

INFORMATION FOR CLIENTS

SDG TRAINEESHIP



The SDG Traineeship offers young professionals and organisations the opportunity to – further – develop themselves in the field of sustainable business and entrepreneurship. This initiative of SDG House and TheRockGroup helps accelerate the integration of the Sustainable Development Goals (SDGs) in the business- and public sector to make the necessary impact!

Through the SDG Traineeship, organisations get the opportunity to let a group of students and young professionals (HBO/WO level; 18–27 years old) work for them for 15 weeks, 1 day a week on an SDG-related project. The starting date is fixed.

This project must directly benefit the commissioning organisation. The organisation itself therefore devises and formulates the project description and the desired deliverables. We assist organisations in developing a project that is feasible and suitable for the target group. .

Hosting trainees means that there is a contact person available within your organisation and that feedback and input can be given to the trainees at set times. It does not mean that the organisation functions as an internship supervisor. That supervisory role is fulfilled by our sustainability consultants. During the project, they offer the trainees weekly support and regular training sessions, so that they are able to carry out the project successfully.

In this document you'll find more information about the SDG Traineeship for clients.

Why participate?



- With the SDG Traineeship you have the opportunity to present your organisation more specifically as a sustainable organisation. The program encourages you to take a more prominent role in the area of the SDGs. .
- The SDG-related project must directly benefit the commissioning organisation. As a client, you therefore devise and formulate the project description and the desired deliverables yourself.
- You get a multidisciplinary team of trainees who work together on an assignment to tackle an SDG case and implement it in your organisation.
- With this traineeship you get the unique view of young talent, while you contribute to a sustainable career future for the trainees.
- Little time is spent on supervision, our sustainability consultants guide and train the trainees intensively!
- Participate in the SDG Talks: Inspiring sessions by practical experts about SDGs and future-proof operations.
- After the traineeship, we can look at what concrete steps we can take to make progress together in the area of the SDGs.
- In short, participating in the SDG Traineeship is the chance to accelerate the implementation of the SDGs within your organisation and to lead the way in the transformation to a sustainable society!
- Why participate? Watch our video [here](#) and hear it from trainees and clients themselves (in Dutch)!

The Client



- 🌐 Clients are selected from various sectors and vary from social organizations to government agencies and (large) companies.
- 🌐 The client provides a suitable and interesting case with a concrete question and clearly formulated end product.
- 🌐 The client provides a good introduction of the organisation to the trainees and makes the necessary information and time available to the trainees.
- 🌐 As a client, you make space available for accommodation for 5 trainees (if possible and in compliance with Covid-19 rules). This is in principle necessary for a maximum of 1 day per week.
- 🌐 Your company name and project may be used in communications about the SDG Traineeship (of course excluding any business-sensitive information).
- 🌐 The client evaluates the assignment after the traineeship is completed and participates in the final evaluation with a view to completing the traineeship.
- 🌐 Commissioning organisations should be available for 1 hour per week on average for the team of trainees. This can for example consist of contact by e-mail, video calls, physical meetings (if possible) or gathering information.
- 🌐 The time investment is as follows:
 - 🌐 Approximately 8 hours of preparation and submission of the assignment.
 - 🌐 Weekly 1 hour available for the team of trainees (15 weeks).
 - 🌐 Evaluation cooperation 2 x 0.5-1 hour during and after the traineeship.



Participation costs Clients



- Participation costs from €750 per assignment.
- €750 for non-profit organisations and SMEs with less than 50 employees
- €1500,- for MKB with more than 50 employees and public sector
 - 2 editions: €2700,- (10% discount)
 - 3 editions: €3825,- (15% discount)
- €3000 for large companies
 - 2 editions: €5400,- (10% discount)
 - 3 editions: €7650,- (15% discount)
- There is the possibility to let a new project group do a follow-up assignment in a next edition of the traineeship (see specification participation costs for one or more editions below).
- It is also possible to sponsor assignments to enable other host organizations to participate.

