

UNFPA

Policies and Procedures Manual

Policy and Procedures for UNFPA Volunteer Programme

Human Resources

Policy Title	Policy and Procedures for UNFPA Volunteer Programme
Document identifier	PPM/VOLUNTEER/2024
Previous title (if any)	
Policy objective	The objective of the policy is to establish a framework to provide opportunities for individuals to contribute their time, knowledge, and skills to support UNFPA's programmes, and to set out the conditions of service and procedures governing the engagement of UNFPA Volunteers.
Target audience	Heads of units, supervisors, and volunteers.
Risk control matrix	Control activities that are part of the process are detailed in the Risk Control Matrix .
Checklist	N/A
Effective date	12 December 2024
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Policy owner unit	Division for Human Resources
Approval	Link to signed approval template

Effective date of policy: DD Month YYYY

UNFPA Volunteer Programme

I. Purpose

1. The purpose of the policy is to set the standards and conditions for the new UNFPA volunteer programme, and to clarify the roles and responsibilities of those involved in the process of engaging and supervising a UNFPA volunteer, as well as those of a volunteer.
2. UNFPA values diverse expertise of individuals from different backgrounds, recognizing that their unique skills and experiences are vital to achieving its mission. A cadre of motivated volunteers from diverse backgrounds and ages can bring new ideas, knowledge, experience, and dedication in support of UNFPA's programmes.
3. The UNFPA volunteer programme provides opportunities for individuals to contribute their time, knowledge and skills to support UNFPA's strategic objectives.
4. The UNFPA volunteer programme has no relation to the [United Nations Volunteer Programme \(UNV\)](#) administered in Bonn and does not replace the UNV Programme.

II. Policy

5. This policy outlines the standards and conditions for the UNFPA's volunteer programme, identifies control actions to mitigate potential risks related to the volunteer programme and establishes the following:
 - a. Definitions;
 - b. Eligibility;
 - c. Duration, hours of work and location;
 - d. Selection for volunteer assignments;
 - e. Status of volunteers;
 - f. Working and administrative arrangements;
 - g. Health and medical insurance;
 - h. Liability and third-party claims;
 - i. Visas;
 - j. Employment prospect;
 - k. Monitoring and reporting.

Definitions

6. The following definitions apply for the purposes of the present policy:
 - a. *Advertised volunteer assignment*: a published opportunity to engage the services of an individual for a minimum period of two weeks;

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- b. *Event-specific volunteer*: a person who contributes to a UNFPA activity for a maximum period of five days;
- c. *UNFPA volunteer*: a person who contributes to the delivery of UNFPA's programmes or strategic objectives, for a minimum period of two weeks up to a maximum period of 24 weeks.

Eligibility

7. Applicants from all over the world may express an interest in volunteering. Applicants must be over the age of 18. There is no upper age restriction as long as the person is fit for the required work. Candidates who are not nationals of the country where they will volunteer must have appropriate residence or immigration status in the country of assignment.
8. Volunteers may include professionals, technicians, and retirees.
9. Spouses and family members of current UNFPA personnel may volunteer as long as there is no conflict of interest.
 - a. Family relationships must be disclosed to the Ethics Office and Head of Unit prior to engaging a spouse or family member as a volunteer.
 - b. Volunteers should not be in the same reporting line as spouses or family members and, where feasible should be in different organizational units.
10. Normally a volunteer should have completed secondary education and should have a working knowledge of English. Fluency in the official language (Arabic, Chinese, English, French, Russian or Spanish) of the UNFPA office may be required.

Duration, Hours of Work and Location

11. An individual may volunteer for:
 - a. a minimum of one day and maximum of five days for a UNFPA event, e.g. workshop, conference, summit, or
 - b. a minimum of two weeks up to a maximum of 24 weeks for an advertised volunteer assignment.
12. A mandatory break in service period of 30 calendar days is required between the end of an advertised volunteer assignment and re-engagement on any other advertised volunteer assignment. The maximum total duration for volunteering per volunteer is four years.
13. Volunteering can be on a full-time basis, according to the working hours established by UNFPA, or on a part-time basis in agreement with the office concerned.

