



## FELLOWSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Fellow (Chemical and Waste)
Sector of assignment:	Chemical and Waste Portfolio
Organizational unit:	UNDP China
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected Start Date:	Feb 2025

### 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.

### 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 40 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.

The Fellowship Programme, in collaboration with partners, marks the first step in the SDG Fellowships Accelerating Sustainable Transformation Initiative (SDG FAST). It is designed to develop a pipeline of talented young professionals who are engaged and supporting to accelerate the SDGs and national development priorities in China. The fellows will also have the opportunity to gain access to extensive learning resources, including relevant practical knowledge, corporate learning materials, domestic and international working experiences, under the mentorship and supervision of professionals in UNDP China.

The Global Environment Facility (GEF) is a financial mechanism that provides grants to developing countries for projects that address global environmental issues. The GEF funds projects related to biodiversity, climate change, international waters, land degradation, and chemicals and waste management. UNDP is one of the implementing agencies of the GEF. UNDP works with countries to design and implement GEF-funded projects that promote sustainable development and address environmental challenges. UNDP's role includes providing technical expertise, capacity building, and project management support to ensure the effective implementation of GEF projects.

The Chemicals and Waste portfolio works closely with the government, local communities, and other stakeholders to promote sustainable practices in the management of chemicals and waste. This includes initiatives to improve waste management systems, enhance recycling and disposal practices, and strengthen regulations to minimize the negative impacts of hazardous chemicals on human health and the environment.

UNDP's efforts in China aim to build capacity, raise awareness, and implement GEF projects that support the country in meeting the commitments under the multilateral environmental agreements, such as the Stockholm Convention, Minamata Convention, and the Plastic pollution treaty. By working collaboratively with partners at various levels, UNDP contributes to the development of sustainable solutions that promote a cleaner and healthier environment for all.

**Fellowship Scope:** The Fellow will have the opportunity to work on the assignment of GEF *Chemicals and Waste* project under overall supervision of Programme Manager and direct supervisor.

### III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<p><b>Portfolio Programme Development:</b></p> <p>The fellow is responsible for supporting the Project Preparation of the GEF project” Life cycle management project in Plastic Industry in China”</p> <ul style="list-style-type: none"> <li>• Supports the elaboration of projects related to Terms of Reference;</li> <li>• Assist in project resources management, procurement and logistical services;</li> <li>• Follow up with the PPG team to guarantee the timely submission of the deliverables.</li> <li>• Maintain up-to-date files and records of project documentation</li> <li>• Process project-related travel arrangements;</li> <li>• Assist in organizing meetings and preparing meeting minutes.</li> </ul>	30%
2	<p><b>Project Implementation and Management</b></p> <p>The fellow will be responsible for assisting the Project Associate in project related activities, ensuring smooth operations of the project and consistency of project implementation with UNDP rules and regulations. She/He will be engaged in the project implementation and management of the following projects:</p> <ol style="list-style-type: none"> <li>1) GEF- Demonstration of production phase-out of mercury-containing medical thermometers and sphygmomanometers and promoting the application of mercury-free alternatives in medical facilities in China</li> <li>2) GEF- Green Production and Sustainable Development in Secondary Aluminum, Lead, Zinc and Lithium Sectors in China</li> <li>3) GEF- Shifting to Zero Waste Against Pollution (SWAP) Initiative</li> </ol>	20%
3	<p><b>Advocacy, Partnerships, and Communication:</b></p> <ul style="list-style-type: none"> <li>• Provide logistical support for workshops and other meetings as tasked by the project associate and project manager;</li> <li>• Create and disseminate project-related content, including press releases, articles, newsletters, and social media posts.</li> <li>• Coordinate with project team members to gather information and updates for communication materials.</li> <li>• Organize and facilitate communication activities, events, and campaigns.</li> </ul>	50%

### IV. REQUIREMENTS AND QUALIFICATIONS

#### Education:

Candidates must meet one of the following educational requirements:

- At least Master’s students or graduate in environmental science, environmental Engineering, or chemistry-related field will be preferred
- Major in Communications, Public Relations, or related field will be given due consideration as well.

#### Language skills:

- Proficiency in Chinese; Excellent written and verbal communication skills in English.

**Desired Experience or Competencies**

- Passion for environmental conservation and sustainable development practices.
- Understanding of international conventions, regulations, and best practices related to chemical and waste management.
- Ability to work effectively in a team and manage multiple priorities.
- Strong editing and proofreading abilities.
- Strong ability in writing and summarizing, and have a keen interest in digging up stories.

**Other competencies and attitude:**

- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- 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.