The SDG Trainees



- 🌐 Trainees are minimum 18 and maximum 27 years old, HBO/WO students or graduates, who are interested in sustainability and inclusiveness and motivated to prepare organisations for the future!
- 🌐 Trainees work 1 day of 8 hours per week on the project. Trainees will therefore spend approximately 120 hours on the assignment. During this time, trainees will receive 6 training sessions and 1 hour of guidance per week from our sustainability consultants. These training sessions directly benefit the content and quality of your assignment.
- 🌐 The professional skills training sessions are spread over the period of 15 weeks and consist of the following themes:
 - 🌐 How do you work together (online) in a multidisciplinary team?
 - 🌐 Consultancy skills
 - 🌐 Professional communication (internal & external)
 - 🌐 An open training course, depending on what is needed in the specific project
 - 🌐 How to build a career in sustainability?
- 🌐 Trainees have a weekly check-in moment where they receive guidance from our sustainability consultants to ensure quality.
- 🌐 Matching and selection of trainees is based on study background, SDG knowledge and interest, availability and geographical location of your organisation.
- 🌐 The multidisciplinary project team of trainees consists of about 5 persons with varying backgrounds.
- 🌐 Depending on the Covid situation the traineeship will partly take place online. SDG Talks and trainings are always online. Regarding project work, we try to accommodate the trainees at the client as much as possible.

Overview of phases and activities

SDG TRAINEESHIP	WEEKNUMBER														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1. In this phase the trainees get to know your organization	Orientation														
2. In this phase the trainees will start with your challenge and they will present a draft of their project.				Data collection, Analysis & Reporting											
3. In this phase the project is being finetuned and we ask of you to give feedback on the first draft.									Finetuning						
4. Here we will organize a closing event. Deliverables will be presented with a final presentation.													Deadline Project	Closing	End-event
5. On these moments we need input from you as a client.	Introduction of your organisation								Feedback on Draft				Feedback on deliverables		Evaluation
6. Moments where the trainees receive training from us															
6. SDG talks & check-in moments															

Background Information

The SGD Traineeship is a collaboration between SDG House Network and TheRockGroup, both located in the monumental building of KIT Royal Tropical Institute in Amsterdam.



SDG House Network

In 2017, the KIT Royal Tropical Institute brought to life the SDG House, which was festively opened by Kofi Annan, to act as a unique incubator for sustainable development. Since then, SDG House has become a community of experts and more than 65 members working together to achieve the SDGs. In 2020, SDG House launched the SDG House Network, which together launched the SGD Traineeship. The 9 initiators of the SDG House Network are organisations and business locations that are sustainable 'hotspots' on a local level, that promote cooperation, knowledge exchange and entrepreneurship for sustainable development. With the network, the initiators aim to increase the scale and impact of their activities. The SDG House Network has the ambition to grow into an international network of locations: Let's Walk the Talk, together!

TheRockGroup aims to accelerate the transition to a sustainable economy and society. In their role as advisor, entrepreneur or coach, they support organisations in being prepared for an economically responsible role in a sustainable future. TheRockGroup has extensive experience in various industries and works with public and private parties at home and abroad. Their expertise includes the following themes:

CSR, circular economy, climate change, biodiversity, sustainable entrepreneurship, sustainable food, human rights, living wage, sustainable value chains, sustainable / circular cities.



Actieprogramma Maatschappelijke Diensttijd

The SGD Traineeship is part of the action programme Maatschappelijke Diensttijd (MDT; meaning: "social service time") – introduced by the Dutch Cabinet. The MDT network of social organisations, companies, governments, schools, youth work and other organisations will continue to grow, until MDT has a national coverage, and all young people have the opportunity to do a suitable MDT in their own surroundings. The SGD Traineeship will contribute to further expansion of the MDT network with additional partnerships. This will enable MDTs to be offered to Dutch young people at a variety of civil society organisations in more and more places in the country.

Contact

 <https://www.sdghouse.org/sdg-traineeship>

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