United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Gender-transformative Inclusive Development)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected Onboard period:	Jun/Jul 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.

Gender-transformative Inclusive development lies at the core of UNDP China's work. The Government of China has identified the modernization of rural industries and enterprises as an effective means of providing greater employment options to rural returnees and residents and has adopted policies to leverage digital technologies that connect rural economic players with larger markets, industrial supply chains, social organizations and leading enterprises. UNDP works with the Government of China at central and local levels to improve the living standards of rural populations by supporting rural industry and enterprises through technical advice, integrated support services and digital finance tools, with a special focus on supporting women and youth returning to rural areas, advancing inclusive economic empowerment, accelerating green and sustainable development, increasing digital financial inclusion, and promoting inclusive, rights-based and nature-positive rural industrialisation.

Fellowship Scope: The Fellow will have the opportunity to work under the supervision of Gender Analyst/Project Analyst in supporting the local implementation of gender-transformative inclusive economic empowerment and sustainable development programmes in comparatively underdeveloped areas, including projects relevant to rural capacity building. She/he assists in advocating and mainstreaming the rights-based approach to gender-transformative inclusive development programming and implementation. The job involves maintaining constructive relationships with local partners, governments, private sector, civil society organizations, other UN agencies and donors, and coordinating related issues to ensure project completion on time.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Project Management:** • Provide day-to-day support to the project management office and implementing partners in managing project activities in line with the UNDP Project Management guidelines and related requirements; • Report any irregularity or risks of implementation in a timely manner.	20%
2	**Project Coordination and Monitoring:** • Support the team in monitoring project implementation, tracking activities, outputs and impacts, and identifying adjustments or solutions to safeguard the project's delivery rate; • Assist in coordination of different stakeholders to advance the project implementation activities; • Assist in drafting project-related documents, including annual project progress reports; terms of references etc.; • Support the organization of project meetings and drafting meeting agenda and minutes.	30%
3	**Project Implementation Activities:** • Assist in preparing project work plans and budget plans; • Support the coordination with experts and subcontracting organizations in delivering various events and activities; • Assist project audits and assessment activities.	30%

4	**Partnerships Management:** • Support the team in maintaining relationships with stakeholders, including UNDP, CICETE, governments at all levels, local project implementation partners, cooperation units, domestic and foreign experts, and audit and assessment agencies.	20%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:
Candidates must meet one of the following educational requirements:

- Current master's or PhD student, or holder of a master's/doctoral degree.
- Candidates with major in development studies, economics, social policy or social sciences related fields will be preferred

IT skills:

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

Language skills:

- Proficiency in Chinese and English (written and oral) is required;
- Knowledge of development programme management is an advantage;

Other competencies and attitude:

- Interest and motivation in working in gender-transformative inclusive development and an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Strong coordination, communication and partnership-building skills, with a results- and solution-oriented mindset;
- 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.