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▶ National UN Volunteer Hugo Bulux (left) engages participants in a joint municipal partnership to improve the situation of children, food security and nutrition in the town of Momostenango, Totonicapán, Guatemala.

# Engaging with UNV



## HOW TO HOST A UN VOLUNTEER

Volunteerism advances progress towards peace and the Sustainable Development Goals (SDGs). The integration of volunteerism into peace and development programming and policies has been recognized in UN General Assembly resolutions and UN instruments as an essential ingredient in achieving development progress. The United Nations Volunteers (UNV) programme deploys volunteers with UN entities in support of peace and development worldwide.

### WHY HOST A UN VOLUNTEER?

Volunteers complement and strengthen your workforce. UN Volunteers are qualified, highly motivated and inspirational individuals committed to the principles, ideals and code of conduct of the United Nations.

UNV partners with UN entities to provide concrete support in mobilizing and managing UN Volunteers. UNV offers a global talent pool; a legal framework for

engaging UN Volunteers comprising conditions of service, guidance notes and the UNV code of conduct; and programmatic and operations support. We help identify programmatic opportunities for volunteer assignments, draft the Descriptions of Assignment (DOA), manage the recruitment process, and administer contracts and entitlements.

### WHO ARE OUR UN VOLUNTEERS?

UN Volunteers are as diverse as the projects they support. They come from 190 countries, range from 18 to 80 years of age, and represent over 100 different professional groups and a rich variety of languages, cultures and ethnicities.

UN Volunteers serve in their home countries or abroad; on short or long term assignments; right after finishing university studies, mid-career or after retirement, and contribute their services on-site or online.



## WHAT UN VOLUNTEER MODALITIES ARE AVAILABLE?

UN entities wishing to engage UN Volunteers can choose from different modalities:

### UN Volunteers

UN Volunteers are at least 25 years of age and typically professionals with a minimum of two years relevant working experience. They are deployed on assignments lasting three to 12 months, renewable up to four years, and can serve in their home countries or abroad ([national](#) or [international](#) UN Volunteers).

### UN Youth Volunteers

[UN Youth Volunteers](#) are between 18 and 29 years of age and must complete their UN Volunteer assignment while they are in this age range. They usually serve for up to 12 months, and usually have up to two years of professional experience. They can serve in their home countries or abroad (national/international UN Youth Volunteers).

### Online Volunteers

[Online Volunteers](#) are professionals, students, retirees, homemakers, people with disabilities and expatriates from across the globe who support organizations over the Internet. They are between 18 and 80 years old and serve from the comfort of their homes.

UNV is also piloting other UN Volunteer modalities, in collaboration with UN entity partners.

## 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 Volunteer.

The pro forma cost varies depending on the volunteer modality selected, ranging from US \$11,100-\$67,000.

UNV also has a limited number of UN Volunteer assignments that are fully funded by donors and allocated in close consultation with them.

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

In order to host an on-site UN Volunteer:

1. **Contact us** through your focal point at UNV, either in New York, at our regional offices, or at headquarters in Bonn, Germany. You can also [request a UN Volunteer](#) on our website and we will get in touch;
2. **Define** your needs, 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. **Assess** shortlisted candidates, select the most suitable and inform UNV of your decision;
5. **Monitor** the recruitment process while UNV makes an offer to the candidate, concludes contractual arrangements, ensures medical and other clearances are completed and helps the UN Volunteer prepare for travel to the duty station;
6. **Prepare** for the arrival of the UN Volunteer – this may include ensuring the availability of a work space; preparing induction and making supervisory or other arrangements that will enable the UN Volunteer to settle quickly and complete the assignment successfully.

Variations to the above process are possible and largely depend on the type of UNV assignment to be filled.

For Online Volunteers, visit [www.onlinevolunteering.org](http://www.onlinevolunteering.org) or contact [info@onlinevolunteering.org](mailto:info@onlinevolunteering.org).

## HOW LONG DOES THE PROCESS TAKE?

The time between expressing interest in engaging onsite UN Volunteers and their arrival at the designated duty station varies and depends on the urgency of the request, the availability of talents required, the chosen modality, as well as the time you take to provide the necessary input into the process. Standard recruitment takes in the range of 4-12 weeks.

The recruitment of a Online Volunteer also varies; on average the DOA is advertised within three days and Online Volunteers are selected within a week.

Partner with UNV and recruit UN Volunteers who will help you deliver on your mandate. To learn more about how to host a UN Volunteer visit: [www.unv.org/engage-un-volunteer](http://www.unv.org/engage-un-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 administered by the United Nations Development Programme (UNDP).