

# Proforma cost description for UN Volunteers

Applies to all UN partners (2024)

## Volunteer Entitlements

### Monthly Living Allowance (MLA)

MLA is a support mechanism to sustain UN Volunteers during their volunteer service. This allowance is at the level determined to ensure the UN Volunteer's safety, security, and sustenance, in line with United Nations standards. It should not be considered a salary.

For international UN Volunteers, 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.

For national UN Volunteers, MLA is aligned to local conditions. Rates are established and updated based on surveys conducted by the ICSC. Rates are normally benchmarked to the annual total net salary of locally-recruited UN personnel at GS-2, Step 6. They may be adjusted at the request of the UN Country Team and/or Resident Coordinator, with the approval of the UNV Regional Manager. Different rates may apply to groups of duty stations within a country by creating two or more MLA 'steps'.

UN Youth, UN University and UN Community Volunteer rates are 80%, 60% and 40% of the UN Volunteer specialist rate, respectively. UN Expert Volunteers receive the same MLA as UN Volunteer specialists.

### Expertise Differential

UN Expert Volunteers receive a 40% experience differential in addition to MLA.

### Family Allowance

International UN Volunteer specialists, UN Expert Volunteers and UN Youth Volunteers who are supporting recognized dependants receive a family allowance in addition to their MLA. There are monthly, flat rates for:

1. one dependant; or
2. two or more dependants

Dependants are either a spouse or unmarried children under 21 years old.

Dependants do not need to be present at the duty station for the International UN Volunteer to receive family allowance. Family allowance assists the UN Volunteer to meet the additional expenses associated with having a family.

### Entry lump sum allowance

A one-time, lump sum to help eligible UN Volunteers buy basic household items and cover other one-time expenses that are typically incurred in moving and setting up a new residence. This includes additional costs of temporary accommodation and other living expenses in the early days after arrival. Entry lump sum is set at a standard rate, depending on volunteer type.

### Well-being differential (WBD)

Recognizes added health, security, climate, and psychological burdens faced by UN Volunteers serving in non-family duty stations, where living conditions are substantially below conditions in family-duty stations. There are two rates, depending on criteria set by UNV which is based on [ICSC classification](#).

The UN Country Team or Resident Coordinator may request UNV to apply an exceptional WBD in locations that are not eligible according to ICSC classification, if justified by local conditions.

### **Exit Lump Sum Allowance**

A lump-sum to help UN Volunteers re-establish themselves professionally and personally after their assignment ends.

### **Accommodation supplement**

In certain duty stations, where local rental markets are distorted due to temporary extenuating factors, International UN Volunteers may receive an extra allowance to meet the costs of rent. This applies to the whole duty station, not individual UN Volunteers.

## **Volunteer Assignment Costs**

### **Insurance**

Covers comprehensive medical, Life, Dismemberment and Malicious Act for UN Volunteers. ([NUNV](#), [IUNV](#))

### **Training and learning**

The training and learning charge contributes to a central fund to cover free access for UN Volunteers to UNV's online learning platform. It also covers the cost of maintaining UNV's internal capacity to deliver the volunteer learning platform and group learning.

An additional charge is applied for UN Youth Volunteers to pay for assignment preparation training.

### **Entitlement travel**

**For AFPs:** For the initial and repatriation travel of international UN Volunteers, a standard amount is charged and flows into a central fund, regardless of actual travel costs. The amount charged depends on the volunteer category.

For eligible assignments, an amount is charged monthly for home visit travel. Home visit allows international UN Volunteers and their dependents to travel home to rest and to renew personal, cultural and professional ties in the home country.

National UN Volunteers may receive a lump sum amount to cover costs of travel if they live outside of commuting distance to the duty station.

**For UN Missions:** Travel and home visit charges are based on actual costs.

Duty travel is budgeted by each section of the mission as done for mission staff. It is not included in the UN Volunteer proforma.

### **Medical evacuation**

A monthly contribution is collected into a central fund to cover costs of a potential medical evacuation.

### **Medical services provided by the UN Office in Geneva**

A monthly charge applies per volunteer to cover costs incurred for medical services provided by the UN Office in Geneva. Services include medical clearance, approval of medical evacuation and certification of long-term sick leave.

### **Field unit monitoring travel**

A standard monthly charge, per volunteer, to enable UNV Regional Office and Field Unit personnel to travel for monitoring of conditions of service implementation in the field.

### **OneHR reference verification**

For IUNV assignments with UNHCR, OneHR Center charges a fee per candidate for reference verification services.

### **Reasonable Accommodation for volunteers with special needs**

Host Entities are encouraged to budget additional 5.000 USD per UN Volunteer assignment for provision of reasonable accommodation for person with disabilities. Reasonable Accommodation flyer ([ENG](#), [FRA](#), [ESP](#))

### **UNDP security charges**

Charged at a rate of either 3% or 5% of MLA, depending on the duty station for assignments with UNDP/UNV or UNCDF for UNDP to meet its security obligations.

### **ICT license cost**

The new "ICT license cost" for UN volunteers serving with UNDP and UNV is charged on a monthly basis.

### **Residential Security**

Residential security costs when incurred are charged directly to the project/host UN agency at actual cost and are not included in proforma estimates. There are two types of costs for which host entities need to budget:

- (1) costs dependent upon the duty station for implementing Residential Security Measures (RSMs).
- (2) any possible security relocation/evacuation related charges. For international UN Volunteers this includes compensation for loss of personal effects due to war, civil unrest or natural disaster.

## **Volunteer Management Costs**

### **Deployment Charge**

A one-time, fixed amount charged at the beginning of the assignment to recover costs expended by UNV to:

- Develop partnerships and manage the assignment pipeline
- Manage the UNV talent pool, conduct outreach, source and assess candidates
- Identify, select and recruit candidates and onboard UN Volunteers and their dependants
- Close assignments and repatriate UN Volunteers and their dependants

The deployment charge varies by UN Volunteer category.

### **Recurring Charge (for the duration of assignment)**

A monthly charge to recover costs expended by UNV to manage contracts and entitlements and provide ongoing support for UN Volunteers including:

- UNV premises
- UNDP corporate fees
- UNDP legal services
- UNV personnel
- Payroll and banking information services provided by the Global Shared Services Unit (GSSU) in Kuala Lumpur and Copenhagen
- Information technology (IT) equipment purchase and maintenance and IT services
- Communications and advocacy

### **Country Office Support Costs**

Paid to UNDP country offices for UNDP infrastructure support with UN Volunteer recruitment, deployment and administration as per [the agreement](#) between UNV and UNDP Bureau of Management services (BMS). This is

not applicable to assignments with UN Missions, as these provide the needed infrastructure, including personnel.

### **General Management Support (GMS)**

Encompasses general oversight and management functions of UNV/UNDP and includes receipt, allocation and reporting to the donor of financial resources; branding, knowledge transfer; leadership and representation; programme direction and accountability; operations management and administration.

GMS is charged at a negotiated rate as a percentage of all costs associated with UN Volunteer deployment and management.

### **Note: charges after end of contract**

Some of the above charges may incur after the UN Volunteer's end of contract date is reached. For example, an exit allowance payment is not paid to the UN Volunteer until they and the host entity complete all checkout tasks. Similarly, final living allowance, well-being differential, expertise allowance or other entitlements may not be fully paid until after the end of contract.

The UN Volunteer conditions of service also allow UN Volunteers 180 days to claim any unpaid entitlements and UNDP financial rules which state that, at project closure, projects should have an approved budget in place to authorize any additional expenses over the next 12 months.

**Host entities should allow for charges to be incurred up to six months after contract end date.**