



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Fellow (Innovation)
Sector of assignment: Innovation Project
Organizational unit: UNDP China
Country and Duty Station: Beijing, China
Fellowship duration: 12 months
Expected Start Date: Jul 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 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 closely with the *Communications, Innovations and Partnerships Team* under the supervision of Team Leader and direct supervisor to support the development and implementation of UNDP China’s innovation strategies, including assisting with project management and contributing to innovative initiatives that align with UNDP’s broader goals.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Support Project Implementation <ul style="list-style-type: none">• Help monitor and track the progress of innovation projects by keeping in touch with stakeholders, managing risks, preparing project updates, and taking meeting notes.• Provide administrative and logistical support to make sure projects run smoothly, including organizing events with partners, handling procurement, and arranging travel.• Assist with financial tasks like ensuring project spending follows UNDP rules and checking that funds are available and used correctly.• Work with external consultants and vendors to ensure good quality and timely delivery of services for projects.• Share knowledge and lessons learned from projects to help improve future work and keep the team and partners informed.• Support the development of new innovation project ideas and proposals, ensuring they align with UNDP's goals and respond to key development challenges.	60%
2	Support Communications and Partnerships Building <ul style="list-style-type: none">• Help maintain strong relationships with current partners and support efforts to connect with new ones to grow the impact of innovation projects.• Contribute to creating and sharing knowledge through networks and communities of practice, helping teams and partners learn from each other.• Assist with communication tasks, such as writing press releases, creating social media posts, and helping organize events to promote UNDP's work and results.• Work with other teams to align efforts and ensure innovation projects fit within UNDP's overall goals and improve collaboration across the organization.	30%
3	Other: Support other/ad hoc activities as seen relevant and needed.	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

- At least Master's student or graduate in international relations, social sciences, journalism, communications, marketing, or any related field;

Desired Experiences or Competency:

- 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.