



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

联合国教育、
科学及文化组织

UNESCO Bangkok Asia and Pacific Regional Bureau for Education

Regional Unit for Social and Human Sciences in Asia and the Pacific
Regional Advisor for Culture in Asia and the Pacific
Advisor for Communication and Information in Asia
Regional Advisor for the UNESCO Institute for Statistics

UNESCO's Volunteer Programme

Purpose

1. The Volunteer Programme is established to offer opportunities, other than employment, for individuals to support the work of UNESCO on a voluntary basis.
2. The volunteer services are not intended to be a substitute for staff members.

Principles

3. The main principles of the Programme are as follows:
 - a) Volunteer assignments must be in the interest of UNESCO.
 - b) Volunteers can provide a range of services but may not carry out work and activities covered by established posts whatever the sources of funding.
 - c) There is no compensation, financial or otherwise, for volunteer services.
 - d) Under no circumstances Volunteers may not supervise staff or other UNESCO contractors, commit funds, approve budgets or take part in recruitment and procurement actions.
 - e) Volunteers may not officially represent the Organization and speak on its behalf.
 - f) Volunteers offer time freely and willingly; however, there is a presumption of mutual support and reliability between the volunteer, his/her supervisor and receiving unit.

Eligibility

4. Under this Programme, UNESCO will secure the collaboration of individuals to engage in areas of work which the Organization has selected as suitable for voluntary services.
5. In order to be eligible to take part in the UNESCO Volunteer Programme, the individual must meet the following criteria:
 - a) Be at least 20 years old but not normally older than 62 years old.
 - b) Be certified as medically fit to work;
 - c) Be legally entitled to reside in the country of assignment;
 - d) Possess the necessary knowledge, competencies and skills to carry out volunteer assignments;
 - e) Have a working knowledge of one of the two working languages of the Organization (French or English) and, preferably, be able to communicate in one or more languages of the duty station and/or region.

Types of assignments

6. Under the authority of UNESCO staff, volunteers shall undertake assignments in the areas of competence of UNESCO. Their tasks and duties will be set out in the Description of Assignment (DoA), which is part of the Volunteer Agreement (VA) (see Annex I).
7. Services undertaken by volunteers shall be of an intellectual nature. They may comprise, *inter alia*: specialised technical expertise; studies; reports; translation; IT developments; training etc.
8. Volunteers may also provide “online volunteering services” where assignments are completed, in whole or in part, via Internet and a home computer.

Duration

9. The duration of a volunteer assignment may be from two (2) weeks to six (6) months. Any extension requires the approval of the concerned Director of Field Office, based on clear justifications provided by the supervisor. No volunteer assignment, however, may be extended beyond twelve (12) months.
10. Volunteers will serve on a full or part time basis (50% or 80%), as agreed by the receiving unit, and within normal working hours.

Location

12. The location of the volunteer’s assignment should normally be on the Organization’s premises, as long as adequate working space is available, according to the nature of the assignment. The volunteer may also be located on the premises of UNESCO supported projects.
13. In the case of “online volunteering”, where the assignment is completed via Internet and a home computer, the volunteer can be based in any location.

Status, Remuneration and Conditions of Service

14. Volunteers are not UNESCO staff members; therefore, no privileges and immunities are granted by UNESCO.
15. Individuals engaged in volunteer services do not receive any remuneration from UNESCO. The costs of travel to join a duty station as well as accommodation and living expenses during the period of assignment are the responsibility of the volunteer.
16. Volunteers are responsible for making their own visa arrangements, as required. UNESCO may provide a volunteer with a letter confirming his/her volunteer assignment with the Organization on request.

Insurance

17. UNESCO accepts no responsibility for the medical insurance of the volunteer or for costs arising for accidents and illness incurred during a volunteer assignment. Volunteers are fully responsible for arranging, at their own expense, life, health and other forms of insurance covering the period of assignment at UNESCO.
18. Notwithstanding paragraph 24, UNESCO provides limited insurance coverage against risk of injury, illness, permanent disability or accidental death incurred during the period of the volunteer assignment, and if attributable to the execution of the assignment.

Security

19. Volunteers must complete mandatory UN security training courses.

Obligations

20. The **Volunteer's obligations** are as follows:
 - a) Volunteers sign a Volunteer Agreement (see Annex I), which sets out the terms and conditions of the volunteer service;
 - b) Volunteers shall comply with the Organization's rules, regulations, policies, procedures and directives;
 - c) Volunteers will work in accordance with the time schedule agreed with the supervisor and will notify the supervisor in case of absence, illness or other unavoidable circumstances, which might prevent the volunteer from fulfilling his/her duties;
 - d) Volunteers shall refrain from conduct that may adversely reflect upon UNESCO and shall not engage in activities incompatible with the aims and objectives of the Organization. Under the terms of the Volunteer Agreement, they undertake to carry out their assignments and regulate their conduct with the interest of UNESCO only in view, and to refrain from seeking or accepting any instruction from any authority external to the Organization, unless specifically authorized to do so by the Director-General;
 - e) Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as volunteers;
 - f) Should a volunteer wish to resign his/her assignment, he/she is required to provide at least 72 hours notice;
 - g) Titles, rights, copyrights and all other rights of whatsoever nature on any material produced by the volunteers for UNESCO during or linked to their assignment will be vested exclusively in UNESCO.
21. **UNESCO's obligations** are as follows:
 - a) Establish a Volunteer Agreement, which includes a Description of Assignment;
 - b) Assign tasks/assignments to the volunteer, which are of mutual interest to the Organization and to the volunteer;

- c) Assign the volunteer to a designated supervisor at Professional level and above, to monitor, provide guidance, and ensure completion of the Volunteer's assignment;
- d) Provide, as required, office space, computer access, tools, materials, office supplies and logistical support required by the volunteer to carry out the agreed activities;
- e) Provide at least 72 hours notice in the case of termination of assignment;
- f) Issue a Certificate of Volunteer Assignment for the volunteer who has successfully completed the assignment. A reference letter may be issued upon request.

Selection Process

- 22. Volunteers may be recruited either through expressing an interest in specific functions or through a general interest in volunteering. Applicants should submit a complete CV and a written proposal for contribution (max. 2 pages) describing their area(s) of expertise, purpose and objectives and expected results of their voluntary service in the Organization.
- 23. UNESCO will assess if the volunteer's profile and proposal for contribution are suitable for volunteer assignment.
- 24. UNESCO shall prepare the Description of Assignment (part of the Volunteer Assignment), which shall include a clear and concise description of role and duties assigned to the volunteer.

Post Volunteer Assignment restrictions

- 25. A former volunteer may not be recruited under any type of contractual arrangement until six months have elapsed from the date of expiration of the Volunteer Agreement.

Reporting

- 26. At the end of his/her assignment, the volunteer will discuss with his/her supervisor and prepare a brief report, outlining his/her achievements, as well as challenges/lessons learnt.