

UN Volunteers
Proforma guidelines
 Last updated January 2025

A. UN Volunteer entitlements

Entry Lump Sum	
UCOS	<p>Section VII.2</p> <ul style="list-style-type: none"> • As of the Commencement of Service date, the UN Volunteer shall be entitled to receive a set amount established by UNV that is in part a contribution towards all expenses incurred before and initially upon commencement of service. • One-time payment • Made to help meet the following: <ol style="list-style-type: none"> a. Pre-departure expenses, including all costs related to obtaining passport(s) and visa(s) for those traveling internationally, entry medical examination, vaccination(s), purchasing medicines, and required prophylactic health items. b. For UN Volunteers who are authorized to travel to another duty station, the Entry Lump Sum incorporates all costs for shipment of personal effects. c. Living Costs for Mandatory Inductions/Briefings for up to seven calendar days within Country of Assignment: The Entry Lump Sum Allowance covers living expenses, including accommodation costs, up to seven (7) calendar days that the UN Volunteer and any recognized primary dependents, authorized by UNV or the Host Entity to accompany the UN Volunteer, might have to stay in another location within the Country of Assignment for UNV and/or Host Entity induction and security briefings before being deployed to the duty station. Travel costs to and from the mandatory stopover location will be covered by the requesting UN Host Entity
Applies to	All UN Volunteer types and categories
Rate	<ul style="list-style-type: none"> • International type, all categories: \$4,000 • National type, all categories, except community: \$400 • National type, Community category: \$50
Payment	<ul style="list-style-type: none"> • International type: two instalments (\$2,000 paid prior to deployment through an invoice, \$2,000 paid with the first payroll) • National type: One instalment (paid with first payroll)
Payment currency	<ul style="list-style-type: none"> • International type: USD • National type: Duty station currency
Proration	No proration
Rate review	UNV reviews Entry Lump Sum Allowance on Q4 of Year-1 for implementation for a year on 01 January of Year Y
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively.
Quantum element	Earning: UNA_ER_UNV_ETY_ALL (IUNV) UNA_ER_UNV_ETY_AUTO_ALL (NUNV)
Charged	As per Host Entity Financial Authorization One time, as per payment
UN policy	UN Common system of Salaries, Allowances and Benefits, International Civil Service Commission Microsoft Word - Salaries and Allowances Booklet 11 Feb on website.docx (un.org) , Etpu

Volunteer Living Allowance (VLA) – National	
UCOS	<p>Section VII.9</p> <ul style="list-style-type: none"> UN Volunteers are not provided an income nor paid remuneration for services rendered but are provided a Volunteer Living Allowance (VLA), which is a support mechanism to sustain them during their volunteer service and voluntary action. This allowance is considered reimbursement at the level determined to ensure the UN Volunteer’s safety, security, and sustenance, in line with United Nations standards.
Applies to	National type, all categories
Rate	<p>The National UN Volunteer Specialist VLA has a reference point equal to the United Nations salary scale net base salary at the GS-2 level of the duty station to which the National UN Volunteer is assigned.</p> <p>The reference for National UN Volunteer Specialists ranges from GS-2/I to GS-2/X, with GS-2/VI as the benchmark.</p> <p>Categories rate:</p> <ul style="list-style-type: none"> Expert = 140% of the Specialist rate Specialist = 100% of the Specialist rate Youth = 80% of the Specialist rate University = 60% of the Specialist rate Community = 40% of the Specialist rate Community part-time = 20% of the Specialist rate <p>Applicable VLA rates and any adjustments apply to all National UN Volunteers of the same category in the same duty station.</p>
Payment	Monthly through payroll
Payment currency	Currency of payment of salaries of locally recruited UN staff members at the same duty station
Proration	<p>Pro-rated as per formula:</p> $\text{VLA} \div \text{days in the month (28, 29, 30 or 31)} \times \text{days served in that month}$
UN Temporary Special Measures	<p>In circumstances of acute economic distress, long-term economic instability, or a collapse of the local labour market, the UN may adopt a temporary special measures or Non-Pensionable Bonus (NPB) to align with the local labour market’s ad-hoc reaction to the local conditions.</p> <p>Adopted special measures (see UN - Special Measures) apply to serving National UN Volunteers at that time, as per the adopted special measures parameters.</p>
Rate review	<p>UNV reviews VLA on Q3 of Year-1 for implementation for a year on 01 January of Year Y, as per the process below:</p> <ul style="list-style-type: none"> If a change is deemed necessary, the Country Coordinator (CC) recommends a specific step (as opposed to an amount or percentage) within the GS-2 salary range, referring to Step determination parameters. The Regional Manager (RM) approves the step change within the GS-2 salary scale. Only in exceptional socio- and macro-economic circumstances may actual VLA rates not be aligned with the GS-2 salary range. The Country Coordinator (UNV RM for countries without CC) should fully document and justify the exception with data and references to relevant macro- and socio-economic indicators (reference sources: GDP growth

	<p>https://data.worldbank.org/indicator/NY.GDP.MKTP.KD.ZG, Inflation https://data.worldbank.org/indicator/FP.CPI.TOTL.ZG, unemployment https://data.worldbank.org/indicator/SL.UEM.TOTL.ZS).</p> <p>Exception should also be explicitly requested by the UN Resident Coordinator based on consultation and agreement among all host entities with serving UN Volunteers at the duty station and confirmed funding allocations if relevant. Exceptions to the GS-2 scale should be endorsed by the Regional Manager and sent to the Chief, Volunteer Solutions Section for approval.</p>
Reference change	<p>Changes in the reference GS-2 salary scale and special measures at any point of time during the year are applied to the VLA, following a review by the International Civil Service Commission (ICSC).</p> <p>As per the Unified Conditions of Service (VII.9.c.i.), changes to the GS-2 salary scale do not apply retroactively. They are effective the month following the revision promulgation date if the promulgation is after the UNDP Quantum payroll deadline for the specific month (or the month of the promulgation if the promulgation is before the UNDP Quantum payroll deadline). Changes to NPB are effective as per the promulgation. Changes are applied to serving UN Volunteers at that time.</p>
Quantum element	<p>Earning: UNA_ER_MLA_ALL UNA_ER_EXP_DIF_ALL (expert only)</p>
Charged	<p>As per Host Entity Financial Authorization Monthly through payroll Prorated as per the proration formula above</p>
UN policy	<p>ICSC Salary Scales ICSC</p>

