



ROLES AND RESPONSIBILITIES OF HOST ENTITIES

Pre-assignment

- Familiarize with UNV Conditions of Service to understand UNV, UN Volunteers and host entities' responsibilities
- Develop the Description of Assignment and submit confirmation of funds
- Lead candidate selection including organizing interviews and preparing interview reports
- Complete the e-learning course 'Hosting a UN Volunteer'
- Facilitate visas prior to arrival

During the assignment

- Provide UN Volunteers equal duty of care as extended to all host entity personnel
- Confirm all changes to the Description of Assignment occurring between recruitment and arrival or during the assignment with UNV
- Facilitate arrival administration including setting up of bank accounts, residence permit applications (including payment of permit costs) and completion of other official processes as required by the host government or host entity
- Brief new UN Volunteers about the country, organization and office-related context including on security, emergency procedures, good cultural practice and orientation to the local environment
- Include UN Volunteers in emergency and security plans and procedures in line with the UN Security Management System and keep UNV informed during security events such as evacuations
- Provide office space, IT support and access to any other systems and tools required to complete the objectives of the assignment including a host entity email address and ID badge
- Provide access to shared host entity corporate knowledge, training and learning
- Offer structured guidance, mentoring and coaching by a supervisor that includes a clear workplan and performance appraisal
- Investigate misconduct: sharing reports with the UNV
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities' services during pandemics) - [MedEvac SOP](#)
- Manage the UN Volunteer's day-to-day leave and performance
- Provide DSA for official travel, when applicable

End of assignment

- Notify UNV of requests for extension to UN Volunteer contracts, including confirmation of funds, two months in advance of the contract end date.