

## **Attachment 2 (別紙 2)**

### **Primary Course: Summary of Overseas Assignment (UN Volunteer assignment)**

Overseas assignment associated with the Program for Global Human Resource Development for Peacebuilding and Development (HRD Program) is administered by the United Nations Volunteers (UNV) programme. Program Associates will be deployed to UN partner agencies as UN Volunteers for the duration of one year to work in the field of peacebuilding and development. The deployment process, including the identification of assignments, recruitment, pre-departure arrangements, and volunteer management during the assignment and repatriation, is administered in accordance with UNV rules and regulations. However, the following unique process is adopted as part of UN Volunteer assignment component of the Program.

#### **Overseas assignment through UN Volunteer assignment**

Although UN Volunteer assignments will enhance knowledge and professional skills of the Program Associates, the UN Volunteer assignment itself is not a training. Each Program Associate is therefore expected to contribute to peacebuilding through his/her own expertise as a professional in the form of volunteering. UN Host entities expect the Program Associates to perform their assigned duties in a professional manner.

UN Volunteers are deployed to directly work with UN agencies to support vulnerable population, including refugees, women, children and people in conflict-affected areas. Activities include support to socially excluded groups to participate in the peacebuilding and development planning process, protection and assistance to people exposed to risk, and the strengthening of public administrative capacity to meet the basic needs of vulnerable groups. With the basic principle of contributing to peacebuilding, peacekeeping and development through the promotion of volunteerism, UN Volunteer assignments support areas including the following (list is not exhaustive):

- Humanitarian assistance and strengthening of basic services to vulnerable groups
- Crisis prevention and recovery
- UN missions
- Capacity development of public institutions
- Environment and climate change

#### **Sample of assignments**

##### **Crisis prevention and reconstruction**

- Prevention of violent conflict, national capacity development for reconstruction
- Capacity development of community members in negotiation and mediation
- Promotion of community members' participation in communication campaign for peace
- Community security, promotion and monitoring of human rights and rule of law

##### **Humanitarian assistance and strengthening of basic services to vulnerable groups**

- Protection and promotion of human rights for refugees and victims of conflicts and sexual violence
- Support for social reintegration of former combatants, displaced persons and vulnerable groups
- Youth leadership in communities, participation in decision-making, conflict resolution and social development

#### UN missions

- Support for mission activities in key areas (protection, rule of law, security sector reform, civil affairs, DDR, natural resource management, etc)

UN Volunteer assignments are selected through collaboration between UNV, Ministry of Foreign Affairs of Japan (MOFA) and Hiroshima University based on the needs of UN partner agencies in the field including UNDP, UNHCR, UNICEF, UNFPA, WFP, IOM, FAO, UNDRR, UNOPS, UN Women and UN Missions.

#### **The list of assignments is proposed based on the following factors:**

- International cooperation policy of the Government of Japan and UNV's strategic priority areas
- Safety of Program Associates in deployed duty stations based on the security standards of the Government of Japan
- Supervision and support structure at Host Entities
- Distribution of volunteers by UN Entities and region/country

#### **Selection of assignments and matching process**

- Potential assignments are selected and approved by MOFA in advance to the selection of shortlisted candidates.
- A list of potential assignments will be shared with shortlisted candidates who passed the screening of application forms, so that they can check the suitability and availability of assignments of their interest.
- After Program Associates are selected, an orientation by UN Agencies in Japan and a briefing session for the matching process by UNV are planned for Program Associates.
- The designated Program Associates can apply for assignments of their interest. They may consult with Hiroshima University or UN Agencies in Japan as needed (in case a designated Program Associate wishes to contact an agency which does not have an office in Japan or an agency, the office of which in Japan is not in the position to provide consultation services, an appropriate focal point of the agency will be identified through necessary coordination. The designated Program Associates can make inquiries to such focal points of potential Host Agencies). However, it must be emphasized that designated Program Associates must refrain from direct contact with the Host Entities (offices which they are interested in and might be assigned to).
- UNV will ensure that designated Program Associates' backgrounds match requirements of the assignments. Program Associates should note that they are required to have relevant experience that aligns with the requirements of the assignment and with the specific UN Host Entity, for which they are applying. For instance, Program Associates should not expect a placement with UNHCR if they lack relevant work experience in refugee and humanitarian

contexts. In case a Program Associate does not meet the requirements, UNV would propose an alternative with a better match.

- UN Host Entities will conduct the selection of Program Associates through interviews (or desk reviews as an option). If more than one Program Associate opt for the same assignment, the selection will be a competitive process. Matching process will be completed upon positive interview result and acceptance by Host Entity as well as confirmation of the Program Associate's appropriate medical status.
- If the process is unsuccessful, a Program Associate will apply for another post and repeat the process. Please note that there are no guarantees that the Program Associates can be matched with the assignments that they selected as their primary preference.
- In principle, assignments selected for the Program are for the Program only. However, in the case of assignments to UN Missions, the selection of candidates will be conducted as per the regular processes for UN Volunteers, which includes applicants other than Program Associates.

### **Deployment period of overseas assignment**

The deployment is expected to begin from January 2026 onwards following the completion of coursework in Japan. The actual date of deployment varies among Program Associates depending on the status of matching process, intentions of Host Entities, and progresses on pre-departure preparations.

### **Status of Program Associates during overseas assignment**

- Program Associates will be deployed as International UN Volunteers. International UN Volunteers are not UN staff members and are administered based on the associated Condition of Service. Condition of Service: [https://explore.unv.org/sites/default/files/2022-11/UNVcos20221%20Complete%20hi-res-final\\_compressed\\_NOV22.pdf](https://explore.unv.org/sites/default/files/2022-11/UNVcos20221%20Complete%20hi-res-final_compressed_NOV22.pdf)
- International UN Volunteers are provided with entitlements and allowances during the period of assignments. It includes the Entry Lump Sum allowance to cover pre-departure expenses incurred before and initially upon commencement of service, travel tickets, Monthly Living Allowance (MLA), and the Exit Lump Sum allowance. Calculate entitlements and allowances on Unified Volunteer Platform (UVP): <https://app.unv.org/calculator>
- The UNV Onboarding Portal provides candidates with information and guidance on the preparation for the assignment. UNV Onboarding Portal: <https://www.unv.org/become-volunteer/onboarding>
- UN Volunteer assignments under the HRD Program are considered as **assignments without family**, as per the policy of the Government of Japan for this Program. In case of unavoidable circumstances, Program Associates can only bring their dependents at their own costs and responsibility to support arrangements for their visa and accommodation. In that case, any potential travel of dependents to/from the duty station would be considered as private, i.e. neither UNV nor the Government of Japan will support the cost associated with the recognized dependents' travel.
- However, family allowances for the dependents who have been formally recognized in accordance with the UNV Conditions of Service may be additionally provided regardless of whether the dependent joins Program Associates at the duty station. In case of any questions, UN Volunteers shall enquire at their nearest focal points at UNV Field Units about whether their dependents are entitled to receive family allowances.