United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (SDG Innovation)
Country and duty station:	Shenzhen, Project Management Office of UNDP China
Fellowship duration:	12 months
Desired Start period:	March 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.

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 committed to accelerating progress towards the SDGs and China's national development priorities. 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 UNDP China professionals.

The project was jointly established by the United Nations Development Programme (UNDP), China International Center for Economic and Technical Exchange (CICETE), and the People's Government of Shenzhen Longhua District (Longhua District Government), all of which consisting of the Project Steering Committee (PSC). This project aligns with the goals and tasks of Shenzhen as a national sustainable development agenda innovation demonstration zone, aiming to establish a foothold in Longhua District. This project will span five years from 2024 to 2029, aimed to leverage the knowledge and resources of UNDP global Innovation Network to explore innovative solutions for sustainable development in a mega city context, anchored in Longhua District, Shenzhen. It also focuses on empowering MSMEs through training activities and network building to create a unique "international innovation brand" for Longhua District through knowledge exchange, sharing best practices and experiences, which is in line with Shenzhen's mandate as a National SDG Innovation Demonstration Zone. A UNDP SDG Innovation Lab (Shenzhen Longhua) will be set up as a key deliverable of the project.

IV. FELLOWSHIP SCOPE:

The Fellow will have the opportunity to work closely with UNDP China, CICETE, the Project Steering Committee and the local government of Longhua, Shenzhen under the supervision of Youth Development Analyst in UNDP China and Project Officer in Shenzhen government in supporting the team to handle financial aspects of the project, such as budgeting, expense tracking, and financial reporting, to ensure fiscal accountability; Prepare and edit project-related documents, including official correspondence, reports, and proposals, ensuring clarity and professionalism; Oversee various administrative and logistical aspects of the project, ensuring efficient management of day-to-day activities.

V. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Managing Project Finances:** • Handle financial aspects of the project, such as budgeting, expense tracking, and financial reporting, to ensure fiscal accountability.	30%
2	**Drafting Official Documents:** • Prepare and edit project-related documents, including official correspondence, reports, meeting minutes and proposals, ensuring clarity and professionalism. • Drafting writeups such as speeches, Terms of Reference (ToR), letters to officials.	40%
3	**Coordinating Project Affairs:** • Support the various administrative and logistical aspects of the project, ensuring efficient management of day-to-day activities. • Assist in the smooth execution of fundamental project tasks, ensuring adherence to timelines and quality standards. • Support the advocacy of the project, including the update of project website information, success stories, videos and other communication	20%

	materials.	
4	**Other:** • Support other/ad hoc activities as seen relevant and needed.	10%

VI. REQUIREMENTS AND QUALIFICATIONS

Education:

- Current master's or PhD student, or holder of a master's/doctoral degree.
- Academic background in accounting, finance, project management, development studies, economics, public administration, social sciences or another relevant field.

Desired Experiences and knowledge:

- Working experience with public sector would be an asset;
- Demonstrated experiences with Chinese officials, governmental and non-governmental institutions, civil society organizations, research institutes, and the private sector is an asset.

Language skills:

- Excellent oral and written communication skills in Mandarin and English are required.

Other competencies and attitude:

- Strong 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.