

**Ministry of Foreign Affairs
Recruitment & Training Section
Dhaka**

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Circular

Sub: Call for applications in WTO Funded Trainee and Internship Programmes 2018 (NTP/FIMIP)

The WTO invites applications from qualified candidates for WTO Funded Trainee and Internship Programmes 2018 (NTP/FIMIP) to be held in 2018 (for a period of 10 months).

02. The important features of the programmes are given below:

Programme	Benefits	Qualification	Closing date
Netherlands Trainee Programme (NTP)	CHF 5000 per month Travel expense	Mid-level officials (30-45 years of age) with a minimum of 5 years of working experience on WTO issues	31 August 2017
French-Irish Mission Internship Programme (FIMIP)	CHF 5000 per month Travel expense	Mid-level officials (30-45 years of age) with a minimum of 5 years of working experience on WTO issues	31 August 2017

03. Interested officers are requested to apply with the permission of the Ministry. Applicants can apply following the website: <https://wto.formstack.com/forms/internshipprogrammes>. The more details about the programmes will be found at: <http://www.mofa.gov.bd>.

Aad Alam 17/08/17
(Shah Md Ashraful Alam Mohon)
Assistant Secretary (R&T)

Distribution:

1. All directors and SAS of the Ministry

A. Spon
12/7/17



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Head of the Permanent Mission

Div. Reference: **sr_IP2018_Letter_e**

Geneva, 11 July 2017

SUBJECT: WTO FUNDED TRAINEE AND INTERNSHIP PROGRAMMES (NTP/FIMIP)

Reference is made to the Trainee Programmes and Internships (NTP/FIMIP) discussed in the Biennial Technical Assistance and Training Plan 2016-2017 (WT/COMTD/W/211). These programmes are primarily geared towards providing support in the economic and social development of developing countries, LDCs, low income countries and comparable poor, small and vulnerable economies in areas related to trade policy.

..... Specific information on conditions and the selection criteria for the **Netherlands Trainee Programme (NTP)** and the **French-Irish Mission Internship Programme (FIMIP)** are contained in the Annex to this letter, which you are kindly invited to carefully review, before submitting applications. Also, it should be noted that only duly completed files will be considered, including all requested information and letters of support. You may be contacted to provide further information and telephone interviews could be conducted as part of the process.

Please note that the WTO Secretariat has some 15 slots for each programme and it is suggested that countries submit a maximum of 3 applications for the two programmes continued.

Given the paperless environment of the WTO, E-candidature forms should be submitted for consideration by **31 August 2017**. Applicants for the FIMIP and NTP should complete the Candidature form "WTO Funded Internship Programmes 2018" by using the following link: <https://wto.formstack.com/forms/internshipprogrammes>. You are kindly invited to forward this link and information to the relevant Ministry for submission of applications.

The WTO Selection Committee for trainees and interns to be recruited under the NTP and the FIMIP will initiate the selection process as of end of September. The selection will be concluded before year-end so as to enable the retained candidates to prepare for their start of the programme in March 2018.

If you have any questions regarding the above programmes, please do not hesitate to contact Mr Maarten Smeets, Head of the TA Coordination Partnership and Internship Programmes Section (Tel: +41 22 739 55 87; E-mail: maarten.smeets@wto.org) or Ms Sandra Rossier, TA Coordination Section Assistant (Tel: +41 22 739 68 13; E-mail: sandra.rossier@wto.org) at the Institute for Training and Technical Cooperation.

Yours sincerely,

Bridget Chilala
Director

Institute for Training and Technical Cooperation

ANNEX
APPLICATION PROCEDURE FOR
WTO FUNDED TRAINEE AND INTERNSHIP PROGRAMMES

A. THE NETHERLANDS TRAINEE PROGRAMME (NTP)

Main Objectives:

