



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Policy and Research Fellow

Sector of assignment: Policy Support Programme

Organizational unit: Development Policy Unit

Country and Duty Station: Islamabad, Pakistan

Fellowship duration: 9 months

Supervisor's name: Ammara Durrani

Supervisor's title: Assistant Resident Representative, Development Policy Unit

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.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the 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
- Promoting democratic governance
- Crisis prevention 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:

The Development Policy Unit (DPU) operationalizes to position UNDP as a development partner of the Government of Pakistan to undertake policy-oriented research. Through the work of DPU, UNDP has been at the forefront of the Government of Pakistan's commitment to the Sustainable Development Goals (SDGs) and the ongoing sub-national project on the localized implementation of SDGs. In addition to this, the unit has positioned UNDP as a knowledge broker on human development, Urbanization, Private Sector engagement, and a convener on development policy through its signature products, such as the National Human Development Report and the Development Advocate Pakistan. In its upstream policy advisory role, DPU has provided critical policy support to the Government through the engagement of national and international experts and institutions, and by drawing on information from local and international datasets, literature, trends, policies, and experiences.

To support the ongoing initiatives on SDGs, Private sector engagement, and Urbanization, UNDP is seeking the services of a research and policy fellow to assess the opportunities available for UNDP on its on-going initiatives and pipeline projects to enable Government of Pakistan in achieving Agenda 2030.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Contribute to research and exploratory studies <ul style="list-style-type: none"> Contribute to the ongoing research at UNDP Pakistan on SDGs, engaging private sector in SDG financing, and building resilient communities and cities. Undertake desk research and keep stock of international best practices on private sector engagement on SDGs, and urban resilience and development. Contribute to the ongoing policy and advocacy activities and other DPU initiatives. 	40 %
2	Support UNDP Pakistan in advocating for the opportunities and finding new avenues for partnerships <ul style="list-style-type: none"> Develop concept notes, project briefs and presentations to articulate UNDP's role in supporting private sector engagement vis a vis the principles of sustainable development and building resilient communities and cities. Facilitate organization of any dialogue/public forum or meetings with regards to assigned work portfolios. Developing proposals and supporting in identifying new international development partners in areas relevant to DPU portfolio. Explore opportunities of collaboration with private sector actors in China around SDGs, urban resilience and development Proactively supporting Unit efforts for resource mobilization and fund-raising 	40%
3	Other: <ul style="list-style-type: none"> Support other/ad hoc activities as seen relevant and needed. 	20%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Have graduated with no longer than 2 years ago from a master's degree or equivalent studies.
- Preferred field of study: Economics, Public Policy, Development Management, or other related fields.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Working knowledge of basic software to develop presentations and documents, as required.

Language skills:

- English is required.
- Knowledge of SDGs localization, private sector engagement in achieving SDGs, or urbanization is an advantage.

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.