



# SDG Youth Programme

Do you often think about how you can drive systemic change through your actions? Have you ever wondered how international NGOs and social enterprises work to contribute to the Sustainable Development Goals (SDGs)? Every year, the [SDG Youth Programme](#) offers five one-year trainee positions, each in a different organisation, partly in Switzerland and partly abroad.

## Trainee International Programmes and Digital Transformation

### About the SDG Youth Programme

The SDG Youth Programme was designed by the Mercator Foundation Switzerland, together with info. It aims to offer students and aspiring professionals the opportunity to gain initial exposure and work experience with an NGO or social enterprise active in international cooperation (IC).

Selected candidates are allowed to work on new topics and innovative projects for one year, both in Switzerland and in an office abroad (or with a partner organisation of the host organisation). While doing so, the young professionals can explore their motivation to follow a career path that allows them to contribute to the SDGs. At the same time, they can transfer the knowledge and competencies acquired to the Swiss labour market. Particular emphasis is placed on the career development of the successful candidates.

### About Helvetas

[Helvetas](#) is committed to a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Helvetas is an independent organization for development based in Switzerland with affiliated organizations in Germany and the United States. Helvetas supports poor and disadvantaged women, men, and communities in about thirty developing and transition countries in Africa, Asia, Latin America, and Eastern Europe.

Together with our partners Helvetas tackles the global challenges at various levels: with projects on the ground, with expert advice and by advocating for conducive framework conditions benefiting the poor. This triple commitment is empowering people and transforming lives. Helvetas follows a multi-stakeholder approach by linking civil society actors, governments, and private sector.

Helvetas is active in five working areas: water, food and climate, education, jobs and private sector development, governance, gender, and social equity. Helvetas engages in emergency relief, reconstruction, and rehabilitation. In addition to rural areas, Helvetas is increasingly involved in urban development and is focusing its work on young women and men.

In Switzerland, Helvetas promotes solidarity and participates in the dialogue on development policy.

For more information, see: [www.helvetas.org](http://www.helvetas.org).

### Job description

The objectives of this one-year, remunerated traineeship with Helvetas are to:

- Contribute to the advancement of Helvetas' work on Information & Communication Technology for Development (ICT4D), as part of Helvetas' digital transformation, with focus on its development programmes and projects in the global South (70%).
- Contribute to Helvetas' work on Innovation (which is strongly linked with ICT4D), incl. participation in and support to Helvetas' Innovation Working Group (30%).



By the end of the internship, the intern will have:

- A good understanding of the concrete work an INGO like Helvetas does (incl. projects in partner countries), of its workings at different levels, and of international cooperation and the SDGs more generally.
- In-dept knowledge on ICT4D, i.e., on how digital technology can be used for more impact and scale, as well as good knowledge on Innovation in international cooperation.
- Experience with methodologies and tools used in international cooperation and for innovation, incl. Project Cycle Management, workstream planning and budgeting, change management, Design Thinking, etc.
- Experience of working in a partner country on 1-2 concrete ICT4D initiatives (in areas such as e.g., e-learning, e-governance, digital climate services, or e-agriculture) to contribute to the SDGs.

Digitalization is one of the mega trends of our time, opening up unprecedented opportunities for development but also bearing considerable risks. Leveraging digital technology through innovative solutions will be key to achieve the SDGs. This internship is a unique opportunity to get hands-on experience with an INGO by working on a topic that is at the forefront of innovation to address humanitarian and development challenges. Furthermore, the internship gives the possibility to work at different levels – from strategy to concrete projects in the field – thus offering insights in many crucial aspects of international cooperation.

### **Your role as Trainee International Programmes and Digital Transformation:**

In your role as Trainee International Programmes and Digital Transformation you will:

- Support with the further development of Helvetas' ICT4D priority initiatives (in the areas of e.g., e-learning, e-governance, digital climate services, and e-agriculture), incl. through a field assignment of 3-6 months.
- Contribute to the development and sharpening of strategies and policies around ICT4D (and digitalisation in general).
- Support with the development and deepening of relevant partnerships around ICT4D, and the engagement in relevant networks.
- Contribute to knowledge sharing (e.g., maintenance of intranet space, data base, etc.), capacity building (e.g., organising webinars), and the establishment of an ICT4D toolbox.
- Contribute to Helvetas' work on Innovation, incl. participation in and support to Helvetas' Innovation Working Group.

