

Unified Conditions of Service for UN Volunteers

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Eligibility Criteria

Eligibility criteria in effect before 1 October 2021 remain valid for the duration of volunteers' service including contract extensions for all volunteer categories as per requests of Host Entities.



Volunteer Living Allowance

The MLA is calculated by multiplying a base rate (established by UNV) by the Post Adjustment Multiplier (PAM). PAM is set by the International Civil Service Commission (ICSC) for each duty station. The PAM takes into consideration numerous costs of living factors including utilities during periodic cost of living surveys. The UNV programme has no control over the ICSC established PAM nor the schedule of periodic review ([ICSC website](#)).



Entry Lump Sum

International locally recruited and national UN Volunteers are paid Entry Lump Sum.

A portion of the Entry Lump Sum will not be recovered if the UN Volunteer resigns.



Exit Lump Sum

The UN Volunteer will lose that portion of their Exit Lump Sum that accrued during their most recent contract period for failure to comply with the stipulated notice period.



Dependents

Medical insurance coverage applies only to recognized primary dependents who are authorized to join the international UN Volunteer at the duty station.

For recognized primary dependents to travel to join the international UN Volunteer at the duty station, the duration of the assignment is a minimum of 12 months, and the recognized primary dependents will spend at least six months at the duty station.

In the case of a UN Volunteer, who has been telecommuting from Entry on Duty and will continue to do so for the entire duration of assignment, their recognized primary dependents (including new born) are not eligible to medical insurance coverage.



Nationality

An international UN Volunteer whose duty station, as specified in the Description of Assignment (DoA), must not be a country for which they hold nationality. If they hold only residency in the country indicated in the DoA they are eligible to serve as an international UN Volunteer in that country.

If a UN Volunteer possesses more than one nationality the recognized nationality of the individual for the purposes of their UN Volunteer assignment will be based on the documents uploaded in UVP. If an individual has previously served, UNV will recognize the primary nationality under which he or she was registered for this assignment.

National UN Volunteer may hold the status as a national, resident, refugee, or stateless individual.



Reassignment

Reassignment covers the following three scenarios:

1. DOA Update & No change in Duty Station
2. DOA Update & Change in Duty Station
3. Change in Duty Station & No Change to DOA

The **Blue** is to highlight aspects that trigger **No Payments**, and the **Green** are aspects where **Payments** are triggered.

Entry Lump Sum (US \$200) + US \$200 travel lump sum for reassignment of national UN Volunteers

Entry Lump Sum (US \$2000) + travel ticket for international UN Volunteers

Annual Leave may be carried over in case of reassignment.

Waivers

From a procedural and documentation standpoint, exceptional requests should be handled as a waiver to override provisions in the unified Conditions of Service. This is a tool available to Regional Managers to allow for flexibility to policy when documented, justified, and approved through the established procedures. A waiver request will be prepared as per standard protocol ([Waiver Summary.pdf](#)).

End of Assignment

The payment of the final entitlements and the issuance of the Certificate of Service are not contingent upon the submission of the end-of-assignment report.

The Final Clearance Checklist must be cleared by the Host Entity and UNV Headquarters.



Maximum Serving Period

Distinctions between serving periods as Youth (24 months) and University (6 months) remain and will be included in counting four years of service.



Home Visit

Home Visit points accumulate during telecommuting.

Home Visit lump sum is based on a ticket from the official Duty Station to domicile. If these are the same during telecommuting, there is no travel lump sum paid.

As of 1 October 2021, HV points are determined using values from ICSC. Accumulated HV points up to 01 October 2021 remain.



Sick Leave

There is no proration of sick leave in the unified Conditions of Service.

UN Volunteers are entitled to up to 30 days of certified sick leave based on a 12-month cycle aligned with UNDP cycle (from 1 Apr – 31 Mar). This amount is reset every 12-month cycle.



Resignation

	First contract	Second contract	Notice period = 30 days	Notice period < 30 days	Entry Lump Sum	Exit Lump Sum	Repatriation Travel	1-month additional CIGNA coverage
Resignation Scenario 1					NO return	NO	YES	YES
Resignation Scenario 2					NO return	NO	YES	YES
Resignation Scenario 3					NO return	YES	YES	YES
Resignation Scenario 4					NO return	PARTIAL LOSS*	YES	YES

Accrued Leave days cover for the missing notice period:

If the UN Volunteer resigns with insufficient notice, the number of deficient days from the applicable notice period will be charged against their Annual Leave

No prorated VLA amount deductions

***The UN Volunteer will also lose that portion of their Exit Lump Sum that accrued during their most recent contract period.**