

Terms of Reference

ITC Internship Programme

Internship title: SME Competitiveness Research Intern

Division (in full): Division of Market Development

Section (in full): Research and Strategies for Export

Supervisor: Associate Statistician

Duty station: Geneva

Internship duration: Three months, starting 01 May 2023 until 01 August 2023. *With possibility of extension up to a maximum of six months.*

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization dedicated to supporting the internationalisation of SMEs. The Research and Strategies for Export Section of ITC conducts SME Competitiveness Surveys (SMECS) in collaboration with business support organizations in developing countries. These surveys assess the key elements that affect the competitiveness of SMEs, enabling policymakers to identify key strengths, weaknesses, opportunities, and risks facing the future competitiveness of their nation's small businesses. The data gathered through the SMECS is analysed in ITC's annual flagship publication, the SME Competitiveness Outlook (SMECO) as well as national "Promoting SME Competitiveness" reports.

In this context, ITC is looking for an unpaid intern to assist with design of surveys, the collection of SME competitiveness data, data analysis for country competitiveness reports, as well as support for impact evaluation of ITC's technical assistance projects.

Duties and responsibilities

Under the overall guidance of the *Associate Statistician*, the selected intern will:

- Contribute to the overall well-functioning of the SMECS data collection in selected countries, including supporting communication with national counterparts.

- Apply the ITC SME Competitiveness Survey for quantitative impact assessments of ITC's technical assistance projects;
- Contribute to the quantitative analysis of survey data, including but not limited to cleaning and organizing the data, checking its completeness, accuracy and consistency, performing statistical analyses and interpreting the results;
- Assist in the preparation of publications based on the SMECS data, including with translations and quality checks during editing and lay out, collaborating with relevant in-house experts and external stakeholders;

Qualifications, competencies and experience required

- Educational requirements: Be enrolled in, or recently graduated from, a graduate school programme in Economics, Statistics, Mathematics or a related field (second university degree or equivalent, or higher);
- A strong academic background in statistics, economics, or a related field. A strong interest in international trade and economics, and ideally some coursework or experience in these areas;
- Extensive experience with statistical software, such as Stata or R, as well as experience with data analysis and interpretation;
- Strong communication skills in English, both written and verbal;
- Previous experience or internships in business support organizations, international development, business, or research desirable.

Languages and skills

- Applicants should have working knowledge of English;
- Fluent knowledge of Spanish or French would be an asset;
- Availability to work April 15 - July 15, 2023.

Training Components and Learning Elements

- Gain skills in cleaning, processing, merging, analysis and visualization of data using Stata statistical software;
- Gain quality control skills for data verification, quality assurance, and error correction;
- Gain technical writing skills for communicating statistical findings through contributions to reports and/or presentations;
- Gain first-hand experience in applying technical competencies to real-world economic problems.

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

- Have acquired a comprehensive knowledge of the factors that enhance the competitiveness of small and medium-sized enterprises (SMEs) in developing nations;
- Possess the ability to manage, process and analyse microeconomic data utilizing Stata software;
- Be able to take responsibilities in data quality control, verification, and cleaning processes to ensure the accuracy and reliability of statistical analyses.

How to apply:

- If you are interested in this position, please send your CV to smecompetitiveness@intracen.org with the subject line “DMD/RSE Internship May-August 2023”. Please note that only successful candidates will be contacted.