

UNDP Global Fund and Health Implementation Guidance Manual

- Human Resources –

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1. Overview

As with any UNDP-managed programme, UNDP's [Programme and Operations Policies and Procedures \(POPP\)](#) governs human resources management of UNDP staff and affiliates in the context of Global Fund and other health project implementation.

The guidance provided in this section of the Manual does not replace the POPP; it simply provides supplemental guidance specific to UNDP-managed Global Fund projects, as well as lessons learnt and practice pointers in human resource management throughout the start-up, grant-making and signing, and implementation processes of the grant life cycle.

Resources

- [UNDP POPP: Human Resources Management Home](#)

2. HR During Start-up

2.1 Start-up team

When UNDP is nominated for the role of Principal Recipient (PR) for the first time, a start-up process is necessary. As a first step in the process, under the supervision and guidance of Country Office (CO) or Regional Service Centre (RSC) senior management, a member of the CO should be designated as the focal point to lead the implementation of the [rolling work plan](#) and grant management arrangements in consultation with the UNDP Global Fund Partnership and Health Systems Team (GFPHST).

The designated focal point oversees the recruitment and management of a start-up team, which supports the preparation of grant documents, determines implementation arrangements, and completes other activities leading up to grant signing. The start-up team should possess, at a minimum, programme management, finance and procurement and supply management (PSM) expertise.

The CO may benefit from input and lessons learned from another CO that has undergone the start-up process. In addition, CO staff and UN Volunteers in existing UNDP PR countries may be available for a short-term detailed assignment to support key activities, including the preparation of grant documentation, Quantum setup, etc. The UNDP GFPHST can facilitate a discussion to support a detailed assignment.

To strengthen its efforts to effectively support COs and national stakeholders in the implementation of Global Fund programmes, the UNDP GFPHST in coordination with the GPN Roster Team has developed a roster of qualified experts. More about the GPN Roster can be found in [this section](#) of the Manual.

2.2 PMU structure and terms of reference

As the establishment of the Project Management Unit (PMU) should start as soon as possible after UNDP has been confirmed as the PR to ensure that the required human resources are in place, one of the key activities in the start-up process is defining the structure and terms of reference (TORs) of the PMU.

The structure and terms of reference of the PMU should be defined with support from the UNDP GFPHST, with consideration to the following:

- The structure should allow for the necessary human resources to be available to ensure adherence to the terms of the Grant Confirmation, effective oversight, effective implementation of programme activities for impact and capacity development mandate.
- PMU structures vary considerably both across and within regions, reflecting the diversity of programme activities and the complexity of the operating environment, national capacity and risk assessment. COs should determine PMU resource needs by viewing the grant in terms of its life cycle, as the structure may change over time with surges of staff required during peak times (e.g. net distribution campaigns). For monitoring and evaluation:

- The PMU should assess the need for at least one dedicated M&E position at the appropriate level, reflecting the complexity of programme implementation (e.g., number of service delivery areas, number and capacity of Sub-recipients).
- It is preferable not to combine Programme and M&E positions, unless it is in a managerial or oversight capacity. Combining these positions can compromise effective oversight and also high-priority programme activities may overshadow M&E activities.
- Dedicated M&E capacities enable the PMU to effectively analyse performance and apply the lessons learned, which can have a positive impact on performance management and can also enhance national health management information systems and capacities.
- PMU staff costs (personnel, operating costs) should be budgeted in the grant as direct costs for grant management. UNDP's *pro forma* costs are accessible [here](#). For more information regarding budgeting for PMU and other staff costs, please refer to the [financial management section](#) of this Manual.
- COs should not overlook the human resources needs that will be required during the grant closure period.
- The terms of reference for each PMU position should include the standard [UNDP core competencies](#), [cross-functional competencies](#), [technical competencies](#) and [people management competencies](#) clearly defining the key responsibilities of their respective roles.

For examples of TORs for various positions please reach out to the UNDP GFPHST.

Following the introduction of the new PSA policy framework in 2021, UNDP BMS/OHR issued the [Guide on Using Contractual Modalities](#) which sets out the roles, responsibilities, and accountabilities governing the selection and usage of appropriate contractual modalities within UNDP. An additional [Memorandum on appropriate use of contractual modalities](#) was issued in September 2023 to draw attention to this Guide and, given the critical importance of ensuring that the correct contractual modality is used in each case, highlight the key criteria that must be followed when considering how best to meet a particular staffing need.

