



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Fellow (Inclusive Growth)
Sector of assignment: Inclusive Growth
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.

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.

China’s government has identified the modernization of rural industries and enterprises as an effective means of providing greater employment options to rural returnees and residents. The rural revitalization strategy also includes policies to leverage digital technologies that can connect rural economic players with larger markets, industrial supply chains, social organizations, and leading enterprises.

UNDP work with the government of China at central and local level to improve the living standards of rural populations by supporting rural industry and enterprises through technical advice, integrated support service and digital finance tools. We also have a special focus on supporting women and youth returning to rural areas, accelerating green and sustainable development, increasing digital financial inclusion, and supporting nature-positive rural industrialization.

Fellowship Scope: The Fellow will have the opportunity to work on the *Inclusive Growth assignment* under the supervision of the Project Manager in supporting the local implementation of an inclusive economic empowerment and sustainable development in comparatively underdeveloped area, and support projects relevant to rural capacity building. She/he assists in advocating and mainstreaming the rights-based approach to development programming and implementation. The job involves maintaining constructive relationships with local partners, government, private sector, civil society organizations, other UN agencies, and donors, coordinating related issues to ensure project complete on time.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<p>Project Management :</p> <ul style="list-style-type: none"> ➤ Support project management office and implementing partners to manage process according to the UNDP Project Management System and related requirements. ➤ Support project management office and implementing partners to complete formal management, implementation, and other related regulations. ➤ Report to UNDP if any irregularity of implementation on time. 	20%
2	<p>Project Coordination and Monitoring:</p> <ul style="list-style-type: none"> ➤ Support project management office to monitor the whole implementing process and make adjustment and provide solution to ensure the delivery rate of the project, including to monitor and record project activities, output, impact qualitatively and quantitatively, as well as related problems ➤ Draft project progress report, annually to UNDP both in Chinese and English. ➤ Attend project implementation assessment meeting (at least once in each county monthly), and submit meeting minutes 	30%
	<p>Other implementation activities:</p> <ul style="list-style-type: none"> ➤ Assist to make project plans and budget plans. ➤ Assist the coordination with program participants to communicate and organize related activities. ➤ Assist specialist and subcontracting organizations to conduct various events ➤ Assist project audit and assessment. ➤ Assist other project-related activities. 	30%
3	<p>Partnerships management : Maintain sound relationship with various stakeholders, including but</p>	20%

	not limited to UNDP, CICETE, governments at all levels, local project implementation agencies, cooperation units, domestic and foreign experts, audit and assessment agencies.	
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IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- At least Master’s student or graduate in business administration, management, economics, social policy or social sciences related fields will be preferred;

Language skills:

- Proficiency in Chinese and English (written and oral) is required

Desired Experience or Competencies

- Showing interest and motivation in working in rural development will be an asset;
- Strong coordination and communication skills will be preferred;
- Results and solution oriented, strong problem solving capacity will be preferred;

Other competencies and attitude:

- Good in organizing and structuring various tasks and responsibilities;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;