



## FELLOWSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title: Fellow (EU Project)  
 Sector of assignment: International Cooperation Development  
 Organizational unit: UNDP China  
 Country and Duty Station: Beijing, China  
 Fellowship duration: 12 months  
 Expected Start Date: Feb 2025

### 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.

**Fellowship Scope:** 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.

### III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<b>Project management:</b> <ul style="list-style-type: none"> <li>Assisting in internal and external communications with project stakeholders to follow up on project progress;</li> <li>Providing support to various project implementation processes, including but</li> </ul>	40%

	<p>not limited to project procurement, vendor liaison, information flow management;</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Coordinating meeting schedules, draft meeting minutes in an accurate, organized, and concise manner, and assist in the translation of project-related documents.</li> </ul>	
2	<p><b>Research:</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Conducting data analysis and literature reviews to support research;</li> <li>• Assisting in the translation of project-related documents.</li> </ul>	<b>40%</b>
3	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Support other/ad hoc activities as seen relevant and needed.</li> </ul>	<b>20%</b>

#### IV. REQUIREMENTS AND QUALIFICATIONS

##### Education:

Candidates must meet one of the following educational requirements:

- At least Master’s students or graduate with major or relevant experiences in development studies, international relations, political science, social science, public policy, economics or finance, or other relevant fields.

##### Language skills:

- Advanced command of English is required;
- Knowledge of 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.