



Proforma Guidance

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Preliminary note:

1. Proforma is **an estimate**, valid on the date of issuance.
2. Proforma assumes rates according to [UN Volunteers Conditions of Service](#) benefits and allowances, [ICSC](#) and [UN Secretariat](#) decisions and UN financial rules and regulations¹.
3. UNV does not control exchange rates, UN salary scale updates, temporary measures in crisis contexts, bank fees, or volunteer-specific circumstances (such as the number of dependents). **Host entities should therefore plan financial authorizations to cover all Conditions of Service benefits and allowances, OR include a 1–5% buffer, OR issue additional financial authorizations to ensure that unforeseen costs over which UNV has no control can be covered (e.g. security evacuations).**
4. Most elements are charged only when the volunteer becomes entitled to them. However, a limited number of charges are socialized and are neither reimbursed to host entities nor charged extra separately (e.g. travel for UN Volunteers serving in AFPs, medical emergencies, home visits, exit lump sums).
5. Annual reconciliation and analyses of the Cost Recovery Funding pool for Volunteer management is carried out to ensure that all costs, associated with volunteer oversight and 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 UNV Cost Recovery for Volunteer Management funding pool. To this extent, accumulated residual balance will be utilized to off-set, temporal deficits (if any) caused by various factors (variances in the costs or number and/or mix of UN Volunteer assignments) or to support any other office costs falling under the integrated financial resources budgeting and planning framework and in accordance with harmonized cost recovery approach of UNV. Also, the UNDP service cost recovery funding pool is subject to annual review to ensure that it remains balanced being pass-through costs, i.e., neither surpluses nor deficits are accumulated.
6. Some of the charges below may be incurred after the UN Volunteer's end-of-contract date:
 - 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 at least for six months and ideally up to twelve months after the contract end date.**
7. Volunteer management activities and the corresponding costs are approved in the form of Inter-Agency MOUs between UNV and the UN partner entity.

These guidelines are provided for information only. For details, please refer to the Conditions of Service for UN Volunteers, and UNDP policies.

¹ UNV Harmonized Funding Framework and Cost-Recovery Guidance 2026; United Nations Development Programme (UNDP) Financial Regulations and Rules (FRR); Programme and Operations Policies and Procedures (POPP); Executive Board Decision: Joint comprehensive approach of UNDP, UNFPA, UNICEF and UN Women to cost recovery (DP-FPA-ICEFUNW/2024/1)

Quantum element codes: UNA= UN Atlas ; DD= Deduction ; ER= Earning ; GC= Global Charge

A. UN Volunteer earnings

Entry Lump Sum																				
COS	Section VII.2 - As of the Commencement of Service date, the UN Volunteer shall be entitled to receive a set Entry Lump Sum payment, established by UNV, that is in part a contribution towards expenses incurred before and initially upon commencement of service (see Annex 05). - This is a one-time payment made only to the UN Volunteer to help meet the following: - Pre-departure expenses, including costs related to obtaining passport(s) and visa(s) for those travelling internationally, entry medical examination, vaccination(s), purchasing medicines, and required prophylactic health items. - For UN Volunteers who are authorized to travel to another duty station, the Entry Lump Sum incorporates costs for shipment of personal effects. For UN Volunteers serving remotely, the entry lump sum provides support toward internet and IT equipment costs. - Costs of temporary accommodation, such as staying at a hotel and other living expenses after arrival in the duty station. - Buying basic household items and meeting other one-time expenses that are typically incurred when moving and setting up a new residence. (See Section VII.3). - The Entry Lump Sum is not intended to cover the cost of authorized travel nor for travel to and from mandatory stopovers outside the country of assignment																			
Applies to	All UN Volunteer types and categories, long-term assignments (1-48 months, long term benefits and allowances) Not applicable for short-term assignments (1-3 months, short term benefits and allowances)																			
Rate	<table><tr><td colspan="2">Long term benefits & allowances (1-48 months, long term benefits and allowances)</td><td>UN premises</td><td>Remote</td></tr><tr><td>International type</td><td>All categories</td><td>USD 3,500</td><td>USD 200</td></tr><tr><td>National type</td><td>Expert Specialist Associate</td><td>USD 350</td><td>USD 200</td></tr><tr><td>National type</td><td>Community</td><td>USD 50</td><td>USD 50</td></tr></table>				Long term benefits & allowances (1-48 months, long term benefits and allowances)		UN premises	Remote	International type	All categories	USD 3,500	USD 200	National type	Expert Specialist Associate	USD 350	USD 200	National type	Community	USD 50	USD 50
Long term benefits & allowances (1-48 months, long term benefits and allowances)		UN premises	Remote																	
International type	All categories	USD 3,500	USD 200																	
National type	Expert Specialist Associate	USD 350	USD 200																	
National type	Community	USD 50	USD 50																	
Payment	- International type: two instalments (\$1,750 paid prior to deployment through an invoice, \$1,750 paid with the first payroll) - National type: One instalment (paid with first payroll)																			
Payment currency	- 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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.																			
Quantum element	Earning Element Name: UNA_ER_UNV_ETY_ALL Reporting Name: UNV Entry Lump Sum																			