COs have leveraged United Nations Volunteers (UN Volunteers) as an efficient and cost-effective way of mobilizing additional human resources needed for project implementation beyond the core team, in functions ranging from [medical and health service professionals](#) to engineers, ICT, M&E and procurement specialists. UNV and UNDP have developed a number of standard Descriptions of Assignment (DoA) templates to support future deployments: [Monitoring and Evaluation](#), [Procurement and Supply Chain Management Specialist](#), [Civil Engineer \(health infrastructure\)](#), [Finance Officer](#). For more information on types of UNV profiles and how to host a UN Volunteer, please see the [UN Volunteers section](#) of the Manual, which includes additional links to UNV guidance material.



Practice Pointer

As part of the PR Capacity Assessment Tool that the Global Fund requires COs to complete during grant-making, COs are often required to submit the PMU structure and TORs for review by the Local Fund Agent (LFA). For further guidance on other components of the start-up process, please refer to the [PR start-up section](#) of the Manual.

Resources

- [Transition and Grant Making Rolling Workplan template](#)
- [UNDP Finance Resource Management Policies](#)
- [UNDP Core Behavioral Competencies](#)
- [UNDP Cross-functional Competencies](#)
- [UNDP Technical Competencies](#)
- [UNDP People Management Competencies](#)
- [UNDP POPP: Guide on Using Contractual Modalities](#)
- [Memorandum on appropriate use of contractual modalities](#)
- [Generic UNV DoA Template for GF Monitoring & Evaluation Specialist](#)
- [Generic UNV DoA Template for Health PSM Specialist](#)
- [Generic UNV DoA Template for Civil Engineer-Health Infrastructure](#)
- [Generic UNV DoA Template for GF Finance Officer](#)
- [UNDP POPP: Individual Contract](#)
- [GSSC HR Knowledge Management: IPSA User Guide](#)

3. HR During Grant Implementation

3.1 UNDP recruitment and selection procedures

[The Recruitment and Selection Framework Policy](#) is intended to provide UNDP Country Offices (COs) and headquarters hiring units with the principles governing recruitment and selection and specific guidance for filling vacant posts at the local and international levels in accordance with the United Nations Charter, the Staff Regulations and the Staff Rules.

UNDP staff recruitment and selection are guided by the following five principles:

Competition: Selection follows a visible and fair competitive process for all vacancies, regardless of post, contractual modality or hiring unit, except when such a competitive process is not considered practicable.

Objectivity: Screening is conducted with professional rigour, with candidates measured against clearly articulated criteria, job skills and competencies, and corporate priorities.

Transparency: The recruitment and selection criteria and all phases of recruitment processes are transparent to staff and candidates to the fullest extent possible.

Diversity: UNDP's workforce reflects diversity and strives to include equal numbers of men and women, staff members representing as wide a geographic distribution as possible and individuals from under-represented groups, indigenous groups and persons with disabilities.

Accountability: Hiring managers are held accountable both for their selection proposals and the manner in which they have followed the processes leading up to them.

Each recruitment and selection process should include the basic steps:

- An approved, budgeted and classified post
- An up-to-date job description describing the key functions, competencies, impact and requirements of the post, responsibilities, academic qualifications, work experience and language requirements
- A recruitment strategy
- A vacancy announcement uploaded on to the UNDP job website
- A competitive job-specific assessment of skills, demonstrated competencies, relevant qualifications and performance of candidates in relation to the predefined requirement for the post
- A technical assessment against the key functions, competencies, impact and requirements of the post
- A competency-based interview for which the panel comprises a minimum of three panellists, one of which is from outside the Hiring Unit

The recruitment and selection process varies when Fast Track Procedures (FTP) are formally triggered. As most Fast Track measures have been mainstreamed into relevant policies and streamlined into the required processes, this should enable COs to work quickly to implement crisis response programming. Mainstreaming of the Fast Track measures has allowed COs to avail certain flexibilities in policies and procedures. However, some provisions were delegated to the Regional

Bureau level and, therefore, the CO will still need to seek approval for these. The Fast Track provisions can be found in the [Standard Operating Procedure for Immediate Crisis Response](#) in the UNDP Programme and Operations Policies and Procedures (POPP) for more information.

