



## FELLOWSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

|                           |  |
|---------------------------|--|
| Title:                    | Fellow (Joint Project on Inclusive Development)        |
| Sector of assignment:     | Inclusive Development (Joint project by UNDP & UNICEF) |
| 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.

### Joint project by UNDP & UNICEF

*Building Child-Friendly, Climate-Resilient, and Prosperous Rural Community in the Western Region of China*

Hainan Tibetan Autonomous Prefecture, as one of the approved SDGs demo zones, focuses on ecological protection and management and coordinated development of the ecological industry in headwater regions. Fellow will be mainly responsible on the support one of the following Outputs of this project:

### Output 1: Climate-resilient WASH

Improved sanitation condition, access to safe drinking water, and adequate sewage treatment at schools and kindergartens.

### Output 2: Green Skills

Improved or established mechanism for skilling, reskilling, and upskilling of rural youth in developing sustainable alpine livestock/vegetable farming, on sustainable alpine livestock and crop farming, processing, and marketing, and renewable energy development to promote sustainable livelihood while enhancing climate resilience.

### Output 3: Financing Platform

Provision of technical assistance for establishment of a financing platform that tapping into the potentials of carbon assets and pooling financial resources from the private sector to support building climate resilience, rural revitalization, and the SDGs localization in the SDG Demo Zone.

### Output 4: SDG Localization

Support to the national SDG demonstration zones and SDG localization efforts through policy work, research, and knowledge sharing.

### **Fellowship Scope:**

The Fellows will have the opportunity to work closely with the People and Prosperity Team under the supervision of the Team Leader in supporting the formulation and implementation of research and pilot projects focused on climate resilience, green capacity building, financing platform building and SDG localization practices with Chinese stakeholders. Fellows will provide overall support for project formulation, implementation, management, communications/reporting, and partnerships. The Fellows will coordinate project activities with relevant UNDP colleagues, UNICEF colleagues, government counterparts, private sector, local PMOs, and other stakeholders at both national and local level.

### **III. DUTIES:**

The Fellows will assist in the following duties and responsibilities:

| No | Duties and responsibilities   | % of time |
|----|---|-----------|
| 1  | <b>Assist Project management:</b> <ul style="list-style-type: none"><li>Support project management office and implementing partners to manage process according to the UNDP Project Management System and related requirements.</li><li>Support project management office and implementing partners to complete formal management, implementation, and other related regulations.</li><li>Report to UNDP if any irregularity of implementation on time.</li></ul> | 40%       |
| 2  | <b>Assist Project Monitoring</b> <ul style="list-style-type: none"><li>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</li></ul>  | 30%       |

|   |  |            |
|---|--|------------|
|   | <ul style="list-style-type: none"> <li>• Draft project progress report, annually to UNDP both in Chinese and English.</li> <li>• Attend project implementation assessment meeting (at least once in each county monthly), and submit meeting minutes</li> </ul>  |            |
| 3 | <b>Other implementation activities</b> <ul style="list-style-type: none"> <li>• Assist to make project plans and budget plans.</li> <li>• Assist the coordination with program participants to communicate and organize related activities.</li> <li>• Assist specialist and subcontracting organizations to conduct various events</li> <li>• Assist project audit and assessment.</li> <li>• Assist other project-related activities.</li> </ul> | <b>15%</b> |
| 4 | <b>Partnership management</b> <ul style="list-style-type: none"> <li>• Maintain sound relationship with various stakeholders, including but not limited to UNDP, UNICEF, CICETE, governments at all levels, local project implementation agencies, cooperation units, domestic and foreign experts, audit and assessment agencies.</li> </ul>  | <b>15%</b> |

#### IV. REQUIREMENTS AND QUALIFICATIONS

##### Education:

- At least Master's student or graduate in Environmental Science, Sustainable Development, Public Health, Child Studies, development studies, economics, social sciences, or related fields.

##### Desired Experiences or Competencies:

- Knowledge related to one of above mentioned outputs will be preferred.
- Strong motivation and interest in obtaining field experiences to drive forward the implementation of international project

##### Language skills:

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

##### Travel:

- Occasional Travel to project sites may be needed. Adaptation to the high altitude of 3000 meters in Qinghai without adverse reactions to altitude sickness will be desirable.