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																	
COS	- Section VII.8 - UN Volunteers are not provided an income nor paid remuneration for services rendered. UN Volunteers are provided a monthly Volunteer Living Allowance (VLA) to support 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. - In cases of part-time assignments, the VLA shall be prorated to correspond to the percentage of time served, in accordance with the UNV methodology. - VLA is comprised of the base rate calculated for the country.																
Applies to	National type, all categories, all assignment durations (long term and short term)																
Rate	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. The reference for National UN Volunteer Specialists ranges from GS-2/I to GS-2/X, with GS-2/VI as the benchmark. Categories rate, irrespective of work location (UN premises or remote): <table><tr><td></td><td>Full time</td><td>Part-time</td></tr><tr><td>Community</td><td>40% of the Specialist rate</td><td>20% of the Specialist rate</td></tr><tr><td>Associate</td><td>80% of the Specialist rate</td><td>40% of the Specialist rate</td></tr><tr><td>Specialist</td><td>100% of the Specialist rate</td><td>50 % of the Specialist rate</td></tr><tr><td>Expert</td><td>140% of the Specialist rate</td><td>70% of the Specialist rate</td></tr></table> Category rates reflect nature and scope of work (complexity, role, environment, impact and relationships) Applicable VLA rates and any adjustments apply to all National UN Volunteers of the same category in the same duty station.			Full time	Part-time	Community	40% of the Specialist rate	20% of the Specialist rate	Associate	80% of the Specialist rate	40% of the Specialist rate	Specialist	100% of the Specialist rate	50 % of the Specialist rate	Expert	140% of the Specialist rate	70% of the Specialist rate
	Full time	Part-time															
Community	40% of the Specialist rate	20% of the Specialist rate															
Associate	80% of the Specialist rate	40% of the Specialist rate															
Specialist	100% of the Specialist rate	50 % of the Specialist rate															
Expert	140% of the Specialist rate	70% of the Specialist rate															
Payment	Monthly through payroll																
Payment currency	Currency of payment of salaries of locally recruited UN staff members at the same duty station																
Proration	Pro-rated as per formula: VLA ÷ days in the month (28, 29, 30 or 31) X days served in that month																
UN Temporary Special Measures	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. Adopted special measures (see UN - Special Measures) apply to serving National UN Volunteers at that time, as per the adopted special measures parameters.																
Rate review	UNV reviews VLA on Q3 of Year-1 for implementation for a year on 01 January of Year Y, as per the process below:																

	- 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 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). 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 Deputy Executive Coordinator for approval, through the Volunteer Solutions Section Chief.
Reference change	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). As per the Conditions of Service (VII.8.f.vi.), 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.
Quantum element	Earning Element name: UNA_ER_MLA_ALL Reporting Name: UNV Volunteer Living Allowance
Charged	As per Host Entity Financial Authorization Monthly through payroll Prorated as per the proration formula above
UN policy	ICSC Salary Scales ICSC

Volunteer Living Allowance (VLA) – International	
COS	Section VII.8 - UN Volunteers are not provided an income nor paid remuneration for services rendered. UN Volunteers are provided a monthly Volunteer Living Allowance (VLA) to support 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. - In cases of part-time assignments, the VLA shall be prorated to correspond to the percentage of time served, in accordance with the UNV methodology. - The VLA is composed of a base rate, a Post Adjustment, and a Family Allowance where applicable (See section VII.9)
Applies to	International type, all categories, long-term assignments (1-48 months, long term benefits and allowances)

	Earning Element Name: UNA_ER_POSTADJ_ALL; Reporting Name: Post Adjustment Multiplier
Charged	As per Host Entity Financial Authorization Monthly through payroll Prorated as per formula above
UN policy	ICSC Salary Scales ICSC, Post Adjustment ICSC

B. UN Volunteer earnings – Conditional/if applicable

Family allowance (FA) – International	
COS	Section VII.9 - The Family Allowance (FA) is a flat-rate monthly payment made to international UN Volunteers with PFU members, irrespective of whether the PFU member(s) join the UN Volunteer at the duty station or not (see Annex 05). - The purpose of the FA is to assist the UN Volunteer to meet the additional expenses associated with having a family.
Applies to	International type, all categories, UN premises work location
Rate	The FA is established on a global basis by UNV Headquarters and applies equally regardless of the UN Volunteer's duty station. FA rates are periodically adjusted based on reviews undertaken by UNV Headquarters. The effective dates are communicated to affected UN Volunteers. The FA is paid at two rates as follows: - One-dependent rate – when PFU consists of one member other than the UN Volunteer: USD 250 - Two-dependents rate – when PFU consists of two or more members other than the UN Volunteer: USD 450 The applicable rate will be paid irrespective of whether the PFU member(s) join the UN Volunteer at the duty station. 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 Volunteer's marriage, partnership or union, or the birth or adoption of a child, may result in an increase or decrease of the applicable FA. The UN Volunteer is responsible for advising UNV Headquarters 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: - 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). UN Volunteers working under remote arrangement are not eligible for Family Allowance

