



## FELLOWSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	GDF Fellow
Sector of assignment:	South-South Cooperation
Organizational unit:	UNDP China – SPP
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Supervisor’s name:	Teng Yue
Supervisor’s title:	Programme Associate
Expected Onboard period:	ASAP

### 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:

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 SDGs Fellowships Accelerating Sustainable Transformation Initiative (SDGs 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 achievement of the SDGs, particularly in the Global South, requires multi-stakeholder collaboration and aid to jointly build a sustainable future. As the world’s second-largest economy, China has long been committed to supporting developing countries in implementing the 2030 Agenda for Sustainable Development. Through the Global Development and South-South Cooperation Fund (GDF), China has embraced multilateral cooperation to advance specific project initiatives, thereby creating new pathways for sustainable development, establishing new platforms for aligning national development strategies, and fostering stronger partnerships. The year 2025 marks the 10th anniversary of the GDF. Over the past decade, the UNDP and partners have taken concrete actions to advance global sustainable development, demonstrating our commitment to the principle of “leaving no one behind.”

**Fellowship Scope:** The GDF Fellow will have the opportunity to work closely with the Strategic Partnerships and Policy (SPP) Team under the supervision of the SPP team’s Programme Associate, s/he will focus areas related to China’s international development, liaising with partners from China and outside of China, as well as other members of the UNDP China’s country office. The fellow will provide programme support both GDF projects, among others.

### III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<b>Programme Operations Support and Project Facilitation:</b> Assisting in on-going GDF projects, and other south-south and trilateral cooperation projects, supporting work of the team’s Programme Associate and other members of the team, including proposal revising, coordination, communication, data collection, etc.	50%
2	<b>Administrative Support and Operational Coordination:</b> Providing admin support including translation and interpretation, taking meeting minutes, conference booking, workshops preparation, etc.	30%
3	<b>Stakeholder Engagement and Communication:</b> Supporting coordination and communication with stakeholders, preparing reports and communication materials.	15%
4	<b>Flexible Team Support:</b> Providing other support upon instructions from the supervisor and Team Leader.	5%

### IV. REQUIREMENTS AND QUALIFICATIONS

#### Education:

Candidates must meet one of the following educational requirements:

- Postgraduate students or higher in development-related field such as international relations, development studies, sociology or economics studies is desirable.

#### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools.
- Skills with PhotoShop or other design/video software would be an advantage.

#### Language skills:

- English and Mandarin Chinese required, particularly reading and writing;
- Knowledge of other UN languages is an advantage.

#### Other competencies and attitude:

- Demonstrates strong commitment to UNDP’s values and motivation to contribute to SDGs.
- Maintains the highest standards of integrity, professionalism, and accountability, while demonstrating respect for diversity and inclusion.
- Adapts quickly to changing environments, learns proactively, and delivers quality results under pressure.
- Communicates clearly and effectively, works well both independently and collaboratively, and responds constructively to feedback.

- Possesses strong analytical and organizational skills, with an innovative, proactive, and results-oriented approach.