

Terms of Reference

Internship Programme – Trade Policy Unit

Division (in full): DMD

Section (in full): TFPB

Location (City/Country): Geneva

Name of supervisor: Vidya Nathaniel, Yvan Rwananga

Duration: 3 months, starting on 07 January 2023 and ending on 07 April 2023

Background

The International Trade Centre (ITC), a joint agency of the World Trade Organization (WTO) and the United Nations (UN), is the only multilateral agency fully dedicated to supporting internationalisation of SMEs. ITC's mission is to foster inclusive and sustainable growth and development through trade and international business development. ITC's projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and Aid for Trade Agenda.

The Trade Facilitation and Policy for Business (TFPB) section of the ITC is in charge of trade policy components, both at the private and public sector levels. TFPB aims to strengthen institutional capacities to develop, implement, and coordinate the design and implementation of coherent domestic regulatory reforms, trade policies and trade negotiations.

The Trade Policy Unit of TFPB is currently involved in supporting the implementation of over 20 projects spanning across various regions in Asia, Africa and Eastern Europe and cover developing countries, Least Developed economies, and post-conflict countries, among others. The projects cover a broad range of themes including supporting accession to the WTO, strengthening multilateral and regional integration, building capacity of public and private sectors on various trade policy issues, and contributing to development of sustainable and inclusive trade and investment policy. Within the context of these broad themes, various topics are covered including e-commerce and digital trade, industrial policy, green growth, preferential trading schemes, services, LDC graduation, trade negotiations, and investment facilitation, among others. Under each of these topics, the Trade Policy Unit is engaged in various efforts including preparing negotiating strategies, organizing capacity building workshops, undertaking research studies and reports, development policies/concept notes/briefing papers, etc.

Given the various initiatives being undertaken by the Trade Policy Unit, there is a need to ensure that there is knowledge within the Unit of the different activities/initiatives that are currently being undertaken/have been undertaken – in order to facilitate coherence among the various efforts and build up institutional memory of the work that has been undertaken.

The Trade Policy Unit is also seeking to build up awareness of its activities and support that can be offered commencing with populating the trade policy sections in the new ITC website. In addition, ITC is also developing an internal knowledge management repository, and is developing tools and brochures on various topics – to be disseminated to other divisions within ITC as well as to external sources seeking to work with ITC.

The Trade Policy Unit is seeking to recruit two interns to support the implementation of its projects in Asia and Africa and assist with the internal work on cross-unit knowledge sharing and management as and awareness raising.

Description of Duties/Responsibilities

The interns will work under the overall supervision of the Senior Officer, Business and Trade Policy, TFPB.

1. Undertake research on trade policy matters and support to draft and finalize briefing/concept notes and other materials as required.

The interns will undertake research on trade policy issues as assigned – and support the Unit to develop briefing/concept notes, speaking notes, powerpoint presentations, as well as brochures/tools and related material required.

The interns will also assist in reviewing, editing, formatting and finalizing reports, notes, powerpoint presentations and other materials/publications – to align with ITC's style guide and editing guidelines.

2. Support project management activities including logistical support to organize training programmes/webinars and related events.

The interns will provide support as required to support the implementation of activities including facilitating meetings; providing logistical support to organize trainings/webinars, drafting invitation letters and following up on participation, organizing evaluation forms, etc; taking notes and compiling minutes; compiling materials for project reporting requirements.

3. Support to compile and file material produced by the Trade Policy Unit on project-related activities

The interns will provide support to develop the Trade Policy Unit's repository – by compiling and filing material produced under relevant projects responsible for compiling and filing areas of work covered by the Trade Policy Unit and respective project activities.

4. Support awareness-raising activities being undertaken by the Trade Policy Unit on its activities and support offered on trade policy matters

The interns will also support the social media efforts of the team by crafting/developing social media content to be posted, coordinating with the communications team, and ensure the posts/content developed is in line with ITC guidelines.

5. Compile note for file detailing activities undertaken over the course of the internship

Based on a template shared with by ITC, the interns will be required to compile a note for file with details of the activities undertaken based on the responsibilities outlined in (1) to (4).

Expected Outputs and Timelines

Output 1: Research undertaken on trade policy matters as requested.

Timeline: January – April 2023

Output 2: Support provided for implementation of activities under projects.

Timeline: January – April 2023

Output 3: Support provided to compile and file material in the Trade Policy Unit repository

Timeline: January – April 2023

Output 4: Awareness-raising material developed, and communications support provided.

Timeline: January – April 2023

Output 5: Note for file compiled

Timeline: January – April 2023

Qualifications, Competencies and Experience Required

- Undergraduate degree in international trade, economics, law, international development, or similar subject (or at least be enrolled in the final academic year of a first university degree programme – minimum Bachelor's level or equivalent).
- Be enrolled in a graduate school programme (second university degree or equivalent, or higher) or if graduated, must be ready to commence the internship within one-year period of graduation.

Languages and Skills

- Excellent communication skills (written and oral) in English required. French is highly desirable.
- Strong organizational skills, and methodical in approaching tasks.
- Able to manage time effectively.

Training Components and Learning Elements:

- Gain meaningful work experience on trade policy related issues and practical elements of trade policy reforms in developing countries
- Gain experience in project management, stakeholder engagement, drafting policy material and constructing engaging messaging.
- Gain experience in the work of Trade Policy Unit of ITC and deepen knowledge and understanding of ITC's goals, mission and concrete implementation in projects in South East Asia.