Payment	Monthly through payroll
Payment currency	USD
Proration	Pro-rated as per formula: FA ÷ days in month (28, 29, 30 or 31) X 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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Earning Element Name: UNA_ER_VFA_ALL Reporting Name: UNV Family Allowance
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	
COS	Section VII.5 The UN Volunteer and PFU members, whom UNV authorizes to travel, are entitled to travel funds under the following circumstances: • On initial or new assignment, provided that the UN Volunteer and PFU members are authorized to travel by UNV Headquarters • On change of official duty station, as defined as reassignment in Section III.9. • For eligible Home Visit, as authorized per Section VII.12. • Repatriation, as authorized per Section IX.
Applies to	All types, all categories except Community, all work arrangements (full time, part time), long-term assignment duration (1-48 months, long term benefits and allowances), UN premises work location Not applicable for short-term assignments (1-3 months, short term benefits and allowances) and remote work location.
Rate	• International type, all categories: 120% of Most Economic Routing from place of recruitment to duty station; per travel (initial or new, repatriation, reassignment) • National type, all categories, except community: USD 175 per travel (initial or new, repatriation), <u>only if</u> the place of recruitment is different from the duty station, and USD 175 <u>in case of</u> reassignment to a different duty station. National type, Community category: not applicable
Payment	One payment per travel, through payroll (invoice in specific situations)
Payment currency	• International type: USD • National type: Duty station currency
Proration	No proration
Rate review	NA
Reference change	As per the Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Earning Element Name: UNA_ER_NR_NAT_ATK_ALL; Reporting Name: UNV Travel ticket assignment NV Earning Element Name: UNA_ER_NR_INT_ATK_ALL; Reporting Name: UNV Travel ticket assignment IV Earning Element Name: UNA_ER_NR_PKO_ATK_ALL; Reporting Name: UNV Travel ticket assignment Mission Earning Element Name: UNA_ER_NR_NAT_RTK_ALL; Reporting Name: UNV Travel ticket repatriation NV

	Earning Element Name: UNA_ER_NR_INT_RTK_ALL; Reporting Name: UNV Travel ticket repatriation IV Earning Element Name: UNA_ER_NR_PKO_RTK_ALL; Reporting Name: UNV Travel ticket repatriation Mission Earning Element Name: UNA_ER_UNV_RET_ALL; Reporting Name: UNV Travel ticket reassignment Earning Element Name: UNA_ER_NR_PKO_RET_ALL; Reporting Name: UNV Travel ticket reassignment Mission Deduction Element Name: UNA_DD_GC_AST_ALL; Reporting Name: UNV Travel ticket assignment Deduction Element Name: UNA_DD_GC_RPT_ALL; Reporting Name: UNV Travel ticket repatriation Deduction Element Name: UNA_DD_GC_RET_ALL; Reporting Name: UNV Travel ticket reassignment				
Charged	As per Host Entity Financial Authorization One time through payroll - For UN Volunteers serving in Agencies, Funds and Programmes (AFPs), a lump sum per travel is charged: <table border="1"> <tr> <td>International, all categories</td><td>USD 1,000 per travel (assignment, and repatriation), irrespective of actual travel Reassignment <u>only if</u> reassignment takes place and place of reassignment is different from place of recruitment</td></tr> <tr> <td>National, all categories except community</td><td>USD 175 per travel (new or initial, repatriation), irrespective of actual travel USD 175 per travel (reassignment), <u>only if</u> reassignment takes place and place of reassignment is different from place of recruitment</td></tr> </table> - For International UN Volunteers serving in Missions, 120% of Most Economic Routing per travel charged	International, all categories	USD 1,000 per travel (assignment, and repatriation), irrespective of actual travel Reassignment <u>only if</u> reassignment takes place and place of reassignment is different from place of recruitment	National, all categories except community	USD 175 per travel (new or initial, repatriation), irrespective of actual travel USD 175 per travel (reassignment), <u>only if</u> reassignment takes place and place of reassignment is different from place of recruitment
International, all categories	USD 1,000 per travel (assignment, and repatriation), irrespective of actual travel Reassignment <u>only if</u> reassignment takes place and place of reassignment is different from place of recruitment				
National, all categories except community	USD 175 per travel (new or initial, repatriation), irrespective of actual travel USD 175 per travel (reassignment), <u>only if</u> reassignment takes place and place of reassignment is different from place of recruitment				
UN policy	UNDP Duty Travel United Nations Development Programme				

Home Visit travel	
COS	Section VII.12 The purpose of the Home Visit is to enable international UN Volunteers (and members of the PFU authorized by UNV to be at the duty station) to travel back home to rest and to renew personal, cultural, and professional ties in the home country. This benefit is only available to international UN Volunteers.
Applies to	International type, all categories, UN premises work location
Rate	120% of Most Economic Routing 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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Earning: UNA_ER_NR_UNV_HMV_ALL; Reporting Name: UNV Home visit Earning: UNA_ER_NR_PKO_HMV_ALL; Reporting Name: UNV Home visit Mission

