



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Fellow
 Sector of assignment: Global Partnerships
 Organizational unit: UNDP China - Global Partnerships Team
 Country and Duty Station: China, Beijing
 Fellowship duration: 12 months
 Supervisor’s name: Wang Bing
 Supervisor’s title: Government Affairs Officer

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.

Fellowship Scope: The Fellow will have the opportunity to work closely with the *Global Partnerships Team* on engaging with China in its development cooperation via South-South Cooperation (SSC) with development partners and UN agencies under the United Nations Sustainable Development Cooperation Framework (2021-2025) and the UNDP Country Programme Document (2021-2025).

The Fellow position will offer valuable exposure to projects and research focused on key dimensions related to the role of south-south cooperation to advance the SDGs. The Fellow will also have the opportunity to provide substantive support to the effective implementation of at least one project and development of new pipeline projects.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Project Management & Coordination <ul style="list-style-type: none"> Contribute to organization and coordination of engagements and events at involving Chinese partners, Development Partners and UN agencies, including but not limited to logistic and administrative support, agenda design, invitation 	50%

	<p>and tracking, speeches, knowledge products and and event-based communication contents for press release, social media etc.</p> <ul style="list-style-type: none"> • Support various document preparation under relevant SSC projects such as the Terms of references, presentation slide deck, and Request Memos in line with UNDP's corporate policies. • Coordinate on meeting schedules, and support drafting of briefing notes and meeting minutes in an accurate, organized, and concise manner. • Assist in coordination and consensus building with stakeholders under relevant SSC projects. • Contribute to progress reporting, financing, monitoring and communications. 	
2	<p>Research & Policy:</p> <ul style="list-style-type: none"> • Support research activities and analytical work on South-South Cooperation, international development cooperation, etc. • Support compilation and development of knowledge products under relevant SSC projects, including but not limited to mappings and case studies. • Contribute to data analysis and literature review. • Support translation, proofreading and editing of various documents and reports under relevant SSC projects. 	40%
3	<p>Other:</p> <ul style="list-style-type: none"> • Support other/ad hoc activities as relevant and needed in the Global Partnership Team. 	10%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Postgraduate students or in a PhD programme;
- Preferably majoring or having work experience in development studies, international relations, political science, social science, public policy, or other relevant fields.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools.

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.