ● Developed a WhatsApp database of GCN member companies to support communication and outreach ● Research on the Nepali Carbon Market and newly formulated regulations
2026/03/20	Friday	<ul style="list-style-type: none"> ● Coordinated with Board members to gather necessary information for upcoming events ● Drafted emails and shared them via internal communication channels

Week 11: Mar 22, 2026 - Mar 27, 2026

Date	Day	Task Assigned
2026/03/22	Sunday	<ul style="list-style-type: none">● Finalized and circulated the meeting minutes from the Strategic Board Retreat
2026/03/23	Monday	<ul style="list-style-type: none">● Prepared a tailored Value Proposition Presentation for Glocal Pvt. Ltd.● Developed an exit form to capture insights on member non-renewal and identify areas for value enhancement
2026/03/24	Tuesday	<ul style="list-style-type: none">● Participated in an exploratory meeting with PwC to identify potential areas of collaboration in carbon trading in Nepal● Attended an exploratory discussion with Sixit Bhatta regarding potential collaboration with the Centre for AI
2026/03/25	Wednesday	<ul style="list-style-type: none">● Drafted meeting minutes and conducted follow-ups with partners on potential collaboration opportunities
2026/03/26	Thursday	<ul style="list-style-type: none">● Update and management of the Internal Forum
2026/03/27	Friday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels

Week 12: Mar 29, 2026 - Apr 03, 2026

Date	Day	Task Assigned
2026/03/29	Sunday	<ul style="list-style-type: none">● Update and management of the Internal Forum● Prepared and recorded JV entries● Research on the Nepali Carbon Market and newly formulated regulations
2026/03/30	Monday	<ul style="list-style-type: none">● Prepared and recorded JV entries

		<ul style="list-style-type: none"> ● Maintained and updated the inventory tracking system for GCN assets
2026/03/31	Tuesday	<ul style="list-style-type: none"> ● Issued invoices to member companies for membership renewal ● Update and management of the Internal Forum
2026/04/01	Wednesday	<ul style="list-style-type: none"> ● Created an animated social media welcome post for onboarding new members ● Prepared a tailored Value Proposition Presentation for Presidential Graduate School
2026/04/02	Thursday	<ul style="list-style-type: none"> ● Prepared a tailored Value Proposition Presentation for Glocal Pvt. Ltd. ● Attended the Value proposition meeting ● Attended a GCN dinner event celebrating the successful Strategic Board Retreat
2026/04/03	Friday	<ul style="list-style-type: none"> ● Drafted a concept note for the Sustainable Finance PLG Session V ● Drafted meeting minutes and conducted follow-up communication after the meeting

Week 13: Apr 05, 2026 - Apr 10, 2026

Date	Day	Task Assigned
2026/04/05	Sunday	<ul style="list-style-type: none"> ● Prepared and recorded JV entries ● Update and management of the Internal Forum
2026/04/06	Monday	<ul style="list-style-type: none"> ● Update and management of the Internal Forum ● Edited photos for social media using Photoshop ● Developed a presentation on the carbon trading pilot project in Nepal

2026/04/07	Tuesday	<ul style="list-style-type: none"> • Issued invoices to member companies for membership renewal • Maintained and updated the inventory tracking system for GCN assets • Developed a presentation on the carbon trading pilot project in Nepal • Participated in discussions with PwC regarding the carbon trading pilot project
2026/04/08	Wednesday	<ul style="list-style-type: none"> • Attended a stakeholder consultation meeting with UNDP. • Developed a Carbon Knowledge Glossary incorporating both general concepts and Nepal-specific information for ease of understanding • Drafted emails and shared them via internal communication channels • Prepared and recorded JV entries
2026/04/09	Thursday	Substitute holiday for February 07, 2026 (Saturday)
2026/04/10	Friday	LEAVE

Week 14: Apr 12, 2026 - Apr 17, 2026

Date	Day	Task Assigned
2026/04/12	Sunday	LEAVE
2026/04/13	Monday	LEAVE
2026/04/14	Tuesday	HOLIDAY (Nepali New Year)
2026/04/15	Wednesday	<ul style="list-style-type: none"> • Update and management of the Internal Forum • Further developed a one-page value proposition for prospective GCN members