14. Volunteering for UNFPA events should normally be carried out at the UNFPA event location. Volunteering assignments may be carried out in person on UNFPA premises, remotely or a combination of both.
15. UNFPA volunteers do not receive a salary or any other form of remuneration from UNFPA.

Selection for Volunteer Assignments

16. A supervisor shall be responsible for preparing the description and terms of reference for the volunteer assignment. The terms of reference for volunteer assignments with UNFPA offices will normally be advertised and published on the respective UNFPA website by the Human Resources focal point, for a minimum period of two weeks.
17. Persons who are interested in a volunteer assignment with UNFPA must submit an application through <https://www.unfpa.org/jobs>. All applicants are assessed individually, based on their competencies, skills, experience and qualifications.
18. The designated supervisor must select each volunteer following a transparent and competitive process. The designated supervisor must assess whether the proposed volunteer is suitable for the assignment. A supervisor may choose to undertake an interview or test specific skills necessary for the volunteer assignment, such as writing, technical or other skill. Due consideration should be given to gender and geographical balance in the hiring unit. The designated supervisor should ensure diversity in the selected applicants, including individuals from minority ethnic groups, indigenous populations, persons with disabilities, the LGBTQIA+ community, and other underrepresented groups.
19. The supervisor is responsible for the selection of volunteers, subject to the approval of the head of unit¹. The supervising UNFPA staff member, in coordination with the Human Resources focal point, will select the applicant for the appropriate volunteer assignment.
20. Due to the nature of the assignment, volunteers shall not perform managerial or supervisory functions nor replace existing staff or carry out functions of a vacant post. Volunteers shall not be sought to replace or substitute a regular staff function.
21. The Human Resources focal point is responsible for conducting reference checks with teachers, previous supervisors or other individuals who may know the candidates well

¹ Head of Unit refers to the representative, division director, regional or sub regional director, country representative or director, or head of office in countries without a UNFPA representative. This task can be undertaken by the delegated officer as appropriate.

and screening candidates through ClearCheck², in addition to reviewing the candidates' online presence on popular social media and the web to ensure their values and behaviors are in line with the United Nations' to the extent possible.

Status of Volunteers

22. Volunteers are not UNFPA staff members. They are not accorded privileges and immunities under the Convention on the Privileges and Immunities of the United Nations (1946).
23. Volunteers engaged for a UNFPA event must sign a release form (Annex I) prior to volunteering. They shall:
 - a. Work in accordance with the schedule agreed with the supervisor;
 - b. Respect the impartiality and independence required of UNFPA and the United Nations and shall not seek or accept instructions regarding volunteer services from any Government or from any authority external to the United Nations, during the period of the volunteer assignment;
 - c. Not communicate at any time to the media or to any institution, person, Government, or any other external source any information which has become known to them by reason of their association with UNFPA. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the volunteer assignment;
 - d. Refrain from any conduct that would adversely reflect on UNFPA or the United Nations and not engage in any activity which is incompatible with the aims and objectives of the United Nations;
 - e. Volunteers shall not engage in any conduct that would constitute sexual exploitation or sexual abuse ("SEA");
 - f. Not receive any financial compensation from UNFPA for their time, knowledge and skills.
24. Volunteers engaged for an advertised volunteer assignment must sign a Volunteer Agreement (Annex II) prior to volunteering. They shall:
 - a. Work in accordance with the schedule agreed with the supervisor;
 - b. Perform the tasks as stated in the terms of reference for the advertised volunteer assignment;

² ClearCheck is a screening database. More information can be found on <https://unsceb.org/screening-database-clearcheck>. Offices can contact the respective regional Human Resources Business Partner team to help with the ClearCheck process.

