United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (SDG Finance Policy)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Desired Start Period:	Feb 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 (SDGs).

III. FELLOWSHIP OFFICE BACKGROUND:

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 SDGs Fellowships Accelerating Sustainable Transformation Initiative (SDGs 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.

UNDP is increasingly becoming an important partner in SDG financing, including innovative financial solutions, UNDP China country office has established the SDG Financing Portfolio to operationalize the agenda on financing the SDGs, within the responsibilities of Strategic Partnerships & Policy (SPP) Team. The purpose of the Portfolio is to convene key stakeholders in the financing ecosystem, whose contributions are essential for aligning financing with the SDGs and to co-design and pilot innovative tools and mechanisms that can catalyse change. Within the team, the SDG Financing Portfolio focuses on improving the effectiveness of capital flows to the SDGs by engaging stakeholders, collaborating with policymakers, and advancing solutions for SDG impact.

Fellowship Scope: Working under the supervision of the SPP Team's SDG Finance Policy Analyst, the SDG Finance Policy Fellow will collaborate closely with the SPP Team. The Fellow's focus will be on China's SDG finance policy landscape and financial market development, such as green finance, transition finance, just transition, blended finance and debt swap etc., liaising with both domestic and international partners, as well as other members of the UNDP China Country Office. Key responsibilities will include conducting desktop research, data collection, report drafting, policy analysis, event coordination and stakeholder engagement as required.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Conduct and support policy research and advocacy programmes:** • Support SDG finance/macroeconomic related policy research and advocacy programmes; • Provide support to policy monitoring, analysis, data collection, and drafting policy memos.	**35%**
2	**Support knowledge products, events, and SDG financing initiatives:** • Provide logistical and substantive support for knowledge products, events, and SDG financing initiatives, including but not limited to report writing, revision, translation, proofreading, event coordination, note taking and workshops/seminars preparation.	**35%**
3	**Stakeholder Engagement and Communication:** • Supporting coordination and communication with stakeholders, preparing reports and communication materials.	**20%**
4	**Flexible Team Support:** • Providing other support upon instructions from the supervisor and Team Leader.	**10%**

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

- Current master's or PhD student, or holder of a master's/doctoral degree.
- Major in economics, finance studies, international relations, development studies, public policy or related areas.
- Previous academic or professional exposure to topics related to SDG finance is a strong advantage.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools.
- Data analysis skill is preferred.

Language skills:

- English and Mandarin Chinese required, particularly reading and writing.
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:

- Demonstrates strong commitment to UNDP's values and motivation to contribute to SDGs.
- Maintains the highest standards of integrity, professionalism, and accountability, while demonstrating respect for diversity and inclusion.
- Adapts quickly to changing and fast-paced environments, learns proactively, and delivers quality results under pressure.
- Communicates clearly and effectively, works well both independently and collaboratively, and responds constructively to feedback.
- Possesses strong analytical and organizational skills, with an innovative, proactive, and results-oriented approach.