	Deduction Element Name: UNA_DD_GC_HMV_ALL; Reporting Name: UNV Home Visit		
Charged	As per Host Entity Financial Authorization Monthly through payroll - For International UN Volunteers serving in Agencies, Funds and Programmes (AFPs), monthly charge, prorated for part of the month: <table border="1"> <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	
COS	Section III.9 Reassignment refers to a change in a UN Volunteer assignment under the following conditions: The UN Volunteer must be: - Remaining in the same UN Volunteer type and category; - Changing their duty station within the same country or mission area for a period of more than three (3) months; and - Remaining with the same Host Entity
Applies to	All types, all categories except Community, all work arrangements (full time, part time), long-term assignment duration (1-48 months, long term benefits and allowances), UN premises work location Not applicable for short-term assignments (1-3 months, short term benefits and allowances) and remote work location
Rate	- International type, all categories: 50% of the Entry Lump Sum (USD 1750) - National type, all categories except community: 50% of the Entry Lump Sum (USD 175) - National type, Community category: not applicable
Payment	One time, through payroll
Payment currency	- International type: USD - National type: Duty station currency
Proration	No proration
Rate review	NA
Reference change	See entry lump sum
Quantum element	Earning Element Name: UNA_ER_UNV_RAL_ALL; Reporting Name: UNV Reassignment lumpsum
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															
COS	Section IX.4 Eligible separating UN Volunteers will receive an Exit Lump Sum based on the accrued service, provided their separation is not the result of the exceptions to receipt of the Exit Lump Sum defined under paras e. and f. The purpose of the Exit Lump Sum allowance is to assist the UN Volunteer to reintegrate into society upon separation. The Exit Lump Sum also covers shipment of any personal effects after separation. The UN Volunteer may lose a portion or full exit lump sum in specific cases described in Section IX.4.d-f														
Applies to	All types, all categories except Community, all work arrangements (full time, part time), long-term assignment duration (1-48 months, long term benefits and allowances), UN premises work location Not applicable for short-term assignments (1-3 months, short term benefits and allowances) and remote work location														
Rate	Exit Lump Sum allowance accrues per calendar month of completed service by the UN Volunteer: <table><tr><td colspan="2">Long term assignment (1-48 months, long term benefits and allowances) UN premises work location</td><td>Full time</td><td>Part time</td></tr><tr><td>International type</td><td>All categories</td><td>225</td><td>NA</td></tr><tr><td>National type</td><td>Associate Specialist Expert</td><td>120</td><td>60</td></tr></table>			Long term assignment (1-48 months, long term benefits and allowances) UN premises work location		Full time	Part time	International type	All categories	225	NA	National type	Associate Specialist Expert	120	60
Long term assignment (1-48 months, long term benefits and allowances) UN premises work location		Full time	Part time												
International type	All categories	225	NA												
National type	Associate Specialist Expert	120	60												
Payment	One time, through payroll, upon compliance with end of assignment requirements, including Final Clearance Checklist														
Payment currency	- International type: USD - National type: Duty station currency														
Proration	Pro-rated as per formula: Exit ÷ days in month (28, 29, 30 or 31) X days served in that month per calendar month of completed service														
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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.														
Quantum element	Earning Element Name: UNA_ER_NR_UNV_EXT_ALL; Reporting Name: UNV Exit lumpsum Earning Element Name: UNA_ER_NR_PKO_EXT_ALL; Reporting Name: UNV Exit lumpsum Mission Deduction Element Name: UNA_DD_UNV_EXT_ALL; Reporting Name: UNV Exit lumpsum														
Charged	As per Host Entity Financial Authorization Monthly through payroll For International UN Volunteers serving in Agencies, Funds and Programmes (AFPs), monthly charge, prorated for part of the month: <table><tr><td>International, all categories</td><td>USD 225</td></tr><tr><td>National, all categories except community</td><td>Full time: USD 120 Part time: USD 60</td></tr></table>			International, all categories	USD 225	National, all categories except community	Full time: USD 120 Part time: USD 60								
International, all categories	USD 225														
National, all categories except community	Full time: USD 120 Part time: USD 60														

	For International UN Volunteers serving in Missions, no monthly charge but charge based on actual costs
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)

Danger and Hardship Differential (DHD)	
COS	Section VII.11 - National and International UN Volunteers serving in locations where dangerous conditions prevail and/or where living and working conditions in the duty station are particularly difficult are provided a Danger and Hardship Differential (DHD). - Danger and hardship entitlements provided to UN staff do not apply to any UN Volunteers. - UN Volunteers serving in duty stations that are eligible for DHD are paid as of the Commencement of Service date to the date of separation, including any authorized leave and/or official absence from the duty station. - UN Volunteers on an official mission to duty stations eligible for DHD will not be entitled to receive a pro-rated DHD applicable to that duty station. - UN Volunteers who are on flexible working arrangements outside the duty station or who are not present at the duty station for any other reason not stated in paragraph b. above are not entitled to receive DHD.
Applies to	All UN Volunteer types and categories, all work arrangements
Rate	The DHD is established according to the criteria established by UNV at two hardship levels: A and B, with rates expressed as a percentage of VLA as defined by UNV (see Annex 05). UNV sets the DHD rate based on UNV's methodology for establishing eligibility: DHD A: Non-family Duty station Non-family Duty Stations (NFDS) ICSC (un.org) & D hardship classification Mobility & Hardship ICSC (un.org) - International type, all categories: USD 500 - National type, all categories: 15% of Category base rate DHD B: Non-family Duty station & E hardship classification or Danger Pay Duty Station Danger Pay ICSC (un.org) - International type, all categories: USD 1,000 - National type, all categories: 30% of Category base rate Entitlement to DHD is based on the duty station listed in the Description of Assignment. The list of duty stations designated as being eligible for DHD and the applicable level is updated regularly by UNV based on ICSC duty stations classification. Eligibility for DHD for non-Classified Duty Stations will be by reference to the capital city of the Country of Assignment. Applicable DHD rates and any adjustments apply to all UN Volunteers of the same type and category in the same duty station.
Payment	Monthly through payroll

Payment currency	• International type: USD • National type: Duty station currency
Proration	Pro-rated as per formula: DHD ÷ 30 x days served in that month
Rate review	DHD 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 DHD are applied following a review by ICSC of the DHD parameters classification. As per the Conditions of Service (VII.8.f.vi.), 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 Element Name: UNA_ER_UNV_DHD_ALL Reporting Name: UNV Danger & Hardship Diff
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)