Volunteer Living Allowance (VLA) – International	
UCOS	<p>Section VII.9</p> <ul style="list-style-type: none"> UN Volunteers are not provided an income nor paid remuneration for services rendered but are provided a Volunteer Living Allowance (VLA), which is a support mechanism to sustain them during their volunteer service and voluntary action. This allowance is considered a reimbursement at the level determined to ensure the UN Volunteer’s safety, security, and sustenance, in line with United Nations standards The VLA is composed of a Monthly Living Allowance (MLA) and a Family Allowance (FA, described separately)
Applies to	<p>International type, all categories</p>
Rate	<p>The base rate for Specialists has a reference point equal to the United States (New York) GS-2/I net base salary, without the New York Post Adjustment Multiplier (formula: USA GS-2/I /NYC PAM / 12 months).</p> <p>The 2025 base rate for IUNV Specialists is USD 1,970.</p> <p>The PAM is defined by the International Civil Service Commission (ICSC, see Post Adjustment ICSC (un.org)). The PAM is applied to the VLA base rate to reflect the cost of living and currency movements of countries where International UN Volunteers serve.</p> <p>Categories rate:</p>

	<ul style="list-style-type: none"> Expert = 140% of the Specialist rate Specialist = 100% of the Specialist rate Youth = 80% of the Specialist rate University = 60% of the Specialist rate <p>Applicable VLA rates and any adjustments apply to all International UN Volunteers of the same category in the same duty station.</p>
Payment	Monthly through payroll
Payment currency	USD
Proration	Pro-rated as per formula: $MLA \div \text{days in the month (28, 29, 30 or 31)} \times \text{days served in that month}$
UN Temporary Special Measures	In situations where the implementation of a place-to-place survey results in a significantly lower post-adjustment index, the UN has established a Personal Transitional Allowance (PTA) as a gap-closure measure. Adopted PTAs (see Post Adjustment ICSC (un.org)) apply to serving International UN Volunteers at that time.
Rate review	UNV reviews the base rate on Q3 of Year-1 for implementation for a year on 01 January of Year Y The PAM is revised as per ICSC schedule.
Reference change	Changes in the PAM and special measures at any point of time during the year are applied to the VLA, following a review by the International Civil Service Commission (ICSC) . As per the Unified Conditions of Service (VII.9.c.i.), changes (e.g. PAM, PTA) do not apply retroactively. They are effective the month of the ICSC promulgation, irrespective of the UNDP Quantum payroll deadline for the specific month. Changes are applied to serving UN Volunteers at that time.
Quantum element	Earning: UNA_ER_MLA_ALL UNA_ER_POSTADJ_ALL UNA_ER_EXP_DIF_ALL (expert only)
Charged	As per Host Entity Financial Authorization Monthly through payroll Prorated as per formula above
UN policy	ICSC Salary Scales ICSC, Post Adjustment ICSC

Family allowance (FA) – International	
UCOS	Section VII.9.diii <ul style="list-style-type: none"> Family Allowance (FA) is a flat-rate monthly payment made to international UN Volunteers with Primary Family Unit members, irrespective of whether the PFU member(s) join the UN Volunteer at the duty station. The purpose of the FA is to assist the UN Volunteer to meet the additional expenses associated with having a family. It is recognized that the expenditure pattern may be different between families and the FA may not meet all the additional expenses, so it is the responsibility of each UN Volunteer to manage her or his household with the amounts made available through the FA and MLA.
Applies to	International type, all categories
Rate	The FA is established on a global basis and applies equally regardless of the UN Volunteer's duty station.

	<ul style="list-style-type: none"> one dependent (PFU consists of one member other than the UN Volunteer): USD 250 two or more dependents (PFU consists of two or more members other than the UN Volunteer): USD 450 <p>Changes to the PFU, such as a dependent child reaching 21 years of age or marrying, entry into a recognized partnership or union by the UN Volunteer, divorce or dissolution of the UN Volunteers' marriage, partnership or union, or the birth or adoption of a child may result in an increase or decrease of the applicable FA.</p> <p>The UN Volunteer is responsible for advising UNV (Field Unit/HQ) of changes to the PFU within 90 days of the status change. Late notification after the 90-day grace period of status change may result in the following consequences:</p> <ul style="list-style-type: none"> In cases where the late notification results in an upward revision of the FA, no retroactive payments will be made, and the revision will take effect from the date of notification. In cases where the late notification results in a downward revision of the FA, retroactive recovery of all excess payments will be made from the date of the actual status change (not the date of notification to UNV by the UN Volunteer).
Payment	Monthly through payroll
Payment currency	USD
Proration	Pro-rated as per formula: $MLA \div \text{days in month (28, 29, 30 or 31)} \times \text{days served in that month}$
Rate review	UNV reviews the rate on Q4 of Year-1 for implementation for a year on 01 January of Year Y
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively.
Quantum element	Earning: UNA_ER_VFA_ALL
Charged	As per Host Entity Financial Authorization Monthly through payroll Prorated as per the formula above
UN policy	UN Common system of Salaries, Allowances and Benefits, International Civil Service Commission Microsoft Word - Salaries and Allowances Booklet 11 Feb on website.docx (un.org) , Dependency allowances Policy Portal

