Terms of Reference
ITC Internship Programme

Duty station: Geneva, Switzerland
Division: Division of Country Programmes (DCP)
Section: Office for Africa (OA)
Supervisor: Elena Mayer-Besting

Period: As soon as possible (dates can be discussed based on the availability of the intern), minimum 3 months with possibility of extension

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing in particular on developing the export capabilities of small and medium-sized businesses in developing and transition economies. ITC is 100% "Aid for Trade", supporting trade that delivers inclusive and sustainable development results. ITC’s mandate covers all developing countries and transition economies with special emphasis on the Least Developed Countries (LDCs), Landlocked Developing Countries (LLDCs), Small Island Developing States (SIDs) Fragile States and Sub-Saharan Africa. ITC Headquarters is located in Geneva, Switzerland. ITC projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and the Aid for Trade agenda. ITC works at three levels:

- Strengthening the integration of the business sector of developing countries and economies in transition into the global economy,
- Improving the performance of trade and investment support institutions for the benefit of micro, small and medium size enterprises (MSMEs), and enhancing the abilities of trade support institutions to better support them,
- Improving the international competitiveness of SMEs.

In close collaboration with the Government of the Republic of The Gambia, ITC is implementing a number of private sector development initiatives in The Gambia including the Youth Empowerment Project (YEP), SheTrades Gambia, initiatives under the UN Peacebuilding fund aimed at economic development and social cohesion, and the Jobs Skills and Finance (JSF) Project implemented in collaboration with the United Nations Capital Development Fund (UNCDF).

In 2019, 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. The SheTrades Gambia project is a three-year initiative, which aims to enable Gambian women to benefit from economic participation, particularly in the agricultural and textiles and clothing value chains. The project supports advocacy and policy design, strengthening of business support organizations, enhancing the productive capacities of women-owned businesses in the horticulture and textile and apparel sectors, and connecting these businesses to market. The SheTrades Gambia Chapter is hosted at the Ministry of Trade, Industry, Regional Integration and Employment (MOTIE). The project is implemented by International Trade Centre under the leadership of the Ministry of Trade, Industry, Regional Integration & Employment and funded by ITC, the Enhanced Integrated Framework (EIF) and the OPEC Fund for International Development (OFID).
YEP is a flagship initiative implemented under the leadership of the Ministry of Trade, Industry, Regional Integration & Employment (MOTIE) and the Ministry of Youth and Sports (MOYS) and funded by the European Union Emergency Trust Fund for Africa. YEP takes a marked-driven approach and enhances employability and self-employment opportunities for youth, with a focus on vocational training and the creation of micro and small-sized enterprises. At the same time, the project creates and improves employment opportunities in selected sectors through value addition and market linkages. YEP focuses a number of traditional sectors such as agriculture and tourism. The project also helps diversify the Gambian economy by supporting 'new' sectors, including the creative and digital services industries. The project is expected to contribute to long-term economic competitiveness and well-being in The Gambia.

**Duties & Responsibilities:**

The Intern will work in the under the direct guidance and supervision of the Associate Programme Officer in the Office for Africa (DCP/OA) and the overall supervision of the Chief of the Office for Africa. The Intern will perform the following tasks:

**a) MSME Strengthening and Market Linkages**

- Support preparation of programmes, trainings, workshops and events related to the strengthening of productive capacities of youth- and women-owned MSMEs in The Gambia;
- Contribute to the preparation for the participation of MSMEs in trade fairs and other market linkage activities;
- Carry out desk research on potential buyers and other market opportunities for Gambian MSMEs;
- Provide inputs to the preparation of trainings and other materials relating to gender-responsiveness of business support organisations in The Gambia.

**b) Monitoring and Evaluation**

- Contribute to periodic reviews of results and results-based monitoring of ITC projects in The Gambia;
- Assist in the capturing of results in ITC and EU results portals;
- Assist in the preparation of quarterly and annual project reports.

**c) Partnership Development**

- Prepare background research and documentation for partnerships with stakeholders in The Gambia;
- Assist in the drafting of documents for Grant MOUs and other partnerships;
- Assist in the preparation of background documentations for the ITC management to support the signature process to establish partnerships;
- Contribute to monitoring of MOUs and their results.

**c) Communications and Knowledge Management**

- Assist in the preparation of promotional materials including flyers, newsletters, brochures, press releases, photos, video material etc.
- Create content relevant to women and youth for social media channels;

**Learning component:**

The Intern will have the opportunity to combine her/his interests in international trade and development with applied hands-on work on migration, youth employability and entrepreneurship, and women’s economic empowerment:

- The intern will gain valuable insights into international trade and domestic trade in The Gambian country context;
The intern will gain an understanding of MSMEs and how to create services and networks to particularly support youth- and women-owned companies, both in local Gambian and international context;

The intern will learn about developing various forms of communication materials relating to women’s economic empowerment, youth employability and entrepreneurship in the context of an international development project;

The intern will learn about project management methodologies and result-based management tools in use in international organisations;

The intern will have the opportunity to expand their understanding of the activities of other UN organisations and learn more about the UN system.

**Qualifications, Competencies and experience required**

The intern should have a Bachelor’s Degree and be currently enrolled in or have recently completed their Master’s degree in Economics, Social Sciences, Development Studies, International Relations or other relevant field.

The intern should have a good understanding of issues related to women’s and/or youth empowerment, as well as an interest in employment, trade, and small business development.

Experience working in West Africa or prior knowledge of development topics in the West African context would be an advantage.

In addition, the intern brings:

- Strong analytical and critical thinking abilities;
- Very good command of oral and written English;
- Excellent writing and drafting skills;
- Strong teamwork skills and ability to work across functions and disciplines;
- An ability to work towards deadlines and under limited supervision;
- An entrepreneurial mindset with a solution-oriented approach;
- Proficiency in computer applications, including Microsoft Office; knowledge of graphic design programmes and video editing tools is a plus;
- Commitment to the UN goals.

**Application**

To apply please send your cover letter and CV to emayer@intracen.org.