FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Chemicals and Waste)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected Start Date:	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.

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 Global Environment Facility (GEF) is a financial mechanism that provides grants to developing countries for projects that address global environmental issues. The GEF funds projects related to biodiversity, climate change, international waters, land degradation, and chemicals and waste management. UNDP is one of the implementing agencies of the GEF. UNDP works with countries to design and implement GEF-funded projects that promote sustainable development and address environmental challenges. UNDP's role includes providing technical expertise, capacity building, and project management support to ensure the effective implementation of GEF projects.

The Chemicals and Waste portfolio works closely with the government, local communities, and other stakeholders to promote sustainable practices in the management of chemicals and waste. This includes initiatives to improve waste management systems, enhance recycling and disposal practices, and strengthen regulations to minimize the negative impacts of hazardous chemicals on human health and the environment.
UNDP's efforts in China aim to build capacity, raise awareness, and implement GEF projects that support the country in meeting the commitments under the multilateral environmental agreements, such as the Stockholm Convention, Minamata Convention, and the Plastic pollution treaty. By working collaboratively with partners at various levels, UNDP contributes to the development of sustainable solutions that promote a cleaner and healthier environment for all.

Fellowship Scope: The Fellow will have the opportunity to work on the assignment of GEF *Chemicals and Waste* project under overall supervision of Programme Manager and direct supervisor.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Portfolio Programme Development:** The fellow is responsible for supporting the Project development of new projects within the portfolio. • Conduct research on key development sectors relevant to new project. • Assist in drafting project concept notes, including objectives, expected outputs, and preliminary budgets. • Organize and participate in project formulation workshops, consultations, and meetings with partners, preparing agendas and meeting minutes. • Maintain up-to-date files and records of project documentation	**30%**
2	**Project Implementation and Management** The fellow will support project related activities, ensuring smooth operations of the project and consistency of project implementation with UNDP rules and regulations. She/He will be engaged in the project implementation and management of the following projects: 1) GEF- Demonstration of production phase-out of mercury-containing medical thermometers and sphygmomanometers and promoting the application of mercury-free alternatives in medical facilities in China 2) GEF- Green Production and Sustainable Development in Secondary	**50%**

	Aluminum, Lead, Zinc and Lithium Sectors in China 3) GEF- Shifting to Zero Waste Against Pollution (SWAP) Initiative 4) GEF- POPs NIP update project 5) GEF-Life cycle management project in Plastic Industry in China	
3	**Advocacy, Partnerships, and Communication:** • Provide logistical support for workshops and other meetings as tasked by the project associate and project manager; • Create and disseminate project-related content, including press releases, articles, newsletters, and social media posts. • Coordinate with project team members to gather information and updates for communication materials. • Organize and facilitate communication activities, events, and campaigns.	**20%**

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, environmental Engineering, or chemistry-related field will be preferred
- Candidates with major in Communications, Public Relations, or related field will be given due consideration as well.

Language skills:

- Proficiency in Chinese; Excellent written and verbal communication skills in English.

Desired Experience or Competencies

- Passion for environmental conservation and sustainable development practices.
- Understanding of international conventions, regulations, and best practices related to chemical and waste management.
- Ability to work effectively in a team and manage multiple priorities.
- Strong editing and proofreading abilities.
- Strong ability in writing and summarizing, and have a keen interest in digging up stories.

Other competencies and attitude:

- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- 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.