



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Fellow (Youth Development)
Organizational unit: UNDP
Country and Duty Station: Beijing, China
Fellowship duration: 12 months

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.

UNDP China Youth Portfolio

UNDP China has undertaken considerable effort to mainstream young people in its work. Hosting a large youth portfolio in Asia-Pacific, currently, there are 3 ongoing youth projects in UNDP China.

You leadership, Innovation and Entrepreneurship (Youth Co:Lab)

Youth Co:Lab is a regional youth project co-created by UNDP and Citi Foundation in 2017. It aims to set a common agenda for Asia-Pacific countries to invest in and empower youth to accelerate implementation of the Sustainable Development Goals (SDGs) through leadership, innovation and entrepreneurship. By developing 21st Century skills, catalyzing and sustaining youth-led start-ups and social enterprises across the region, Youth Co:Lab is positioning young people front and center in order to solve the region’s most pressing challenges.

In China, Youth Co:Lab work closely with the All-China Youth Federation, China Youth Daily, the China Soong Ching Ling Foundation (SCLF), China Soong Ching Ling Science & Culture Centre for Young

People (SCLSCC) and Citi China on empowering young people to lead social change in their communities through social innovation and entrepreneurship.

Since 2017, activities supported by Youth Co:Lab has reached 280,300 participants across Asia and the Pacific region. National youth social innovation and entrepreneurship activities have benefitted more than 19,000 young people and created or improved 2600 youth-led social innovation or entrepreneurship teams.

Promoting Youth Participation in Sustainable Development

UNDP China has been working with UNV, China Soong Ching Ling Foundation (SCLF), China Soong Ching Ling Science & Culture Centre for Young People (SCLSCC) and China International Center for Economic and Technical Exchanges (CICETE) to promote youth participation in sustainable development in China. The Innovative Demonstration Project on Promoting Youth Participation in Sustainable Development and Building a Community with Shared Future for Mankind started in 2019 and the project was extended with extra 3 years till the end of 2025.

The project envisions to be the leading youth platform on SDGs education through setting up Youth SDG Academy in China. Flagship youth initiatives like *Little River Officer* and *Movers Programme* motivated national youth movements on SDGs learning among young people at a grassroots level. As of August 2024, 18 toolkits on SDGs and 21st Century skills were nationalized with over 100 organizations joined the SDGs education through Movers Programme, over 48,000 young people trained from the SDGs toolkits.

Promoting Sustainable Urban Development through Volunteer Service

UNDP China has been working with UNV, Beijing Volunteer Federation (BVF) and China International Center for Economic and Technical Exchanges (CICETE) to explore effective pathways of volunteering for sustainable urban development. The partnership with BVF started in 2007 on training 2008 Beijing Olympics volunteers, the new phase of partnership launched in 2021 will empower young talents, volunteer organizations and local communities to form a dynamic integration of volunteering and urban governance with deepening understanding of SDGs on 2022 Beijing Winter Olympics and Beijing Paralympics.

It will establish a collaboration network among Olympic host cities for sharing of knowledge and successful stories on volunteering for sustainable urban development, in the meantime, it will strengthen the capacities of national young volunteers for development work.

During the 2022 Beijing Winter Olympics and Beijing Paralympics, the project directly trained over 20,000 volunteers.

Fellowship Scope:

The Fellow will work closely with the Youth team, People and Prosperity Team of UNDP China, deeply involve in UNDP China's flagship youth initiatives including Movers Programme, National Dialogue etc. along with government counterparts, private sectors, universities, and youth organizations. Also, the fellowship will have the opportunity to work with UNDP Bangkok Regional Hub (BRH) to support the regional youth initiatives in China.

IV. DUTIES:

Under the overall supervision of the Youth Development Specialist of UNDP China, the proposed Fellow will provide overall support for project formulation, implementation, management, communications/reporting, and partnerships. The Fellow will coordinate project activities with relevant UNDP BRH, government counterparts, private sector, local PMOs, and other stakeholders at both national and local level.

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<p>Pipeline Development and Project Formulation:</p> <ul style="list-style-type: none"> • Support in drafting necessary documents on pipeline development including project proposals, concept notes and project documents; • Support in drafting Terms of Reference for project consultants/experts hired on a short-term basis; • Support ensure the participation and involvement of relevant stakeholders in project activities so that the process is inclusive, participatory and transparent. 	30%
2	<p>Project Implementation and Management</p> <ul style="list-style-type: none"> • Support the coordination with project partners including UN agencies, government counterparts, private sectors, and youth organizations to drive the project in both substantial and operational issues. • Support the flagship youth events implementation. • Ensure the timelines as well as timely preparation of reports on successful stories and lessons learned. • Provide support on social media including drafting social media post and news article, and event livestream coordination. • Provide support on documentation drafting including concept note, agenda, meeting minutes and speeches for various of occasions. 	70%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Postgraduate students or higher in law, journalism, development studies, economics, social sciences or related fields;

Professional experience:

- Relevant youth work experience, preferably at the national or international level in the formulation, implementation, and monitoring of development projects is an asset;
- Previous experience with the UN system and government agencies, including knowledge of UN/UNDP programme and operations policies and procedures an asset.

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.