

## Improvements to the Conditions of Service

UNV is sharpening its focus on adapting to the changing needs of its UN partners while providing safe and adequate support to UN Volunteers who dedicate their skills to further peace and development globally. In this context we are instituting a new set of Conditions of Service with the following to benefits for UN Volunteers and UN partners:

### How will UN Volunteers benefit?

- Consolidated Volunteer Living Allowance creating a fairer standard of living across duty stations globally
- Increased Pre-departure and Resettlement Allowances
- Home Leave point system to allow greater flexibility to volunteers
- Extended post-service medical insurance
- New “Well-Being” allowance for UN Volunteers in hardship duty stations
- Phasing-out of Hazardous Duty Station Supplement as an entitlement to align UNV value proposition with the spirit of volunteerism
- Paternity Leave offered
- Learning and career support products

### Core reforms of volunteer management

- Phase out Hazardous Duty Station Supplement (HDSS) and introduce Well-Being Differential based on ICSC hazard classification to assist with R&R related expenses in addition to ameliorate the burdens associated with hardship locations.
- Phase out cash monetization of travel, improving cost efficiency and alleviating administrative burden.
- Discontinue commuting excess annual leave to cash to improve cost efficiency and incentivize use of annual leave to reduce stress and improve volunteer well-being.
- Establish one global base rate living allowance for all UN Volunteers globally aligned and adjusted with ICSC Post-Adjustment Multiplier to ensure greater fairness across assignments.

### How will UN Partners benefit?

- Clearer structure of benefits and entitlements
- More efficient and effective provision of volunteer management support and care
- Enhanced well-being for volunteers in hardship situations
- Attraction of stronger talent
- A wider set of modalities and initiatives to respond more flexibly to Missions' capacities requirements

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer.

UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming and mobilizing volunteers.

UNV is administered by the United Nations Development Programme (UNDP).

[www.unv.org](http://www.unv.org).



In Astana, Kazakhstan, UN Youth Volunteer for Community Development Han Na Kim (Republic of Korea) (left) and Aizada Arystanbek (middle) a national Student volunteer, support the MY World offline roll-out on International Youth Day. Here, they help a member of the community fill in the MyWorld survey. (Ji Hyun Yang/UNV Kazakhstan, 2013)

ENGLISH

# OVERVIEW

## UNV Conditions of Service ➤ for international UN Volunteers (effective 1 March 2015)

UNV has undergone a holistic approach in reviewing the Conditions of Service for international UN Volunteers (ICOS). This was in part driven by a changed environment for development cooperation and the impact of the global financial crisis on the UN system. The changes in the ICOS are a result

of a process of review and revision – a process which has yielded an updated, workable instrument to better suit the changing needs of UN Volunteers, retain UNV as an attractive, cost effective modality to UN partners, and streamline volunteer management procedures.

# TOP 10 MAJOR POLICY CHANGES IN THE NEW CONDITIONS OF SERVICE FOR INTERNATIONAL UN VOLUNTEERS:

1 MAXIMUM TIME OF SERVICE

Maximum time limit to serve as an international UN Volunteer is set at four years, and is enforced separately for each UN Volunteer category. For example, you may serve as a UN Youth Volunteer and still serve a maximum of four years as an international UN Volunteer.

There will be a one-time increase in countries where the current Volunteer Living Allowance (VLA) was below the post-adjustment cost of living standards as set forth by the International Civil Service Commission.

We will phase-out the Accommodation Allowance (AA) portion of the Volunteer Living Allowance (VLA) and consolidate the Monthly Living Allowance (MLA) base rate by 50% multiplied by the countrywide Post Adjustment Multiplier (PAM), which will fluctuate monthly to capture changes in the exchange rate and cost of living increases.

LIVING ALLOWANCES\*

2

3 UNV CODE OF CONDUCT

In the overall spirit of reform, UNV has remodeled the UNV Code of Conduct, that all UN Volunteers must abide, to align it with the best practices of ethics and professionalism. The revised code introduces definition of misconduct, internal disciplinary procedures, as well as a requirement to abide by the UN Agencies' specific Codes of Conduct.

The Hazardous Duty Station Supplement (HDSS) will be phased out and replaced by the Well-Being Differential a new entitlement to assist UN Volunteers serving in non-family duty stations where they face increased hardship and associated costs.

UNV will determine the two-level Well-Being Differential by the number of added burdens the volunteers face. These include, but are not limited to, considerations such as extraordinarily difficult living conditions, excessive physical hardship, R&R cycles, and notably unhealthy conditions in the duty station.

UNV will determine the Well-Being Differential following guidance from the International Civil Service Commission (ICSC) and the UN Department of Safety & Security (DSS).

WELL-BEING DIFFERENTIAL

4

5 UNUSED ANNUAL LEAVE

Annual leave balance may not exceed 30 days.

UN Volunteers are encouraged to use their annual leave and remaining annual leave must be used within the contract period.

No commuting of Annual Leave under any circumstances to cash and no contract extension will be made to cover unused leave.

A UN Volunteer with at least a three-month contract shall for the birth of their recognized newborn child receive 10 days of Paternity Leave.

Paternity Leave must be used in connection with the birth of the child. This absence should be taken consecutively and within the first three months following the birth, which must also have occurred after the Entry of Service date. Family Leave could still be used in addition to the Paternity Leave days provided.

PATERNITY LEAVE

6

7 POST SERVICE MEDICAL INSURANCE EXPANSION

30 days of post-service coverage will be offered to all UN Volunteers who have completed at least their initial contract period.

There will also be the possibility of purchasing up to six months of coverage after the 30-day grace period is over directly from the UNV health insurance provider for those UN Volunteers unable to transition into their national health schemes.

UNV will only provide UN Volunteers with the direct least-costly economy ticket and discontinue the practice of providing a 70% option for all travel entitlements.

ASSIGNMENT, HOME, AND REPATRIATION TRAVEL

8

9 RESIGNATION PERIOD HARMONIZED

Notice period for resignation for all international UN Volunteer contracts will be 30 calendar days from the date of resignation.

The Resettlement Allowance will be increased by 25% which is accrued per month and disbursed to departing UN Volunteers to assist with their transition back to their home countries.

RESETTLEMENT ALLOWANCE INCREASED

10

## IMPLEMENTATION TIMELINE OF THE NEW CONDITIONS OF SERVICE FOR INTERNATIONAL UN VOLUNTEERS

The new Conditions of Service for international UN Volunteers (ICOS) will be rolled out in two phases

ON 1 MARCH 2015, THE NEW ICOS WILL COME INTO EFFECT

The four-year maximum service time limit will come into immediate effect for all new recruitments.

UNV will give notice of the time limit's strict enforcement as of 1 January 2017 for contract extensions and on-going contracts.

AS OF 1 JANUARY 2017

MAXIMUM SERVICE OF FOUR YEARS WILL BE STRICTLY ENFORCED FOR ALL

NEW RECRUITMENTS

CONTRACT EXTENSIONS

ON-GOING CONTRACTS



UNV Shelter Officer Boubacar Camara (Senegal), with UNHCR in Burkina Faso, makes sure refugees' tents are properly set up and that their basic needs are fulfilled. (Celine Bolton/UNV)

\* Net cuts to MLA will affect an estimated 14 countries and 176 UN Volunteers. Grandfathering is limited to family duty stations and net loss of core living and hardship allowances. Minor policy changes that may have a slight negative impact on the UN Volunteer's benefits package are outside of the scope of the grandfathering policy.