United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Policy Research)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected onboard period:	Jan 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.

SDG Fellowships Accelerating Sustainable Transformation Initiative (SDG FAST), in collaboration with partners, is the flagship youth talent cultivation program for sustainable development by UNDP China. It aims to cultivate a new generation of SDG professionals equipped with an international perspective, professional expertise and a strong sense of social responsibility, and provide solid talent support for the realization of the Sustainable Development Goals in China and globally.

As the largest developing country, a leader in South-South Cooperation (SSC), the largest green-house gases (GHG) emitter, and a large investor in other countries including in carbon-heavy sectors, China has a decisive impact on SDG outcomes. Its decisions will play a key role in addressing climate change at the national and global levels. The carbon neutrality pledge, as well as the 14th five-year plans, provide a unique opportunity for UNDP to accompany this policy change. Against this background, a just and inclusive low carbon is listed as a top priority by the Country Programme Document.

Fellowship Scope: The Fellow will have the opportunity work closely with the Strategic Partnerships and Policy Team under the supervision of the Team Leader to strengthen the effectiveness and impact of UNDP's support to China's climate agenda. He or she will support the research and policy colleagues, as well as collaborate with programme colleagues on **developing policy-relevant knowledge products related to climate change and nature-positive solutions to accelerate a just and inclusive low-carbon transition.**

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Provide Policy Research and Analysis for Knowledge Products** • Support research and analysis on the country's socio-economic policies, rural development, climate and environment issues, and development cooperation related topics. • Identify reliable sources of information and contribute to the development of UNDP's policy research networks in the areas above. • Support the compilation, analysis and interpretation of policy information and evidence for knowledge products on development issues in the country. • Support the drafting of UNDP's knowledge products around Country Office's priorities.	**50%**
2	**Support Country Office's specific initiatives to enhance policy impact of UNDP** • Support organization of Policy Dialogues and related engagements under the leadership of the UN country team and coordinate with other UN agencies. • Provide effective support to the preparation of specific initiatives and relevant events by collecting background information, contributing to agendas, taking notes during preparatory meetings and generating summary reports. • Provide policy and project support, by preparing project briefs, speeches, presentations for donor engagements, meetings with national counterparts and other relevant events.	**40%**
3	**Other:** • Support other/ad hoc activities as seen relevant and needed.	**10%**

V. REQUIREMENTS AND QUALIFICATIONS

Education:

- Current Master's or PhD student, or holder of a Master's/doctoral degree.
- Candidates with major in Economics, International Development, International/Public Affairs, Public Policy/Administration, or other related areas will be preferred

IT skills:

- Proficiency in Microsoft Office productivity tools.
- **Data analysis skill is an asset.**

Language skills:

- English and Mandarin Chinese required, including the ability to understand official Chinese policy documents and prepare research outputs in both Chinese and English in formal governmental style.
- Knowledge of other UN languages is an advantage.

Desired Experience or Competencies:

- **Experience in policy research or data analysis related to development economics, climate change, sustainable development, or relevant fields is desirable.**

Other competencies and attitude:

- Demonstrates strong commitment to UNDP's values and motivation to contribute to sustainable development goals.
- Maintains the highest standards of integrity, professionalism, and accountability, while demonstrating respect for diversity and inclusion.
- Adapts quickly to changing environments, learns proactively, and delivers quality results under pressure.
- Communicates clearly and effectively, works well both independently and collaboratively, and responds constructively to feedback.
- Possesses strong analytical and organizational skills, with an innovative, proactive, and results-oriented approach.