### **Skills required**

#### **For the SDG Youth Programme:**

- Swiss nationality or C permit;
- Less than 12 months of relevant professional experience;
- Bachelor's degree (University or FH/HES), or an Advanced Federal Diploma of Higher Education, or a Federal Diploma of Higher Education;
- Strong interest and intrinsic motivation to contribute to the SDGs;
- Good knowledge of at least one Swiss national language and English.

#### **For this position:**

- Bachelor's degree (University or FH/HES), or an Advanced Federal Diploma of Higher Education, or a Federal Diploma of Higher Education in development studies, social sciences, humanities, natural and engineering sciences (e.g., data science), or related field;



- Relevant work or academic experience in digital transformation, ICT4D, innovation, development cooperation, humanitarian response, Helvetas' geographic and/or thematic areas (see [www.helvetas.org](http://www.helvetas.org)), or related topics;
- Excellent analytical and conceptual skills;
- Very good communication skills, incl. writing skills;
- Proven intercultural skills;
- Proficiency in Microsoft Office applications;
- Good knowledge of and affinity with other digital applications, incl. social media, statistical programmes, and other applications are a clear advantage;
- Very good English language skills (incl. writing skills);
- Additional language skills, especially French, Spanish and / or German are a clear advantage.

#### **Required competencies:**

- Proven ability to gather, analyse and communicate information in appropriate forms;
- Strategic, joint-up thinking, and entrepreneurial mind-set;
- Solution oriented, future looking, learning and growth mind-set, anticipating new developments and fostering innovation;
- Ability to organise and structure work processes and facilitate participatory interaction;
- Knowledge on digital transformation, and ICT4D in particular, are a clear advantage;
- Thematic or methodological knowledge regarding innovation, incl. design thinking, and other approaches are a clear advantage;

#### **Demonstrated interest in:**

- Development cooperation and humanitarian response, incl. the work of international NGOs;
- Digital transformation, incl. ICT4D;
- Innovation and methods to foster innovation;

#### **How to apply?**

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**First round of interviews:** 16 to 20 May 2022 in Bienne/Switzerland or online

**Start date:** 1 September 2022

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## Climate Change and Education Trainee

### About the SDG Youth Programme

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### About the Pestalozzi Children's Foundation

[The Pestalozzi Children's Foundation \(PCF\)](#) is a Swiss non-profit organisation, which promotes peaceful cohabitation worldwide by empowering the most marginalised children and adolescents. The Foundation seeks to provide children and youth with access to holistic quality education and to strengthen their intercultural competencies. The Pestalozzi Children's Village in Trogen (Appenzell Outer-Rhodes) is at the heart of the Foundation and its activities in Switzerland and in twelve countries. Abroad, PCF works with local partner organisations to enable children to access quality education in primary schools, particularly vulnerable children.

For more information, please visit <https://www.pestalozzi.ch/en>.

PCF's actions are based on the principles of human and child rights. The foundation has a zero-tolerance policy on conduct that is incompatible with its values and its commitment to protecting human and child rights, including sexual exploitation and abuse, sexual harassment, abuse of power and discrimination. PCF also adheres to strict child safeguarding principles. Therefore, all selected candidates undergo reference and background checks and all employees are required to sign PCF's Safeguarding Code of Conduct.

### Job description

In recent years, PCF project countries recurrently experienced the consequences of climate change. Heavy cyclones, floods, droughts etc. lead to the dislocation of people and endanger children's access to education and to future prospects. Therefore, PCF aims to reinforce its activities related to climate change, focusing more on environmental aspects in its projects and programmes in Switzerland and abroad.

The objective of this one-year, remunerated traineeship with the Pestalozzi Children's Foundation is to integrate climate change and environmental aspects in PCF programming and projects (SDGs 4, 13 and 17) by:



- Introducing measures to reduce the environmental impact of PCF's Department of International Programmes
- Integrating climate change and environmental aspects into PCF international projects and programmes
- Incorporating climate change and environmental aspects into PCF Capacity Development programme to support to PCF efforts in providing capacity building to staff of its Operational Partner Organisations

This traineeship is a unique opportunity to leave a lasting change in the way an NGO approaches climate change and education in projects and to experience how your own work can impact behavioural change in people.

The traineeship is based at the Headquarter of the Pestalozzi Children's Foundation in Trogen (AR), with the opportunity of conducting field visits to several PCF countries such as Thailand, Serbia (to be defined during the traineeship) for duration of at least three months. During the stay abroad, the trainee will be staying in PCF country offices working closely with PCF local staff and visit project sites.

