



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Procurement & Admin Fellow
 Organizational unit: UNDP China
 Country and Duty Station: Beijing, China
 Fellowship duration: 12 months
 Desired Start Period: Mar/Apr 2026

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.

Fellowship Scope: The Fellow will have the opportunity to work under the supervision of Procurement Analyst in supporting procurement issues and ad-hoc admin support.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Procurement: <ul style="list-style-type: none"> Conduct market research and supplier sourcing Help develop Term of Reference, Request for Quotation and Request for Proposal Assist managing competitive bidding process including bid opening, bid evaluation, consolidate evaluation document 	60%

	<ul style="list-style-type: none"> ▪ Collect, search and compile potential suppliers list ▪ Update Procurement roster ▪ Record procurement meeting minutes ▪ Update the UNDP product catalogue ▪ Update consultant roster and supplier roster ▪ Assist development of UN products Archive purchases orders, contracts and other procurement related files and update and maintain database; ▪ Maintain Procurement data website 	
2	Admin issues support: <ul style="list-style-type: none"> ▪ Assist VIP visa application ▪ Backup the Receptionist/Administrative Assist and when he/she is on leave/mission ▪ Consolidate asset data and supporting document ▪ Archive travel purchase orders and related files ▪ Provide logistic support for events, missions and conference ▪ Performs miscellaneous job-related duties as assigned. 	40%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Currently enrolled in or graduated from a Master's or PhD programme;
- Major in supply chain management, procurement, law, English, translation/interpretation, economics, marketing, statistics or related fields

IT skills:

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

Language skills:

- English and Chinese in oral and writing is required

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.