The UNDP Global Fund Partnership and Health Systems Team (GFPHST) has developed a [Project Management Unit \(PMU\) recruitment tracking template](#) as a tool to monitor the progress of the PMU recruitment process.

3.2 UNDP Global Fund Partnership and Health Systems Team engagement in PMU recruitment

With a view to strengthen the capacity of UNDP COs to manage Global Fund programmes, the Organizational Performance Group (OPG) has made recommendations requiring that the UNDP GFPHST is directly involved in the recruitment process for the following UNDP/Global Fund PMU staff positions:

- [Procurement and Supply Management \(PSM\) \[1\]](#) – involved in developing the Job Description (JD), the longlisting, shortlisting, technical assessment and interview process;
- [Programme Manager \[2\]](#) – involved in developing the JD, the longlisting, shortlisting, technical assessment and interview process; and
- [Finance Specialist \[3\]](#) – involved in developing the JD, the shortlisting process and interview panel.
- [Monitoring and Evaluation](#) – involved in developing the JD, the longlisting, shortlisting, technical assessment and interview process.

When planning a recruitment for any of these positions, kindly contact the respective Programme Advisor in the UNDP GFPHST who is covering your country, copying the Deputy Manager of UNDP GFPHST.

UNDP GFPHST is also available to support with the recruitment of other PMU positions, as required.

3.3 Dynamic needs

The human resources required for successful grant implementation may change over time. A review of human resource needs should therefore be conducted on a regular basis, and at least annually. The CO should undertake a critical review of its capacity to manage the grant in light of any changes in programme activities, to determine the Global Fund PMU's competencies, size and structure.

For periods during the grant life cycle when there is increased demand (e.g. preparation of Progress Updates/Disbursement Requests), the PMU can be supplemented by consultants and/or staff on detailed assignments. Depending on the timeframe, the recruitment of short-term (three months) UN Volunteers may also be considered to augment capacities. The UNDP GFPHST roster of qualified experts can be utilized to identify and quickly deploy the required expertise. If you require any additional support, please contact UNDP GFPHST.

3.4 Performance management & development (PMD)

Striving for excellence in the work we do and strengthening performance of staff is key for UNDP. The PMD process aims to build a strong high-performance culture where individual staff members, managers and teams take responsibility for the achievement of UNDP's vision and attainment of its results in the most effective and efficient way. The PMD policy applies to all staff members holding Permanent (PA), Fixed term (FTA) and Temporary Appointments (TA). The relevant guidance is available on the [Performance Management and Development \(PMD\) site](#).

For regular PSA holders, a full- service evaluation report must be completed, using the online [PMD platform](#) for any service period exceeding six months worked during that evaluation year

For short-term PSAs, or for periods of service of less than six months, only section I of the [IPSA Performance Evaluation](#) form or An [NPSA Service Evaluation](#) is to be completed and should be documented as a note to file.

3.5 Mandatory and Core trainings

UNDP has several mandatory learning programmes which aim at reinforcing organizational values. The mandatory courses provide compliance-learning and covers key issues related to UNDP values, standards, prohibited behaviours, key policies, rules and regulations, safety and security of individuals and the reputation of the Organization. They include e, security, fraud and corruption awareness, prevention of harassment and sexual exploitation and abuse of local population, ethics and integrity. All UNDP personnel holding (incl. interns, PSAs and UN Volunteers) are required to complete all Mandatory Courses **within one month of their entry on duty**.

Core courses cover issues related to the development policy/programme and operations management areas, and other important aspects of UNDP's work. The core courses include environmental sustainability, human rights, gender equality, UNDP's legal framework and disability inclusion. Core courses must be completed by **all personnel with an initial contract of more than 6 months, within 90 days of joining UNDP**.

Audience specific core courses

Two more courses are also part of the core courses category and are designed for specific audiences:

- **UNDP Foundations** – to be completed by all personnel joining or re-joining UNDP, during their onboarding journey, within 90 days. Existing personnel are also encouraged to complete this course.
- **UNDP Risk Management** – to be completed by Resident Representatives, Deputy Resident Representatives, Operations Managers, Programme Managers and Risk Focal Points – within 90 days of their assignment in the relevant role.