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- c. Observe all policies, procedures, instructions and directives of UNFPA that apply to affiliate personnel;
- d. Maintain awareness of and compliance with security policies and guidelines applicable to the place of assignment;
- e. Respect the impartiality and independence required of UNFPA and the United Nations and shall not seek or accept instructions regarding volunteer services from any Government or from any authority external to the United Nations;
- f. Not communicate at any time to the media or to any institution, person, Government, or any other external source any information which has become known to them by reason of their association with UNFPA. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the volunteer assignment;
- g. Refrain from any conduct that would adversely reflect on UNFPA or the United Nations and not engage in any activity which is incompatible with the aims and objectives of the United Nations;
- h. Volunteers shall not engage in any conduct that would constitute sexual exploitation or sexual abuse (“SEA”);
- i. Not receive any financial compensation from UNFPA for their time, knowledge and skills.

Working and Administrative Arrangements

25. Volunteers will be under the supervision of a UNFPA staff member³. The supervisor is responsible for:
- a. providing instructions to individuals who volunteer for a UNFPA event,
 - b. providing a copy of the terms of reference of the volunteer assignment to the volunteer,
 - c. providing any necessary briefings and guidance, and
 - d. ensuring the volunteer observes all applicable instructions, procedures and directives of UNFPA.
26. The supervisor shall ensure that the volunteer is provided with any tools required to carry out the assignment, such as adequate working space and access to UNFPA electronic files. Volunteers who work on premises should have access to a telephone and computer. Volunteers shall be issued a badge to access the premises where they are assigned. All

³ UNFPA employees on staff contracts, i.e. on permanent, fixed-term or temporary appointments.

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items issued to a volunteer must be returned to UNFPA at the end of the volunteer assignment.

27. UNFPA will provide persons with disabilities with reasonable accommodation to ensure they have the opportunity to participate in the UNFPA volunteer programme.
28. In the case of illness or an unforeseen emergency the volunteer shall inform the supervisor promptly.
29. Volunteers are expected to adhere to security rules and procedures. Volunteers engaged for a volunteer assignment must complete all mandatory security training applicable to UNFPA personnel in the duty station.
30. Volunteers may not represent UNFPA in any official capacity. Travel on UNFPA official business during the volunteer assignment is permissible when accompanying a UNFPA staff member. Volunteers should not travel to undertake functions that would otherwise be assigned to a staff member.
31. Supervisors may issue a certificate upon the satisfactory completion of the volunteer assignment as per Annex IV, and a letter of reference upon request.
32. UNFPA shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the volunteer has developed for UNFPA during the assignment and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the volunteer assignment.
33. The volunteer arrangement shall cease on the end date indicated in the Release and Waiver of Liability for UNFPA Event Volunteers or Volunteer Agreement, as applicable.
34. The Head of Unit may terminate a volunteer arrangement prior to the expiration date of the Release and Waiver of Liability for UNFPA Event Volunteers or Volunteer Agreement, due to a volunteer's personal extenuating circumstances. A volunteer arrangement may be terminated in the interest of the organization, including but not limited to:
 - a. when volunteers fail to comply with their responsibilities in paragraphs 23 or 24 of this policy,
 - b. when volunteers fail to comply with their terms of reference,
 - c. when volunteers fail to meet the obligations included in the relevant Release and Waiver of Liability or Volunteer Agreement, or

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- d. misrepresentations made during the application and selection process.
35. Under no circumstances shall a Release and Waiver of Liability for UNFPA Event Volunteers or Volunteer Agreement be terminated early to offer the volunteer an alternative employment contract with the organization.

Health and Medical Insurance

36. The volunteer is responsible for and must provide:
- a. proof of adequate medical insurance for the duration of the volunteer assignment,
 - b. a certificate of good health, and
 - c. proof of any required vaccinations for the duty station.