Travel	
UCOS	Section VII.6 The UN Volunteer and PFU members, who are authorized by UNV to travel, are entitled to travel funds under the following circumstances: <ol style="list-style-type: none"> On initial or new assignment, provided that the UN Volunteer and PFU members are authorized to travel by UNV Headquarters, from place or recruitment or domicile, as per Section VII.6.d. On change of official duty station, as defined as reassignment in Section III.8. For eligible Home Visit, as authorized per Section VII.11 – IUNV Only On repatriation, as authorized per Section IX.2, upon successful completion of the assignment and when UN Volunteer and PFU members traveling to the place of recruitment or domicile.
Applies to	All types and categories, except Community

Rate	<ul style="list-style-type: none"> International type, all categories: 120% Direct Least Costly Quote per travel National type, all categories, except community: \$200 per travel, when moving to and repatriating from a duty station that is not within commuting distance of the place of recruitment National type, Community category: not applicable 				
Payment	One payment per travel, through payroll (invoice in specific situations)				
Payment currency	<ul style="list-style-type: none"> International type: USD National type: Duty station currency 				
Proration	No proration				
Rate review	NA				
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively.				
Quantum element	<p>Earning:</p> <p>UNA_ER_NR_NAT_ATK_ALL (assignment NUNV) UNA_ER_NR_NAT_RTK_ALL (repatriation NUNV) UNA_ER_NR_INT_ATK_ALL (assignment IUNV) UNA_ER_NR_INT_RTK_ALL (repatriation IUNV)</p> <p>Deduction:</p> <p>UNA_DD_GC_AST_ALL (assignment) UNA_DD_GC_RPT_ALL (repatriation) NA_DD_GC_RET_ALL (reassignment)</p>				
Charged	<p>As per Host Entity Financial Authorization One time through payroll</p> <ul style="list-style-type: none"> For UN Volunteers serving in Agencies, Funds and Programmes (AFPs), a lump sum per travel is charged: <table border="1" data-bbox="422 1093 1437 1350"> <tr> <td>International</td> <td>USD 1050 per travel (assignment, reassignment (where applicable) and repatriation)</td> </tr> <tr> <td>National, except community</td> <td>USD 200 per travel when moving to and repatriating from a duty station that is not within commuting distance of the place of recruitment</td> </tr> </table> <ul style="list-style-type: none"> For International UN Volunteers serving in Missions, 120% Direct Least Costly Quote per travel charged 	International	USD 1050 per travel (assignment, reassignment (where applicable) and repatriation)	National, except community	USD 200 per travel when moving to and repatriating from a duty station that is not within commuting distance of the place of recruitment
International	USD 1050 per travel (assignment, reassignment (where applicable) and repatriation)				
National, except community	USD 200 per travel when moving to and repatriating from a duty station that is not within commuting distance of the place of recruitment				
UN policy	UNDP Duty Travel United Nations Development Programme				

Home Visit	
UCOS	<p>Section VII.11</p> <p>The purpose of the Home Visit is to enable international UN Volunteers (and members of the PFU who are authorized by UNV to be present at the duty station) to travel back home to rest and to renew personal, cultural, and professional ties in the home country.</p>
Applies to	International type, all categories
Rate	<ul style="list-style-type: none"> 120% Direct Least Costly Quote per travel from/to assignment duty station and place of home visit The Home Visit cycle of a duty station is determined by its Hardship classification as determined by the ICSC.
Payment	One payment per travel, through payroll
Payment currency	USD
Proration	No proration
Rate review	NA

Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively		
Quantum element	Deduction: UNA_DD_GC_HMV_ALL		
Charged	As per Host Entity Financial Authorization Monthly through payroll <ul style="list-style-type: none"> For International UN Volunteers serving in Agencies, Funds and Programmes (AFPs), monthly charge, prorated for part of the month: <table border="1" data-bbox="440 450 1423 488"> <tr> <td>International</td> <td>USD 25</td> </tr> </table> For International UN Volunteers serving in Missions, no monthly charge but charge based on actual costs 	International	USD 25
International	USD 25		
UN policy	UN Common system of Salaries, Allowances and Benefits, International Civil Service Commission Microsoft Word - Salaries and Allowances Booklet 11 Feb on website.docx (un.org) , UNDP Home Leave United Nations Development Programme		

Reassignment Lump Sum	
UCOS	Section III.8 Reassignment refers to a change in a UN Volunteer assignment under the following conditions: The UN Volunteer: <ol style="list-style-type: none"> Remains in the same UN Volunteer category and type; Changes duty station within the same country or mission area for a period of more than three (3) months; and Remains with the same Host Entity
Applies to	All types and categories, except Community
Rate	<ul style="list-style-type: none"> International type, all categories: 50% of the Entry Lump Sum (USD 2000) National type, all categories, except community: 50% of the Entry Lump Sum (USD 200) National type, Community category: not applicable <p>The reassignment lump sum is completed by a reassignment travel allowance (IUNV: 120% DLC, NUNV: 200 USD)</p>
Payment	One time, through payroll
Payment currency	<ul style="list-style-type: none"> International type: USD National type: Duty station currency
Proration	No proration
Rate review	NA
Reference change	See entry lump sum
Quantum	Earning: UNA_ER_UNV_RAL_ALL
Charged	As per Host Entity Financial Authorization One time through payroll
UN policy	UN Common system of Salaries, Allowances and Benefits, International Civil Service Commission Microsoft Word - Salaries and Allowances Booklet 11 Feb on website.docx (un.org)

