



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (SDG Innovation)
Sector of assignment:	Programme SDG Innovation Pilot Project (Shenzhen Longhua)
Organizational unit:	UNDP China
Country and Duty Station:	Beijing, China
Work Location:	Shenzhen, Project Management Office of UNDP 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.

Jointly established by the United Nations Development Programme (UNDP), China International Center for Economic and Technical Exchange (CICETE), and the People’s Government of Shenzhen Longhua District (Longhua District Government), all of which consisting of the Project Steering Committee (PSC). This project aligns with the goals and tasks of Shenzhen as a national sustainable development agenda innovation demonstration zone, aiming to establish a foothold in Longhua District. This project will span five years from 2024 to 2029, aimed to leverage the knowledge and resources of UNDP global Innovation Network to explore innovative solutions for sustainable development in a mega city context, anchored in Longhua District of Shenzhen. It also focuses on empowering MSMEs through training activities and network building to create a unique "international innovation brand" for Longhua District through knowledge exchange, sharing best practices and experiences, which is in line with Shenzhen’s mandate as a National SDG Innovation

Demonstration Zone. A UNDP SDG Innovation Lab (Shenzhen Longhua) will be set up as a key deliverable of the project.

Fellowship Scope: The Fellow will have the opportunity to work closely with UNDP China, CICETE, the *Project Steering Committee and the local government of Longhua, Shenzhen* under the supervision of both Project Officer in Shenzhen government and UNDP Officer in supporting the team to handle financial aspects of the project, such as budgeting, expense tracking, and financial reporting, to ensure fiscal accountability; Prepare and edit project-related documents, including official correspondence, reports, and proposals, ensuring clarity and professionalism; Oversee various administrative and logistical aspects of the project, ensuring efficient management of day-to-day activities.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Managing Project Finances Handle financial aspects of the project, such as budgeting, expense tracking, and financial reporting, to ensure fiscal accountability.	30%
2	Drafting Official Documents <ul style="list-style-type: none"> • Prepare and edit project-related documents, including official correspondence, reports, meeting minutes and proposals, ensuring clarity and professionalism. • Drafting writeups such as speeches, Terms of Reference (ToR), letters to officials. 	40%
3	Coordinating Project Affairs <ul style="list-style-type: none"> • Oversee various administrative and logistical aspects of the project, ensuring efficient management of day-to-day activities. • Assist in the smooth execution of fundamental project tasks, ensuring adherence to timelines and quality standards. • Support the advocacy of the project, including the update of project website information, success stories, videos and other communication materials. 	20%
4	Other: Support other/ad hoc activities as seen relevant and needed.	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

- At least Master's students or graduate in accounting, project management, development studies, economics, social sciences or related fields.

Language skills:

- Fluency in English and Chinese is required.

Desired Experience or Competencies

- Working experience with public sector would be an asset;
- Demonstrated experiences with Chinese officials, governmental and non-governmental institutions, civil society organizations, research institutes, and the private sector is an asset.

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;