



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Sustainable Procurement)
Sector of assignment:	Operations team
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.

The UNDP Regional Procurement Facility (RPF) in China is an initiative designed to enhance the sustainable procurement capabilities of UNDP within the region in line with UNDP procurement strategy 2021-2025. It promotes the sustainable procurement within the region by engaging with different stakeholders in the world of sustainable procurement. It explores the best practice, build the networks and also support the market intelligence in some key sectors.

Fellowship Scope: Under the direct supervision of Operations Manager of UNDP China, the Fellow will contribute to the implementation of the RPF initiative in the CO. The CO procurement team will provide the technical support as needed.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Assists in developing the Market intelligence report for the products on clean energy sector and developing the sustainable procurement guidance for the clean energy sector;	30%
2	Assist in mapping the key stakeholders in promoting sustainable procurement and sustainable production in China and RBAP and relevant certification/standard at different industries at RBAP;	20%
3	Connects with sustainable procurement suppliers in China and RBAP on key sectors, gathering relevant sustainable procurement standards;	20%
4	Continuously improve/build the China Procurement Information Database with evolving change;	20%
5	Any other related tasks as may be required or assigned by the supervisor.	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- At least Master's degree students or graduates with major in marketing, economics, or other social sciences related fields;

Language skills:

- Proficiency in Mandarin and English is required;

Desirable Experiences and Competencies:

- Demonstrated interest and/or experience in Sustainable Procurement and clean energy industry is a must.
- Previous experience of organizing event or student activities, (i.e. studies, volunteer work, internship) would be highly regarded;
- Good interpersonal, networking and communication skills is required.
- Strong research abilities and open to learning is a strong asset.
- Experience in data analysis is a plus.

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;