

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow
Sector of assignment:	Sustainable human development and SDGs
Organizational unit:	Bureau for Policy and Programme Support (BPPS)
Country and Duty Station:	Switzerland, Geneva
Fellowship duration:	6-9 months
Supervisor's name:	Berta Pesti
Supervisor's title:	Head, CAFI secretariat

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. FELLOWSHIP OFFICE BACKGROUND:

Central Africa is home to the second largest tropical rainforest in the world. Forest loss is accelerating despite ongoing efforts, as government action alone has not been sufficient to establish an effective balance between the interests of the forest and of economic development. On this basis, a coalition of willing donors – the European Union, the Federal Republic of Germany, the Kingdom of Norway, the Republic of France and the United Kingdom of Great Britain and Northern Ireland – together with Central African partner countries – Central African Republic, the Democratic Republic of the Congo, the Republic of Cameroon, the Republic of Congo, the Republic of Equatorial Guinea, and the Republic of Gabon – have decided to enter into a collaborative partnership to establish the **Central African Forest Initiative (CAFI)**. The objective of this initiative is to recognize and preserve the value of the forests in the region to mitigate climate change, reduce poverty, and contribute to sustainable development. This objective will be attained through the implementation of country-led, national scale REDD+ and Low Emissions Development (LED) investment frameworks that include policy reforms and measures to address the drivers of deforestation and forest degradation and promote sustainable development. The CAFI

Trust Fund is the largest UN Trust Fund on climate change and biodiversity with a 500 million US\$ capitalization. It is the principal means to implement the Central African Forest Initiative. It is administered by the [MPTF-O](#) and the UNDP Nature, Climate and Energy Team provides the secretariat services.

As per the decisions of the CAFI Executive Board, the CAFI Secretariat aims to engage with Chinese stakeholders to create an inclusive partnership for the conservation of Central Africa Forests. Several opportunities have been identified such as Green Supply Chain Initiative, to increase the market pull in China for legally and sustainably produced (LS) timber to ensure that tropical timber and wood products trade increasingly become limited to LS timber and wood products. Increased LS wood production will lead to more proper jobs for local populations, reduce pressure on the central African rainforest and contribute to climate change mitigation. CAFI also has an ongoing partnership with the Sustainable Digital Finance Alliance to explore digital ways to mobilize people in Africa and China to engage in solving local and global problems. In addition, meetings have been organized and are expected to be organized between Chinese stakeholders and authorities and CAFI in Beijing and in Central African capitals.

The aim of this fellowship is to support CAFI's outreach with Chinese stakeholders and general Secretariat operations.

III. DUTIES:

The fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Support CAFI's engagement with Chinese stakeholders and partners: <ul style="list-style-type: none"> • Prepare briefing notes and analysis on Chinese – Central African economic, environmental and development relationships • Support the organization of meetings with Chinese stakeholders (preparation of meetings, reports etc.) • Support other/ad hoc activities as seen relevant and needed, especially preparations and follow up for major international events taking place this year (COP Biodiversity in Kunming and COP Climate Change in Glasgow) 	50 %
2	General support to CAFI Secretariat operations <ul style="list-style-type: none"> • Participate in the organization of Executive Board and other meetings of the Trust Fund and its organs • Support the monitoring of programs funded by the Trust Fund in Central Africa (in the fields of protected areas, agriculture, forestry, land use planning, energy etc.) • Participate in communication activities (website articles, press releases, social media etc.) 	50%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a bachelor's degree; or
- currently enrolled in a master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies (less than one year of experience).

Field of study: Climate change finance/economics, international trade, environmental or development studies, natural resource management, communications or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Familiarity with social media applications is an asset.

Language skills:

- English and Chinese are required;
- Knowledge of French is preferable.

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.