



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Strategic Planning, Risk Management, Monitoring & Evaluation Fellow
Organizational unit:	UNDP China
Country and Duty Station:	Beijing, China
Desired Start Period:	Mar 2026
Fellowship duration:	12 months

II. CORPORATE 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 44 years, partnering to advance various phases of China’s development.

III. FELLOWSHIP OFFICE BACKGROUND:

UNDP China is programming in line with the Country Programme Document (CPD), under which the work domains include 3 pillars: People and Prosperity, Planet, and Partnerships. 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 Strategic Planning, Risk Management, Monitoring and Evaluation (SPRIMME) team, as part of office’s Directorate team, serves as an overarching yet standalone planning, supporting and coordinating hub across these pillars, and the “central nervous system” as directly guided by the senior management of UNDP China. The team will be exposed and collaborates with all teams in UNDP China, contributing to UNDP’s commitment to deliver high quality projects in a timely, efficient, and transparent manner.

Under the overall guidance of the Deputy Resident Representative (DRR) and the supervision of the Programme Management and Oversight Analyst, the Fellow will be dedicated to office-wide functions: providing advisory support to the senior management on office-wide strategic planning; collaborating with different teams to comply with UNDP headquarter/regional office in requested tasks; monitoring all projects in China to ensure continuous progress and complete compliance in each stage; providing support and troubleshooting for project units to strengthen the delivery and to mitigate potential risks. Moreover, the Fellow will be undertaking office-wide coordination and management functions, as requested by senior manager or supervisor.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Strategic Planning, Monitoring and Evaluation <ul style="list-style-type: none"> Monitor overall project implementation with respect to progress and updates, delivery, project outcomes, outputs and indicators. 	35%

	<ul style="list-style-type: none"> Analyse office-wide key evaluations, programme trend, portfolio breakdown data, and all related dimensions to aid senior management team's strategic planning and decision making. Process quantitative and qualitative information to evaluate the performance of each portfolio. Preparing monthly and annual reports on the project progress of UNDP China. In close consultation with UNDP headquarter/regional office, collaborating with teams/portfolios to ensure all periodic review and result-based management (RBM) tasks are well accomplished. 	
2	Programme Support and Risk Management <ul style="list-style-type: none"> Review and provide quality assurance of project documents, work plans, MOUs, financing agreements, and ensuring the compliance with pertinent guidelines. Review and compile quantitative office-wide annual target, annual work plan, quarterly and annual report, etc. in extensive consultation with management team and multiple thematic teams. Assess office-wide project risk management and providing advice on proper mitigation mechanisms. Participating external consultations with stakeholders and advising corrective measures to mitigate the risks. Work closely with external partners (incl. the government, private sectors, etc.) and project management offices (PMO) to ensure the outputs are delivered timely and transparently. 	35%
3	Knowledge Management and Ad-hoc Assignments <ul style="list-style-type: none"> Manage and develop knowledges products, incl. newsletters, handbooks, etc. Manage all programmatic documentations along the project implementation process of UNDP China. Organise UNDP in-office knowledge sharing activities and thematic trainings; Organise external training for all PMOs across the country. Provide secretarial and coordination support of internal meetings, external meetings with governmental counterparts, and other M&E-related activities. Perform other ad-hoc duties. 	30%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

- Currently enrolled in or graduated from a Master's or PhD programme.

IT skills:

- Advanced knowledge of Microsoft Office software package (MS Excel, Word, etc.) and web management system.**
- Proficient in data maintenance and report analysis.**
- Strong data visualization and analysis skills is a plus.**

Language skills:

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

Other competencies and attitude:

- Interpersonal Communication Skills:** This position requires superb interpersonal communication skills due to the need for close collaboration with all teams and units within the office.
- Quick Learner:** The ideal candidate should be capable of quickly ascending the learning curve before providing insightful advice to senior management and other teams.
- Detail-Oriented:** Focus on details is crucial, with a keen sensitivity to data, logic, and workflow to ensure accuracy and consistency in all tasks.

- **Change-Driven:** The ideal candidate should have a strong ambition to initiate impactful changes within the office, aiming to streamline processes and enhance the efficiency of UNDP programming in China.