



© Daniele Volpe, 2012

▶ 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 your progress towards peace and sustainable development goals. 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 offers you valuable services and concrete support. UNV offers a global talent pool with over 50,000 profiles; 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 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 three 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 for a minimum period of 12 months and up to four years, and can serve in their home countries or abroad (national/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).

### UN Online Volunteers

UN Online Volunteers are professionals, students, homemakers, retirees, 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.

## 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. The mobilization of UN Online Volunteers is free of charge for organizations, as it is sponsored by UNV.

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

To learn more about how to host a UN Volunteer: [unv.org/partnerships/host-volunteer](http://unv.org/partnerships/host-volunteer)  
For specific inquiries contact the UNV Programme Officer in the UNDP office in your country.

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

In order to host an on-site 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, 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; 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.

To recruit a UN Online Volunteer, 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 UN Volunteers and their arrival at the designated duty station varies and depends *inter alia* 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 from DOA approval until arrival at the duty station.

The recruitment of a UN Online Volunteer also varies; on average the DOA is advertised within 3 days and UN Online Volunteers are selected within a week.

*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).*



Empowered lives.  
Resilient nations.