FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Procurement & Admin)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected Onboard Period:	March/April 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.

III. FELLOWSHIP OFFICE BACKGROUND:

The United Nations Development Programme (UNDP) China Country Office is part of UNDP—the United Nations' global development network. UNDP works in about 170 countries and territories, helping to end poverty, reduce inequalities and exclusion, as well as protect the planet, in line with the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs). Together, these efforts aim to ensure that improvements in human wellbeing remain within ecological boundaries. We also help countries to develop policies, leadership skills, partnering abilities and institutional capabilities, as well as build resilience, in order to achieve the SDGs.

UNDP China has been working in China over four decades, partnering to advance various phases of China's development outlined in the Government of China's Five-Year Plans. UNDP assists China in integrating the SDGs into development decisions, promotes the transition to an inclusive, low-carbon economy and a sustainable society, protects biodiversity, and informs China's international development cooperation engagement to advance global progress on the SDGs and the global climate agendas. In addition, UNDP leverages its global network and South-South Cooperation (SSC) to facilitate mutual knowledge and experience sharing between China and partner countries on best practices and lessons learned to advance the SDGs.

UNDP China's implementation modalities currently engage more than 15 Ministries and government representatives at the national and sub-national levels in 28 provinces. UNDP China also actively engages the United Nations development system, multilateral and regional institutions, the private sector, philanthropic foundations, academia and think tanks, intergovernmental bodies, and the media to accelerate the SDGs and global climate agendas in China.

SDG Fellowships Accelerating Sustainable Transformation Initiative (SDG FAST), in collaboration with partners, is the flagship youth talent cultivation program for sustainable development by UNDP China. It aims to cultivate a new generation of SDG professionals equipped with an international perspective, professional expertise and a strong sense of social responsibility, and provide solid talent support for the realization of the Sustainable Development Goals in China and globally.

Fellowship Scope: The Fellow will have the opportunity to work closely with the Operations Team under the supervision of the Procurement Analyst and the Operation Associate in supporting procurement and administrative activities。

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Procurement issues support**: ▪ Support to conduct market research and supplier sourcing ▪ Assist in preparing Terms of Reference (TORs), Requests for Quotation (RFQs), and Requests for Proposal (RFPs) ▪ Assist in managing competitive bidding process including bid opening, bid evaluation and consolidation of evaluation documents ▪ Identify, research, and compile lists of potential suppliers ▪ Assist in preparing minutes of procurement meetings ▪ Assist in updating the UNDP branded product catalogue ▪ Archive purchase orders, contracts and other procurement-related files, and maintain the database ▪ Support to maintain the procurement webpage and publish tender advertisements and related information ▪ Support procurement related activities	**70%**
2	**Admin issues support:** ▪ Support visa processing ▪ Assist with administrative meeting minutes ▪ Assist with organizing and archiving relevant documents ▪ Provide logistic support for events, missions and conferences ▪ Perform miscellaneous job-related duties as assigned	**30%**

V. REQUIREMENTS AND QUALIFICATIONS

Education:

- Current master's student, or holder of a master's degree
- Relevant fields of study include Supply Chain Management, Procurement, Law, English, International Affairs, Economics, Marketing, Statistics, or related disciplines.

IT skills:

- Proficiency in Microsoft 365 application (Word, Excel, PowerPoint, Outlook, Teams)

Language skills:

- Fluent written and spoken English and Chinese

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;

- Ability to organize and prioritize multiple 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.