The courses should take 1 to 4 hours each to complete and are available on [UNDP's Talent Development Hub](#).

3.6 UNDP staff resources

A wealth of information on all human resources-related topics is available on the Global Shared Services Unit – Human Resources (GSSU–HR) platform, which is accessible [here](#).

[1][OPG decision 2010.06.09-1.5](#)

[2][OPG decision 2010.06.09-1.5](#)

[3][OPG decision 2015.03.26-1](#)

Resources

- [UNDP POPP: Recruitment and Selection Framework Policy](#)
- [Project Management Unit \(PMU\) recruitment tracking template](#)
- [UNDP POPP: Standard Operating Procedure for Immediate Crisis Response](#)
- [OPG meeting agenda items](#)
- [UNDP Performance Management and Development \(PMD\) site](#)
- [UNDP Talent Development Hub](#)
- [UNDP Global Shared Services Unit Human Resources](#)

4. HR During Grant Closure

Additional human resources may be required during the grant closure period to complete key activities that include, but are not limited to, the following:

- Production of final financial and programmatic reports
- Ensuring sound management of supply chain of remaining health products
- Transfer, liquidation, or return of assets (cash assets)
- Settling liabilities with the Global Fund
- Ensuring commitments have been fulfilled, cancelled or assumed by other funding source(s)

5. GPN ExpRes Roster

To enhance its support for Country Offices (COs) and national stakeholders in implementing Global Fund programmes, the UNDP Global Fund Partnership and Health Systems Team (GFPHST), in coordination with the GPN ExpRes Roster Team, has developed a roster of qualified experts specialized in the following thematic areas:

HIV, Health and Development

1. Programme Management
2. Monitoring and evaluation (M&E)
3. Capacity development and/or transition and sustainability planning
4. National strategic plan/policy (for HIV, TB and/or malaria), and funding proposals development
5. Financial management
6. Prevention and Control of Non-communicable diseases
7. Addressing the Social, Economic and Environmental Determinants of Health
8. Health Emergencies
9. Rights, Laws, Key Populations
10. Treatment Access-Innovation and Access
11. Gender Equality and Empowerment of Women and Girls
12. SOGIESC/LGBTI rights and Inclusive Development
13. Prevention of Sexual Exploitation and Abuse and Sexual Harassment (PSEAH)
14. Sustainable Financing for Health
15. Digital health
16. Solar for health and Smart facilities
17. Health financing and economic modelling
18. Communications Support
19. Videography and Photography

Health Procurement and Supply Chain Management

1. PSM quantification, forecasting, budgeting and planning for health products
2. Health Supply Chain management systems
3. Health products related procurement process such as medical devices, diagnostics, X-ray, scanning, radiological equipment and supplies (consumables and medical equipment) ;
4. Logistics Management Information System (LMIS)
5. PSM capacity development and training
6. Distribution systems /Good distribution and storage practices experts
7. Sustainable health supply chain
8. Waste Management
9. QA in (Model Quality Assurance System for procurement agencies - MQAS, Good Manufacturing Practices - GMP, Quality Control - QC)
10. Medical Laboratory (Rapid Diagnostic Tests, reagents, laboratory equipment)
11. QA of Health Products; (Pharmaceuticals / Medical Devices)
12. QA of Health Products; (Pharmaceuticals / Medical Devices)

UNDP GFPHST's roster of experts are integrated within the Global Policy Network (GPN) ExpRes Roster ([GPN ExpRes Roster](#)), which provides pre-selected and technically vetted consultants.

Depending on the support needs of the requesting CO, the contracting modality of expertise sourced through the GPN ExpRes Roster can either be an [Individual Contract\(IC\)](#) / Reimbursable Loan Agreement (RLA) or a short-term International Services Agreement Holder ([IPSA](#)).

Candidates are selected based on competencies and value for money principles and can be contracted and deployed to provide specific technical advice and short-term consultancies for periods normally not exceeding 12 months.

The expertise sourced from the GPN ExpRes Roster on IPSA modality can only be contracted for up to 6 months full-time (or 130 working days over 1 calendar year). If the CO is requiring support beyond 6 months full-time (or 130 working days over 1 calendar year) then the CO shall need to advertise and complete a competitive recruitment process.

