

Terms of Reference

ITC Internship Programme

Division (in full): OED

Section (in full): IEU/SPPG

Location (City/Country): Geneva

Name of supervisor: Miguel Jimenez Pont

Duration: 3-6 months, starting on 16 July 2018 (could be flexible)

Background:

The Independent Evaluation Unit within SPPG Section (IEU/SPPG) is the custodian of the central evaluation function at ITC. In line with ITC's Evaluation Policy, it manages and conducts independent evaluations of ITC's programmes, projects, policies, strategies, business processes, and other operations.

The intern will be exposed to the development evaluation profession of ITC and the UN system. Following guidance, the intern will conduct evaluation research in line with UN and ITC evaluation methodology, gain understanding of evaluation function within an UN organization, and acquire knowledge of the use and process evaluation at ITC.

The intern will also benefit from exposure to aid-for-trade development projects and the strategic operations of an UN agency in trade development area

Duties and responsibilities:

The intern will work under the direct supervision of an Evaluation Officer and as well the overall guidance of the Head, Independent Evaluation Unit.

At initial steps, the intern will be guided in learning evaluation methodology and process applied at ITC and in the UN system.

The specific research tasks would include:

- Conducting data collection, initial analysis and drafting desk review notes on selected research topics in relation to ongoing evaluations.
- Collecting relevant documents and information related to the ongoing evaluations, and building a structured documentation file for each evaluation task;
- Supporting the management of the evaluation processes, and assisting in communications and consultations during the evaluation processes;
- Conducting other evaluation tasks, if requested.

In addition to his duties, the Intern will contribute to ITC interns' depository by taking notes of the conferences and workshops attended. This depository is a platform created to share knowledge within ITC and in particular among interns.

Qualifications:

- a) Be enrolled in the final academic year of the first university degree programme (minimum Bachelor's level or equivalent), in Economics, Statistics, Finance, Trade, Business Management, Public Management, Social Sciences, or other related areas; 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 in (a) and (b) above), and, if selected must commence the internship within one (1) year of graduation,
- d) Strong analytical skills, with excellent knowledge of quantitative and qualitative research methods
- e) Good drafting skills
- f) Be a citizen of the People's Republic of China,
- g) Be certified as medically fit for work,
- h) Have or be eligible for an appropriate entry visa in the country of assignment,
- i) Have proficiency in either English or French.