Liability and Third-Party Claims

37. UNFPA is not responsible for any illness, injury, accident, or death incurred during or in connection with the volunteering activities, or any costs associated with such activities.
38. UNFPA is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the volunteer during their assignment.
39. The volunteer will indemnify, defend and hold and save harmless UNFPA and its officials, agents and employees from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature arising from or relating to any acts or omissions of the volunteer.

Visas

40. In the case of a volunteer assignment outside the volunteer's country of residence, the volunteer will be responsible for making their own visa and travel arrangements. UNFPA may provide a letter confirming the volunteer's assignment upon request.

Employment Prospect

41. Volunteering with UNFPA does not carry any expectation of career opportunities within UNFPA.
42. Volunteers shall not be eligible for recruitment as a staff member within a three-month period following the conclusion of their volunteer assignment. No break in service is required for an individual moving from a volunteer assignment to an individual consultant contract or local service contract.

Monitoring and Reporting

43. The Division for Human Resources is responsible for monitoring and reviewing the UNFPA volunteer programme. Concerns should be submitted to the Division for Human Resources via the Global Service Desk.
44. The heads of units shall report to the Division for Human Resources annually by providing information as per Annex III.

III. Procedures

45. The supervisor requesting volunteers shall prepare the terms of reference of the volunteer assignment, and with the approval of the head of unit. The Human Resources focal point shall advertise the terms of reference on the respective UNFPA website. Sharing of the advertising for volunteer assignments is encouraged with the United Nations country teams and non-governmental organizations to attract qualified candidates such as spouses of staff from the United Nations or other organizations.
46. Persons who are interested in volunteering should apply through <https://www.unfpa.org/jobs>.
47. The supervisor shall select a candidate that meets the eligibility criteria and who is suitable for the volunteering position as advertised. The head of the unit must approve the selection.
48. The Human Resources focal point is responsible for conducting reference checks with teachers, previous supervisors or other individuals who may know the candidates well and screening candidates through ClearCheck, in addition to reviewing the candidates' online presence on popular social media and the web to ensure their values and behaviors are in line with the United Nations' to the extent possible.
49. Upon selection of a volunteer, the supervisor must issue either the Release and Waiver of Liability for UNFPA Event Volunteers, or the Volunteer Agreement and terms of reference, when applicable. The Human Resources focal point must record the dates of each volunteer arrangement and retain all required documentation.
50. Supervisors of volunteers who work remotely or partly remotely need to ensure that they:
 - a. Clearly communicate work scope and expectations;
 - b. Establish guidelines regarding expected response times for emails and other communications;

- c. Regularly call to check in and offer any support or guidance.

IV. Other

No other content available.

V. Process Overview Flowchart

No overview flow chart applicable.

VI. Risk Control Matrix

Figure 1: Risk Control Matrix

Risk Description	First Line of Defense Controls			Second Line of Defense Controls		
	Control Activity Description	Reference (Policy section, paragraph or Control #)	Who performs	Control Activity Description	Reference (Policy section, paragraph or Control #)	Who performs
The volunteer is not eligible or best suited for the event/assignment.	The Human Resources focal point must conduct reference checks, ClearCheck, and review the candidates' online presence.	Para 21.	Human Resources focal point	The head of the unit must approve the selection.	Para 47.	Head of Unit
Volunteers do not adhere to mandatory procedures.	Supervisors shall ensure Volunteers understand and agree to follow procedures.	Para 25 d.	Supervisor	A volunteer arrangement may be terminated in the interest of the organization.	Para 34.	Head of Unit

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<p>The volunteer's actions damage the reputation of UNFPA.</p>	<p>The Human Resources focal point is responsible for reviewing the candidates' online presence to ensure their values and behaviors are in line with the United Nations'.</p>	<p>Para 48</p>	<p>Human Resources focal point</p>	<p>A volunteer arrangement may be terminated when a volunteer fails to meet the obligations included in the Release and Waiver of Liability or Volunteer Agreement.</p>	<p>Para 34</p>	<p>Head of Unit</p>
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Annex I

RELEASE AND WAIVER OF LIABILITY FOR UNFPA EVENT VOLUNTEERS

This Release and Waiver of Liability (the "Release") is executed on [INSERT DATE] by NAME: _____ (the "Volunteer") in favor of the United Nations Population Fund ("UNFPA"), a subsidiary organ of the United Nations established by the General Assembly in resolution 3019 (XXVII), and its officials, representatives, staff and agents.