Exit Lump Sum	
UCOS	Section IX.3

	<p>Separating UN Volunteers will receive an Exit Lump Sum allowance based on the accrued service, provided their separation is not the result of the exceptions to receipt of the Exit Lump Sum allowance defined under paras e. and f.</p> <p>The purpose of the Exit Lump Sum allowance is to assist the UN Volunteer to reintegrate into society upon separation.</p> <p>The Exit Lump Sum also covers shipment of any personal effects after separation.</p>						
Applies to	All types and categories, except Community						
Rate	<p>Exit Lump Sum allowance accrues per calendar month of completed service by the UN Volunteer:</p> <ul style="list-style-type: none"> • International type: 225 USD per month of service • National type, all categories except communities: 1 VLA per 12 months of service • National type, Community category: not applicable 						
Payment	One time, through payroll						
Payment currency	<ul style="list-style-type: none"> • International type: USD • National type: Duty station currency 						
Proration	<p>Pro-rated as per formula:</p> <p>Exit ÷ days in month (28, 29, 30 or 31) X days served in that month per calendar month of completed service</p>						
Rate review	UNV reviews Entry Lump Sum Allowance on Q4 of Year-1 for implementation for a year on 01 January of Year Y						
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively						
Quantum element	<p>Earning:</p> <p>UNA_ER_NR_UNV_EXT_ALL UNA_ER_NR_PKO_EXT_ALL</p> <p>Deduction:</p> <p>UNA_DD_UNV_EXT_ALL</p>						
Charged	<p>As per Host Entity Financial Authorization</p> <p>Monthly through payroll</p> <ul style="list-style-type: none"> • For International UN Volunteers serving in Agencies, Funds and Programmes (AFPs), monthly charge, prorated for part of the month: <table border="1" data-bbox="470 1411 1423 1668"> <tr> <td>International Expert, Specialist, Youth, University</td> <td>USD 225</td> </tr> <tr> <td>National, all categories except communities</td> <td>1/12 of VLA</td> </tr> <tr> <td>National type, Community category</td> <td>NA</td> </tr> </table> <ul style="list-style-type: none"> • For International UN Volunteers serving in Missions, no monthly charge but charge based on actual costs 	International Expert, Specialist, Youth, University	USD 225	National, all categories except communities	1/12 of VLA	National type, Community category	NA
International Expert, Specialist, Youth, University	USD 225						
National, all categories except communities	1/12 of VLA						
National type, Community category	NA						
UN policy	UN Common system of Salaries, Allowances and Benefits, International Civil Service Commission Microsoft Word - Salaries and Allowances Booklet 11 Feb on website.docx (un.org)						

Well-Being Differential (WBD)	
UCOS	<p>Section VII.10</p> <ul style="list-style-type: none"> • UN Volunteers serving in locations where the living conditions meet the eligibility criteria for payment of WBD, as established by UNV, will receive a Wellbeing Differential payment.

	<ul style="list-style-type: none"> • The purpose of the Wellbeing Differential is to offset the cost-of-living conditions that are substantially below those conditions in what is defined by UNV as a hardship duty station. • Danger Pay and hardship entitlements provided to UN staff do not apply to UN Volunteers. • UN Volunteers serving in duty stations that are eligible for WBD are paid as of the Commencement of Service date to the date of departure, including any authorized leave and/or official absence from the duty station • Should the UN Volunteer’s arrival or departure in the assigned duty station not coincide with the first or last day of the month respectively, WBD will be pro-rated over a 30-day calendar month. • UN Volunteers on an official mission to duty stations eligible for WBD will not be entitled to receive a pro-rated WBD applicable to that duty station.
Applies to	All UN Volunteer types and categories
Rate	<p>WBD methodology:</p> <p>WBD A: Non-family Duty station Non-family Duty Stations (NFDS) ICSC (un.org) & D hardship classification Mobility & Hardship ICSC (un.org)</p> <ul style="list-style-type: none"> • International type, all categories: USD 500 • National type, all categories: 15% MLA <p>WBD B: Non-family Duty station & E hardship classification or Danger Pay Duty Station Danger Pay ICSC (un.org)</p> <ul style="list-style-type: none"> • International type, all categories: USD 1,000 • National type, all categories: 30% MLA <p>Non-classified duty stations reference the capital city of the country of Assignment</p> <p>Applicable WBD rates and any adjustments apply to all UN Volunteers of the same type in the same duty station.</p>
Payment	Monthly through payroll
Payment currency	<ul style="list-style-type: none"> • International type: USD • National type: Duty station currency
Proration	Pro-rated as per formula: WBD ÷ 30 x days served in that month
Rate review	WBD is revised based on ICSC updates to the Non-family duty station status, hardship classification and danger pay duty station status
Reference change	Changes in the WBD are applied following a review by ICSC of the WBD parameters classification. As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively. They are effective the month of the ICSC promulgation of family, hardship, and danger pay classification, irrespective of the UNDP Quantum payroll deadline for that month. Changes are applied to serving UN Volunteers at that time.
Quantum element	Earning: UNA_ER_UNV_WBD_ALL
Charged to	As per Host Entity Financial Authorization Monthly through payroll Prorated as per the formula above
UN policy	ICSC Non-family Duty Stations (NFDS) ICSC (un.org)

	ICSC Mobility & Hardship ICSC (un.org) ICSC Danger Pay ICSC (un.org)
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Security Relocation DSA	
UCOS	Section XI.4 and Annex A-04 If UNDSS authorizes relocation of UN personnel from a duty station of assignment for security reasons, the DO will make arrangements for the UN Volunteer to travel to the designated safe haven with the other equivalent UN personnel. In the case of travel to the temporary safe haven, the eligible recognized primary dependents authorized to join the UN Volunteer at the duty station will also be covered, if authorized by UNDSS. Annex 4 If relocation should take place within the country of duty station, UNV will follow the directives issued by the UN Security Coordinator/Designated Official.
Applies to	All types and categories
Rate	Relocation within the country of duty station: <ul style="list-style-type: none"> • UN Volunteer – 100% of applicable DSA of relocation duty station • Eligible accompanying dependent – 50% of applicable DSA of relocation duty station per each eligible family member.
Payment	Through payroll, upon decision of the UN Security Coordinator/Designated Official Up to 60 calendar days
Payment currency	<ul style="list-style-type: none"> • International type: USD • National type: Duty station currency
Proration	NA
Rate review	NA
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively
Quantum element	Earning: NA
Charged	NA
UN policy	ICSC Daily Subsistence Allowance (DSA) ICSC, Microsoft Word -