Security Relocation (DSA)	
COS	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 arrange 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, and if authorized by UNDSS, the eligible recognized primary dependents authorized to join the UN Volunteer at the duty station will also be covered.
Applies to	All UN Volunteer types and categories, all work arrangements
Rate	Relocation within the country of duty station: • UN Volunteer – 100% of applicable UN DSA of relocation duty station • Eligible accompanying PFU, residing at the duty station – 50% of applicable UN DSA of relocation duty station per eligible PFU
Payment	Through payroll, upon decision of the UN Security Coordinator/Designated Official Up to 60 calendar days
Payment currency	• International type: USD • National type: Duty station currency
Proration	NA
Rate review	NA
Reference change	As per the Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Earning Element Name: NA Reporting Name: NA
Charged	As per Host Entity Financial Authorization
UN policy	ICSC Daily Subsistence Allowance (DSA) ICSC, Microsoft Word -

Security Evacuation (Allowance)	
COS	Section XI.4 & Annex 4 If UNDSS authorizes evacuation of UN personnel from a country of assignment for security reasons, the DO will arrange 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, and if authorized by UNDSS, the eligible recognized primary dependents authorized to join the UN Volunteer at the duty station will also be covered.
Applies to	International type, all categories, UN premises work location
Rate	Evacuation outside the duty station country (safe haven, home country, third country): • UN Volunteer - USD 200 per day for up to 30 days; thereafter USD 150 per day for up to 30 days • Eligible accompanying PFU dependent residing at the duty station USD 100 per day for up to 30 days; thereafter USD 75 per day for up to 30 days per eligible PFU
Payment	Through payroll, upon decision of the UN Security Coordinator/Designated Official Up to 60 calendar days
Payment currency	• International type: USD • National type: Duty station currency
Proration	NA
Rate review	NA
Reference change	As per the Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Earning Element Name: UNA_ER_NR_SEA_ALL Reporting Name: UNV Security Evacuation
Charged	As per Host Entity Financial Authorization
UN policy	ICSC Microsoft Word - Guide Mobility Hardship RelatedArrangements 2024_RM1

Security Emergency Lump Sum (SEL)	
COS	Section XI.5.a • In cases of security evacuation or relocation, eligible UN Volunteers may be entitled to a lump sum, once per UN Volunteer assignment. • The Emergency lump sum provides compensation for personal effects lost or damaged as a direct result of an emergency situation created by war, civil unrest, or natural disaster or in other emergency situations caused by force majeure. • Such an emergency must have occurred in a place where the UN Volunteer had been authorized to travel to and was obliged to be to discharge her/his official duties. • The Emergency lump sum applies when the DO orders security evacuation or relocation, or in emergency situations as determined by UNV.
Applies to	All UN Volunteer types and categories, all work arrangements
Rate	• International type, all categories: USD 2100 • National type, all categories, full-time and part-time, long-term and short-term benefits and allowances, UN premises and remote: USD 1050;
Payment	Through payroll, when the DO order security evacuation or relocation, or in emergency situations as determined by UNV.
Payment currency	• International type: USD • National type: Duty station currency

Proration	NA
Rate review	NA
Reference change	As per the Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Earning Element name: UNA_ER_NR_UNV_EMRGSEC_ALL Reporting Name: UNV Emergency lumpsum
Charged	As per Host Entity Financial Authorization
UN policy	ICSC Microsoft Word - Guide Mobility Hardship RelatedArrangements 2024_RM1

Accommodation Supplement	
Reference	Section VII.10 An accommodation supplement may be granted to International UN Volunteers if the median rent at the duty station exceeds the UN threshold. The supplement amount to be paid will be 80% of the difference between the median rent and the threshold. A request for an accommodation supplement for UN Volunteers in a given duty station must be submitted to UNV by the UN Resident Coordinator or the UN Designated Official (DO), in consultation with the Security Management Team or the UN Country Team and accompanied by certification of prevailing rent levels. UNV may request additional information from the UN Resident Coordinator or the UN DO to support the request. When approved by UNV, the accommodation supplement applies to all International UN Volunteers at the duty station, regardless of the UN Host Entity and is reviewed yearly.
Applies to	International type, all categories, UN premises work location
Rate	80% of the difference between the median rent (33% of the country Specialist VLA) and the UN duty station threshold.
Payment	Monthly through payroll
Payment currency	USD
Proration	Pro-rated as per formula: Accommodation supplement ÷ days in month (28, 29, 30 or 31) X days served in that month
Rate review	Yearly (eligibility & rate)
Reference change	As per the Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Earning Element Name: UNA_ER_RR_ADJ_VAA_ALL Reporting Name: UNV Accommodation Supplement
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll
UN policy	Rental subsidy threshold (based on average rent to income ratio prevailing at the duty station) ICSC Cover Page

Reasonable Accommodation	
COS	Section V.1 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. 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, including breastfeeding, performance management, overtime working hours, participation in internal mechanisms for advocacy of UN personnel rights, duty of care protections, and observance of public holidays.
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	Earning Element Name: UNA_ER_NR_REA_ACC_ALL Reporting Name: Reasonable Accommodation
Charged to	As per Host Entity Financial Authorization
UN policy	UN Secretariat reasonable accommodations guidelines english.pdf UNDP Guidance Note on Reasonable Accommodation UNV Reasonable Accommodation Flyer (ENG , FRA , ESP)

