



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Policy Research Fellow
Organizational unit:	UNDP China - SPP (Strategic Partnerships and Policy Team)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Supervisor’s name:	Violante di Canossa
Supervisor’s title:	Development Economist
Expected onboard period:	Apr/May 2026

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) 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.

As the largest developing country, a leader in South-South Cooperation (SSC), the largest green-house gases (GHG) emitter, and a large investor in other countries including in carbon-heavy sectors, China has a decisive impact on SDG outcomes. Its decisions will play a key role in addressing climate change at the national and global levels. The carbon neutrality pledge, as well as the 14th five-year plans, provide a unique opportunity for UNDP to accompany this policy change. Against this background, a just and inclusive low carbon is listed as a top priority by the Country Programme Document.

Fellowship Scope: The Fellow will have the opportunity work closely with the Strategic Partnerships and Policy Team under the supervision of the Team Leader to strengthen the effectiveness and impact of UNDP’s support to China’s climate agenda. He or she will support the research and policy colleagues, as well as collaborate with programme colleagues on **developing policy-relevant knowledge products related to climate change and nature-positive solutions to accelerate a just and inclusive low-carbon transition.**

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Provide Policy Research and Analysis for Knowledge Products <ul style="list-style-type: none">• Support research and analysis on the country's socio-economic policies, rural development, climate and environment issues, and development cooperation related topics.• Identify reliable sources of information and contribute to the development of UNDP's policy research networks in the areas above.• Support as well as compilation, analysis and interpretation of knowledge products, providing thorough research of the policy and development issues in the country.• Support the drafting of UNDP's knowledge products around Country Office's priorities.	50%
2	Support Country Office's specific initiatives to enhance policy impact of UNDP <ul style="list-style-type: none">• Support organization of Policy Dialogues under the leadership of the UN country team and coordinate with other UN agencies.• Provide effective support to the preparation of specific initiatives and relevant events such as collecting background information, support revising the agenda, taking notes of preparatory meetings and generating summary reports.• Provide policy and project support such as preparing project briefs, speeches, presentations, to support ongoing events and partnerships such as visiting missions, donor agencies, and national counterpart meetings.	40%
3	Other: <ul style="list-style-type: none">• Support other/ad hoc activities as seen relevant and needed.	10%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Currently enrolled in or recently graduated from a Master's or PhD programme with major in Economics, International Development, International/Public Affairs, Public Policy/Administration, Social Sciences, etc.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools.
- Data analysis skill is an asset.

Language skills:

- English and Mandarin Chinese required; proficiency in understanding Chinese language in formal governmental style.
- Knowledge of other UN languages is an advantage.

Desired Experience or Competencies:

- Experience in policy research or data analysis related to development economics, climate change, sustainable development, or relevant fields is desirable.

Other competencies and attitude:

- Demonstrates strong commitment to UNDP's values and motivation to contribute to sustainable development goals.

- 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.