



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Fellow (Gender & Diversity)
Organizational unit: UNDP
Country and Duty Station: Beijing, China
Fellowship duration: 12 months

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.

In response to UNDP’s new Gender Equality Strategy 2022-2025, and corresponding Gender Parity Strategy, the Country Office is reviving its Gender Focal Team (GFT) to better contribute towards Signature Solution 6 in the UNDP Strategic Plan 2022-2025 on strengthening gender equality as well as supporting the realisation of China Country Office’s Country Programme Document (CPD). The GDFT’s overarching objectives is to support 1) a culture of inclusion and advocacy, and 2) co-creating better development solutions through knowledge of gender and diversity issues. Both Gender mainstreaming and Results Based Management (RBM) are key programmatic principles for the UN and UNDP, and an integral part of the programme and projects’ quality assurance process.

The Gender Equality Seal (GES) is a corporate quality assurance mechanism that measures and certifies the achievements and competence of Country Offices, as well as Regional Service Centers and Headquarters Units in advancing women's rights and gender equality. The certification process of the GES initiative is also a learning platform that helps Country Offices / Regional Service Centers/HQ units establish a baseline, fine-tune strategies, identify and address gaps and challenges, document innovations and showcase the impacts of interventions for gender equality. The certification process creates a space for building a shared understanding of the definitions, strategies and goals of gender mainstreaming, identifying gaps and possibilities for synergies, and exploring ways to address them.

Fellowship Scope: In this context, the Gender & Diversity Fellow will be tasked with supporting the overall programme and project quality assurance process at the office with a special emphasis on promoting and applying a gender lens; supporting the mainstreaming of gender considerations in the new strategic frameworks of the UN/DP in China; and every-day support to the GDFT and UNDP management on gender related issues.

Ensures gender mainstreaming into programme/projects and operations:

- Support the mapping exercise on the gender mainstreaming progress results every quarter to identify level of gender mainstreaming in the CO programme and operations and suggest recommendations for improvement.
- Provide support to meetings and clinic discussions with the CO staff (Programme, Projects and Operations) to conduct analysis and identify entry points on integration of gender mainstreaming across the programme/project interventions.
- Review Project Documents and existing M&E Frameworks to ensure integration of gender issues and that gender equality results are assessed against the priorities of the national Gender Equality Strategy.
- Monitor and track the gender-related objectives and goals on both project and programme level and provide suggestions for improvement.
- Contribute to the gender component of CO annual reporting (ROAR) and project reporting;

Facilitates the implementation of the Gender Seal Certification (GES) Programme:

- Assist in developing and implementing a CO Gender Equality Strategy and Gender Action Plan;
- Follow up on the improvement plan addressing the recommendations of the Gender Seal Team based on Country Offices' scores in Gender Equality Seal benchmarks, and in accordance with the UNDP Gender Equality Strategy 2022-2025;
- Identifying, capturing and sharing Gender Equality Seal good practices based on country offices experiences;
- Coordination of learning and orientation activities provided for UNDP staff and implementing partners on gender mainstreaming;
- Engaging colleagues across all CO units on gender in their work, and support colleagues to set up gender-specific objectives in their work plans.
- Updating UNDP Gender Seal Teamworks space: check queries, upload information, share news, etc.

Facilitates knowledge building on gender related issues:

- Facilitates knowledge building and mainstreaming of gender in related perspectives within UNDP programmes and actively participates in corporate UNDP knowledge creation;

- Support the project personnel in implementation of concrete gender-related activities and communications of their results, if/as might be requested;
- Contribute to communities of practice through identification of best practices and lessons learned;

Contributes to and coordinates network and partnerships:

- Conduct regular consultations with the other key agencies, UN Women, UNFPA and UNICEF and key national women’s organizations.
- Attend the monthly UN County Team Gender Thematic Group meetings.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Ensures gender mainstreaming into programme/projects and operations;	30%
2	Facilitates the implementation of the Gender Seal Certification Programme;	30%
3	Facilitates knowledge building on gender related issues;	20%
4	Contributes to and coordinates network and partnerships	20%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Postgraduate students or higher in related field of study (Gender, International development, international relations, political science, social sciences or related);

IT skills:

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

Language skills:

- Proficiency in Chinese and English (written and oral) is required
- Knowledge of other UN Languages is an advantage.

Other competencies and attitude:

- Good coordination and organizational skills: ability to manage multiple projects, address fluctuating priorities and tight deadline. Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality, sexual orientation and age -sensitivity and -adaptability;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Pragmatic and initiative-taking person with a goal-oriented mind-set and can-do attitude. Consistently approaches work with energy and a positive, constructive attitude;
- Communicates effectively when working in teams and independently;
- Interest and motivation in working in an international organization;