United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Inclusive growth and MSMEs/WOB development)
Country and Duty Station:	China, Beijing
Fellowship duration:	12 months
Expected on board:	January/February, 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 (SDGs).

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 *People & Prosperity Team* on engaging with inclusive growth and MSMEs/WOB development portfolio. The Fellow will support the management of the portfolio aimed at boosting the capacities and skills of Micro, Small, and Medium Enterprises (MSMEs) and women-owned businesses to foster inclusive growth by enhancing their resilience, digital adoption, and access to finance in China.

The Fellow's role presents an invaluable chance to gain hands-on experience in international development engagement and delve into a diverse range of topics within the portfolio. This multifaceted involvement will allow for significant personal and professional growth, as well as the opportunity to make meaningful contributions to the advancement of sustainable practices and inclusive economic empowerment.

IV. DUTIES:

Under the overall supervision of the Team Leader of People and Prosperity Team at UNDP China, and direct supervision of the Project Analyst, the Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Portfolio Programme Development:** • Draft necessary documents concerning portfolio programme development, project design and implementation, such as project proposals, concept notes; • Draft contribution agreement, project presentation for PAC, PAC meeting minutes; • Help to ensure the participation and involvement of relevant stakeholders in project activities so that the process is inclusive, participatory and transparent. • Provide full support in expanding the inclusive growth and MSMEs/WOB development portfolio in China.	**20%**
2	**Project Implementation and Management** • Support project management routine work – drafting meeting minutes and progress reports, regular communication with project partners, etc. • Assist in conducting training workshops. • Assist in organizing international conferences including liaison with international and domestic guests and logistics arrangement. • Provide support to ensure the delivery of resources and results according to planned targets. • Provide support to ensure that UNDP rules and regulations concerning finance, procurement and human resources are adhered to.	**50%**
3	**Advocacy, Partnerships, and Communications:** • Support in projects advocacy, communications/reporting, along with drafting speeches/new releases for various of occasions. • Draft analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation. • Engage in partnerships building with stakeholders (UN agencies, NGOs, government, private sector). • Engage in mobilization of resources from different partners. This will include the preparation support of due diligence, organization of regular donor meetings and field visits. • Support other/ad hoc activities as seen relevant and needed.	**30%**

V. REQUIREMENTS AND QUALIFICATIONS

Education:

- Current master's or PhD student, or holder of a master's/doctoral degree.
- Candidates with major in development studies, international relations, business management, public policy, or other relevant fields will be preferred
- Candidates with work experience in project management, conference organization, partnership building, or other relevant fields will be preferred

IT skills:

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

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.