The aim of the NTP is to assist in the economic and social development of Least Developed Countries (LDCs), low-income countries and comparable poor small and vulnerable economies in areas related to trade policy. It provides capital based mid-level public officials, with a minimum of 5 years of working experience on World Trade Organization (WTO) issues with the opportunity to learn more about matters dealt with in the WTO, under the direction of staff members of the WTO. Candidates are typically between 30 and 45 years of age. Particular attention is given to African countries. The official will receive a lump sum of CHF 5,000 per month plus travel expenses and will spend a total period of up to ten months with the WTO. The internship cannot under any circumstances exceed the 10 months. The official will be expected to complete specific and well defined tasks in that period in conformity with the objectives of the NTP. Tasks will need to have relevance for the beneficiary country in terms of capacity building and/or in the on-going negotiations, and will be defined at the beginning of the traineeship. The tasks will be reviewed and established in close co-operation with the Head of the TA Coordination, Internships Programmes and Partnership Section and the relevant regional desks in ITTC. As part of the internship, a study tour to the Netherlands may be undertaken. Specific training events will be organized during the programme, but the emphasis will be on completing the tasks identified by the candidates.

The main objective of the NTP is to generate measurable results and thus leave a lasting trace, through:

- building sustainable capacity in beneficiary countries, by providing officials with an opportunity to participate directly in the WTO's work in Geneva;
- providing exposure to on-going activities in the Secretariat, which will assist officials in enhancing their understanding of the functioning of the WTO and the MTS and providing relevant policy advice to governments;
- facilitating the identification of areas where implementation of Members' commitments in the WTO is required;
- contributing to their government's strategies that lead to the achievement of the goals of the Doha Development Agenda (DDA);
- Contributing to specific work on needs assessments, notifications, and
- undergoing training on the Reference Centres.

How to apply?

Following a letter of invitation sent by the WTO to eligible beneficiaries, through the established channels, applications should be submitted electronically to ITTC as specified in the letter of invitation, with:

- a complete curriculum vitae (CV),
- a letter of motivation,

- specific indications of the tasks that the candidates would like to perform,
- a short biography of 10 lines maximum,
- a letter of support from the nominating national authority and/or a letter of support from the Permanent Mission is required.

Incomplete files will not be considered. Given the budgetary constraints, and with a view to providing appropriate guidance and supervision to the interns, the total number of NTPs shall not exceed 16 per year. The programme will normally start in April and finish before the end of year break, when the WTO Secretariat closes. Even in cases where the candidates start later in the year, the end date for the contract will still be December, even if this implies a shorter period than the 10 months initially envisaged.

The selection process

Candidacies will be reviewed by a WTO selection committee comprising the Institute for Training and Technical Cooperation (ITTC) and the Human Resources Division (HRD). As the NTP is considered to be the highest level of learning, with a particular focus on the direct application of skills, the selection committee will carefully review the qualifications of each of the candidate and assess with all means at its disposal, including through the WTO's data base, to what extent the candidate has undergone prior WTO training, including the number of e-Learning courses completed, face to face training, through regional seminars and RTPCs/ATPCs. In addition, feedback will be sought from WTO trainers on the performance of the candidate during the courses, in order to retain the highest qualified officials and for whom the committee considers that the candidate can make the most useful contribution to attain the set objectives of the programme. In addition, the selection committee will endeavour to ensure to maintain a regional and gender balance, and give priority to the non-residents, as they don't have the option of applying for the French-Irish Mission Internship programme (FIMIP), as well as to LDC candidates. Countries that are in Category III are not eligible for the programme.

Monitoring and evaluation

Monitoring of the programme will be conducted as an integral and continuous part of the process and will be performed by the head of Section responsible for the NTP, reviewing the day to day work in light of the tasks identified with the support of the regional desks, the monthly reports to be prepared by the interns, the active participation in th

e training events, as well as the achievements made in the three specific fields, i.e. needs assessments, notifications and training on the Reference Centres (RCs). The intern will also need to provide a 5 page report to the WTO no more than 6 months after return to capital to explain how the skills were applied at the national level, what follow-up was given to the training and how the knowledge was circulated more widely, e.g. through dissemination of information and training material to colleagues, follow up training seminars organized internally, etc... The report should be signed off by the direct supervisor of the official, with a copy to the Permanent Mission of the country where concerned, in Geneva.

B. THE FRENCH-IRISH MISSION INTERNSHIP PROGRAMME (FIMIP)

Main objectives

This programme is available primarily to missions of LDCs and small and vulnerable economies. Candidates must come from the capital of the beneficiary country. The Programme is different from the NTP in that the candidates work at the Geneva-based permanent missions of the beneficiary Members. The main objectives of this internship programme are: to

- enhance the interns knowledge and understanding of the multilateral trading system and of the trade policy in general,

- strengthen the understanding of the negotiation process at the WTO, and
- support the mission in participating more actively in the daily activities at the WTO.

