



▶ National UN Volunteer Project Manager George Gachie (Kenya) in Kibera slums at a Participatory Slum Upgrading Project (PSUP) for UN-Habitat. Launched in 2008, the PSUP is a joint effort of the African, Caribbean and Pacific Group of States, the European Commission and UN-Habitat.

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Engaging with UNV



HOW TO ENGAGE A UN EXPATRIATE NATIONAL 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.

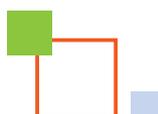
WHO ARE UN EXPATRIATE NATIONAL VOLUNTEERS?

The UN Expatriate National Volunteer initiative was launched in March 2015. It builds on the Transfer of

Knowledge Through Expatriate Nationals (TOKTEN) initiative. At its inception in 1977 by UNDP, TOKTEN was initiated to counter the exodus of developing country professionals. In 1994 TOKTEN came under the umbrella of UNV.

UN Expatriate National Volunteers are professionally skilled individuals, highly motivated to serve their native countries. To date, although the concept of “transfer of knowledge” implies to them, the UN Expatriate National Volunteer initiative conveys the values of global solidarity (in particular among diasporas) and local capacity development.

These experts cover a wide variety of highly specialized technical fields, which include accounting, agriculture, banking, civil engineering, computer science, economics, environmental protection, food processing, geology and mining, geothermal and reservoir engineering, industrial hygiene and safety, marine biology, manufacturing and marketing, medical and public health services, patents licensing, poultry breeding, telecommunications, urban planning, water resources development, etc.



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, UN Expatriate National Volunteers, who can serve from two weeks up to a maximum of one year. This initiative is intended to allow expatriates to go to their country of origin and help for a certain period of time to complement local capacities.

MINIMUM REQUIREMENTS

- Minimum age is 25 years; no maximum limit
- Verification of residency status in the country of residence
- Verification/confirmation of past or current employment in the country of residence
- Verification of the nationality of the country of origin
- A Non-Objection Certificate (NOC) from the consulate/embassy in the country of residence
- Only applicants who, at the time of recruitment, reside outside the country of origin are eligible for UN Expatriate National Volunteer assignments
- 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 UN Expatriate National Volunteer. The annual average pro forma cost for this modality is about US \$63,000, excluding security costs, plus full Cigna medical and life insurance.

WHAT ARE THE STEPS TO HOST A 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.

HOW LONG DOES THE PROCESS TAKE?

The time between expressing interest in engaging a UN Expatriate National 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.

To create your UNV profile to become a volunteer: www.unv.org/how-to-volunteer

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

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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