### **Your role as Climate Change and Education Trainee:**

You will achieve these objectives by providing the following:

- Workstream 1: organizational integration
  - Analyse the environmental impact of PCF's Department of International Programmes and develop relevant mitigation measures
  - Participate in the PCF Sustainability Committee
- Workstream 2: operational integration
  - Assess how climate change and environment impact access to education
  - Identify measures, which take climate change and environmental aspects into account in PCF educational projects
  - Propose adaptations to integrate climate change & environmental aspects in PCF projects with Operational Partners
  - Support the further development and expansion of Clean and Green Schools in Myanmar/Burma
- Workstream 03: integration into PCF Capacity Development programme ('Core Competency Package') – Development of an Education and Climate change training focusing on how to teach children sustainable lifestyles and how to integrate coping strategies in the curricula
  - Identification of potential training facilitators
  - Development of training content in collaboration with facilitators
  - Support to country offices in the organisation of the trainings (selection of participants, venues, logistics, etc.)
  - Report and evaluation of training

### **Skills required**

**For the SDG Youth Programme:**

- Swiss nationality or C permit;
- Less than 12 months of relevant professional experience;



- Bachelor's degree (University or FH/HES), or an Advanced Federal Diploma of Higher Education, or a Federal Diploma of Higher Education;
- Strong interest and intrinsic motivation to contribute to the SDGs;
- Good knowledge of at least one Swiss national language and English.

#### **For this position:**

- Bachelor's degree (University or FH/HES), or an Advanced Federal Diploma of Higher Education, or a Federal Diploma of Higher Education in International Cooperation, Humanitarian Studies, Sustainability Studies, Geography, Environmental Studies, Economics or Social Sciences, Pedagogy or related field;
- Relevant work or academic experience in international cooperation, project management, education, sustainable development, climate change and/or child rights;
- Result-oriented team player with very good analytical and conceptual skills and problem-solving attitude;
- Very good knowledge in MS Office applications (Word, Excel, Outlook);
- Excellent written and oral communication skills in English and German. Knowledge of other languages (Spanish, Portuguese, French) would be an asset.

#### **Required competencies:**

- Reliable, accurate and systematic;
- Independent, committed, innovative and motivated;
- Good communication skills with adults and children in different cultural settings;
- Able and willing to learn and acquire new knowledge relevant to the function;

#### **Demonstrated interest in:**

- Climate change and sustainable development, Education for Sustainable Development, Environment Education, Eco Schools;
- International cooperation, project management and capacity development;
- Interest and openness in collaborating with other cultures.

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## Local sustainable tourism facilitator

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### About Swisscontact

[Swisscontact](#) is a leading organisation in the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies. In Morocco, Swisscontact implements projects for the professional integration of vulnerable youth, capacity building for agricultural cooperatives and the development of sustainable tourism.

### Job description

The objective of this one-year mainly located in UNESCO geopark M'Goun Azilal, Morocco, remunerated traineeship with Swisscontact is to:

- Support the implementation of the sustainable tourism action plan with local actors and Swisscontact experts (creation of tourist circuits and tourist small businesses by young people, development of tourist sites) in Morocco;
- Organize training sessions for local actors (guides, sports instructors, rural lodgings owners and staff, agriculture and handicrafts cooperatives);
- Follow the rehabilitation works of rural lodgings with a team of architects and technicians;
- Organize satisfaction surveys among tourists.

The trainee will be trained by experts on methodologies and tools applied for the reinforcement of a tourist destination (analysis of strategic visitor flows from the University of St. Gallen, tourism development of a geopark with the University of Lausanne). He/she will also have the opportunity to put into practice the Global Sustainable Tourism Criteria (GSTC).

### Your role as local sustainable tourism facilitator:

The internship will be supervised as follows:

- Access to project documentation (project document, monitoring and evaluation, studies, training...);
- Providing orientation and guidance and regular feedback;
- Encouraging and supporting a diversity of learning experiences;
- Providing a safe environment / facilities to the intern;



## Skills required

### For the SDG Youth Programme:

- Swiss nationality or C permit;
- Less than 12 months of relevant professional experience;
- Bachelor's degree (University or FH/HES), or an Advanced Federal Diploma of Higher Education, or a Federal Diploma of Higher Education;
- Strong interest and intrinsic motivation to contribute to the SDGs;
- Good knowledge of at least one Swiss national language and English.

### For this position:

- Bachelor's degree (University or FH/HES), or an Advanced Federal Diploma of Higher Education, or a Federal Diploma of Higher Education in development studies or tourism;
- Relevant work or academic experience in international development programs and/or tourism;
- Experience in planning and managing research tasks, organizing participatory diagnostics;
- Excellent written and oral communication skills in English and French. Moroccan Arabic is a plus.

