



▶ National UN Volunteer, Mahmoudo Ben Bello, Community Services Assistant, recording, verifying and updating information on Central African refugees in Cameroon.

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# Engaging with UNV



## HOW TO ENGAGE A SHORT-TERM INTERNATIONAL UN VOLUNTEER

The United Nations Volunteers (UNV) programme enables thousands of volunteers around the globe to contribute to advancing human development and fostering progress towards a better world.

UNV offers a global talent pool with over 50,000 registered profiles of potential volunteers; a legal framework for engaging UN Volunteers comprising conditions of service, guidance notes and the UNV code of conduct; in addition to programmatic, operations and knowledge management support. The latter includes help in identifying programmatic opportunities for volunteer assignments, drafting Descriptions of Assignment (DOA), managing the recruitment process, conducting the initial briefing and administering contracts and entitlements.

### WHO ARE SHORT-TERM INTERNATIONAL UN VOLUNTEERS?

Short-term international UN Volunteers come from all walks of life and are as diverse as the projects they support. Short-term international UN Volunteers, assigned for a period from two weeks to less than three months, allow UN partner agencies to have an agile, flexible and adaptable talent solution when specific skill sets are required for a definite period.

This option may be useful for rapid deployment in many areas, such as shoring up emergency responses, census activities, and in general for projects that require a quick scaling up or rapid adaptation to changing circumstances. This short-term initiative often suits diaspora nationals, the corporate sector and retirees.



## WHAT UN VOLUNTEER MODALITIES ARE AVAILABLE?

UNV has three different volunteer modalities: UN Volunteers, UN Youth Volunteers and UN Online Volunteers. In addition, UNV also offers innovative short-term initiatives, for example, short-term international UN Volunteers who are assigned for a period from two weeks to less than three months.

### MINIMUM REQUIREMENTS

- Minimum age is 25 years old; no maximum limit
- Maximum duration is one year, after which it is possible to serve as a national or international UN Volunteer in a different country

### ENTITLEMENTS

- Pre-assignment entitlement: Pre-departure expenses including entry medical examinations, assignment travel and terminal expenses, and shipment of personal effects
- In-country entitlement: Settling in grant, monthly living allowance, training and learning allowance, well-being differential allowance, family allowance, health and life insurance, residential security and annual leave
- End of assignment: Repatriation travel and terminal, and shipment

## WHO PAYS FOR THE UN VOLUNTEER ASSIGNMENT?

Funds covering the cost of a UN Volunteer assignment are provided by the entity hosting an on-site Short-term international UN Volunteer. The annual average pro forma cost for this modality varies from US \$6,000 for two weeks up to US \$60,000 for 12 months excluding security costs.

To create your UNV profile to become a volunteer: [www.unv.org/how-to-volunteer](http://www.unv.org/how-to-volunteer)

To learn more about how to host a short-term international UN Volunteer: [unv.org/partnerships/host-volunteer](http://unv.org/partnerships/host-volunteer)

## WHAT ARE THE STEPS TO HOST A UN VOLUNTEER?

In order to host a short-term international UN Volunteer:

1. **Contact** a UNV representative, ideally at the UNV Field Unit or Regional Office in the country where the UN Volunteer is expected to serve;
2. **Define** your needs and draft the corresponding DOA – to be approved by UNV and secure/confirm funding;
3. **Engage** in the recruitment process by reviewing the profiles of 3-5 shortlisted candidates – including at least 1-2 women – who meet your requirements;
4. **Participate** in interviewing shortlisted candidates, with the support/involvement of the UNV Field Unit;
5. **Select** the most suitable candidate and inform the UNV Field Unit of your decision;
6. **Wait** while UNV makes an offer to the candidate, concludes contractual arrangements, ensures medical and other clearances as appropriate and helps the UN Volunteer prepare for travel to the duty station;
7. **Prepare** for the arrival of the UN Volunteer – this may include ensuring the availability of a work space/computer equipment; preparing induction and making supervisory or other arrangements that will enable the UN Volunteer to complete the assignment successfully.

Variations to the above process are possible and largely depend on the type of UNV assignment to be filled. International UN Volunteers, for example, are mainly recruited from UNV's global talent pool, with profiles forwarded to you by UNV headquarters. Most DOAs for national UNV assignments are published locally with the shortlisting done by the UNV Field Unit.

## HOW LONG DOES THE PROCESS TAKE?

The time between expressing interest in engaging a short-term international UN Volunteer and their arrival at the designated duty station varies and depends *inter alia* on the urgency of the request, the availability of talents required, as well as the time you take to provide the necessary input into the process. The standard recruitment takes in the range of 4-12 weeks from the approval of the DOA until the arrival at the duty station.

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism.

UNV is active in around 130 countries every year. With field presences in over 80 countries, UNV is represented worldwide. UNV is administered by the United Nations Development Programme (UNDP).



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