The Volunteer desires to work as a volunteer for UNFPA and engage in the activities related to being a volunteer for [Insert event details, including the start and end dates] (the "Activities"). The Volunteer understands that the Activities may include [Insert specific description of activities, including description of physical labor, exposure to hazardous conditions, or other circumstances that may result in personal injuries].

The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

1. Release and Waiver. Volunteer hereby releases and holds harmless UNFPA from any and all liability, claims, and demands of whatever kind or nature that arise or may hereafter arise from Volunteer's Activities with UNFPA.

VOLUNTEER UNDERSTANDS THAT THIS RELEASE DISCHARGES UNFPA FROM ANY LIABILITY OR CLAIM THAT THE VOLUNTEER MAY HAVE AGAINST UNFPA WITH RESPECT TO ANY BODILY INJURY, PERSONAL INJURY, ILLNESS, DEATH, OR PROPERTY DAMAGE THAT MAY RESULT FROM VOLUNTEER'S ACTIVITIES WITH UNFPA, WHETHER CAUSED BY THE NEGLIGENCE OF UNFPA OR ITS OFFICIALS, REPRESENTATIVES, STAFF OR AGENT OR OTHERWISE. VOLUNTEER ALSO UNDERSTANDS THAT UNFPA DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE IN THE EVENT OF INJURY OR ILLNESS.

2. Assumption of Risk. The Volunteer understands that the Activities may involve work that may be hazardous to the Volunteer, including, but not limited to, [Insert types of work the volunteer will perform], and transportation to and from the work sites. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities, and releases UNFPA from all liability for injury, illness, death, or property damage resulting from the Activities.

3. Insurance. The Volunteer understands that UNFPA does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

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4. Legal status. Volunteer understands that he/she is in no way to be considered in any respect as being a staff member of the United Nations or UNFPA and is not afforded the privileges and immunities granted to officials of the United Nations or UNFPA under the Convention on the Privileges and Immunities of the United Nations of 1946.

5. Indemnification. Volunteer will indemnify, defend and hold and save harmless UNFPA and its officials, agents and employees from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature arising from or relating to any acts or omission of the Volunteer.

5. Photographic Release. The Volunteer hereby grants and conveys unto UNFPA all right, title, and interest in any and all photographic images and video or audio recordings made by UNFPA during the Volunteer's Activities with UNFPA.

6. Intellectual Property. UNFPA shall be entitled to all intellectual property and other proprietary rights, including patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Volunteer has developed for UNFPA as part of the Activities and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the conduct of the Activities.

7. Prevention of Sexual Exploitation and Abuse. Sexual exploitation and sexual abuse are strictly prohibited. "Sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Without prejudice to the generality of the foregoing: (a) Sexual activity with any person less than eighteen years of age ("child"), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense. (b) The exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse. (c) The Volunteer acknowledges that sexual relationships between the Volunteer and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNFPA and are strongly discouraged.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

