



Memorandum

To: UNV Personnel

Date: 16 October 2020

From: Olivier Adam, Executive Coordinator *Olivier Adam*

Subject: Roll out of the UN Volunteer Direct Recruitment Policy and Procedure

This memo informs all UN Volunteers (UNV) staff of the roll out of the UN Volunteer Direct Recruitment Policy and Procedure effective 1 November 2020.

Background: The UN Volunteer Direct Recruitment Policy (DRP) is a flexible and forward-looking framework that was developed based on demand and analysis of UN Host Entities needs for non-competitive recruitment when meeting the specific criteria set forth in the policy.

The policy will permit efficient and adaptable recruitment processes, while maintaining sufficient safeguards in the selection process.

Policy and Rationale: Direct recruitment of UN Volunteer will be permitted under the following justification criteria set forth in DRP:

Justifications relating to the UN Volunteer assignment

- An emergency or exigent circumstance
- Furtherance of UN entity's goals of diversity and inclusion
- Continuation of same tasks begun under a non-UN Volunteer Contract

Justifications relating to the chosen candidate

- Candidate is a former Online Volunteer with positive performance and certificate of service
- Candidate is a former UN Volunteer who served and completed the first assignment with positive performance appraisal(s)
- Candidate is a retired UN Staff Member or a former UN Personnel with positive performance appraisal(s)
- Any other candidates recommended by UN Host Entities in reference to the criteria specified in the Description of Assignment

Overall, the DRP provides guidance on direct recruitment of UN Volunteers in circumstances that are context specific and in the interests of the UN Host Entity in carrying out its mandated activities.

Within the permissible bounds established UN Host Entity Hiring Managers may decide to fill UN Volunteer assignments outside of the principles of competitive recruitment and selection policy frameworks in the United Nations system¹ in line with DRP.

¹ See generally UNDP Recruitment and Selection Framework



Implementation launch schedule and effectivity: 1 November 2020 – the roll out of the UN Volunteer Direct Recruitment Policy and Procedure is in effect.

The DRP supersedes and replaces in their entirety the Locally Identified Candidates (LIC) and Single Source (SS) recruitment workflow for UN Volunteers.

As of the effective date of 1 November, all references to LIC or SS in UNV documents should be now understood to be DRP.

Compliance: UNV will ensure compliance with the DRP through monitoring of requests. UNV may request supporting documentation from the UN Host Entity, for audit, spot check purposes and any other reasons, and retains the right to reject any request for direct recruitment that, in UNV's sole determination, does not comply with the Direct Recruitment Policy.

References:

- [UN Volunteer Direct Recruitment Policy \(DRP\)](#)
- [Direct Recruitment Request Template](#)
- [Standard Operating Procedure Direct Recruitment](#)

For questions and feedback, please contact support@unv.org.