Security Evacuation Allowance (SEA)	
UCOS	Section XI.4 & Annex 4 If UNDSS authorizes evacuation of UN personnel from a country of assignment for security reasons, the DO will make arrangements for the UN Volunteer to travel to the designated safe haven with the other equivalent UN personnel. In the case of travel to the temporary safe haven, the eligible recognized primary dependents authorized to join the UN Volunteer at the duty station will also be covered, if authorized by UNDSS.
Applies to	All types and categories
Rate	Evacuation outside the duty station country (safe haven, home country, third country): <ul style="list-style-type: none"> • UN Volunteer - USD 200 per day for up to 30 days; thereafter USD 150 per day • Eligible accompanying dependent residing at the duty station USD 100 per day for up to 30 days; thereafter USD 75 per day
Payment	Through payroll, upon decision of the UN Security Coordinator/Designated Official Up to 60 calendar days
Payment currency	<ul style="list-style-type: none"> • International type: USD • National type: Duty station currency

Proration	NA
Rate review	NA
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively
Quantum element	Earning: UNA_ER_NR_SEA_ALL
Charged	NA
UN policy	ICSC Microsoft Word - Guide Mobility Hardship RelatedArrangements 2024 RM1

Medical Emergency					
UCOS	Section X.6 UN Volunteers and their recognized primary dependents in the duty station are normally expected to avail themselves of locally available medical facilities. However, in an acute life-threatening medical emergency, medical evacuation of the UN Volunteer and eligible dependents will be considered when, in the opinion of the UN designated physician authorized to approve medical evacuations, the available local facilities are inadequate to address the medical condition				
Applies to	All types and categories				
Rate	<ul style="list-style-type: none"> Ticket, if transport through commercial carrier; direct service if transport through air-ambulance DSA applicable DSA of duty station 				
Payment	<ul style="list-style-type: none"> Ticket provided by UNV through UNDP, if transport through commercial carrier Service provided through UNOG based on UNV approved quote, if transport through an air ambulance DSA One time, through payroll 				
Payment currency	DSA <ul style="list-style-type: none"> International type: USD National type: Duty station currency 				
Proration	NA				
Rate review	NA				
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively				
Quantum element	Deduction: UNA_DD_GC_MEDE_ALL				
Charged	As per Host Entity Financial Authorization Monthly through payroll <ul style="list-style-type: none"> For UN Volunteers serving in Agencies, Funds and Programmes (AFPs), monthly charge: <table border="1" data-bbox="448 1664 1436 1742"> <tr> <td>International type</td> <td>USD 15</td> </tr> <tr> <td>National type</td> <td>USD 7</td> </tr> </table> For UN Volunteers serving in Missions: NA Pro-rated as per formula: charge ÷ days in the month (28, 29, 30 or 31) X days served in that month	International type	USD 15	National type	USD 7
International type	USD 15				
National type	USD 7				
UN policy	UNDP Medical Evacuation Travel (MET) United Nations Development Programme (undp.org)				

B. UN Volunteer assignment-related costs

Insurance							
UCOS	<p>Section X. 1 Medical Insurance Coverage: The UN Volunteer and eligible PFU dependents will receive UNV provided medical insurance coverage. Coverage for UN Volunteers begins from the Commencement of Service and normally ceases one month after the last day of the UN Volunteer Contract date</p> <p>Section X.7 Dismemberment Insurance Coverage: UN Volunteers are covered by dismemberment insurance for the duration of the assignment.</p> <p>Section X. 8.a Life Insurance Coverage: UN Volunteers are covered by life insurance for the duration of the UN Volunteer assignment. If a UN Volunteer dies during the UN Volunteer assignment, the eligible designated beneficiaries will be entitled to receive a life insurance lump sum. Life insurance covers only the death of the UN Volunteer and not the death of PFU members</p>						
Applies to	All types and categories						
Rate	<p>The terms of insurance coverage are governed by the agreement between UNV and the insurance provider and are subject to change and periodic adjustment.</p> <p>The rate for the period 01 October 2024 to 30 September 2025 is:</p> <table border="1"> <tbody> <tr> <td>UN Volunteers In- & out-patient care</td> <td>100% coverage</td> </tr> <tr> <td>Eligible dependents in-patient care</td> <td>100% coverage</td> </tr> <tr> <td>Eligible dependent out-patient care</td> <td>-Deductible from total claims submitted per insurance year, USD 500 (International Volunteer dependents), USD 150 (National Volunteer dependent) - Copay: 80% coverage (20% paid by dependent)</td> </tr> </tbody> </table>	UN Volunteers In- & out-patient care	100% coverage	Eligible dependents in-patient care	100% coverage	Eligible dependent out-patient care	-Deductible from total claims submitted per insurance year, USD 500 (International Volunteer dependents), USD 150 (National Volunteer dependent) - Copay: 80% coverage (20% paid by dependent)
UN Volunteers In- & out-patient care	100% coverage						
Eligible dependents in-patient care	100% coverage						
Eligible dependent out-patient care	-Deductible from total claims submitted per insurance year, USD 500 (International Volunteer dependents), USD 150 (National Volunteer dependent) - Copay: 80% coverage (20% paid by dependent)						
Payment	To the bank account provided to the insurance provider Or through UNDP for Volunteers serving in specific countries: Iran, Kazakhstan, Uzbekistan, Yemen						
Payment currency	<ul style="list-style-type: none"> International type: USD National type: Duty station currency, exception for Yemen, Mauritania, Iraq 						
Proration	NA						
Rate review	UNV reviews insurance benefits and premiums on Q3 of Year Y for implementation on 01 October of Year Y for 12 months						
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively						
Quantum element	Deduction: UNA_DD_LIFE_UNV_ER_ALL UNA_DD_VOL_ER_ALL UNA_DD_VOL_DEPT_ER_ALL UNA_DD_UNV_EAP_ALL UNA_DD_UNV_TLH_ALL						