Residential Security	
COS	Section XI.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 must 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, all categories, UN premises location
Rate	Based on costs incurred by the UN Volunteer, in line with limits set locally by the UN Department of Safety and Security (UNDSS) and UN Host Entity policy
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	Earning Element Name: UNA_ER_NR_RESSEC_ALL Reporting Name: Residential Security
Charged to	As per Host Entity Financial Authorization
UN policy	UNSMS Security Policy Manual – Residential Security Measures

Host Entity Payment	
COS	Annex 9 In exceptional circumstances, UNV may facilitate payment of an amount unrelated to a UN Volunteer's benefit, or allowance captured in the Conditions of Service, on behalf of the Host Entity. In such circumstances, the amount is not subject to UNV's verification, endorsement or approval, and the Host entity is solely responsible for the justification, amount and related payment. UNV will not accept any discretionary payment request above the threshold established in the VLA methodology (100% Specialist VLA). Similarly, UNV may request the Host entity to facilitate the disbursement of a UN Volunteer entitlement on UNV behalf, should the circumstances justify it (e.g. security evacuation DSA).
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	Earning element name: UNA_ER_NR_HE_PYMT_ALL Reporting Name: Host entity payment
Charged to	As per Host Entity Financial Authorization
UN/HE policy	NA

C. Volunteer Insurance

Insurance	
COS	Section X. 1 Medical Insurance - UN Volunteers receive UNV-provided medical insurance coverage. - Coverage for UN Volunteers begins from the Commencement of Service and ceases on the last day of the UN Volunteer Contract date. - Depending on the contract, eligible PFU dependents of UN Volunteers may receive a UNV-provided medical insurance coverage. UNV medical insurance will be discontinued in the month following a recognized PFU child reaching 21 years of age or entering a recognized marriage, partnership, or union, in cases when the child is eligible. UN Volunteers are solely responsible for the insurance of non-eligible recognized dependents, even when they have been authorized to reside in the duty station. - The terms of insurance coverage provided by UNV are governed by the agreement between UNV and the insurance provider and are subject to change and periodic adjustment. Section X.6 Dismemberment Insurance - UN Volunteers are covered by dismemberment insurance for the duration of the UN Volunteer assignment. - The terms of insurance coverage are governed by the agreement between UNV and the insurance carrier and are subject to change. Section X. 7 Life Insurance - 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. • The terms of insurance coverage are governed by the agreement between UNV and the insurance carrier and are subject to change. • Life insurance covers only the death of the UN Volunteer and not the death of PFU members. Annex 8														
Applies to	All types and categories														
Rate	The terms of insurance coverage are governed by the agreement between UNV and the insurance provider and are subject to change and periodic adjustment. Details of the applicable insurance coverage, depending on the contract are available from UNV. <table><tr><td>Medical insurance coverage</td><td>Long-term benefits and allowances</td><td>Short-term benefits and allowances</td></tr><tr><td>UN Volunteers In- & out-patient care</td><td>All types and categories, all arrangements: 100% coverage</td><td>National type, all categories, all arrangements: service incurred accidents only (100%)</td></tr><tr><td>Eligible dependents in-patient care</td><td>All types and categories, except community, UN premises work location: 100% coverage Part-time, remote: NA</td><td>NA</td></tr><tr><td>Eligible dependent out-patient care</td><td>All types and categories, except community, UN premises work location: -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) Part-time, remote: NA</td><td>NA</td></tr></table>			Medical insurance coverage	Long-term benefits and allowances	Short-term benefits and allowances	UN Volunteers In- & out-patient care	All types and categories, all arrangements: 100% coverage	National type, all categories, all arrangements: service incurred accidents only (100%)	Eligible dependents in-patient care	All types and categories, except community, UN premises work location: 100% coverage Part-time, remote: NA	NA	Eligible dependent out-patient care	All types and categories, except community, UN premises work location: -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) Part-time, remote: NA	NA
Medical insurance coverage	Long-term benefits and allowances	Short-term benefits and allowances													
UN Volunteers In- & out-patient care	All types and categories, all arrangements: 100% coverage	National type, all categories, all arrangements: service incurred accidents only (100%)													
Eligible dependents in-patient care	All types and categories, except community, UN premises work location: 100% coverage Part-time, remote: NA	NA													
Eligible dependent out-patient care	All types and categories, except community, UN premises work location: -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) Part-time, remote: NA	NA													
Payment	To the bank account provided to the insurance provider Or through UNDP for Volunteers serving in specific countries: Iran (list updated yearly)														
Payment currency	• 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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.														
Quantum element	Deduction Element Name: UNA_DD_LIFE_UNV_ER_ALL; Reporting Name: UNV Life insurance Deduction Element Name: UNA_DD_VOL_ER_ALL; Reporting Name: UNV Medical insurance														