The Advisory Committee on Procurement (ACP) approval under which the GPN ExpRes Roster operates, allows for the roster to be used for the recruitment of IC/RLA with a maximum contract value of US\$100,000 on deliverable-based contracts only. If the cumulative value of the contract is above US\$100,000 then the CO shall need to complete and submit a case to ACP.

GPN ExpRes Roster, is now operating through the **UNDP Deployments Platform, powered by EVA.ai**.

All Deployment Requests take place on the [UNDP Deployments Platform's Agent Portal](#). You can now do the following in the portal:

- [Create a New Deployment Request](#): Each deployment request is automatically sent to Roster Officers for processing.
- [Consultants to Rank/Score against a deployment request](#): The hiring unit scores and ranks the potential candidates that have been longlisted for a position.
- [Deployment Evaluation](#): The hiring unit conduct post-assignment evaluations.
- [My Deployments](#): Check the status of your deployments.
- [Submit a Vetting Request](#): Submit a candidate for vetting.

How to submit a deployment request using Eva.ai

To engage a candidate expert from the GPN ExpRes Roster, COs need to **submit a deployment request** from the [Eva.ai home-page](#) by clicking on "Create New Deployment request" and upload the Terms of Reference. If COs have a preferred candidate who is registered on the GPN ExpRes Roster, they should include the details in the comments section.

The Crisis Bureau has implemented a pilot cost recovery model for non-crisis deployments, focusing on creating a financially sustainable system that supports the organization's mission while ensuring accountability and efficiency. In view of this model, all successful non-crisis deployments made through the roster will be charged a USD \$300 fee, regardless of the total contract cost, to the requesting unit's COA. It is strongly advised that the COA provided below, should be the same COA used to contract the expert to be hired. The COA will be charged for the successful contract issued for a GPN ExpRes Roster expert deployment; extensions will not incur a fee. TRAC3 funding need not apply.

Once the request is submitted, a Roster Officer will be assigned and will share a longlist of potential candidates for COs to score/ rank.

[Here is a flyer](#) explaining the ExpRes Roster and [here is a flyer](#) elaborating on the IPSA guidance for recruitment through the GPN ExpRes Roster.

The CO must provide a copy of the signed contract with the GPN ExpRes Roster focal point.

As evaluation of the performance of experts is a critical component for the successful maintenance of GPN ExpRes Roster, therefore COs and units are requested to complete an evaluation at the conclusion of the assignment. Performance evaluation templates for ICs are available [here](#).

For **regular IPSA** holders, a full- service evaluation report must be completed, using the online PMD platform for any service period exceeding six months worked during that evaluation year. Where the PMD platform is not available or for short-term IPSA holders, the IPSA Service Evaluation form linked to Annex 5 of the [IPSA Policy document](#) can be used.

For **short-term IPSAs**, or for periods of service of less than six months, only section I of the [IPSA Annual Performance Review template](#) is to be completed and should be documented as a note to file by the CO or unit.



Practice Pointer

How to submit a vetting request using Eva.ai

For any potential candidates who may have the requisite expertise for inclusion to the GPN ExpRes Roster, the COs or units are requested to login via the [Eva.ai home-page](#) (sign in with your UNDP email) and click on “**submit a vetting request**”.

[Here’s a video](#) on How to submit a vetting request. CVs must be submitted in English, and eligible candidates should have a Master’s degree, with a minimum of 5 years of relevant work experience or 7 years of relevant work experience with a Bachelor’s degree.

All vetting requests will be submitted to the appropriate technical teams for review and potential approval to the GPN ExpRes Roster. The process can take up to two weeks. Upon successful approval to the roster, the GPN ExpRes Roster Team will invite the expert to register onto the EVA.ai platform.

In case COs are interested to see experts under certain profiles under the GPN ExpRes Roster, please navigate to [EVA.ai](#) > Jobs & Talent > UNDP Talent Pool > All Migrated Vetted Consultants > and then select [ACP List - Deployment Request Form](#) located at the top. From there, COs can filter the profiles of interest and select ‘apply’ to see the talent names. Here, you can select the expert names and view their CVs from within their profiles.

For UNDP personnel who are Vetting Committee Members or part of a Technical Team, we recommend watching this [short video on how to vet candidates](#).



