



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Fellow (Sustainable Procurement)
Sector of assignment: Sustainable Procurement
Organizational unit: UNDP China
Country and Duty Station: China, Beijing
Fellowship duration: 12 months
Expected Start Date: Early March 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 (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.

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.

Fellowship Scope: The Fellow will have the opportunity to work closely with the *People & Prosperity Team* on engaging with sustainable procurement and small & medium enterprises (SMEs) & women empowerment portfolio. In line with the existing portfolio, the Fellow will take part in launching a sustainable procurement programme aimed at advancing the adoption of sustainable procurement practices and Environmental, Social, and Governance (ESG) principals in China.

The Fellow's role presents an invaluable chance to gain hands-on experience in international development engagement and delve into a diverse range of topics within the portfolio. This

multifaceted involvement will allow for significant personal and professional growth, as well as the opportunity to make meaningful contributions to the advancement of sustainable practices and inclusive economic empowerment.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<p>Portfolio Programme Development:</p> <ul style="list-style-type: none"> • Draft necessary documents concerning portfolio programme development, project design and implementation, such as project proposals, concept notes; • Draft contribution agreement, project presentation for PAC, PAC meeting minutes; • Ensure the participation and involvement of relevant stakeholders in project activities so that the process is inclusive, participatory and transparent. • Provide full support in expanding the sustainable procurement programme in China. 	20%
2	<p>Project Implementation and Management</p> <ul style="list-style-type: none"> • Support project management routine work – drafting meeting minutes and progress reports, regular communication with project partners, etc. • Assist in conducting training workshops. • Assist in organizing international conferences including liaison with international and domestic guests and logistics arrangement. • Ensure delivery of resources and results according to planned targets. • Ensure that UNDP rules and regulations concerning finance, procurement and human resources are adhered to. 	50%
3	<p>Advocacy, Partnerships, and Communications:</p> <ul style="list-style-type: none"> • Support in projects advocacy, communications/reporting, along with drafting speeches/new releases for various of occasions. • Draft analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation. • Engage in partnerships building with stakeholders (UN agencies, NGOs, government, private sector). • Engage in mobilization of resources from different partners. This will include the preparation of due diligence, organization of regular donor meetings and field visits. • 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:

- At least Master's degree student or graduate in development studies, international relations, business management, public policy, or other relevant fields;

Language skills:

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

Desired Experiences or Competencies:

- Experiences in organizing large events, project implementation will be an asset
- Demonstration in organization, teamwork, partnership building, and multitasking capacity is preferred

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.