**Service Request Form for all Quantum-UN Entities *Not* using Project and Portfolio Management (PPM)**

**(UNFPA, UNITAR, UNSSC)**

|  |  |
| --- | --- |
| To: | UNV HQ, Bonn, Germany |
| Attn: | UNV Deputy Executive Coordinator |
| From: [UN entity name, location] |   |
| Authorising officer name:  |  |
| Authorising officer email: |  |
| Signature of authorising officer: |  |
| Duty station and country of assignment: |  |
| Number of requested UNV assignment(s):(Number to be specified by modality, e.g. Specialist, Youth, Community, University, Refugee etc. | International Specialist:International Youth: National Specialist: National Youth: [Etc.] |
| Duration of the Contract(s):Applies to both new assignments and extensions | Months:Or expected end date: |
| Total amount UN Entity will cover for the above requested UNV assignment(s) based on the monthly proforma and contract duration.(Specify US$, US$ equivalent or local currency) | International Specialist: $International Youth: $National Specialist: $National Youth: $[Etc.] |
| Service request instructions (any additional information) |  |
| Employment Information Department(***This information is related to the organizational Department within your organization to which the volunteers will be assigned)*** |  |
| Effective start date of new funding:* New assignment – Entry on duty
* Extension - start date of new contract
* Costing update - effective date of new costing
 | [DD/MM/YYYY] |

**The following quantum costing is to be used to cover the above.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Agency** | **Donor** | **Operating unit** | **Inter agency** | **Fund code** | **Future** | **Cost center** | **Project-Activity** | **\*Budget %** |
|  | **0** |  |  |  | **0** |  |  |  |

**\*To be completed if funded by multiple CoAs with different %**