United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Green and Digital Development)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected Onboard period:	Mar 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.

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.

The Sustainable Investment and Business Team operates within Pillar of People and Prosperity and is dedicated to advancing sustainable and low-carbon transformation, enhancing climate resilience in Chinese cities, and promoting responsible business practices. Our team is working on the research and pilot projects that aim to integrate sustainability into urban development and business operations. By collaborating with local governments, businesses, and other stakeholders, we strive to create impactful solutions that address environmental challenges and foster sustainable economic growth.

Fellowship Scope: The Fellow will have the opportunity to work closely with the Sustainable Business and Investment Team under the supervision of programme manager in supporting the formulation and implementation of research and pilot projects focused on sustainable and low-carbon transformation, climate resilience, and responsible business practices with Chinese stakeholders.

III. DUTIES:
The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Research and Analysis: - Conduct research on sustainable investment trends, low-carbon technologies, and climate resilience strategies. - Analyze data and compile reports on the current state of sustainable practices in Chinese cities.	**20%**
2	Project Support: - Assist in the design and development of pilot projects aimed at promoting sustainable and low-carbon urban transformation. - Support project implementation by coordinating with stakeholders, organizing meetings, and preparing documentation.	**30%**
3	Stakeholder Engagement: - Collaborate with team members to engage with local governments, businesses, and other stakeholders. - Assist in organizing workshops, seminars, and events to promote sustainable practices and share project findings.	**20%**
4	Administrative Support: - Provide administrative support to the Sustainable Investment and Business Team as needed. - Assist in maintaining project documentation and records.	**30%**

IV. REQUIREMENTS AND QUALIFICATIONS

Education:
- Current master's or PhD student, or holder of a master's/doctoral degree.
- Candidates with major in Environmental Science, Sustainable Development, Business, Economics, Urban Planning, or a related field will be preferred

IT skills:
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Language skills:
- Excellent written and verbal communication skills in English; proficiency in Mandarin is an asset.

Other competencies and attitude:
- Strong research and analytical skills.
- 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.