		<ul style="list-style-type: none"> ● Researched potential collaboration opportunities with five member companies
2026/04/16	Thursday	<ul style="list-style-type: none"> ● Maintained and updated the inventory tracking system for GCN assets ● Finalized the one-page value proposition document for prospective members ● Continued research on collaboration ideas with member companies ● Participated in a meeting with Park Village Hotel regarding a joint Shivapuri National Park cleanup campaign
2026/04/17	Friday	<ul style="list-style-type: none"> ● Prepared and recorded JV entries ● Initiated the development of promotional materials for the Shivapuri Cleanup Campaign in coordination with Park Village Hotel ● Update and management of the Internal Forum ● Drafted emails and shared them via internal communication channels

Week 15: Apr 19, 2026 - Apr 24, 2026

Date	Day	Task Assigned
2026/04/19	Sunday	<ul style="list-style-type: none"> ● Prepared and recorded JV entries ● Designed a flyer for the Shivapuri Cleanup Campaign ● Update and management of the Internal Forum ● Oriented a new intern on GCN's carbon-related activities
2026/04/20	Monday	<ul style="list-style-type: none"> ● Issued invoices to member companies for membership renewal ● Prepared a tailored Value Proposition Presentation for

		<p>Buddha Air</p> <ul style="list-style-type: none"> ● Attended the Value proposition meeting ● Drafted meeting minutes and conducted follow-up communication after the meeting
2026/04/21	Tuesday	<ul style="list-style-type: none"> ● Finalized promotional materials for the Shivapuri National Park Cleanup Campaign ● Managed participant registration tracking for the event ● Contributed to ongoing work related to the carbon pilot project ● Participated in a pre-event huddle for Shivapuri event
2026/04/22	Wednesday	<ul style="list-style-type: none"> ● Coordinated with the internal team to ensure smooth execution of the Shivapuri National Park Cleanup Campaign. ● Liaised with stakeholders to manage logistical arrangements ● Prepared a tailored Value Proposition Presentation for Sky Light Pvt. Ltd.
2026/04/23	Thursday	<ul style="list-style-type: none"> ● Issued invoices to member companies for membership renewal ● Drafted social media captions for the cleanup campaign. ● Drafted a press release for the cleanup campaign ● Coordinated with media houses for its publication ● Updated the inventory tracking
2026/04/24	Friday	<ul style="list-style-type: none"> ● Drafted social media captions for the Sky Light meeting ● Contributed to ongoing work related to the carbon pilot project ● Brainstormed ideas for a collaborative CSR project with IDP Nepal ● Edited photos for social media using Photoshop

Week 16: Apr 26, 2026 - May 01, 2026

Date	Day	Task Assigned
2026/04/26	Sunday	<ul style="list-style-type: none"> ● Attended the annual ‘Tree Plantation’ event
2026/04/27	Monday	<ul style="list-style-type: none"> ● Update and management of the Internal Forum ● Drafted emails and shared them via internal communication channels ● Prepared and recorded JV entries ● Visited the local tax office for official administrative work ● Drafted social media captions for events
2026/04/28	Tuesday	<ul style="list-style-type: none"> ● Attended a Value proposition meeting with Pioneer Law Associates ● Drafted meeting minutes and conducted follow-up communication after the meeting ● Researched feasibility aspects of a carbon trading project with Shreenagar AgriTech ● Issued invoices to member companies ● Attended an exploratory meeting with Dolma Consulting Group
2026/04/29	Wednesday	<ul style="list-style-type: none"> ● Coordinated with Gham Power regarding the pilot implementation of a carbon trading project ● Issued invoices to member companies ● Update and management of the Internal Forum ● Drafted emails and shared them via internal communication channels
2026/04/30	Thursday	<ul style="list-style-type: none"> ● Drafted and sent follow-up emails to stakeholders after the Disability Inclusion Breakfast meeting ● Edited photos for social media using Photoshop ● Update and management of the Internal Forum

2026/05/01	Friday	HOLIDAY (Labor's Day)
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(Ms. Minita Ghimire)
Job Supervisor



Appendix II. Photographs of Internship



Figure 6: Alpha Plus Ventures Value Proposition Meeting



Figure 7: Pioneer Law Associates Value Proposition Meeting



Figure 8: GCN Sustainability Fair 2026



Figure 9: Final Presentation with Academic Supervisor (Dr. Chutimavadee Thongjeen), Job Supervisor (Ms. Minita Ghimire) and Co-op committee members



Figure 10: ESG Integration Session with Golchha Group



Figure 11: Exploratory meeting with Dolma Consulting



Figure 12: GCN Strategic Board Retreat and Board Meeting



Figure 13: Zero Waste for Sustainable Business with ZWIA USA

