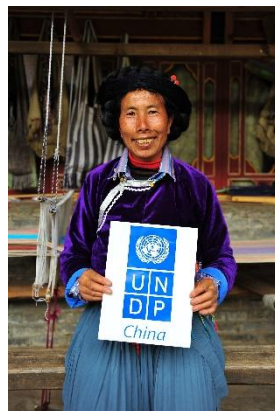




Peace and Development Foundation Fellowship Programme





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Overview

- Peace and Development Foundation (PDF) and the United Nations Development Programme (UNDP) in China jointly promote key development topics under the 2030 Agenda for Sustainable Development Goals among young people via fellowship programme or other capacity building initiatives.
- In cooperation with the UNDP, PDF is mandated to engage in advocacy and awareness raising, capacity building for the UNDP, in relation to issues of human development and climate change in Hong Kong, the Mainland China and the Asia Pacific region.
- On the ground in about 193 Member States, UNDP is the United Nations' global development network working to eradicate poverty while protecting the planet. UNDP helps countries develop strong capacities, skills, partnerships and institutions so they can sustain their progress.



Overview

- PDF Fellowship Programme is a unique opportunity for university students in Hong Kong to gain working experience at UN agencies, and develop a better understanding of the United Nations' global commitments.
- Through this programme, Fellows will
 - Be exposed to UNDP's development activities, thematic priorities, and technical cooperation practices.
 - Have an opportunity to apply their studies in a practical setting
 - Acquire project implementing skills for the development of their future career.
 - Have an opportunity to work in the UN agencies in China and beyond.
 - Develop networks and lasting friendships amongst UN's counterparts.
- Fellows are not considered "staff members" nor "officials" of UNDP nor are they otherwise employed or contracted by UNDP. Fellows may be considered "experts on mission" when performing functions for UNDP.



Eligibility

- As a minimum requirement, applicants must be:
 - Enrolled in a full-time university degree programme in Hong Kong at the time of application.
 - A Hong Kong resident.
 - Able to communicate fluently in English. Knowledge of Mandarin Chinese or any other working language of the United Nations is considered an asset.
 - Good research and analytical skills, good drafting and language skills, excellent communication and interpersonal skills, good IT skills.
 - Applications for the PDF Fellowship Programme is very competitive, and candidates are chosen from a rigorous, open and above selection procedure.



Eligibility

- The applications will be considered according to programme priorities of UNDP :
 - Relevance of the Applicant's academic qualifications
 - Relevant skills and ability to contribute
 - Motivation and willing to work hard

Applicants who are not in a field of study of direct relevance may still be considered if it can be demonstrated that the Applicant will benefit from the assignment and can make a contribution to the project.



Financial Assistance

- UN's Fellowship is usually unpaid. However, PDF will provide monthly allowance at the International or National UN Volunteer standard. Fellows should have required bank account (Hong Kong dollars) available to receive the PDF sponsorship.
- Fellows are responsible for arranging their own travel between the home city and the designated UN agency, accommodation and meals.
- The United Nations Country Office will assist in obtaining work permit, and the selected candidates must prepare valid passport and required paperwork.
- If project-related travel within the country is requested during the fellowship period, per diem and travel costs shall be covered by the relevant UN agency.
- The PDF will assist in making recommendations and providing documentation where necessary.



Insurance

- PDF accepts no responsibility for costs or hardships arising from illness or accidents incurred during the fellowship.
- Fellows must carry adequate life insurance, and travel insurance to include medical coverage and other accidents during fellowship period.
- Fellows are responsible for arranging and covering their own medical insurance, and proof of medical coverage must be provided before the fellowship commences.



Assignment and duration

- Assignments may vary in length and tasks, depending on availability, skills and academic requirements, as well as the need of respective UN agency.
- Fellowships are full time only (8 hours/day, 5 days/week), and last for between a minimum of 3 months and a maximum of 12 months.
- Fellows will be allowed to take leave during the Fellowship at the rate of 1.5 days per month regarding PDF financial payment. Leave plans must be approved in advance by their supervisors. The annual leaves can be accumulated within the Fellowship period. Unused annual leave will be forfeited when the Fellowship completed.
- Fellows are legally required to submit an **exit report** to PDF after the end of their fellowship within 30 days after the last day of the fellowship. Failing to do so will result in a return of fellowship allowance to the sponsor.



Assignment and duration

- Fellows have been placed with the various teams within the UN agencies, including but not limited to the:
 - China-Africa Business Council;
 - Energy and Environment Team;
 - Social Economic Development Team;
 - South-South Cooperation;
 - Governance and Gender Team;
 - Greater Tumen River Initiative Secretariat;
 - Media and Communication Team;
 - Communication and Digital Publications;
 - Procurement Team;
 - Finance Team;
 - Human Resources Department



Assignment and duration

- In the past Fellows have been assigned various tasks including but not limited to:
 - Supporting the assigned team leader and members;
 - Compiling briefings and educational kits;
 - Assisting in drafting and preparing official documents;
 - Organising training, workshops, bilateral or multilateral meetings;
 - Coordinating press conferences and media events;
 - Document, legal and internet research and interviews;
 - Evaluation of projects;
 - Media analysis;
 - General administrative tasks, as required.



