



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Fellow (Strategic Planning, Risk Management, Monitoring & Evaluation)
Organizational unit: UNDP China
Country and Duty Station: Beijing, China
Fellowship duration: 12 months

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:

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.

Under the direct guidance of Resident Representative (RR) and Deputy RR of UNDP China, the Strategic Planning, Risk Management, Monitoring, and Evaluation (SPRIMME) team serves as a central, independent hub for planning, support, and coordination across all pillars and teams of UNDP China. Acting as the "central nerves system", the SPRIMME team is instrumental in upholding UNDP’s commitment to delivering high-quality projects in a timely, efficient, and transparent manner, in close collaboration with all UNDP China’s teams and units.

Additionally, SPRIMME collaborates closely with the UNDP Headquarters (HQ) and Bangkok Regional Hub (BRH) to lead and coordinate corporate initiatives at the country level, ensuring they meet high-quality corporate standards.

Fellowship Scope: The Fellow will work with the SPRIMME Team, under the supervision of the Programme Management and Oversight Analyst, to provide advisory support to senior management on office-wide strategic planning. Responsibilities include collaborating with various teams to ensure compliance with requests from UNDP Headquarters and the Regional Office, monitoring all projects in China to ensure ongoing progress and full compliance at each stage, and offering support and troubleshooting for project units to enhance delivery and mitigate potential risks.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<p>Strategic Planning, Monitoring and Evaluation</p> <ul style="list-style-type: none"> • As guided by the senior management, supporting the development of the 2026-2030 UNDP China Country Programme Document (CPD). • Monitoring the overall implementation of UNDP projects across China, tracking progress, delivery, outcomes, outputs, and indicators. • Assisting in the management of decentralized evaluations and ensuring quality assurance for evaluation terms of reference (TOR) and reports, in alignment with UNDP Independent Evaluation Office (IEO) guidelines. • Analyzing key office-wide evaluations, program trends, portfolio breakdowns, and related data to support strategic planning and decision-making by the senior management team. • Collaborating closely with UNDP headquarters and regional offices, coordinating with teams to ensure all periodic review and results-based management (RBM) tasks are effectively completed. 	30%
2	<p>Programme Support and Risk Management</p> <ul style="list-style-type: none"> • Assisting in review as the gatekeeper for all programme documentations prior to the finalization/sign-off, providing quality assurance of project documents, work plans, MOUs, financing agreements, and ensuring the compliance with pertinent guidelines. • Reviewing and compiling quantitative office-wide annual target, annual work plan, quarterly and annual report, etc. in extensive consultation with management team and multiple thematic teams. • Assessing office-wide project risk management and providing advice on proper mitigation mechanisms. Participating external consultations with stakeholders and advising corrective measures to mitigate the risks. • Working closely with external partners (incl. the government, private sectors, etc.) and project management offices (PMO) to ensure the outputs are delivered timely and transparently. 	40%
3	<p>Knowledge Management and Ad-hoc Assignments</p> <ul style="list-style-type: none"> • Assisting in the creation and management of knowledge products, including newsletters, handbooks, and other programmatic documentation throughout UNDP China's project implementation process. • Assisting in organizing in-office knowledge-sharing activities and thematic trainings, as well as coordinating external training sessions for Project Management Offices (PMOs) across the country. • Providing secretarial and coordination support for internal meetings, external meetings with government counterparts, and other Monitoring & Evaluation (M&E) activities. • Performing additional ad-hoc duties as required. 	30%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Postgraduate students or higher in Social Science, Economics, Statistics, Management, Law or other related fields

IT skills:

- Proficient in advanced Microsoft Office applications (Excel, Word, etc.) and experienced with web management systems.
- Strong data analysis and visualization skills are a plus.

Language skills:

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

Other competencies and attitude:

- **Interpersonal Communication Skills:** superb interpersonal communication skills due to the need for close collaboration with all teams and units within the office.
- **Quick Learner:** quickly ascending the learning curve before providing insightful advice to senior management and other teams.
- **Detail-Oriented:** focus on details is crucial, with a keen sensitivity to data, logic, and workflow to ensure accuracy and consistency in all tasks.
- **Critical Analysis:** sharp ability to evaluate complex issues, challenge assumptions, synthesizing insights for strategic decision-making.
- **Change-Driven:** strong ambition to initiate impactful changes within the office, aiming to streamline processes and enhance the efficiency of UNDP programming in China.