

INTERNSHIP PROFILE

ALLEN MANZA INC. INTERNSHIP PROGRAM

Fifth Cohort

1. Background and Rationale

Allen Manza Inc. is a consulting firm specializing in carbon markets, sustainability, decarbonization, and impact investing. The company develops projects across Latin America and the Caribbean for governments, international organizations, development banks, the private sector, and conservation organizations. With a network of more than 100 strategic consultants and partnerships with international organizations, Allen Manza Inc. is involved in initiatives ranging from the design of public policies and regulatory frameworks to the structuring of carbon projects, implementation of **Article 6 of the Paris Agreement**, ecosystem conservation and restoration, biodiversity, nature-based solutions, and access to climate finance.

The simultaneous implementation of these projects requires the coordination of multidisciplinary teams and the management of a significant volume of technical and administrative information. Each project continuously generates consultant deliverables, specialized studies, databases, presentations, meeting minutes, work plans, monitoring matrices, and technical documentation that must be organized, systematized, and communicated efficiently to ensure the successful achievement of project objectives and support informed decision-making.

For example, Allen Manza Inc. is currently conducting feasibility studies for a forest carbon program covering more than **45,000 hectares of forest**, involving specialists in legal and forestry matters, Monitoring, Reporting and Verification (MRV), social safeguards, and financial structuring. Initiatives of this nature require continuous coordination among technical teams, clients, and strategic partners, as well as ongoing monitoring of project deliverables, milestones, and review processes.

The **Internship Program** seeks to recruit **two (2) to three (3)** young professionals to support the implementation of the firm's projects while gaining practical experience within an international consulting firm with a strong regional presence. The current program actively promotes a diverse range of professional backgrounds. It is not limited to candidates with technical expertise in carbon markets, climate finance, sustainability, biodiversity, nature-based solutions, international cooperation, or related fields. It also welcomes applicants with academic training or professional experience in law, economics, social sciences, social development, communications, water resources management, and other disciplines that contribute to the firm's multidisciplinary work.

2. Internship Objective

To provide direct support to the **Operations Manager** in organizing project technical information and developing communication materials, while enabling the intern to acquire practical knowledge of the lifecycle of a forest carbon project and gain exposure to other areas of Allen Manza Inc.'s work, including climate finance, sustainability, water resources management, and social and community development.

3. Key Roles and Responsibilities

3.1 Support to the Operations Management

- Assist with the day-to-day monitoring of work plans and timelines for carbon, conservation, climate finance, and sustainability projects, including updating project status, schedules, and progress.
- Support the preparation of meeting agendas, take meeting minutes, and follow up on action items from internal meetings and client meetings.
- Monitor consultants' deliverable deadlines and promptly report any deviations from the project schedule.

3.2 Technical Support

- Organize and maintain the project document repository, including legal, forestry, geospatial, and social documentation provided by clients and contracted consultants.
- Manage version control of technical documents and verify that all collected information complies with the required documentation checklist.
- Support the organization and systematization of technical data related to water resources management, conservation, and environmental management projects implemented in Ecuador.
- Prepare and update PowerPoint or Canva presentations for internal meetings, client progress meetings, and other project communication needs.
- Assist in the preparation of executive summaries, infographics, and communication materials highlighting project progress.
- Support the preparation of technical proposals for international organizations.
- Systematize information for studies and consulting assignments.

3.3 Learning and Professional Development

- Support the systematization of surveys and stakeholder information collected during project outreach and consultation processes.
- Collaborate in engagement activities with local communities, including Indigenous Peoples, as well as consultation and stakeholder engagement processes, applying a social inclusion and gender-sensitive approach.
- Demonstrate intercultural awareness and a willingness to work directly with local communities and stakeholders.

3.4 Aprendizaje y desarrollo

- Participate as an observer and logistical support in project technical meetings and virtual training sessions provided by Allen Manza Inc.
- Study, under the guidance of the technical team, the principles of forest carbon standards and methodologies applicable to the firm's projects, including **Verra VCS, BioCarbon Standard, IFM, ARR, REDD+ methodologies, and FSC certification.**
- Prepare periodic learning summaries documenting technical knowledge acquired and professional development throughout the internship.
- Prepare and submit monthly activity reports as a prerequisite for the monthly stipend payment, summarizing completed tasks, key learnings, and observations from the reporting period.

3.5 Cross-Functional Support Across Allen Manza Inc.

- Provide administrative and operational support as required throughout the internship.
- Prepare infographics and visual communication materials.
- Support the preparation of LinkedIn posts and other communication content.
- Organize and maintain document repositories.
- Systematize lessons learned from projects and internal processes.

3.6. Professional Exposure

Throughout the internship, participants will gain practical exposure to a wide range of Allen Manza Inc.'s areas of expertise, including:

- Voluntary Carbon Markets
- Article 6 of the Paris Agreement
- Nature-based Solutions
- Conservation and Ecosystem Restoration
- Climate Finance
- ESG and Circular Economy
- Biodiversity
- Sustainable Agriculture and Agricultural Economics
- Climate Change Adaptation
- International Cooperation
- Gender and Environmental & Social Safeguards
- Community Engagement and Indigenous Peoples
- Urban and Rural Solid Waste Management

Depending on project needs and workload, interns may contribute simultaneously to multiple projects across the firm's portfolio.