Charged	As per Host Entity Financial Authorization Monthly deduction through payroll (prorated as per formula: premium ÷ days in the month (28, 29, 30 or 31) X days served in that month)		
	Monthly Premiums 10-2024-09-2025	UN Volunteer	Eligible Dependents
	Life & dismemberment (including malicious act)	International: 39.65 USD National: 5.86 USD	NA
	Medical, dental, hospital	International: USD 161.79 International USA: USD 481.04 National: USD 119.99	International: USD 126.73 International USA: USD 380.22 National: USD 93.33
	Employee Assistance Programme	USD 2.05 per family	
	Telehealth services	USD 2 per family	
UN policy	UN Common system of Salaries, Allowances and Benefits, International Civil Service Commission Microsoft Word - Salaries and Allowances Booklet 11 Feb on website.docx (un.org) ,		

Learning														
UCOS	<p>Section VII.12 UN Volunteers should have access to a variety of learning opportunities to enhance skills relevant to their assignments and professional growth.</p> <ol style="list-style-type: none"> i. The Host Entity is responsible for ensuring UN Volunteers can access the training required to perform their duties, which may include Host Entity onboarding, access to mandatory courses, specialized training, and online learning platforms of the Host Entity. ii. UNV provides access to learning opportunities relevant to all UN Volunteers at the different stages of their UN Volunteer assignment, however, the individual UN Volunteer is responsible for his or her professional development. Periodically UNV will support training that the UN Volunteer may be invited to join based on several factors including their contractual type and category. <p>UNV provides UN Volunteers access to the eCampus platform which is a digital learning platform designed to support the professional development of UN Volunteers. It offers a variety of online courses and resources aimed at enhancing skills and knowledge relevant to volunteering and working within the UN system.</p>													
Applies to	All types and categories													
Rate	<table border="1"> <thead> <tr> <th>Category</th> <th>Monthly charge</th> <th>Assignment Preparation Training (APT) charge</th> </tr> </thead> <tbody> <tr> <td>Expert Specialist University</td> <td>USD 20</td> <td>NA</td> </tr> <tr> <td>Community</td> <td>USD 6.66</td> <td>NA</td> </tr> <tr> <td>Youth</td> <td>USD 20</td> <td>International USD 2400 National USD 750</td> </tr> </tbody> </table>		Category	Monthly charge	Assignment Preparation Training (APT) charge	Expert Specialist University	USD 20	NA	Community	USD 6.66	NA	Youth	USD 20	International USD 2400 National USD 750
Category	Monthly charge	Assignment Preparation Training (APT) charge												
Expert Specialist University	USD 20	NA												
Community	USD 6.66	NA												
Youth	USD 20	International USD 2400 National USD 750												
Payment	NA													

Payment currency	USD
Proration	NA
Rate review	UNV reviews global charges on Q4 of Year-1 for implementation for a year on 01 January of Year-Y
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively
Quantum element	Deduction: UNA_DD_GC_LRN_ALL (learning charge) UNA_DD_UNV_LND_ALL (group learning/Assignment preparation training, Youth category only)
Charged	As per Host Entity Financial Authorization <ul style="list-style-type: none"> • Learning: monthly deduction through payroll (prorated as per formula: charge ÷ days in the month (28, 29, 30 or 31) X days served in that month) • Group learning: one-time, to the first payroll
UN policy	NA

Field Unit Monitoring Travel (FUMT)			
Reference	The purpose of FUMT is to enable UNV Regional Office and Field Unit personnel to undertake field missions in order to: <ul style="list-style-type: none"> • Provide support to the serving UN Volunteers • Assess the working and living conditions, including at remote duty stations, and escalate with the Host Entity if relevant • Foster networking amongst serving UN Volunteers to improve the support system and increase the sense of affiliation to the UNV programme and cause of volunteerism; • Strengthen the relationship of Host Entities and volunteer 		
Applies to	All types and categories		
Rate	<ul style="list-style-type: none"> • For UN Volunteers serving in Agencies, Funds and Programmes (AFPs), monthly charge: <table border="1" data-bbox="459 1240 1437 1279"> <tr> <td>All types and categories</td> <td>USD 3</td> </tr> </table> <ul style="list-style-type: none"> • For UN Volunteers serving in Missions: NA 	All types and categories	USD 3
All types and categories	USD 3		
Payment	NA		
Payment currency	USD		
Proration	NA		
Rate review	UNV reviews global charges on Q4 of Year-1 for implementation for a year on 01 January of Year-Y		
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively		
Quantum element	Deduction: UNA_DD_GC_TRAV_ALL		
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll (prorated as per formula: charge ÷ days in the month (28, 29, 30 or 31) X days served in that month)		
UN policy	NA		

United Nations Office in Geneva (UNOG) medical fee	
Reference	The purpose of the medical fee is to enable UNV to provide through UNOG, Joint Medical Service: <ul style="list-style-type: none"> • Medical clearance, including in high-risk areas • Medical evacuation 24/7 • Sick leave approval

