FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Global Development and South-South Cooperation)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected Onboard period:	May/July 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 achievement of the SDGs, particularly in the Global South, requires multi-stakeholder collaboration and aid to jointly build a sustainable future. As the world's second-largest economy, China has long been committed to supporting developing countries in implementing the 2030 Agenda for Sustainable Development. Through the Global Development and South-South Cooperation Fund (GDF), China has embraced multilateral cooperation to advance specific project initiatives, thereby creating new pathways for sustainable development, establishing new platforms for aligning national development strategies, and fostering stronger partnerships. The year 2025 marks the 10th anniversary of the GDF. Over the past decade, the UNDP and partners have taken concrete actions to advance global sustainable development, demonstrating our commitment to the principle of "leaving no one behind."

Fellowship Scope: The GDF Fellow will have the opportunity to work closely with the Strategic Partnerships and Policy (SPP) Team. The fellow will focus areas related to China's international development, liaising with partners from China and outside of China, as well as other members of the UNDP China's country office. The fellow will provide programme support both GDF projects, among others.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Programme Operations Support and Project Facilitation:** Assisting in on-going GDF projects, and other South-South and trilateral cooperation projects, including proposal revision, coordination, communication, data collection, etc.	**50%**
2	**Administrative Support and Operational Coordination:** Providing administrative support, including translation and interpretation, taking meeting minutes, conference booking, workshop preparation, etc.	**30%**
3	**Stakeholder Engagement and Communication:** Supporting coordination and communication with stakeholders, preparing reports and communication materials.	**15%**
4	**Flexible Team Support:** Providing other support upon instructions from the supervisor and Team Leader.	**5%**

V. REQUIREMENTS AND QUALIFICATIONS

Education:

- Current master's or PhD student, or holder of a master's/doctoral degree.
- Major in international relations, development studies, sociology or economics studies is desirable.

IT skills:

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

- Skills with PhotoShop or other design/video software would be an advantage.

Language skills:

- English and Mandarin Chinese required, particularly reading and writing;
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:

- Demonstrates strong commitment to UNDP's values and motivation to contribute to SDGs;
- Maintains the highest standards of integrity, professionalism, and accountability, while demonstrating respect for diversity and inclusion;
- Adapts quickly to changing environments, learns proactively, and delivers quality results under pressure;
- Communicates clearly and effectively, works well both independently and collaboratively, and responds constructively to feedback;
- Possesses strong analytical and organizational skills, with an innovative, proactive, and results-oriented approach.