Terms of Reference

ITC Pilot Remote Internship Programme

Internship title: Intern - Sustainability Reporting Coordination

Division (in full): Division of Country Programmes (DCP)

Section (in full): Poor Communities in Trade Programme – Ethical Fashion Initiative

Supervisor: Mr. Vincent ODUOR, Associate Programme Officer

Duty station: Remote working location

Internship duration: 6 months, starting January 2022 until July 2022.

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, whose mandate includes assisting developing and transition economies to take advantage of expanding trade opportunities in an increasingly complex global environment.

About the Ethical Fashion Initiative ( EFI)

The ITC Poor Communities and Trade Programme (PCTP) and its Ethical Fashion Initiative (EFI) aim to reduce global poverty by involving micro-entrepreneurs from the developing world in international and regional trade. In other words, the programme enables marginalized communities of micro-entrepreneurs to be part of the international fashion value chain through a business infrastructure, tailored around a unique system of work that enables these communities - mostly women - to thrive in association with the talents of the fashion world.

EFI has recently developed an ESG Due Diligence and Reporting Framework in collaboration with Camera Nazionale della Moda Italiana. This is a system of work that will introduce sustainability in supply chains through due diligence processes aimed at identifying, and mitigating and eliminating ESG risk. This internship position relates to the area of work surrounding due diligence and sustainability reporting.

Duties and responsibilities

Under the overall guidance of the Associate Programme Officer, the selected intern will:

- Assist in the implementation of the EFI Environmental, Social and Governance Due Diligence System by coordinating activities and correspondences with partners;
  - Provide support in piloting of the EFI ESG system with Camera Nazionale della Moda Italiana;
  - Support the development of EFI’s work with Gold Standard - Value Change Initiative relating to scope 3 emissions (communication, data collection);
• Provide support in carbon data collection and management for external service providers (inventorying carbon emissions, setting emissions targets and regularly updating partner emission performances);

• Participate in the ESG due diligence supply chain risk assessment and corporate sustainability reporting;

• Assist with any other tasks related to the Ethical Fashion Initiative, when necessary.

**Qualifications, competencies and experience required**

**Educational requirements:**

Be enrolled in the second or higher academic year of the first university degree programme (minimum Bachelor’s level in Environmental Science or equivalent); Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or have graduated with a university degree and, if selected, must commence the internship within one year of graduation;

Previous experience or internships in sustainability would be an asset; Knowledge of environmental reporting frameworks would be an asset.

**Languages and skills**

• Applicants should have working knowledge of English, French is an added advantage;
• Ability to analyse and synthesis complex or large amounts of data.
• Ability to relate well with others with great interpersonal skills.

**Training Components and 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;
• Participate in conferences and workshops related to ESG.

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

• Have acquired a clear understanding of ESG due diligence;
• Be able to comprehend the urgency and relevance of ESG due diligence in Fashion and textile value chain