Pre-departure preparation

- Fellows may receive a briefing on the organization and tasks by respective agency, subject to agency's own arrangement. These may include the history and structure of the United Nations and its Agencies, UN Sustainable Development Goals or other issues related to the UN Agencies to which the Fellows are assigned.
- Fellows will also be encouraged to research in advance to enhance their learning experience and help prepare them for their fellowship.
- Fellows are invited to visit PDF website at: http://www.unpdf.hk/PDF_home.htm
- Upon completion of the fellowship, Fellows automatically become part of the PDF Alumni Network. The network is intended to be informal, and the purpose is to keep the alumni informed of the work in progress of both PDF and relevant UN agencies.
- Furthermore, the network will help the PDF to stay in touch with the fellow alumni, and to participate in future opportunities and activities.



Application process

- Candidates applying for a particular post must submit their applications to their respective University Liaison Officers at the Student Affairs Office on campus.
- The University Liaison Officers will pre-select and short-list the candidates whose application will be recommended to PDF for interview.
- Recommendations and notes of interviews for each candidate will be sent to the UN agencies for final selection.
- Please see the and previous Fellows' report for further details regarding the positions and Fellow's experience on the Fellowship page of the PDF website:
<https://www.unpdf.hk/blog>



Acceptance and payment

Acceptance process

- Once Fellows receive the undertaking letter and package, please accept and sign the acceptance letter in 7 days. If there are any questions or problems, please inform the PDF also within 7 days: unpdf.backup@gmail.com.
- If a Fellow fails to accept the offer within the above mentioned period, it will be considered that the Fellow has declined the offer and the PDF will give the fellowship opportunity to other candidates.
- After the Fellow has submitted the signed acceptance letter, a notification will be sent to the student office of the university. An acknowledgement letter will then be sent to the Fellow's academic supervisor via the student office of the university. It is a must for the academic supervisor to sign and send back the letter to the PDF.



Acceptance and payment

Sponsorship payment arrangement

- Monthly allowance varies by location considering the cost of living is comparatively high in some areas, the sponsor amount starts from HK\$13,500+ every month (pro rata) * *Effective on 1st April 2024*
- Successful Fellows must hold a Hong Kong dollars banking account and provide bank details to PDF for finance process
- All Fellows will need to submit their own attendance record signed by their supervisor at respective UN agency NO LATER THAN 15TH every month to unpdf.backup@gmail.com, copying PDF's Treasury olivia_cheung@chevalier.com in order to receive their monthly sponsorship payment.
- After PDF receives the Fellow's attendance record, the payment will be made on 22nd every month.
- No adjustments can be made once your attendance record has been submitted.



Acceptance and payment

Sponsorship payment arrangement (cont.)

- The first month payment will be calculated based on the number of actual working days and Fellow's attendance record.
- Any non-statutory leave days taken during the fellowship period will be deducted from the monthly allowance according to the Fellow's attendance record.
- The Fellow's last payment will cover the full 1-month period counting backward from their fellowship end date. For example, if the end date is 10 Dec, the final payment shall cover the sponsorship from 11 Nov to 10 Dec, while the second last payment will cover from 23 Oct to 10 Nov.
- The last payment will be withheld until the Fellow has submitted their exit report. Fellows are required to submit their exit report with 30 days from their fellowship end date.
- Failing to submit an exit report on time will result in a return of fellowship allowance, **HK\$3,375 for every week of delay** (based on ~ HK\$ 13,500/per month subsidies), to the sponsor.



Exit Report

Exit report

- The exit report should start with details as follows:
 - Your name
 - Degree
 - University
 - Position
 - UN Host Agency
 - Duration: [month] [year] – [month] [year] [(number of months)]
 - Supervisor
 - Assignment
 - Photos

Your report will then be published on the PDF website: <https://www.unpdf.hk/> for our donors, supporters and future Fellows' references.



FAQs

Accommodation and Insurance

- Fellows have to arrange air travel, accommodation and insurance (make sure coverage available in the designated location) themselves.
- It is all part of this fellowship experience and Fellows can write about the challenges and problems they face during the relocation and the fellowship, and inform if problems were resolved and in what way afterwards.

Resignation

- If any Fellow would need to resign before the agreed job period, s/he must notify his/her supervisor, PDF and the career center at university **with applicable reason** by letter and email.
- Refund of PDF sponsorship payments would be needed if necessary.

Enquiry

- Should you have any other enquiry, please email to unpdf.backup@gmail.com.



THANK YOU!

