



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow
Sector of assignment:	Hydrogen Economy
Organizational unit:	UNDP China – People and Prosperity Pillar
Country and Duty Station:	China, Beijing
Fellowship duration:	12 months
Supervisor’s name:	Zhang Weidong
Supervisor’s title:	Assistant Resident Representative

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 (SDGs).

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 44 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.

Since 2003, UNDP has been a pioneer and catalyst in introducing and scaling Fuel Cell Vehicle (FCV) technology in China, which are key steps in moving towards a green and de-carbonized development - hydrogen economy. Since 2023, UNDP has been working on scaling the hydrogen economy in China through development and implementation of other related projects, such as technical and vocational education and training (TVET) and production and application of green hydrogen, beyond the ongoing pilot cities, namely Beijing, Shanghai, Zhengzhou, Foshan, Yancheng, Zhangjiakou, Changshu, and Rugao.

Fellowship Scope: The Fellow will have the opportunity to work closely with the *People and Prosperity Team* in supporting local and central government, think tanks, and other UN agencies in exploring and supporting new innovative approaches to leverage the development of the hydrogen economy to accelerate the SDGs in China.

IV. DUTIES:

Under the overall supervision of the Team Leader of the Pillar for People and Prosperity at UNDP China, the proposed Fellow will provide overall support for project formulation, implementation, management, communications/reporting, partnerships, and resource mobilization. The Fellow will coordinate project activities with relevant Government partners, private sector, local PMOs, and other stakeholders at both national and local level.

The Fellow (PA) will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Portfolio Programme Development: <ul style="list-style-type: none">• Support in drafting necessary documents concerning portfolio programme development, project design and implementation, such as project proposals, concept notes;• Support in drafting Terms of Reference for project consultants/experts hired on a short-term basis;• Support ensure the participation and involvement of relevant stakeholders in project activities so that the process is inclusive, participatory and transparent.	20%
2	Project Implementation and Management <ul style="list-style-type: none">• Support the coordination with project personnel and external short-term consultants to drive the project in both substantial and operational issues.• Support ensure the timeliness as well as timely preparation of reports on achievements and challenges faced within the project.	50%
3	Advocacy, Partnerships, communications, and Resource Mobilization: <ul style="list-style-type: none">• Support in projects advocacy, communications/reporting, along with drafting speeches/new releases for various of occasions.• Support draft analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.• Support in engagement in partnerships building with stakeholders (UN agencies, NGOs, government, private sector).• Support other/ad hoc activities as seen relevant and needed.	30%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Postgraduate students or higher in project management, development studies, economics, social sciences or hydrogen economy related fields;

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools.
- Knowledge of web management systems and data visualization 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.