

ROLES AND RESPONSIBILITIES OF HOST ENTITIES

UN VOLUNTEER

PRE-ASSIGNMENT

- Familiarize with UNV Conditions of Service to understand UNV, UN Volunteers and host entities' responsibilities
- Utilize UNV Volunteering Platform (UVP) to create and maintain organizations' account, for interactions with UNV, and UN Volunteer
- Familiarize with the UVP Explore content to access useful information on-demand, at any time and from anywhere
- Develop the Description of Assignment and confirm availability of funds. Assess office accessibility and readiness to host UN Volunteers with disabilities
- Organize inclusive candidate selection and submit interview reports using UVP
- Facilitate visa prior to arrival
- Provide reasonable accommodation, improve accessibility of the office and plan for accessible pick-up from the airport for those UN Volunteers with a disability, prior to arrival

DURING THE ASSIGNMENT

- Provide UN Volunteers equal duty of care as extended to all host entity personnel
- Facilitate arrival administration including setting up of bank accounts, residence permit applications (including payment of permit costs) and completion of other official processes as required by the host government or host entity
- Brief new UN Volunteers about the country, organization and office-related context including security, emergency procedures, leave management, good cultural practice and orientation to the local environment. Activate buddy system for the on-boarding
- Include UN Volunteers in emergency and security plans and procedures in line with the UN Security Management System and keep UNV informed during security events such as evacuations. Ensure accessible and disability inclusive security protocols
- Provide accessible working/office space, IT support and access to any other systems and tools required to complete the objectives of the assignment including a host entity email address and ID badge
- Provide access to shared host entity corporate knowledge, training and learning in accessible ways
- Offer structured guidance, mentoring and coaching by a supervisor that includes a clear workplan, results and performance appraisal. Ensure readiness and sensitivity of the supervisor and the team for disability inclusive work
- Investigate misconduct: sharing reports with the UNV
- Provide emergency assistance in an accessible manner. e.g. security evacuation, medical evacuation in collaboration with UNV. (MedEvac SOP)
- Provide assistance in case of death of a UN Volunteer in collaboration with UNV
- Manage the UN Volunteer's leave and performance in Host Entity applicable system or using UNV Volunteer Performance Appraisal form
- Provide DSA for official travel, when applicable and ensure accessible travel and assistance for UN Volunteers with disabilities

**END OF
ASSIGNMENT**

- Confirm end of contract, or request extension to UN Volunteer contracts and re-assignments, including confirmation of funds, at least two months in advance of the contract end date
- Conduct performance appraisal, and recognize skills, competencies, achievements and contributions in reference letter

ON-LINE VOLUNTEER

PRE-ASSIGNMENT

- Develop Online Volunteering Description of Assignment
- Shortlisting and selection of candidates including inclusive and accessible selection process
- Online Volunteer management
- Facilitate reasonable accommodation for volunteers with disabilities to perform assignment tasks

**DURING THE
ASSIGNMENT**

- Brief Online Volunteers about organization and collaboration related context, including working arrangement, scope and end of assignment
- Offer structured guidance and support by an organization focal point that includes a clear workplan and provide feedback on collaboration. Ensure readiness of the focal point for disability inclusive work

**END OF
ASSIGNMENT**

- Provide feedback on collaboration and their achievements contributed in the feedback form, including issuing a certificate of appreciation to acknowledge Online Volunteers' contribution