4. Candidate Profile

4.1 Academic Qualifications

- Bachelor's degree or Master's degree (degree completed; current students are not eligible) in Environmental Sciences, Forestry Engineering, Agricultural Engineering, Economics, International Relations, Political Science, Law, Sociology, Geographic Information Systems (GIS), or related fields.
- Previous professional experience is not required. However, demonstrated interest in one or more of the following areas will be considered an asset: carbon markets, decarbonization, **Article 6 of the Paris Agreement**, sustainability, water resources management, and social/community development.

4.2 Technical Knowledge and Competencies

- Intermediate to advanced proficiency in **Microsoft Excel, Microsoft Word, and Canva**.
- Familiarity with videoconferencing platforms and, preferably, artificial intelligence tools that support professional work, such as writing, organization, and data analysis.
- Native-level Spanish and intermediate or higher proficiency in English, particularly for reviewing technical literature related to carbon markets.

- Knowledge of environmental management regulations or sector-specific environmental legislation is considered an asset but is not mandatory.

4.3 Personal Skills and Competencies

- Strong organizational skills and attention to detail, with the ability to manage large volumes of sensitive information.
- Excellent written and verbal communication skills, with the ability to synthesize technical information into clear and concise materials.
- Proactive, self-motivated, and comfortable working independently as well as within multidisciplinary teams in a fully remote environment.
- Adaptability to changing responsibilities and evolving work structures, typical of a growing international consulting firm.

The following qualifications and experiences are also considered desirable, although they are **not mandatory**:

- Experience or interest in water resources management and conservation.
- Experience working with local communities, Indigenous Peoples, and/or gender-responsive approaches.
- Experience in social or environmental volunteer work.
- Knowledge or experience in urban and rural solid waste management.
- Interest in sustainable cities and urban sustainability.
- Academic background or interest in environmental law and regulatory frameworks.
- Academic background or interest in economics, agricultural economics, or rural development.

4.5 Location and Availability

The internship opportunity is open to candidates residing in **Latin America and the Caribbean**.

Due to the firm's current project portfolio, preference will be given to applicants based in:

- Honduras
- Paraguay
- Bolivia
- Ecuador

Applicants from other countries in the region are also encouraged to apply.

The internship will be conducted **entirely remotely**. If field activities are required, interns will be notified in advance, and all related travel and participation costs will be covered by Allen Manza Inc.

Candidates must be available on a **full-time basis** or commit to a minimum of **six (6) hours per day**, with sufficient flexibility to attend meetings scheduled with clients and the Allen Manza Inc. team.

5. Internship Conditions

Condition	Details
Duration	6 months
Expected Start Date	September 1–4, 2026
Fecha estimada de finalización	February 28, 2027

Condition	Details
Commitment	Full-time, or a minimum of 6 hours per day
Work Modality	Fully remote, with availability to attend virtual meetings according to project schedules
Compensation	USD \$300 per month
Nature of the Internship	A professional learning and training program; it does not constitute an employment relationship.
Supervision	Operations Manager, with ongoing guidance and support from the Allen Manza Inc. internal team.

Upon successful completion of the internship, Allen Manza Inc. will provide the intern with a Certificate of Completion documenting the functions performed and the competencies developed throughout the internship.

6. Benefits

During the internship, participants will have the opportunity to:

- Participate in international projects.
- Work alongside specialists from different countries.
- Attend meetings with international organizations and development partners.
- Receive mentorship from Allen Manza Inc.'s technical team.
- Strengthen their knowledge of climate change, carbon markets, and climate finance.
- Expand their professional network across Latin America and the Caribbean.
- Receive a **Letter of Recommendation** and a **Certificate of Participation** upon successful completion of the internship program.
- Be considered for future employment opportunities at **Allen Manza Inc.**, based on their performance and the company's staffing needs.

7. Selection Process and Timeline

The selection process will be conducted in three consecutive stages:

- Application submission and CV review
- Motivational video request for the highest-ranked candidates
- Final interview

The entire selection process is expected to take approximately one month, beginning in August 2026.

Stage	Activity	Tentative Timeline
1	Call for Applications and Receipt of CVs	August 3–13, 2026
2	Review and Shortlisting of Candidates	August 14–19, 2026
3	Request for Motivation Video from Shortlisted Candidates	August 20–21, 2026
4	Final Interviews	August 24–28, 2026
5	Final Selection and Notification of Results	August 28–31, 2026
6	Intern Onboarding and Orientation Session	September 1–4, 2026

8. Required Application Documents

Applicants must submit the following documents:

- Allen Manza 2026 Internship Application Form, completed in full. Application Form:
https://docs.google.com/forms/d/e/1FAIpQLSf-HHxrmub6wgWIBdawmuJrg4Qr4rnA-e727KCdZ7pE_9vJLA/viewform?usp=sharing&ouid=109043441890906296064
- Updated Curriculum Vitae (CV) in PDF format.
- Motivation Letter in PDF format, clearly explaining the applicant's specific interest in the internship.
- Short Motivation Video, to be submitted only by candidates shortlisted during Stage 2 of the selection process.

Note: Applications to the Allen Manza Inc. Internship Program are accepted exclusively through the Allen Manza Internship Application Form, which collects all the information required to evaluate each applicant. The selection timeline is subject to change based on the operational needs and availability of the Allen Manza Inc. team.