	<ul style="list-style-type: none"> • Case management of extended sick leave • Advice on medical clearance, required immunizations and other medical issues • Maintenance of electronic medical records
Applies to	All types and categories
Rate	USD 7.14 per volunteer per month
Payment	To UNOG quarterly
Payment currency	USD
Proration	NA
Rate review	UNV reviews global charges on Q4 of Year-1 for implementation for a year on 01 January of Year-Y
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively
Quantum element	Deduction: UNA_DD_UNV_MED_ALL
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll
UN policy	NA

Reasonable Accommodation	
UCOS	<p>Section V.1</p> <p>UN Volunteers are under the overall exclusive administrative authority of UNV, but they serve under the functional authority, management, and supervision of the Host Entity.</p> <p>UN Volunteers are subject to the supervisory framework of the Host Entity for, among other things, working hours, working days, reasonable accommodation, telecommuting options, flexible working arrangements, leave management, performance management, overtime working hours, participation in internal mechanisms for advocacy of UN personnel rights, duty of care protections, and observance of public holidays.</p>
Applies to	All types and categories
Rate	As per UN Host Entity policy
Payment	As per UN Host Entity policy
Payment currency	As per UN Host Entity policy
Proration	As per UN Host Entity policy
Rate review	NA
Reference change	NA
Quantum element	UNA_ER_NR_REA_ACC_ALL
Charged to	As per Host Entity Financial Authorization
UN policy	UNDP Guidance Note on Reasonable Accommodation UNV Reasonable Accommodation Flyer (ENG , FRA , ESP)

Accommodation Supplement	
Reference	<p>In certain duty stations, where local rental markets are distorted due to temporary extenuating factors, International UN Volunteers may receive an extra allowance to allow them to access safe and adequate accommodation within reasonable commuting distance to the place of service.</p> <p>Accommodation supplement applies to the whole duty station, not individual UN Volunteers.</p>
Applies to	International type

Rate	Up to 20% MLA Based on assessment of a sample of the lease agreements of more than 50% of the international UN Volunteers at a duty station, if median rental amount is higher than 33% of the Specialist MLA at the time of calculation. Accommodation in which the International UN Volunteer is paying only a shared portion of the total rent are not included in the sample. International UN Volunteers staying in UN-provided accommodation are not included in the sample of rentals
Payment	Monthly through payroll
Payment currency	USD
Proration	Pro-rated as per formula: MLA ÷ days in month (28, 29, 30 or 31) X days served in that month
Rate review	Yearly
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively
Quantum element	Earning: UNA_ER_ADJ_VAA_ALL
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll
UN policy	NA

Residential Security	
UCOS	Section X.1 As UN personnel, UN Volunteers and their recognized dependents who are authorized to reside at the duty station are covered by the United Nations Security Management System (hereinafter the “UNSMS”) under the same terms and conditions applicable to equivalent UN staff members. UN Volunteers, their PFU, and additional primary dependents, who are legally authorized to reside at the duty station are entitled to be fully incorporated into the Host Entity’s security planning, management, and implementation arrangements for the area of the country operation/field presence under the responsibility of the Host Entity and under the overall authority of the UN Designated Official (DO). This includes but is not limited to the applicability of Security Risk Measures (SRMs), Residential Security Measures (RSMs), and arrangements and decisions related to security relocation and evacuation under the same terms and conditions applicable to internationally and locally recruited UN staff members of the Host Entity.
Applies to	International type
Rate	Based on costs incurred by the UN Volunteer, in line with limits set locally by the UN Department of Safety and Security (UNDSS)
Payment	Country specific and subject to the prevailing security situation in the country.
Payment currency	USD
Proration	NA
Rate review	NA
Reference change	NA
Quantum element	UNA_ER_NR_RESSEC_ALL
Charged to	As per Host Entity Financial Authorization
UN policy	UNSMS Security Policy Manual – Residential Security Measures

UNDP Security

Reference	The purpose of the UNDP Security charge is to enable UNDP to provide security support
Applies to	All types and categories UN Volunteers serving with UNDP, UNV, UNCDF
Rate	<ul style="list-style-type: none"> H, A, B & C duty station: 3% of MLA D & E duty station: 5% of MLA
Payment	To UNDP
Payment currency	USD
Proration	NA
Rate review	UNDP informs UNV on Q4 of Year-1 for implementation for a year on 01 January of Year-Y
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively
Quantum element	Deduction: UNA_DD_SEC_CRG_ALL
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll prorated as per formula: charge ÷ days in the month (28, 29, 30 or 31) X days served in that month)
UN policy	NA

UNDP ICT License	
Reference	The purpose of the UNDP IT License charge is to enable UNDP to provide information technology platforms, services & maintenance (e.g. Microsoft, Oracle, Service Now, UNall, Salesforce/Quantum+)
Applies to	All types and categories UN Volunteers serving with UNDP and UNV
Rate	USD 78.69
Payment	To UNDP
Payment currency	USD
Proration	NA
Rate review	UNDP informs UNV on Q4 of Year-1 for implementation for a year on 01 January of Year-Y
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively
Quantum element	Deduction: UNA_DD_RA_ICTLC
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll prorated as per formula: charge ÷ days in the month (28, 29, 30 or 31) X days served in that month)
UN policy	NA

UNDP Country Office Support Cost			
Reference	The purpose of the UNDP Country Office Support Cost is to enable UNDP to facilitate infrastructure support with UN Volunteer recruitment, deployment and administration		
Applies to	All types and categories		
Rate	<ul style="list-style-type: none"> For UN Volunteers serving in Agencies, Funds and Programmes (AFPs), monthly charge: <table border="1" data-bbox="459 2004 1436 2072"> <tr> <td>All types and categories</td> <td>2.5% of the total actual costs incurred for volunteers assigned to each country,</td> </tr> </table>	All types and categories	2.5% of the total actual costs incurred for volunteers assigned to each country,
All types and categories	2.5% of the total actual costs incurred for volunteers assigned to each country,		