Volunteer name: _____

Date: _____

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Signature: _____

Annex II

**UNFPA Volunteer Agreement
(for Volunteer Assignments)**

1. The Volunteer Agreement sets out the terms and conditions of the Volunteer Assignment agreed upon between the Volunteer and the supervisor concerned.
2. The supervisor is responsible for ensuring that the Volunteer:
 - a) is provided with the terms of reference of the Volunteer Assignment;
 - b) is briefed on issues of safety and security, including mandatory training, and on issues of confidentiality;
 - c) provides a medical certificate of good health which confirms that they are physically fit for the Volunteer Assignment;
 - d) provides proof of adequate medical insurance and any required vaccinations.
3. Volunteers are not UNFPA staff members. They are not accorded privileges and immunities under the Convention on the Privileges and Immunities of the United Nations (1946).
4. Volunteers shall:
 - a) Work in accordance with the schedule agreed with the supervisor;
 - b) Perform the tasks as stated in the terms of reference for the volunteer assignment;
 - c) Observe all policies, procedures, instructions and directives of UNFPA that apply to affiliate personnel;
 - d) Maintain awareness of and compliance with security policies and guidelines applicable to the place of assignment;
 - e) Respect the impartiality and independence required of UNFPA and the United Nations and shall not seek or accept instructions regarding volunteer services from any Government or from any authority external to the United Nations;
 - f) Not communicate at any time to the media or to any institution, person, Government, or any other external source any information which has become known to them by reason of their association with UNFPA. They may not use any such information without the written authorization of the appropriate official, and

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- such information may never be used for personal gain. These obligations also apply after the end of the volunteer assignment;
- g) Refrain from any conduct that would adversely reflect on UNFPA or the United Nations and not engage in any activity which is incompatible with the aims and objectives of the United Nations;
 - h) Not receive any financial compensation from UNFPA;
 - i) Comply with the standards of conduct set forth in the Secretary General's bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse". In particular, volunteers shall not engage in any conduct that would constitute sexual exploitation or sexual abuse ("SEA"), as defined in that bulletin. Moreover, and without limitation to the application of other regulations, rules, policies and procedures, volunteers shall comply with the standards of conduct stated in UNFPA's Policy on Prohibition of Harassment, Sexual Harassment, Abuse of Authority and Discrimination.
5. Volunteers are responsible for making their own visa arrangements if the Volunteer Assignment is not in their home country. UNFPA may provide a letter confirming the Volunteer's Assignment on request.
6. Volunteers are responsible for arranging at their own expense health insurance covering the period of their Volunteer Assignment at UNFPA.
7. UNFPA is not responsible for any illness, injury, accident, or death incurred during or in connection with the volunteer assignment, or any costs associated with such events.
8. The Volunteer will indemnify, defend and hold and save harmless UNFPA and its officials, agents and employees from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature arising from or relating to any acts or omissions of the Volunteer.
9. UNFPA shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the volunteer has developed for UNFPA during the assignment and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the volunteer assignment.
10. Volunteers will be issued a special badge to access the premises where their assignment will take place. Volunteers are expected to adhere to security rules and procedures. Volunteers must undertake all mandatory security training and briefings applicable to UNFPA staff.

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11. At the end of the Volunteer Assignment, the supervisor may provide the Volunteer with final feedback. The supervisor shall issue a Certificate of Completion of Volunteer Assignment upon the completed Assignment and a reference letter may be issued upon request.

12. A Volunteer Assignment may be terminated at any time at the discretion of the Volunteer or UNFPA.

Volunteer Assignment Details:

Start Date: _____

End Date: _____

Full Time or Part Time: _____

Duty Station [City, Country]: _____

Signed by Volunteer

Date:

Signed by Supervisor

Date:

Annex III

For monitoring and reporting purposes on UNFPA Volunteers, offices shall provide the following information to the Division for Human Resources on an annual basis.

- Number of UNFPA Volunteer Assignments during the calendar year;
- Type of assignments;
- Length of each assignment;
- Nationality of each UNFPA Volunteer;
- Gender of each UNFPA Volunteer;
- Age range of UNFPA Volunteers:
 - 21 and under
 - 22 to 34
 - 35 to 44
 - 45 to 54
 - 55 to 64
 - 65 and over
- Other remarks:

Annex IV

CERTIFICATE OF COMPLETION

Presented to

**With appreciation for the completion of your
Volunteer Assignment as**

from _____ to _____

**Signed by _____
for UNFPA**