

Terms of Reference

ITC Internship Programme

Division: Office of the Executive Director

Section: Strategic Performance Planning and Governance, Independent Evaluation Unit

Location: Geneva, Switzerland

Name of supervisor: Miguel Jiménez Pont

Duration: 6 months, starting on September 2021 and ending on February 2022

Background:

The Independent Evaluation Unit (IEU) is within the Strategic Planning, Performance and Governance (SPPG) function of the Office of the Executive Director (OED). In line with ITC's Evaluation Policy, the IEU manages and conducts independent evaluations and reviews of ITC's programmes, projects, policies, strategies, business processes, and other operations. IEU is looking for an intern to conduct data collection and research to support tasks for on-going evaluations and for activities related to the development of the ITC evaluation function.

Duties and responsibilities:

Under the overall guidance of the Head of the Independent Evaluation Unit, the selected intern will:

- Support carrying out evaluation of trade-related technical assistance projects and programmes; Assist in the provision of coaching to project teams subject to evaluation; Participate in data gathering in the field during the period of assignment.
- Support the organization of meetings and workshops within ITC and with external stakeholders to establish a dialogue on evaluation results, recommendations and lessons learned; Assist in the drafting of synthesis reports to management and staff on evaluation findings and recommendations;
- Assist in the interaction with ITC project managers to ensure they understand and respond to recommendations and in the monitoring of the follow-up on evaluations.
- Assist in the update the ITC Evaluation Policy and Evaluation Guidelines and in the drafting of the 2022-2024 Evaluation Strategy;
- Participate in a study to identify the most adapted and user-friendly operational arrangement and software to classify, sort and arrange information on evaluation learnings to fit evaluation stakeholders' and decision-makers' needs;

- In preparation to evaluation to be undertaken in 2022, support in conducting a benchmarking study on best practices related to trade-related technical assistance and the promotion of gender equality.

In addition to his/her 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); 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) Be a citizen of the People's Republic of China,
- e) Be certified as medically fit for work,
- f) Have or be eligible for an appropriate entry visa in the country of assignment,
- g) Have proficiency in either English or French.

Languages and skills

- Applicants should have working knowledge of English or French;
- Ability to write clearly and concisely is essential, as is the ability to apply sound judgement when synthesizing and presenting information;
- Ability to work independently with minimum supervision, efficiency, competence and integrity;
- Good interpersonal skills with the ability to work in harmony with people from diverse backgrounds;
- Proficiency in the use of Ms. Office Suite (ideally intermediate to advanced Excel skills).

Training Components and Learning Elements

- Gain meaningful work experience in the area of evaluation in the context of trade and development issues and policy;
- Gain experience in technical evaluation skills including, identifying evaluation needs, developing evaluation designs with focused evaluation questions, defining evaluation approaches and methods, and using analytical skills to interpret findings and to formulate conclusions and recommendations.

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

- Have acquired familiarity with professional foundations of evaluation (OECD DAC Norms and standards) including ethics, standards, a knowledge base and reflective practice;
- Have acquired an understanding of performance dimensions of trade-related technical assistance projects in developing and least-developed countries and the role of evaluation in enhancing projects performance;
- Be able to understand and convey evaluation findings through reports, presentations or other means of dissemination to evaluation stakeholders.