United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (International Development Cooperation)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected Onboard period:	April, 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.

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.

To strengthen alignment of China's international development cooperation engagements for greater SDG impact and effective multilateralism, UNDP and the EU initiated this multi-year cooperation project, involving research, capacity building workshops, multi-stakeholder dialogues and other activities. This objective would encompass promoting two-way exchanges, seeking synergies and engage further to accelerate momentum for the implementation of the SDGs in partner countries.

Fellowship Scope: The Fellow will have the opportunity to work closely with the *Strategic Partnerships and Policy Team* under the supervision of Government Partnership Analyst in providing dedicated support to project management and implementation of technical activities, which will include but not limited to management of documentation, administrative and financial management.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Project management:** • Assisting in internal and external communications with project stakeholders to follow up on project progress. • Providing support to various project implementation processes, including but not limited to project procurement, vendor liaison, information flow management. • Providing support to the preparation of relevant project supporting documents such as the Terms of references, Note-to-Files, and Request Memos in alignment with UNDP's corporate policies. • Coordinating meeting schedules, draft meeting minutes in an accurate, organized, and concise manner, and assist in the translation of project-related documents.	**40%**
2	**Research:** • Providing support to compile and analyse knowledge products related to the project, including but not limited to mapping and case studies on a wide range of topics. • Conducting data analysis and literature reviews to support research. • Assisting in the translation of project-related documents.	**40%**
3	**Other:** • Assisting in the organization and coordination of annual high-level policy dialogues, technical seminars, roundtables, and campaigns, including but not limited to logistics and finance support, materials preparation, and communication. • Support other/ad hoc activities as seen relevant and needed.	**20%**

IV. 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, political science, social science, public policy, economics or finance, or other relevant fields will be preferred.

IT skills:

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

Language skills:

- Advanced command of English is required.
- Knowledge of Mandarin Chinese is an advantage.

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.