For questions regarding the GPN ExpRes Roster and/or UNDP Deployments, contact gpn.deployments@undp.org

For technical assistance regarding the platform, contact helpdesk@eva.ai

For more information regarding the GPN/ExpRes Roster thematic areas, HIV, Health and Development or Health Procurement and Supply Chain Management, contact Karen De Meritens, Programme Associate, GFPHST karen.de.meritens@undp.org

Resources

- [UNDP Deployments Platform, powered by EVA.ai](#)
- [UNDP POPP: Individual Contract \(IC\) Policy](#)
- [UNDP POPP: Individual Contract \(IC\) Performance Evaluation form](#)
- [GSSC HR Knowledge Management: IPSA User Guide](#)
- [UNDP POPP: IPSA Policy Document](#)
- [UNDP POPP: IPSA Annual Performance Review template](#)

6. UN Volunteers

UNDP has benefited from the support of UN Volunteers across a range of functions pertaining to its health implementation portfolio. With the intensive need for specialized expertise entailed in the management of Global Fund grants in particular, coupled with resource and capacity constraints that characterize many operational contexts, engaging UN Volunteers may prove a cost-effective and flexible option for UNDP Programme Management Units (PMUs) to address human resource gaps.

UNV offers a global talent pool with over 300,000 profiles of well-qualified volunteer candidates; a legal framework for engaging UN Volunteers that comprises conditions of service and the UNV code of conduct; a diverse set of volunteer categories, and a comprehensive package of benefits and entitlements to candidates.

6.1 Added value to the portfolio

Onsite UN Volunteers:

- **Diversity of experiences:** In some cases, international UN Specialist or Expert Volunteers may prove a cost-effective option of complementing PMU teams comprised mainly of national staff. In one UNDP Country Office, the PMU noted that bringing on board an international staff as an international UN Volunteer contributed to enhanced managerial and oversight experience within a key function for the team. Additionally, PMUs can engage national or international UN Youth Volunteers, which can bring in a valuable skillset and perspective for health programmes.
- **Local capacity:** National UN Volunteers add value with their knowledge of local languages, cultural, social, and economic characteristics. National UN Volunteers are particularly well-placed to nurture capacities at the community level, fostering local ownership and sustainability.
- **Support with community integration:** UN Community Volunteers can play a significant role in health service delivery, raising awareness, or debunking myths and misconceptions around critical health issues.

Online volunteers: Online volunteers remotely support completing UN entities' tasks. As online volunteers' typical assignments, they design and create communication materials, translate documents, and make reports. UNDP can complete the recruitment process on its own through [Unified Volunteering Platform](#) (UVP). Online volunteers collaborate with UNDP on a short-term task basis up to **20 hours per week** for up to **12 weeks**.

On-screen step-by-step guide: [How to create a new online Description of Assignment](#)







Practice Pointer

Addressing capacity gaps of national counterparts through UNV

In addition to addressing human resource needs within PMUs, UNDP can support national counterparts to engage UN Volunteers. In Kiribati, UNDP's engagement with UNV in support of the UNDP-managed Western Pacific regional Global Fund grant was prompted by government demand. Following the resignation of its TB programme coordinator, the Ministry of Health (MoH) faced a critical staffing gap in a country with one of the highest TB burdens in the world. UNDP shared its positive experience with the MoH from engaging a [UN Volunteer Medical Specialist in Tuvalu](#) under the Western Pacific programme. The MoH subsequently requested UNDP's support to recruit a UN Volunteer TB Specialist, as a means of ensuring sufficient medical expertise on TB in the ministry amidst staff turnover challenges.

UN Volunteer categories:

Categories	Type	Age	Requirements	Assignment Duration	Annual Average 2023 Proforma Cost	
 UN Expert Volunteers	International	35+ years	At least 15 years of experience, with master's degree	3 - 48 months	\$ 69,212	
	National				\$ 28,987	
 UN Specialist Volunteers	International including expatriate	27+ years	At least 3 years of experience	3 - 48 months	\$ 55,620	
	National including refugee	27+ years			\$ 22,508	
 UN Youth Volunteers	Youth	International	0-3 years of experience	6 - 24 months	\$ 49,667	
		National			18 - 26 years	\$ 19,161
	University	International	18 - 26 years	0-3 years/should be students or recent graduates	3 - 6 months	\$ 22,089 (6 months)
		National				\$ 8,169 (6 months)
 UN Community Volunteers	National	18+ years	Basic education maximum	3 - 48 months	\$ 8,497	