		(excluding the costs of Volunteers assigned to UN Peace Operations)
	<ul style="list-style-type: none"> • For UN Volunteers serving in Missions: NA 	
Payment	To UNDP	
Payment currency	USD	
Proration	NA	
Rate review	NA	
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively	
Quantum element	Deduction: UNA_DD_GC_SPRT_ALL	
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll	
UN policy	UNDP DP/2013/9, DP-FPA/2012/1 UNDP Accountability policy (GA 26/88, 59/250) Regulation 5.07.d n2017748.pdf	

C. UNV Cost Recovery

Deployment charge					
Reference	<p>Aimed to recover the cost expended by UNV for business development, deployment and repatriation of a volunteer:</p> <ul style="list-style-type: none"> • Assignment design, formulation and management (provision of expertise in volunteer assignment design, formulation and management; screening of volunteer assignments) • Talent pool and network management, advertising and sourcing (outreach campaigns and innovative sourcing, quality assurance checks, talents pool management, customer services and relationships management, volunteer opportunities promotion) • Volunteer identification and recruitment (identification, submission, interviewing, academic background and reference checks, technical clearances) • Volunteer placement (candidates' deployment, offer and conditions, contracting, eligible dependent deployment) • UN Volunteers separation and UN Volunteers and dependents repatriation 				
Applies to	All UN Volunteer types and categories				
Rate	Type	Categories	Missions	Agencies, Funds and Programme (AFPs)	
	International	Youth Specialist Expert	\$100	\$ 4100	
		University		\$2500	
	National	Youth Specialist Expert	\$50	\$1650	
		University		\$990	
		Community		\$650	
Payment	One time				
Payment currency	USD				
Proration	NA				
Rate review	UNV reviews global charges on Q4 of Year-1 for implementation for a year on 01 January of Year-Y				
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively				
Quantum element	Deduction: UNA_DD_UNV_DPC_ALL				
Charged	As per Host Entity Financial Authorization One time through payroll				
UN policy	UNDP DP/2013/9, DP-FPA/2012/1 UNDP Accountability policy (GA 26/88, 59/250) Regulation 5.07.d n2017748.pdf				

Recurring charge	
Reference	Aimed to recover the cost expended by UNV for administrating the UN Volunteer once deployed. Recurring charges also cover UNDP monthly payroll costs:

	<ul style="list-style-type: none"> • Volunteer administration, support, volunteer management guidance (contracting, extension, and separation, payroll, entitlements administration, life events administration, volunteer management mediation, satisfaction monitoring) • Volunteer management policies, systems and tools (development and periodic update of Conditions of Service and volunteer policies, procedures, systems and tools)
Applies to	All types and categories
Rate	13% of the value of UN Volunteer entitlements and assignment-related costs, except entry lump sum and UNDP country office support cost
Payment	Monthly
Payment currency	USD
Proration	NA
Rate review	UNV reviews global charges on Q4 of Year-1 for implementation for a year on 01 January of Year-Y
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively
Quantum element	Deduction: UNA_DD_UNV_RC_ALL
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll
UN policy	UNDP DP/2013/9, DP-FPA/2012/1 UNDP Accountability policy (GA 26/88, 59/250) Regulation 5.07.d n2017748.pdf

General Management Support (GMS)	
Reference	Aimed to recover the cost expended by UNV for general oversight and management functions of UNV: <ul style="list-style-type: none"> • Leadership and representation • Programme direction and accountability • Operations management and administration
Applies to	All donor-funded assignments
Rate	GMS rate is of minimum 8%, see specific donor agreements for details
Payment	Monthly
Payment currency	USD
Proration	NA
Rate review	At agreement renewal
Reference change	As per the Unified Conditions of Service (VII.9.c.i.), changes do not apply retroactively
Quantum element	
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll
UN policy	UNDP DP/2013/9, DP-FPA/2012/1 UNDP Accountability policy (GA 26/88, 59/250) Regulation 5.07.d n2017748.pdf

Note:

1. Proforma assume maximum rates according to maximum Unified Conditions of service benefits and entitlements (e.g. maximum number of eligible primary family unit dependents for family allowance and insurance) or financial rules and regulations (e.g. GMS of 10%). However, UNV has no control on

exchange rates, ICSC salary scales updates, etc., and proformas are estimates only. **Host entities should plan for financial authorization to incorporate a buffer of 1 to 5%.**

2. Most of the above elements are charged when and if the volunteer is entitled. Nonetheless, a few charges are socialized across host entities and not reimbursed to the host entities if not used (e.g. medical emergency).

Annual reconciliation and analyses of UNV Cost Recovery for Volunteer Management is carried out to ensure that all costs, associated with volunteer management activities are adequately recovered through appropriate sources of funding. Notwithstanding the planning and forecasting, residual balance and potential temporal deficits may accumulate at the Cost Recovery for Volunteer Management funding pool. To this extent, accumulated residual balance will be utilized to off-set if any, temporal deficits caused by various factors.

3. Some of the above charges may be incurred after the UN Volunteer's end-of-contract date:

- For example, an exit allowance is paid to the UN Volunteer once s/he and the host entity have completed all checkout tasks; the UN Volunteer benefits from medical insurance for one month after the end of her/his contract; etc.
- In addition, the Unified Conditions of Service allow UN Volunteers 180 calendar days following the date on which he or she was entitled to an entitlement payment to claim the allowance or payment not received
- As per UN financial rules, projects should have an approved budget in place at project closure to authorize any additional expenses over the next 12 months.

Therefore, host entities should plan for charges to be incurred up to six months after the contract end date.