



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow
Sector of assignment:	Planet Pillar
Organizational unit:	UNDP China
Country and Duty Station:	China, Beijing
Desired Start Date:	Jul 2024
Fellowship duration:	12 months
Supervisor's name:	Dr. Chaode MA
Supervisor's title:	Team Leader/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:

UNDP China has been working in China over the past 40 years, partnering to advance various phases of China's development. UNDP China's actions and programmes for the period of 2021-2025 are defined in its Country Programme Document for China (CPD), prepared in cooperation with the Government of China and other partners. The CPD contributes to the United Nations Sustainable Development Cooperation Framework for China 2021-2025 and aligned to support the development priorities outlined in the Government of China's 14th Five Year Plan.

We support the attainment of the SDGs in China, by promoting sustainable development principles in policies and decision-making, focusing on reducing inequality, promoting inclusive, low-carbon growth and protecting the environment. Our work involves shaping the policy discourse and practices in China's development cooperation and overseas public and private financing by providing policy and technical guidance on alignment with international best practices and norms. 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's CPD implementation to support fulfilment of China's commitments towards multilateral environmental agreements encompasses engagement with more than 15 Ministries and government representatives at the national and sub-national levels, private sector and local stakeholders.

Fellowship Scope: The Fellow will directly report to Assistant Resident Representative - Planet Pillar, supporting the management of both ongoing and pipeline projects for the entire Planet Pillar and ensuring effective and efficient coordination among the different portfolios of the Planet Pillar encompassing across Biodiversity and Ecosystem; Climate Change Mitigation; the Montreal Protocol;

Chemicals and POPs Management; Alternative Livelihoods and Renewable Energy; along with the Global Environment Facility (GEF) Small Grants Programme. The Fellow will serve as a focal point to support the Programme Associates in the Planet Pillar to collect and consolidate data and report on Planet Pillar's progress.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<p>1. Support effective coordination, monitoring and communications of Planet Team's Overall CPD Implementation</p> <ul style="list-style-type: none"> • Provide regular updates to UNDP China Management Team on the CPD implementation status and pipeline projects and Government of China's priorities to advance the SDGs, Five Year Development plan and dual carbon goals; • Supports the provision of technical updates and briefings to designated government counterparts and partners on the implementation of the CPD in China; • Support UNDP's effective engagement in the relevant UN Results and Theme Groups in China, notably the UN Results Group on Planet. • Support efforts to further consolidate information to strengthen communications, advocacy and visibility; • Support Pillar wide efforts on risk-informed programmes and operations enabling full compliance of corporate requirements of projects funded by the vertical funds and the private sector. 	50%
2	<p>2. Support effective planning and implementation of Planet Teams' missions and thematic events</p> <ul style="list-style-type: none"> • Support in the procurement, administrative and financial management, and logistics for internal and external missions, events and activities; • Support in the preparation and organization of meetings, workshops, seminars, PAC, outreach activities and if required, provide translation services and note-taking; • Contribute to the integration of women empowerment and gender equality aspects in programming, including quality assurance of assigned gender markers, as required. 	40%
3	<p>3. Provide support to UNDP high-level missions and thematic events to advance the SDGs</p> <ul style="list-style-type: none"> • Coordinate meetings and engagement for high level missions with key government counterparts, including preparation of briefing notes, background documents and analysis required for the missions; • Support the effective completion of follow-up actions emanating from the UNDP high-level missions and thematic events. 	10%

V. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Final year postgraduate students, or within one year after graduation;
- Major of Environmental Science, Natural Resources, Climate Change and Energy, finance and programme management will be given due consideration but is not a requirement.

IT skills:

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

Language skills:

- Fluency in Mandarin and English are required.

Other competencies and attitude:

- Keen interest in development issues;
- Interested and motivated to work in an international organisation;
- Strong interpersonal skills & team spirit, organizational and communication skills;
- Ability to manage coordination and logistical tasks with minimum supervision;
- Excellent organizational, inter-personal, communication and administrative skills;
- Works collaboratively with colleagues to achieve organizational goals;