- **UN Expert Volunteers:** People with critical skills, including specialized in-demand knowledge, professional expertise and technological acumen, often cultivated over many years
- **UN Specialist Volunteers:**
 - **International UN Specialist Volunteers:** Professionals with specialized knowledge and a wide range of cultures and professional backgrounds
 - **National UN Specialist Volunteers:** Nationals of the host country (or refugees and stateless persons physically present in the country of the duty station) who are recruited nationally
- **UN Youth Volunteers:** Ideally suited to areas needing innovation, community outreach, youth engagement, social media or work with marginalized communities. UN University Volunteers are a special segment of UN Youth Volunteers and serve on assignments of 3-6 months.
- **UN Community Volunteers:** Bring local expertise to development and peace solutions, recruited locally with no experience required. They work where they live on projects that impact their own community.

For more details on UN Volunteer Categories, see the [UNV Partner Toolkit](#).

Cost:

The Online Volunteering service is free of charge.

For more information, please check the [Entitlement calculator](#) on the Unified Volunteer Platform UVP website.



Practice Pointer

PMU experiences with UNV

Several PMUs have engaged UN Volunteers across a range of functions, with notable benefits:

"I think UNV is an excellent modality. It adds cultural diversity to the team and gives a chance to the local staff to be exposed to experiences from other countries. We also receive a lot of appreciation from host countries, as UN Volunteers are usually highly educated and experienced people bringing a lot of added value."

"The UNV modality works well in contexts when specific expertise is required that is missing in the host country or host agency, including in ministries of health. Low income and remote countries will find UNV help particularly beneficial."

– Programme Manager, Western Pacific Grant

"I knew I could get a competent international UN Volunteer for this assignment. In contexts such as Afghanistan where the cost of operation is high and in the current context of declining funding, engaging international UN Volunteers results in cost efficiency, especially for the PMU budget. This is well received by both the Global Fund and Country Coordinating Mechanism."

"The assignment required key technical skills and expertise. I already had three national staff in the section so having an international within the team brought on board added experience, including a managerial and oversight function."

– Programme Manager, Afghanistan

To be put in touch with another PMU that has recruited a UN Volunteer for a specific assignment, contact the UNDP Global Fund Partnership and Health Systems Team (GFPHST).

6.2 The process to recruit a UN Volunteer

UNV provides end-to-end support for the recruitment and administration of UN Volunteers. This includes:

- Helping to identify appropriate volunteer assignments;
- Outreach and identification of candidates that match the assignment’s requirements;
- Issuing an offer to the candidate the host unit selects and concluding the contractual arrangements with the volunteers;
- Ensuring medical and other clearances are in place;
- Providing access to a learning eCampus to all UN Volunteers;
- Administering assignment-related payments, benefits and entitlements;

If interested in hosting a UN Volunteer, the Country Office should:

1. Determine your needs, which may be informed by discussions with UNDP GFPHST or Global Fund counterparts
2. Reach out directly to the closest UNV Field Unit or Regional Office - contact details are available [here](#)
3. Define your needs, draft a Description of Assignment ([DoA Template](#)) and confirm funding
4. Engage in the recruitment process by reviewing the profiles of 3-5 shortlisted candidates provided by UNV – including at least 1-2 women – who meet your requirements
5. Select the most suitable candidate through a desk review, technical test and/or interview.
6. UNV makes the offer to the candidate, concludes contractual arrangements, ensures medical clearances, 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 workspace and computer; preparing induction and making supervisory arrangements

For additional guidance and resources related to hosting a UN Volunteer, please visit the [UNV website](#).

UNDP GFPHST and UNV have developed a set of standard DoA templates for the following common profiles leveraged by PMUs. These should be adapted based on the specific context:

Resources

- [Generic UNV DoA Template for GF Monitoring & Evaluation Specialist](#)
- [Generic UNV DoA Template for Health PSM Specialist](#)
- [Generic UNV DoA Template for Civil Engineer-Health Infrastructure](#)
- [Generic UNV DoA Template for GF Finance Officer](#)