



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow
Sector of assignment:	SDG Localization
Organizational unit:	UNDP China – People and Prosperity Pillar
Country and Duty Station:	China, Beijing
Fellowship duration:	6 – 12 months
Supervisor’s name:	Wang Dong
Supervisor’s title:	Programme Manager

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals (SDGs).

III. FELLOWSHIP OFFICE BACKGROUND:

United Nations Development Programme (UNDP) in China is the China country office of the United Nations Development Programme – the global development network of the United Nations. UNDP has been working in China over the past 44 years, partnering to advance various phases of China’s development.

We provide development advisory services and implement projects through innovation and applying our international experience and network in three pillars: supporting China’s transformation to a low-carbon economy so that more people enjoy a cleaner, healthier environment; facilitating China’s shift to using the SDGs as a standard for its inclusive development, economic decisions and investments, and supporting China’s international cooperation and south-south engagement for SDG attainment.

UNDP has been supporting national partners (central and local government) to implement these initiatives together by serving as SDGs experts and development partners; helping to identify local development bottlenecks; piloting sustainable solutions; and working with public and private sector partners to actively localize the SDGs in China.

Fellowship Scope: The Fellow will have the opportunity to work closely with the *People and Prosperity Team* in supporting local and central government, think tanks, and other UN agencies in exploring and supporting new innovative approaches to localise the SDGs in China.

The Fellow position will offer valuable exposure to projects and research focused on carbon neutrality, high-quality development, and sustainable industry development in China under the scope of the SDGs.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	SDG assessment research work <ul style="list-style-type: none">• Support research effort in the production of selected SDG related reports and other research on various aspects of the SDGs.• Facilitate the translation, editing, and publication of UNDP knowledge products related to the SDGs.• Assisting in the translation of materials, editing content for accuracy and clarity, and aiding in the publication process.	80%
2	Support CO assigned tasks for the overall SDG localization portfolio <ul style="list-style-type: none">• Provide administrative support to internal discussions/ meetings and assisting in the preparation of essential briefing materials, reports, presentations, trends, and statistics reports;• Contribute to the CO's development of integrated service offers for advancing the SDG Localization Agenda.	15%
3	Other: <ul style="list-style-type: none">• Support other/ad hoc activities as relevant and needed in the People and Prosperity Pillar Team.	5%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Postgraduate student or above in relevant majors such as economics, management, statistics, and development studies.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge of data processing software and coding ability is desirable.

Language skills:

- Excellent oral and written communication skills in English and Mandarin

Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.