

## **Terms of Reference**

### **ITC Internship Programme**

**Internship title:** Internship with ITC SheTrades Initiative

**Division (in full):** Division of Sustainable and Inclusive Trade (DSIT)

**Section (in full):** Women, Youth and Vulnerable Communities (WYVC)

**Supervisor:** Ms. Lizbeth Becerra, Associate Programme Officer

**Duty station:** HQ-Geneva (Switzerland)

**Internship duration:** Six months - starting ASAP

#### **Background**

The International Trade Centre (ITC) is a joint agency of the United Nations (UN) and World Trade Organization (WTO) based in Geneva, Switzerland. ITC's mission is to enable small business export success in developing and transition-economy countries, by providing, with partners, sustainable and inclusive development solutions to the private sector, trade support institutions (TSIs) and policymakers.

The International Trade Centre launched the SheTrades initiative to create an ecosystem of integrated solutions that empower women economically through greater integration in trade and investment.

Through country-based activities, SheTrades enables women entrepreneurs to improve the quality of their products and services. One of the greatest challenges that remain is creating quality deal flow for investors committed to investing in women owned SMEs in support of the SDGs.

The projects designed and implemented under the SheTrades initiative target:

- Policy Makers: including initiatives on public-private partnerships, advocacy, trade facilitation, assessments at national and sectoral levels, awareness raising and building government and institutional capacity to source from women-owned enterprises.
- Institutions: involving relevant TSIs as multipliers and to ensure sustainability of project outcomes.
- Building the capacity of relevant TSIs, including Women's Business Associations (WBAs), to connect members to commercial opportunities, and working with TSIs, in particular Trade Promotion Organizations (TiPOs), to improve their service offering,

outreach and integration of women in their networks, providing women entrepreneurs with capacity building and other empowerment activities.

- Entrepreneurs: supporting women entrepreneurs to enhance their export capability, to ensure their products and services meet buyers' requirements and to provide matchmaking opportunities to generate export transactions

The specific tasks under this contract relate to the effective delivery of the SheTrades Initiative's access to finance and partnership's development activities.

### **Duties and responsibilities**

Under the supervision of SheTrades Programme Officer, DSIT/ WYVC and the direct guidance from SheTrades Associate Programme Officer will undertake the following:

- Conducting internet research on thematic issues related to women's economic empowerment;
- Translation of SheTrades content from English to French and/or Spanish;
- Supporting the organization of workshops and webinars;
- Supporting the team with communication materials;
- Assisting with the preparation of Memorandum of Understandings;
- Drafting, formatting, designing, editing and posting original web site content/news stories, including graphics, photographs and video;
- Maintaining databases;
- Supporting monitoring and evaluation related activities - drafting surveys, evaluation forms;
- Assisting with preparation of information and data for publications;
- Assisting with any other tasks related to the SheTrades initiative when needed.

### **Qualifications, competencies and experience required**

- Educational Requirements: Be enrolled in the second or higher academic year of the first university degree programme in the field of communication, graphic design, international trade, economics, business administration or international development; (minimum Bachelor's level or equivalent); Be enrolled in a graduate school programme in the field of communication, graphic design, international trade, economics, business administration or international development; (second university degree or equivalent, or higher); or Have graduated with a university degree in the field of communication, graphic design, international trade, business administration, economics, or international development; and, if selected, must commence the internship within one year of graduation;

### **Languages and skills**

- Fluency in English, both spoken and written; knowledge of French and/or Spanish is an asset.
- Internet search skills; advanced computer literacy, particularly regarding the use of major office tools (e.g.: Microsoft Office applications, especially Excel).
- Excellent written and verbal communications skills
- Strong research and analytical skills
- Accuracy, flexibility, and ability to work under pressure and tight deadlines
- Experience with Canva is a plus

**Training Components and Learning Elements**

- Gain meaningful work experience in the area of trade-related technical assistance and communications, aimed to expand their academic, professional and personal learning.
- Gain experience in the work of ITC SheTrades to support women's economic empowerment, and deepen knowledge and understanding of ITC's goals, mission, and their concrete implementation.

**On completion of the assignment, the Intern is expected to:**

- Have acquired a clear understanding of gender-related trade issues and the importance of the economic empowerment of women; and
- Be able to confidently communicate gender-specific trade-related technical assistance.

**Contact Information:**

Interested applicants should submit their Curriculum Vitae and one-page motivation Letter to Ms. Lizbeth Becerra: [abecerra@intracen.org](mailto:abecerra@intracen.org), with the subject line: "Internship Submission" and cc [womenandtrade@intracen.org](mailto:womenandtrade@intracen.org). The application deadline is Tuesday, 14 February 2023."