**UNDP Country Office Clearance for UN Volunteers Ending an Assignment**

All UN Volunteers must be cleared of outstanding financial or administrative obligations by the UNDP Operations Manager (or equivalent or desginate) in their country of assignment before they complete their assignment. UNV will not pay the UN Volunteer’s Exit Lump Sum Allowance until clearance is given.

The UN Volunteer’s host entity will confirm directly in UVP that there is nothing outstanding and the UN Volunteer will complete a self-declaration in UVP to confirm they have no personal debts or obligations.

**Section 1: UNV Country Coordinator, Programme Assistant or Regional Programme Assistant to complete**

|  |  |
| --- | --- |
| UN Volunteer Name |  |
| Nationality  |  |
| Country of assignment |  |
| Host Entity  |  |
| Duty station |  |
| Entry on duty date |  |
| Assignment end date |  |

I confirm that the UN Volunteer has completed their end of assignment checlist in UVP and has received clearance from their host entity.

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Signature and name of UNV personnel

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place

**Section 2: UNDP Operations Manager (or equivalent or desginate) to complete**

1. **Obligations with UNDP**

[ ]  I confirm that the UN Volunteer has no outstanding financial or administrative obligations with the UNDP Country Office.

[ ]  The UN Volunteer has the following outstanding financial and/or obligations with the UNDP Country Office.

Please detail below:

|  |
| --- |
|  |

1. **Other private debts or outstanding legal obligations in the country of assignment ( ie bank, rent related, electricity, water, gas)**

[ ]  I confirm that the UNDP Country Office has not been contacted about any outstanding debts or other private legal obligations in relation to the UN Volunteer named above.

[ ]  I confirm that the UNDP Country Office has been contacted about outstanding debts or other private legal obligations in relation the UN Volunteer named above. The UNDP Country Office recommends to withhold final entitlements until debts are paid and evidence of payment is provided to the UNDP Country Office.

Please detail below:

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Signature and name of UNDP Operations Manager or equivalent or designate.

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Date and place

Please complete and sign this form and return to the UNV representative by email. If unable to sign and scan this form or use an electronic signature programme such as Docu-sign, an email from the official UNDP email address of the applicable Operations Manager is acceptable as signature. Email shall be signed with the name, title and contact details of the Operations Manager. This form must be attached to the email, even if the form is unsigned.