	Deduction Element Name: UNA_DD_VOL_DEPT_ER_ALL; Reporting Name: UNV Medical insurance dependent Deduction Element Name: UNA_DD_UNV_TLH_ALL; Reporting Name: UNV Telehealth insurance Deduction Element Name: UNA_DD_UNV_EAP_ALL; Reporting Name: UNV EAP insurance																																
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) Long term Benefits and Allowances <table><tr><td>Monthly Premiums</td><td>UN Volunteer All categories & arrangements</td><td>Eligible Dependents</td></tr><tr><td>Life & dismemberment</td><td>International: USD 39.65 National: USD 5.86</td><td>NA</td></tr><tr><td>Medical, dental, hospital</td><td>International: USD 157.52 International USA: USD 468.34 National: USD 115.37 National USA: USD 468.34</td><td>International: USD 123.38 International USA: USD 370.18 National: USD 89.74 National USA: USD 370.18</td></tr><tr><td>Employee Assistance Programme</td><td colspan="2">USD 2.05 per Family</td></tr><tr><td>Telehealth services</td><td colspan="2">USD 2 per Family</td></tr></table> Short Term Benefits and Allowances <table><tr><td>Monthly Premiums</td><td>UN Volunteer National type, all categories, all arrangements</td><td>Eligible Dependents</td></tr><tr><td>Life & dismemberment</td><td>USD 15.64</td><td>NA</td></tr><tr><td>Medical, dental, hospital</td><td>USD 44.50</td><td>NA</td></tr><tr><td>Employee Assistance Programme</td><td colspan="2">USD 1.71</td></tr><tr><td>Telehealth services</td><td colspan="2">USD 3.15</td></tr></table>			Monthly Premiums	UN Volunteer All categories & arrangements	Eligible Dependents	Life & dismemberment	International: USD 39.65 National: USD 5.86	NA	Medical, dental, hospital	International: USD 157.52 International USA: USD 468.34 National: USD 115.37 National USA: USD 468.34	International: USD 123.38 International USA: USD 370.18 National: USD 89.74 National USA: USD 370.18	Employee Assistance Programme	USD 2.05 per Family		Telehealth services	USD 2 per Family		Monthly Premiums	UN Volunteer National type, all categories, all arrangements	Eligible Dependents	Life & dismemberment	USD 15.64	NA	Medical, dental, hospital	USD 44.50	NA	Employee Assistance Programme	USD 1.71		Telehealth services	USD 3.15	
Monthly Premiums	UN Volunteer All categories & arrangements	Eligible Dependents																															
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Medical, dental, hospital	USD 44.50	NA																															
Employee Assistance Programme	USD 1.71																																
Telehealth services	USD 3.15																																
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) ,																																

D. Volunteer Learning

Learning	
COS	Section VII.13 UN Volunteers must complete all mandatory and induction courses within the time limits imposed and may be requested by UNV or the Host Entity to refresh mandatory courses periodically. UN Volunteers are responsible for familiarizing themselves with the Host Entity's policies on standards of conduct and with the various options and internal channels available for addressing such conduct. UN Volunteers should have access to a variety of learning opportunities to enhance skills relevant to their assignments and professional growth.

	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 different stages of their UN Volunteer assignment. However, the individual UN Volunteer is responsible for his or her professional development. 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.						
Applies to	All types and categories						
Rate	<table border="1"> <thead> <tr> <th>Category</th><th>Monthly charge</th></tr> </thead> <tbody> <tr> <td>Expert Specialist Associate</td><td>USD 18</td></tr> <tr> <td>Community</td><td>USD 6</td></tr> </tbody> </table>	Category	Monthly charge	Expert Specialist Associate	USD 18	Community	USD 6
Category	Monthly charge						
Expert Specialist Associate	USD 18						
Community	USD 6						
Payment	NA						
Payment currency	USD						
Proration	NA						
Rate review	Costs that are attributable to induction, training and capacity development of volunteers are reviewed periodically in line with the stakeholders' need assessments and 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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.						
Quantum element	Deduction Element Name: UNA_DD_GC_LRN_ALL Reporting Name: UNV Learning charge						
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						

E. Volunteer Medical Emergency

Medical Emergency	
COS	Section X.5 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, the medical evacuation of UN Volunteers and PFU members, who are authorized by UNV Headquarters to accompany the UN Volunteers at the duty station, will be considered, by the UNV Executive Coordinator or his designate, when, in the opinion of the UN-designated physician authorized to approve medical evacuations, the available duty station facilities are inadequate to address the medical condition. Medical evacuation will not be made for recognized primary dependents of the UN Volunteer who were not authorized to reside at the duty station or are not eligible for evacuation due to the contractual type and category of the UN Volunteer. See Annex 05.

	Process and duty of care standards: When an evacuation is approved, the authorization of the destination, designation of the escorts, authorized length, and approved travel payments related to the medical evacuation are subject to the UN Medical Evacuation policies and procedures applicable to the medical evacuation of equivalent staff members. Details of the relevant administrative arrangements are available from the UNV Administering Office. UNV reserves the right to authorize medical evacuation in the interest of the health, safety, and security of the UN Volunteer, regardless of whether the UN Volunteer agrees.				
Applies to	All types and categories				
Rate	• Most Economic Routing Ticket (place of volunteer-medical evacuation location), if transport through commercial carrier; direct service if transport through air-ambulance • If outpatient treatment (no hospitalization): 100% of applicable UN DSA of medical evacuation location				
Payment	• 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 • International type: USD • National type: Duty station currency				
Proration	NA				
Rate review	NA				
Reference change	As per the Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.				
Quantum element	Deduction Element Name: UNA_DD_GC_MEDE_ALL Reporting Name: UNV Medical emergency				
Charged	As per Host Entity Financial Authorization - Travel: Monthly through payroll • For UN Volunteers serving in Agencies, Funds and Programmes (AFPs), monthly charge: <table border="1"><tr><td>International type</td><td>USD 2</td></tr><tr><td>National type</td><td>USD 2</td></tr></table> • For UN Volunteers serving in Missions: NA - DSA: One time through payroll Pro-rated as per formula: charge÷ days in the month (28, 29, 30 or 31) X days served in that month	International type	USD 2	National type	USD 2
International type	USD 2				
National type	USD 2				
UN policy	UNDP Medical Evacuation Travel (MET) United Nations Development Programme (undp.org)				

