United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Small Grants Programme)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected Onboard period:	Jan/Feb/Mar

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.

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.

The Small Grants Programme (SGP) is a corporate programme of the Global Environment Facility (GEF) implemented by the United Nations Development Programme (UNDP) since 1992. SGP 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 30,000 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 220 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 Operational Phase 8 (OP8).

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. Ultimately, it strives to achieve the goal of establishing a "net zero waste" community, and to build up a model, which contribute to the construction of an 'Ecological Civilization'.

Fellowship Scope: The Fellow will have the opportunity to work closely with the SGP team in the effective implementation of the programme work plan with specific responsibilities. The SGP China team oversees the facilitation of projects covering biodiversity conservation, climate change mitigation and adaptation, marine conservation, zero-waste community and reduction of the impact of chemicals. The selected candidate will be exposed towards diverse elements involved in the GEF Small Grant Programme where s/he will have an opportunity to learn on project identification, project development, project management, grant making, project financing, administration and logistics and event management, etc.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time

1	**Support to Programme implementation** • Assist in collecting and pre-screening project proposals after the Call for Proposals posted; • Provide day-to-day support and guidance to new and ongoing projects and its grantees, as 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 reviewing of project financial reports as well as preparation of monitoring survey and reports including the project progress report and annual monitoring report as required; • Contribute to day-to-day support to programme/project implementation, and ensuring conformity to expected results, outputs, objectives and workplans by communicating with local NGOs;	**70%**
2	**Knowledge Management and Communication** • Contribute to developing and managing knowledge products of the project, reviewing project newsletter from grantee 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 and weibo, provide valid SGP information for SGP Global database and UNDP CO website.	**20%**
3	**Other:** • Support other/ad hoc activities as seen relevant and needed.	**10%**

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

- Current master's or PhD student, or holder of a master's/doctoral degree.
- Candidates with major in Environment, International Development, Business Administration, Accounting and other relevant major will be given due consideration.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge on handling virtual meeting platforms such as Zoom, Microsoft Teams is required.

Language skills:

- Chinese and English are required.

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.