
Internship Opening No.: ITC/IP/15/2025

Date: 03/03/2025

The International Trade Centre is looking for a:

Trade and Environment Intern

Division/Section:	Division of Sustainable and Inclusive Trade, Green and Inclusive Value Chains Section (DSIT/GIVC)
Type of internship:	Regular
Duty Station:	HQ-Based, Geneva, Switzerland
Duration of assignment*:	6 months starting asap
Application period:	03 March – 10 March 2025

**The general rule is that internships are full-time. In case of part-time work authorised by OCPM, the hiring manager is responsible to ensure that work schedule and duration are adjusted as per the OCPM approval.*

Terms of Reference

BACKGROUND:

The international Trade Centre is the joint agency of the United Nations and the World Trade Organization, which provides technical assistance and capacity building to policymakers, the private sector and trade and investment support organisations to help them use trade as an engine for sustainable growth and employment generation. ITC works to support the achievement of the sustainable Development Goals by connecting micro, small and medium enterprises to global value chains. By enabling small business export success in developing countries, ITC helps generate sustainable incomes and livelihoods, especially for women and youth while taking into consideration sustainable elements such as the environment and social responsibility.

Urgent action is needed to keep global warming below 1.5°C, while equipping developing countries with the finance, technologies and skills for the low-carbon transition. What's more, small businesses play a central role in countries' socio-economic development. Supporting them is central to ensuring an inclusive just transition.

Against this backdrop, in 2022, ITC adopted Green Moonshot, a bold framework of solutions to confront the climate-related challenges experienced by small business in developing countries, to participate in global trade. Our vision is to catalyze climate actions – for small businesses and by small businesses.

The organization expect to achieve its goals by implementing 5 core strategies: i) raise the voice of small business at decision-making tables such as at the World Trade Organization and the Climate Negotiation arenas; ii) provide data, evidence and analysis on the challenges and opportunities for small enterprises informing policy development and implementation, programming, and investment; iii) support the development and implementation of trade related policies compatible with climate action and sustainable development; iv) improves the climate competitiveness of small businesses through capacity building and facilitating their access to technologies and; v) facilitates access to sustainable finance, investment and green markets.

This internship position is located within the Trade and Environment Programme (TEP), which is hosted under the Green and Inclusive Value Chains (GIVC) section. TEP provides trade intelligence

and technical assistance to strengthen the climate competitiveness of MSMEs through a portfolio of environment-related tools and approaches. It steers the implementation of the Green Moonshot initiative at ITC and leads advocacy efforts at key environmental and trade forums, such as UN Climate Conferences, UN Biodiversity Conferences, and the WTO. These efforts aim to ensure the inclusion of small business perspectives in decision-making processes, recognizing their critical role in leveraging trade for an inclusive and just transition. Additionally, TEP oversees initiatives and tools that promote circular economy and socio-bioeconomy business models, as well as the adoption of mitigation measures by MSMEs.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

Under the overall guidance of Chief, Green and Inclusive Value Chains Section and direct supervision of the Senior Programme Officer, the selected candidate is expected to:

- Assist in projects' results collection, data monitoring, and evaluation, including compiling, analyzing, and interpreting data to support reporting and decision-making processes
 - Contribute to the assessment of project impacts by analyzing lessons learned
- Support the roll-out of the ITC Green Performance Toolkit <https://greenperformance.intracen.org/home> by promoting it within the Trade and Environment networks, contributing to mapping/strengthening new/existing partnerships and contributing to the Tool's enhancement and maintenance by analyzing platform performance, identifying areas for improvement, and supporting updates
- Conduct data analysis of environmental data collected from MSMEs through the Green Performance Toolkit and drafting a technical report for SME ecosystem industry players
- Assist in mainstreaming environmental considerations in projects
- Assist in coordinating ITC Green Moonshot Taskforce work, including supporting meetings, tracking progress on initiatives, compiling relevant research, and assisting in communication and reporting efforts
- Participate in meetings and events to keep the Trade and Environment team informed about activities of development partners
- Research emerging sustainability trends and best practices relevant to trade, environment, and small businesses, including monitoring global and regional policy developments in climate action, biodiversity, and the circular economy, providing key updates
- Support the team by synthesizing research findings into concise and actionable briefing notes, speeches, policy recommendations, and presentations

REQUIREMENTS

Education

- a) Be enrolled in the final academic year of the first university degree programme (minimum Bachelor's level or equivalent); or
- b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- c) Have graduated with a university degree (as defined above) and, if selected, must commence the internship within one year of graduation.

In one of the following fields or similar: economics, environmental economics, policy, environmental policy, business analytics, international development, finance, sustainable trade or related field

Work Experience

No prior work experience is required however, previous internships and/or academic research experience on the fields of trade and environment, research, data analysis, sustainability, or international development, experience in writing reports, briefing notes, or summaries based on research or data findings, experience with monitoring and evaluation frameworks would be an asset

Languages

Fluency in written and spoken English is required.

Knowledge of Spanish or French is desirable.

Skills

Ability to learn quickly and ask questions.

Organized and reliable.

data analysis & evaluation

research & synthesis

technical writing & reporting

LEARNING ELEMENTS

- Gain meaningful work experience in the area of trade-related technical assistance aimed to expand their academic, professional and personal learning;
- Gain experience in the work of ITC and deepen knowledge and understanding of ITC's goals, mission and their concrete implementation;
- Gain knowledge and exposure on strategic partnerships building;
- Participate in events and activities related to trade and environment;
- Track and analyze international policy developments related to trade and the environment;
- Acquire hands-on experience in deploying tools and methodologies to support small businesses increase their environmental performance;
- Improve technical writing abilities through contributions to reports, briefings, and policy recommendations;

HOW TO APPLY:

Interested candidates should email their CVs and Motivation Letter to Ms Tamari Bitchashvili at environment@intracen.org and register on the Internship Roster:

<https://hrapps.intracen.org/internsonline/Login.aspx?ReturnUrl=%2finternsonline%2fdefault.aspx>

ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind.