FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Ecosystem & Biodiversity)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Desired Start Period:	Apr/May, 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.

Under the Planet Pillar of UNDP China, the Ecosystem and Biodiversity portfolio, in alignment with the UN Convention on Biological Diversity, collaborate with central and local governments across more than 20 provinces to safeguard China's rich biodiversity and critical ecosystems.

Our work encompasses a wide range of conservation initiatives, from wetland protection to wildlife preservation. We strengthen China's ecological governance by providing technical assistance, sharing international best practices, and informing policy and legal reforms. Furthermore, we drive on-the-ground impact through capacity-building, public awareness campaigns, and the demonstration of pilot projects.

UNDP China: https://www.undp.org/china/our-focus/planet

Fellowship Scope: Under the guidance and direct supervision of the Programme & Risk Management Analyst, the Fellow will provide effective support: a) on the financial and operational management of the Ecosystem and Biodiversity (EBD) Portfolio in Quantum system/GSSC platform; and b) on quality assurance and risk management of projects under EBD portfolio. Besides the ongoing projects, he/she will also provide support when delegated on formulation of pipelines in the areas of biodiversity conservation. This will involve supporting scoping research into key current issues on the topics and support to development of reports and publications to increase UNDP advocacy and visibility on such issues. Through working in close collaboration with team members, the fellow will have plenty of opportunities to learn about UNDP's role in supporting partners in China in the areas of ecosystem and environment, and will be exposed to practices and experiences with key cooperation partners through the implementation of programmes.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Provide effective support in Quantum system or GSSC platform to facilitate the financial and operational management of EBD Portfolio, including:** • Support Recruitment of consultants; • Monitor the progress of milestone deliverables of direct recruitment by CO and provide management support as needed; • Raise payment/financial request; • Facilitate travel process; • Facilitate and track liquidation/advance payment progress.	**35%**
2	**Provide support on quality assurance and risk management including:** • Monitor & update the risk status of the projects in system; • Collect the PPRs of on-going projects, conduct the first review and find out information gaps for the report and contact PMO for gap filling; • Support Mid-term Review & Terminal Evaluation; • Daily contact with implementing partners (IPs), international and national consultants for catch up on the program progress.	**25%**
3	**Provide support on visibility and communication to enhance the exposure of**	**20%**

	the EBD Portfolio, including: • Draft, update and/or review communication materials (e.g., newsletters, success stories, project briefs, fact sheets, social media posts) to showcase EBD project achievements and UNDP's advocacy on biodiversity conservation; • Assist in organizing visibility events, workshops, and campaigns, including preparing agendas, presentation materials, and coordinating with relevant partners and vendors; • Support the dissemination of knowledge products and reports through UNDP China's communication channels and relevant platforms to increase public awareness and stakeholder engagement.	
4	**Provide support on pipeline formulation** • Assist in the formulation of pipeline projects in GEF VIII & IX; • Assist in translation/interpretation of related documents; • Assist in identifying relevant partnerships from the private sector and civil society.	**10%**
5	**Other:** • Help logistic arrangement of related meetings with partners, provide translation and take meeting minutes, etc. • Provide additional support as necessary.	**10%**

IV. REQUIREMENTS AND QUALIFICATIONS

Education and Experience:

- Current master's or PhD student, or holder of a master's/doctoral degree.
- Major in Environment, International Development, Business Administration, Accounting and other relevant fields is desirable
- Intern/Fellow experience in other organizations/UN agencies preferred.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge on handling virtual meeting platforms such as Zoom, Microsoft Teams is required.

Language skills:

- Good communication skills in Chinese and English (both oral and written)

Other competencies and attitude:

- Strong data gathering, research, and analytical skills focused on solving problem and achieving goals
- An initiative-taking and outgoing team player who communicates effectively both independently and within group
- Proven ability to organize, structure, and manage multiple tasks and responsibilities effectively.
- Experience in communication, content drafting, or event organization is an asset.