



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow
Sector of assignment:	Small Grants management
Organizational unit:	UNDP Small Grants Programme (SGP)
Country and Duty Station:	China, Beijing
Fellowship duration:	12 months
Supervisor's name:	Meijia Lu
Supervisor's title:	Officer-in-Charge, Programme Assistant of SGP China

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 Small Grants Programme (SGP) is a corporate programme of the Global Environment Facility (GEF) implemented by UNDP since 1992. SGP undertakes grant-making in over 125 countries promotes community-based innovation, capacity development, and empowerment through sustainable development projects of local civil society organizations with special consideration for indigenous peoples, women, and youth. SGP has supported over 20,000 community-based projects in biodiversity conservation, climate change mitigation and adaptation, prevention of land degradation, protection of international waters, and reduction of the impact of chemicals, while generating sustainable livelihoods. SGP Global: <https://sgp.undp.org>

Since rolling out its operations in China in 2009, the GEF SGP has assisted more than 180 projects. Projects range from national level policy contributions, institutional strengthening and community-led initiatives on environment conservation, adaptation and mitigation work, capacity development as well as livelihoods and resilience building efforts. The GEF SGP operates its strategic term under the guidance of the Global Environment Facility's (GEF) four-year cycle and is currently under the Operational Phase 7 (OP7). SGP China: <http://www.gefsgp.cn/>

UNDP/GEF SGP also established two new partnerships with The David and Lucile Packard Foundation in 2021 and Vanke Foundation in 2022. With the cooperation and financial support from The David and Lucile Packard Foundation, a Joint Programme for Supporting NGOs in China on Marine Conservation was initiated. The focus of this programme will be on supporting local NGOs on coastal and marine conservation, especially supporting projects led by women and empowering women's participation in sustainable management of coastal and marine resources. It will result in community-based and biodiversity-friendly sustainable models, best practices and approaches which promote conservation and the sustainable use of threatened ecosystems and species in important coastal/ marine ecosystems.

The project "Zero Waste" Community Development with the cooperation and financial support from Vanke Foundation supports NGOs to use the three Rs (reduce, reuse, and recycle) principle of waste management hierarchy at the community level. The short-term goal is to support NGOs to carry out all categories of domestic waste management in the community. The long-term goal is to enhance the capability of NGOs in resolving related problems and strengthening the influence of NGOs on sound waste management.

Fellowship Scope: The Fellow will have the opportunity to work closely with the *SGP Team* in the effective implementation of the programme work plan of at least 50 ongoing projects covering biodiversity conservation, climate change mitigation and adaptation, marine conservation, zero-waste community and reduction of the impact of chemicals.

The Fellow position will offer valuable exposure to the provision of diverse elements involved in the GEF Small Grant Programme and an opportunity to gain experience on project identification, project development, project management, grant making, project financing, administration and logistics and event management.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Support to Programme implementation <ul style="list-style-type: none"> • Assist in collecting and pre-screening project proposals after the Call for Proposals is posted; • Provide day-to-day support and guidance to new and ongoing projects and its grantees, as maybe required; • Support on the organization of SGP events such as trainings and workshops, and preparation of meetings minutes for approving new projects; • Regularly update and maintain SGP project database; • Draft memos and other operational documents and respond to queries on SGP programme matter; • Assist in timely preparation of monitoring survey and reports as maybe required; • Contribute to day-to-day support to programme/project implementation, and ensuring conformity to expected results, outputs, objectives and workplans. 	70%
2	Knowledge Management and Communication <ul style="list-style-type: none"> • Contribute to developing and managing knowledge products of the project, and translation and proof-reading of documents; • Assist in drafting articles and publications with proper recognition of SGP; • Maintain and update the SGP China website, provide valid SGP information for SGP Global database and UNDP CO website. 	20%
3	Other: <ul style="list-style-type: none"> • Support other/ad hoc activities as relevant and needed in the SGP Team. 	10%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Postgraduate students with major in Environment, International Development, Business Administration and other relevant major will be given due consideration.

IT skills:

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

Language skills:

- Excellent oral and written communication skills in English and Mandarin

Other competencies and attitude:

- Demonstrated interest in environmental issues, general understanding of NGOs.
- Demonstrated interest in community-oriented environment and development programmes, and in

project design, implementation, and monitoring and evaluation.

- 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.