



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Fellow (South-South Cooperation)
Sector of assignment: South-South Cooperation
Organizational unit: UNDP China
Country and Duty Station: Beijing, China
Fellowship duration: 12 months
Expected Start Date: Feb 2025

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:

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 44 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.

Fellowship Scope: The Fellow will have the opportunity to work closely with the *Strategic Partnership and Policy Team* to provide programme support services ensuring high quality, accuracy and consistency of work, supports the design, planning and management of south-south and trilateral programmes including the Global Development and South-South Cooperation Fund (GDF) projects by managing data and facilitating programme implementation. The Fellow will also promote a client-oriented approach consistent with UNDP rules and regulations.

The Fellow will work in close collaboration with the operations, programme and project staffs in the UNDP China, HQ, Regional Bureau and Partner Country Offices as required to exchange information and support programme delivery.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<p>Provides effective support to management of the CO programme including but not limited to south-south and trilateral projects and National Implementation (NIM) projects focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> ● Provide implementation support towards projects and proposals. This support is inclusive of all stages of the project covering its preparatory and inception-phase through to start up and implementation. ● Information collection and revision of proposals, budgets and proposals on implementation arrangements. ● Provision technical support to UNDP COs on routine implementation requirements of projects. ● Coordinating with UNDP COs, and all Responsible Parties to ensure high quality and compliance of proposals, annual work plans, annual and quarterly progress reports, financial regulations, project communication as well as other reports as per project requirements. ● Coordinating with the management agencies and providing support on proposal submission, monthly updates, quarterly and annual report, platform data management, project adjustment and extension, completion. ● Provide support to project communication and advocacy. 	50%
2	<p>Provides administrative support to Strategic Partnership and Policy team focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ● Provide logistics support for missions, events and project related workshops. ● Drafting briefing notes, talking points, speeches, articles and other contents as necessary and as required, in line with corporate and programme strategy. ● Provide translation support. ● Provide other daily administrative support as required. 	50%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet at least one of the following educational requirements:

- At least Master's students or graduate in Business or Public Administration, Economics, Political or Social Sciences would be desirable.
- Experience working with UN organizations/agencies, governmental offices, and international organizations, especially in administration or programme management is preferred, but not mandatory.

IT skills:

- Experience in the usage of computers and office software packages (MS Word, Excel, etc)
- Advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems.

Language skills:

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