### Required competencies:

- Initiative and ability to work independently;
- Communication and interpersonal skills;
- Decision-making and problem-solving;
- Creative thinking and critical thinking.

### Demonstrated interest in:

- Sustainable tourism;
- Nature and Sport adventure;
- Intercultural relationships.

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## Trainee urban ecological transition

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### About URBAPLAN SA

[Urbaplan](#) is a Swiss consultancy firm specialised in urban and regional planning with projects in Switzerland and in the global south. The company was founded in 1966 and is composed of a multi-disciplinary team of professionals. These experts have played a key role in defining regional planning, transport and environmental protection policies in Switzerland.

Urbaplan is active in various fields of urban planning, spatial planning, environment, regional development and sanitation. Urbaplan is a limited company, domiciled in Lausanne, belonging entirely to its employees (shareholders). Its head office is based in Lausanne, with regional offices in Fribourg, Geneva, Neuchâtel and Bern. All offices are equipped with modern IT infrastructure (GIS, 3D, video, photomontage) and with IT capacities, which offer huge potential in terms of drawing (mapping, 2D, 3D, Video, photomontage), territory management (GIS) and information (Internet, blog).

On the international market, urbaplan works for the main actors in urban development and offers services at any stage of development programs:

- Identification and formulation of projects;
- Planning and feasibility studies;
- Project management and coordination;
- Project monitoring, technical assistance and backstopping;
- Project study;
- Assessment;
- Training.



## Job description

The objective of this one-year, remunerated traineeship with URBAPLAN is to:

- Be part of the URBAPLAN international team (7 people) based in Lausanne;
- Actively participate in the successful execution of our strategic studies or technical assistance missions;
- Carry out short and long term missions abroad, in Africa, the Balkans, South America (depending on the opportunities at the time);
- Contribute to the strengthening of our skills in the field of ecological transition with a view to the development of cities in the South;
- Participate in our field investigations, our spatial analyses and our cartographic production.

This traineeship is a unique opportunity to discover the activities of a private company with an international commitment to urban development. This traineeship will consist of office work at the Lausanne headquarters, as well as participation in short and medium term international assignments (approximately 4-5 over 12 months)

## Your role as responsible as Trainee urban ecological transition

You will be responsible for the following tasks:

- Consolidate our analyses on the issues of ecological transition to improve the quality/relevance of our services;
- Formulate recommendations to lead URBAPLAN to carry out further investigations or refine certain recommendations;
- Carry out field surveys or lead focus groups on site (diagnostic phase);
- Carry out bibliographic and best practice research;
- Capitalising on the good practices carried out by URBAPLAN, both internationally and in Switzerland;
- Participate in the office's prospecting efforts (participation in setting up expressions of interest and drawing up offers).

## Skills required

### For the SDG Youth Programme:

- Swiss nationality or C permit;
- Less than 12 months of relevant professional experience;
- Bachelor's degree (University or FH/HES), or an Advanced Federal Diploma of Higher Education, or a Federal Diploma of Higher Education;
- Strong interest and intrinsic motivation to contribute to the SDGs;
- Good knowledge of at least one Swiss national language and English.

### For this position:

- Bachelor's degree (University or FH/HES), or an Advanced Federal Diploma of Higher Education, or a Federal Diploma of Higher Education in geography or environment sciences or related field;
- Relevant work or academic experience in geography, urban planning or environmental sciences;
- Initiative, independence and proactivity;
- Ability to work in a variety of intercultural contexts;
- Ability to work under stress (exception);



- Interest in short and medium term missions abroad (1 to 6 weeks);
- Previous experience outside Europe for a total of at least six months (preferably in a professional context);
- Excellent written and oral communication skills in English and French (Spanish would be an advantage);

#### **Required competencies:**

- Perfect knowledge of office software (Word, Excel and Powerpoint);
- Good knowledge of drawing and cartography software (Illustrator or InDesign);
- Good knowledge of GIS software (QGIS or ArcGIS).

#### **Demonstrated interest in:**

- The challenges of urban development in the cities of the South;
- The challenges of ecological transition;
- North-South development issues and their geopolitical implications;
- The development policies of the SDC, SECO and the main development banks.