F. UN Medical Services Direct costs

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, the following medical services: • Medical clearance, including in high-risk areas • Medical evacuation 24/7 • Sick leave approval • 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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Deduction Element Name: UNA_DD_UNV_MED_ALL Reporting Name: UNOG Medical fee
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll
UN policy	NA

G. UNDP Direct Costs

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	• H, A, B & C duty station: 3% of VLA • D & E duty station: 5% of VLA
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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Deduction Element Name: UNA_DD_SEC_CRG_ALL Reporting Name: UNDP Security
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, UNV
Rate	USD 83.86
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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Deduction Element Name: UNA_DD_RA_ICTLC Reporting Name: UNDP ICT License
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 Oversight/Services Costs	
Reference	The purpose of the UNDP Oversight Services costs is to enable UNDP to provide services in relation to Volunteer management, especially legal, payroll and finance (e.g. SCA) services for UN Volunteers mainly on behalf of UNDP BMS, GSSC and OLS, governed through SLAs between UNDP and UNV. Pass through costs for UNDP services
Applies to	All types and categories
Rate	2% of the total actual cost incurred for a volunteer assigned to a country, except entry lump sum and UNDP country office support cost: - a lump sum fee for oversight costs at the rate of 1.2% of the cost of each volunteer deployed in a country except those funded from UNDP and UNV core resources. - a payroll and other operational support service fee at the rate of USD 11.52/month/volunteer applicable to volunteers deployed with projects of UNDP/UNV/UN Secretariat entities and of USD 12.44/month/volunteer applicable to volunteers deployed with all other AFPs, respectively. The differential of US\$0.92 represents UNDP management fee charged at the rate of 8% of the GSSC service cost/month/volunteer. - Actual costs of legal support services circa rate of 0.03% of the cost of each volunteer deployed in a country.
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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Deduction Element Name: UNA_DD_GC_OSC_ALL (TBC) Reporting Name: UNDP Oversight services
Charged	As per Host Entity Financial Authorization Monthly deduction through payroll

UN policy	NA
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UNDP Country Office Support Costs			
Reference	The purpose of the UNDP Country Office Support Costs is to enable UNDP CO to provide services performed in the country towards the recruitment, deployment, and administration of volunteers. A pass-through payroll charge for onward transfer to UNDP		
Applies to	All types and categories		
Rate	Monthly charge:		
	All types and categories	UN Volunteers serving in Agencies, Funds and Programmes (AFPs)	UN Volunteers serving in UN Missions/Peace Operations
	UN Volunteers serving in non H-classified duty station	2.5% of the total actual costs incurred for volunteers assigned to the country	NA (as UN Missions/Peace Operations directly provide support to volunteers assigned to their operations)
	UN Volunteers serving in H-classified duty station by ICSC	NA List of countries revised yearly ²	NA (as UN Missions/Peace Operations directly provide support to volunteers assigned to their operations)
	UN volunteers serving in UNDP non-programme countries/countries without UNDP presence	NA List of countries revised yearly ³	NA (as UN Missions/Peace Operations directly provide support to volunteers assigned to their operations)
Payment	To UNDP		
Payment currency	USD		
Proration	NA		
Rate review	NA		
Reference change	As per the Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.		
Quantum element	Deduction Element Name: UNA_DD_GC_SPRT_ALL Reporting Name: UNDP CO support		
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		

² Australia, Austria, Belgium, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Japan, Latvia, Luxembourg, Malta, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom of Great Britain and Northern Ireland, United States of America

³ Andorra, Azerbaijan, China, Hong Kong Special Administrative Region, China, Macao Special Administrative Region, Iceland, Israel, Liechtenstein, Monaco, Nicaragua, Oman, Qatar, Russia, San Marino, Singapore, South Korea, United Arab Emirates, Vatican City

H. UNV Direct Costs

UNV Deployment charge				
Reference	Aimed to recover the costs of recruitment and deployment of a volunteer. : • Volunteer mobilization, 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)			
Applies to	All UN Volunteer types and categories, all work location, assignment duration and work arrangements			
Rate	Long term assignment (1-48 months, long term benefits and allowances)		Missions	Agencies, Funds and Programme (AFPs)
	International type	Associate Specialist Expert	\$100 UN premises \$50 Remote	\$ 4100 UN premises \$ 1650 Remote
	National type	Associate Specialist Expert	\$50	\$1650
		Community		\$650
	Short term assignment (1-3 months, short term benefits and allowances)		Missions	Agencies, Funds and Programmes (AFPs)
	National type	All categories	\$50	
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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.			
Quantum element	Deduction Element Name: UNA_DD_UNV_DPC_ALL Reporting Name: UNV Deployment charge			
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			

UNV Recurring charge	
Reference	Aimed to recover the mobilization, talent acquisition costs, the cost for administering and management of the UN Volunteers once deployed, and organizational corporate oversight costs contributing to effectiveness of volunteer assignments: • 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	11% 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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Deduction Element Name: UNA_DD_UNV_RC_ALL Reporting Name: UNV Recurring charge
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: • Executive Leadership and representation • External relations, partnerships, communications and resource mobilization • 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 Conditions of Service (VII.8.f.vi.), changes do not apply retroactively.
Quantum element	Deduction Element Name: Reporting Name:
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