United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (SDG Localization)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected Onboard period:	Jan/Feb/Mar 2027

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:

The United Nations Development Programme (UNDP) China Country Office is part of UNDP—the United Nations' global development network. UNDP works in about 170 countries and territories, helping to end poverty, reduce inequalities and exclusion, as well as protect the planet, in line with the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs). Together, these efforts aim to ensure that improvements in human wellbeing remain within ecological boundaries. We also help countries to develop policies, leadership skills, partnering abilities and institutional capabilities, as well as build resilience, in order to achieve the SDGs.

UNDP China has been working in China over four decades, partnering to advance various phases of China's development outlined in the Government of China's Five-Year Plans. UNDP assists China in integrating the SDGs into development decisions, promotes the transition to an inclusive, low-carbon economy and a sustainable society, protects biodiversity, and informs China's international development cooperation engagement to advance global progress on the SDGs and the global climate agendas. In addition, UNDP leverages its global network and South-South Cooperation (SSC) to facilitate mutual knowledge and experience sharing between China and partner countries on best practices and lessons learned to advance the SDGs.

UNDP China's implementation modalities currently engage more than 15 Ministries and government representatives at the national and sub-national levels in 28 provinces. UNDP China also actively engages the United Nations development system, multilateral and regional institutions, the private sector, philanthropic foundations, academia and think tanks, intergovernmental bodies, and the media to accelerate the SDGs and global climate agendas in China.

SDG Fellowships Accelerating Sustainable Transformation Initiative (SDG FAST), in collaboration with partners, is the flagship youth talent cultivation program for sustainable development by UNDP China. It aims to cultivate a new generation of SDG professionals equipped with an international perspective,

professional expertise and a strong sense of social responsibility, and provide solid talent support for the realization of the Sustainable Development Goals in China and globally.

UNDP has been working closely with national and local partners to advance the localization of the Sustainable Development Goals (SDGs) in China. As a development partner, UNDP supports local governments in identifying development bottlenecks, piloting innovative and sustainable solutions, and fostering partnerships across the public and private sectors.

Building on this approach, the UNDP China Country Office is implementing a series of SDG localization initiatives and local demonstration projects. These projects focus on issues such as rural revitalization, green development, digital inclusion, climate resilience, and sustainable urban governance, with the aim of generating scalable and replicable development models.

Fellowship Scope: The Fellow will work under the supervision of Programme Analyst providing programme, implementation, knowledge management, administrative and financial support to the SDG Localization portfolio.

The Fellowship will provide practical exposure to the implementation and management of development projects, including project coordination, financial and administrative processes, knowledge production, and stakeholder engagement. The Fellow will support ongoing and upcoming initiatives under the portfolio, including the Qinghai Joint Programme, the Beijing Digital Economy and Digital-Friendly Development Project, and other SDG localization initiatives.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Translation Support** • Provide translation support for project-related knowledge products and documents, including but not limited to Voluntary Local Reviews (VLRs), progress reports, presentations, concept notes, and other project-related materials.	**25%**
2	**Event Organization Support** • Provide coordination and logistical support for project activities, meetings, workshops, dialogues, conferences, and other events organized or co-organized under the SDG Localization portfolio. • Assist in event preparation and implementation, including agenda development, participant coordination, invitations, preparation of presentations and briefing materials, meeting arrangements, and post-event documentation. • Provide other logistical and coordination support for stakeholder engagement activities with government counterparts, implementing partners, consultants, academic institutions, and other stakeholders.	**30%**
3.	**Administrative and Programme Financial Management Support** • Take the initiative in documenting and consolidating project management processes, procedures, and practical guidance encountered during the assignment, and develop and maintain an internal operational manual for the SDG Localization portfolio. The manual should include relevant SOPs,	**45%**

	process workflows, checklists, templates, and guidance covering project planning, implementation, financial management, administrative procedures, monitoring, reporting, and project closure. • Assist in the preparation of project-related documents and materials, including workplans, meeting documents, presentations, briefing materials, project summaries, and other documentation required for project implementation. • Assist in individual contractor recruitment and procurement processes, including the preparation of relevant documentation, coordination of evaluations, and follow-up with relevant units. • Provide support for the overall administrative, financial management, monitoring, reporting, and audit processes of projects under the SDG Localization portfolio, including related documentation and transactions, budget and expenditure tracking, results monitoring and indicator updates, preparation of progress reports, and coordination of audit and M&E-related requirements, in collaboration with relevant programme and operations colleagues. • Provide other programme, administrative, and operational support to the SDG Localization Team and China Country Office as required.	

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

- Current master's or PhD student, or holder of a master's/doctoral degree.
- Candidate with major in International Development, International Relations, Public Administration, Political Science, Economics, Business Administration, or other relevant social science disciplines will be preferred.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;

Language skills:

- Good command of English and Chinese.
- Knowledge of other UN languages is an advantage.

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.