#### **How to apply?**

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## Climate Policy and Energy Management Advisor

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### About IDE-E

[The Institute for Development, Environment and Energy \(IDE-E\)](#) is a non-for-profit organisation, headquartered in Switzerland and France, aimed to support low carbon, socially inclusive and resilient cities, and communities in low-and middle-income countries. As an international network of experts with strong allies in our partner countries (Morocco, Tunisia, Colombia, and Vietnam), IDE-E has supported government agencies for over ten years in designing, implementing, and monitoring national and subnational policies to support climate resilience, environmental protection, and low carbon development in urban and rural areas.

Based on strategic assessments and in alliance with local partners, we support local decision-makers and public authorities with public policy design and enabling regulation to foster climate resilience, environmental protection and low carbon development; we support the establishment of climate sensitive urban development plans; the design of sustainable infrastructure projects; the preparation of tender documents; we facilitate financial deal-structuring and access to finance, including from multilateral donors (World Bank/ IFC, EIB, EBRD, AFD, KfW). We offer tailor-made solutions (based on international best practice), to strengthen local skills, get key stakeholders from public, private and civil sectors involved in the co-design and joint implementation of projects and help project owners to communicate effectively with partners, investors and citizens.

### Job description

The objective of this one-year, remunerated traineeship with IDE-E is to contribute to:

- the design and structuring of the IDE-E's international cooperation projects in Latin America, especially Colombia, Bolivia and potentially Cuba. This includes at least 6 months of work abroad (at the headquarters of our partner organisation in Bogotá, Colombia), proposal writing in line with the requirements of international donors (essentially the Swiss, French and German cooperation agencies);



- the implementation and oversight of our projects in Latin America (focus on sustainable energy management, and decentralised power generation from renewable energy sources, with a focus on solar PV; sustainable urban mobility; desalination; composting and vertical agriculture);
- the assessment of innovative financing mechanisms and how to access them (e.g., climate and carbon finance) by partner cities to increase and diversify their sources of investment;
- the preparation and drafting of intermediate and final reports, by supporting the technical monitoring and reporting on project results and impacts, and the development of project documentation;
- the capitalisation and communication on IDE-E activities, project results and lessons learned, through the Institute's new website (currently under development); and
- the management of information and data – to leverage knowledge acquired from projects for further use.

This traineeship is a unique opportunity to be involved in all stages of the project cycle: project design/ developing proposals; financial deal-structuring and fundraising; implementation; monitoring and reporting to institutional partners and international donors; and communication. The trainee will help us develop new areas of intervention in fields like sea water desalination, circular economy/ integrated waste management, sustainable water management, electric mobility, and innovative energy and climate finance, among others.

### **Your role as Climate Policy and Energy Management Advisor:**

You will contribute to the above-listed objectives by providing the following:

- Data collection and analysis, preliminary assessments, including benchmark studies;
- Drafting of reports, policy briefs, technical reference documents, project summaries, etc.;
- Interviews with key stakeholders and beneficiary groups; stakeholder maps;
- Preparation of training workshops and training materials;
- Organisation of webinars to facilitate knowledge transfer and exchange;
- Communication tools (short video-clips, project documents, website contents, etc.);
- Research on innovative approaches, financing schemes, and relevant technical solutions;

### **Skills required**

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- Swiss nationality or C permit;
- Less than 12 months of relevant professional experience;
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- Strong interest and intrinsic motivation to contribute to the SDGs;
- Good knowledge of at least one Swiss national language and English.

#### **For this position:**

- Bachelor's degree (University or FH/HES), or an Advanced Federal Diploma of Higher Education, or a Federal Diploma of Higher Education in Energy Management, Environmental Science and Policy, Sustainable Development Studies, or related field;
- Relevant work or academic experience in environmental science and/or policy, energy management, climate policy and related fields;



### **Required competencies :**

- Excellent written and oral communication skills in English and Spanish;
- Cultural and political sensitivity;
- Ability to work autonomously, with remote guidance/ coaching;
- Team player: ability to interact with experts and team members in different fields and countries;
- Ability to communicate and interact with public authorities, local partners and stakeholders from different fields and cultural backgrounds;
- Management of MS Office programmes (Word, Excel, PowerPoint);
- Ability to develop and manage Geographic Information Systems (GIS) is a plus.

### **Demonstrated interest in:**

- Sustainable energy management and climate policy;
- Climate resilience and natural resource management;
- Sub-national policies, with a focus on municipal and community levels.
- International cooperation;
- Innovative approaches to support sustainable resource (energy, water, biowaste) management at local levels;
- Energy and climate finance, including public-private-partnerships;
- Enabling regulation and public policy.

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