



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Partnership Fellow
Organizational unit:	UNDP China
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Desired Start Period:	Jan 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) 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 Communications, Innovation and Partnerships Team (CIP) of UNDP China promotes greater understanding and visibility of UNDP's work by utilizing various communications tools. Fully engaging with the media, social media and leveraging on a strong network of Public-Private Partnerships, the team leads the design, management, and implementation of UNDP's overall communications strategy, including design and roll out high-impact, multimedia campaigns; programme-oriented communications products; media relations and key events; localization of global content for Chinese audiences; and publications on critical sustainable development issues. On the innovation front, the

team is facilitating and prototyping innovative solutions and experimenting with new ways of working to tackle complex development challenges outside the traditional development cycle.

Fellowship Scope: The Fellow will have the opportunity to work under the overall supervision of Team Leader on partnership strategy and engagement related work. This role provides critical support across the partnership lifecycle, focusing on rigorous analysis, strategic planning, and compliance oversight.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Support to Partnership Tracking and Coordination: <ul style="list-style-type: none"> Assist in maintaining regular communication with key partners including local governments, private sector partners, UN agencies, academia, and civil society organizations. Support efforts to identify and explore new partnership opportunities aligned with UNDP China's innovation agenda and SDG priorities. Help prepare background briefs, proposals, meeting notes, talking points, and stakeholder profiles for partnership meetings and events. Contribute to tracking ongoing cooperation initiatives, following up on action points, and updating internal partnership databases and dashboards. 	30%
2	Research, Concept Development, and Due Diligence Support <ul style="list-style-type: none"> Research & Strategic Analysis <ul style="list-style-type: none"> Conduct strategic research and trend analysis on emerging areas of development financing, private sector engagement, and innovation practices relevant to advancing the Sustainable Development Goals (SDGs). Synthesize complex data from academic, policy, and market sources into actionable insights to inform the selection of new partnership areas and potential partners. Maintain a knowledge repository of successful global partnership models, benchmarking best practices in public-private and public-public cooperation. Concept Development & Proposal Drafting <ul style="list-style-type: none"> Support the conceptualization and drafting of high-quality partnership proposals, concept notes, and donor summaries, ensuring clear articulation of impact, theory of change, and financial requirements. Contribute to the preparation of external-facing knowledge products, case studies, and presentations to effectively communicate partnership value and leverage results for resource mobilization. Due Diligence & Partnership Oversight <ul style="list-style-type: none"> Support initial due diligence processes for potential corporate and 	30%

	<p>financial partners, including conducting basic financial compliance checks, partner screening, and risk profiling in line with organizational policies.</p> <ul style="list-style-type: none"> ○ Assist in partnership oversight and monitoring, specifically by tracking workplans, timelines, risks, and deliverables against agreed-upon results frameworks. ○ Support project documentation and compliance by consolidating reporting inputs and preparing progress summaries for internal and external stakeholders. ○ Coordinate logistical and administrative arrangements with consultants, service providers, and project partners under the guidance of the supervisor. 	
3	<p>Support to Events, Outreach, and Communication</p> <ul style="list-style-type: none"> ● Assist with the planning and coordination of partnership-related events, including logistical arrangements, agenda preparation, and background materials. ● Help liaise with participants, speakers, and institutions to ensure smooth event implementation. ● Support the drafting of communication materials such as event summaries, success stories, social media posts, and promotional content highlighting partnership achievements. ● Assist the CIP communications team in collecting data, stories, and visuals that demonstrate the impact of collaborative initiatives. 	30%
4	<p>Other:</p> <ul style="list-style-type: none"> ● Support other/ad hoc activities as seen relevant and needed. 	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Currently enrolled in or graduated from a Master's or PhD programme; major in International Relations, Social Sciences, Journalism, Communications, Marketing, Business or any related field;

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Prior experience with project implementation and operational support is an advantage;
- Experience working with international organizations, public sector institutions, or non-profits is preferred;
- Knowledge or experience in organizing events, workshops, or conferences is desirable.

Language skills:

- Excellent oral and written communication skills in Mandarin and English are required.
- 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.