The FIMIP Programme provides capital based mid-level public officials, with a minimum of 5 years of working experience on WTO issues with the opportunity to learn more about matters dealt with in the WTO. Candidates are typically between 30 and 45 years of age.

Interns under this programme are paid a lump sum of CHF 5,000 per month, plus travel expenses, for a period of up to ten months. There is no automatic entitlement to the full 10 months stay in case an intern starts later in the year. This is up to the appreciation of the Secretariat in light of the available funding and training programmes offered. Requests for Mission interns should be made in accordance with the letter of invitation that will be addressed to eligible countries.

How to apply?

The selection criteria for the NTP are mostly applicable to the FIMIP, which means that based on the information available by the Secretariat; the highest qualified capital based official will be selected. A main distinction with the NTP is that the candidates work in their own country Permanent Mission in Geneva and not in the WTO Secretariat, and can represent their country in the various bodies within the WTO. Following a letter of invitation sent by the WTO to eligible beneficiaries, through the established channels, applications should be submitted electronically to ITTC as specified in the letter of invitation, with:

- a complete curriculum vitae (CV),
- a letter of motivation,
- specific indications of the tasks that the candidates would like to perform,
- a short biography of 10 lines maximum,
- a letter of support from the nominating national authorities and a letter of support of the Permanent Mission is required.

Incomplete files will not be considered. Given the budgetary constraints, and with a view to providing appropriate guidance and supervision to the interns, the total number of FIMIPs shall not exceed 20 per year. The programme will normally start in February-March and finish before the end of year break, when the WTO Secretariat closes. In cases where the candidates start later in the year, the end date for the contract will normally still be December, even if this implies a shorter period than the 10 months envisaged by the internship.

The selection process:

Interns are selected by the same selection committee as for the NTP, comprising ITTC and the Human resource Division (HRD). The selection will be undertaken on the basis of a list of detailed CVs, tasks to be performed and possible telephone interviews. In the selection process the criteria of highest qualifications in terms of WTO exposure and expected contribution to the set objectives will prevail, but the mission will be consulted on the candidate to be retained.

The candidate needs to perform WTO related work and participate in the training events organized by the Secretariat. Candidacies will be reviewed by a WTO selection committee, which will carefully review the qualifications of each of the candidate and assess with all means at its disposal, including through the WTO's data base, to what extent the candidate has undergone prior WTO training, including the number of e-Learning courses completed, face to face training, through regional seminars and RTPCs/ATPCs. In addition, feedback will be sought from WTO trainers on the performance of the candidate during the courses, in order to retain the highest qualified officials and for whom the committee considers that the candidate can make the most useful contribution to attain the set objectives of the programme. The selection committee will endeavour to ensure to

maintain a regional and gender balance. Countries that are in Category III are not eligible for the programme.

Monitoring and evaluation

Monitoring of the programme will be conducted as an integral and continuous part of the process and will be performed by the head of Section responsible for the FIMIP, reviewing the day to day work in light of the tasks identified by the Permanent Representative of the Mission in Geneva. The general duties could include among others: assistance

- In collection, analysis, interpretation and organization of material of interest to the Mission,
- in the preparation of meetings of WTO bodies, including attendance and follow-up of such meetings
- in preparation of reports for the capital, documentation and communication of economic and/or legal nature related to WTO
- In other tasks undertaken by the Mission.

The evaluation of the interns work will be done by the mission at the end of the assignment and shared with the WTO.

The intern will also need to provide a 5 page report to the WTO no more than 6 months after return to capital to explain how the skills were be applied at the national level, what follow-up was given to the training and how the knowledge was circulated more widely, e.g. through dissemination of information and training material to colleagues, follow up training seminars organized internally, etc... The report should be signed off by the direct supervisor of the official, with a copy to the Permanent Mission of the country where concerned, in Geneva.

Communication of results of the selection process

No communication of the results will be provided before the conclusion of the selection process. The selected candidates as well as the Authorizing Officer and the Permanent Mission will be informed by the Human Resource Division.

The Human Resource Division will also inform the unsuccessful candidates, the Authorizing Officer and the Permanent Mission.