



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Fellow (Sustainable Investment and Business)
Sector of assignment: Sustainable Investment and Business
Organizational unit: UNDP China
Country and Duty Station: Beijing, China
Fellowship duration: 12 months
Expected Start Date: Feb – Mar 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 Sustainable Investment and Business assignment is dedicated to advancing sustainable and low-carbon transformation, enhancing climate resilience in Chinese cities, and promoting responsible business practices. The assignments working on the research and pilot projects that aim to integrate sustainability into urban development and business operations. By collaborating with local governments, businesses, and other stakeholders, we strive to create impactful solutions that address environmental challenges and foster sustainable economic growth.

Fellowship Scope: The Fellow will have the opportunity to work under the supervision of Programme Manager in supporting the formulation and implementation of research and pilot projects focused on sustainable and low-carbon transformation, climate resilience, and responsible business practices with Chinese stakeholders.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

Table with 3 columns: No, Duties and responsibilities, % of time. Row 1: 1, Research and Analysis, 20%

	<ul style="list-style-type: none"> <li>Conduct research on sustainable investment trends, low-carbon technologies, and climate resilience strategies. Analyze data and compile reports on the current state of sustainable practices in Chinese cities.</li> </ul>	
2	<b>Project Support:</b> <ul style="list-style-type: none"> <li>Assist in the design and development of pilot projects aimed at promoting sustainable and low-carbon urban transformation. Support project implementation by coordinating with stakeholders, organizing meetings, and preparing documentation.</li> </ul>	<b>20%</b>
3	<b>Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>Collaborate with team members to engage with local governments, businesses, and other stakeholders.</li> <li>Assist in organizing workshops, seminars, and events to promote sustainable practices and share project findings.</li> </ul>	<b>20%</b>
4	<b>Administrative Support:</b> <ul style="list-style-type: none"> <li>Assist in maintaining project documentation and records.</li> <li>Provide administrative support as needed.</li> </ul>	<b>20%</b>
5	Ad Hoc activities for People and Prosperity Team as a team: <ul style="list-style-type: none"> <li>Portfolio Programme Development.</li> <li>Advocacy, partnerships, communications, and resource mobilization.</li> <li>Perform other duties as assigned by management.</li> <li>Support other/ad hoc activities as seen relevant and needed.</li> </ul>	<b>20%</b>

#### IV. REQUIREMENTS AND QUALIFICATIONS

##### Education:

- At least Master's students or graduate in Environmental Science, Sustainable Development, Business, Economics, Urban Planning, or a related field

##### Language skills:

- Excellent written and verbal communication skills in English; proficiency in Mandarin is an asset.

##### Desired Experience or Competencies

- Demonstration of strong research and analytical skills will be preferred.

##### 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.