**Annex VII - SC Roster procedures**

1. **Objective**

Rosters allow a Country Office to engage Service Contractors more quickly by using a pre-approved list of candidates to fill vacancies in a particular job family and at a specific level of responsibilities.

1. **Establishing local SC Rosters**

**The Office can fill a roster with:**

a) Recommended candidates responding to a generic vacancy announcement for a specific area of expertise and level of responsibilities;

b) Recommended candidate(s) from a specific vacancy announcement, and

c) Recommended former SCs that have separated from UNDP with satisfactory service.

1. **Recommended candidates responding to a generic vacancy announcement for a specific area of expertise and level of responsibilities:** An interview/desk review panel is established by the RR, and is responsible for reviewing and assessing candidates. Minutes should indicate the candidates recommended for the roster(s), including information for which type of function and the recommended level. Reference checks must be conducted by the office and if negative feedback is received, candidates will be considered unsuitable for the roster. The panel minutes, P11s (or CV), copies of relevant degrees, and the reference checks, are kept on a roster file. Candidates are notified on the outcome of the process.
2. **Recommended candidate(s) from a specific vacancy announcement:** The roster may also include names and relevant application documents of individuals who applied for a specific SC position in the UNDP office and who, after being screened were found to be viable candidates but were not selected.
3. **Separated SC Holders with satisfactory service:** The roster may include SC holders who separated/resigned (but not as a result of a performance issue or misconduct or while under investigation - including for harassment, sexual harassment, abuse of authority or discrimination), and are recommended by the supervisor to be included in the roster in a similar area of expertise and at the same level of responsibility. **Supervisors** will be responsible to complete and submit (upon completion of the specific assignment) a service evaluation for the SC Holder. Submission of roster requests with uncompleted documents (service evaluation form) or missing information (type of function recommended for the roster and the Band) will not be considered.
4. **Selection of candidates from the roster**

The hiring unit may recommend any candidate from the roster in the relevant area of expertise and at the same level of responsibility for the position to be filled. If the candidate was on the roster for more than 12 months, the HR unit requests the candidate for an updated P11 (or CV), any new jobs undertaken since the inclusion on the roster will warrant an additional reference check. Signed minutes, or a note to file must be prepared showing the basis on which the recommended roster candidate has been selected for approval by the Resident Representative. UNDP policy on family relationships applies to all selections from a roster.

1. **Additional notes:**

Quality Assurance: The roster is filled only with individuals who possess relevant experience and meet the minimum requirements to ensure quality services. Recommended candidates for the roster must agree to being placed in the roster.

The candidates placed in the roster will remain rostered for **3 years** from the date of approved minutes/last day of contract with satisfactory performance. To add candidates to a roster, the supervisor should follow the roster procedures indicated above. Respective units may draft TORs and place advertisement for the roster (through the HR unit).

If a roster candidate wishes to be considered for an advertised SC position, they will have to apply and undergo the normal UNDP recruitment procedure for the position and participate in the competitive process on the same basis as all other applicants. Inclusion in a UNDP roster will not give any preference to the candidate in the recruitment process.

A roster candidate may be removed from the roster if:

* the individual informs UNDP of their decision to be removed from the roster;
* UNDP has obtained more than one negative performance feedback from a hiring units;
* the individual (roster candidate) declines more than 3 assignments in a calendar year; or
* the individual has been on the roster for more than three years.

The data stored in the rosters may be accessed by UNDP projects and respective project managers. It is considered to be “for internal use only” and confidential, therefore it will not be disclosed or freely provided to third parties.

1. **Roles and Responsibilities:**

The hiring unit is responsible for identifying possible candidates for the roster through a VA, or from staff who have already been employed and separated (as per above instructions).

The HR Unit will be responsible for timely data collection (based on information received from the hiring unit) and maintaining the roster.

The Resident Representative is responsible for approving candidates for inclusion in the roster and selected roster candidates for the SC position.

Sample email to be sent by the HR unit to the candidate (who applied through a specific VA but not selected, and SC holder who separated) being considered for the roster – To be updated by the hiring unit as relevant (e.g. point 1 below may not be relevant for SC holder who separated/resigned).

Dear Ms./Mr.

You have been recommended for the roster for the possible Service Contract with UNDP \_\_\_\_ for function/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and would highly appreciate your confirmation. The candidates placed in the roster will remain rostered for 3 years. If you agree to be included in the roster, please provide us the following documents/information:

Names of referees (minimum 3 names, title and e-mail address, preferably current supervisor, otherwise previous supervisors)

Copies for school/academic degree and education

Signed UNDP P11 form (please see attached form). Please make sure that all work histories and salary levels are reflected and accurate.

However, please note that if you wish to be considered for any position advertised, you will have to apply and undergo the established UNDP personnel recruitment procedures and participate in the competition on equal basis with all other applicants. The UNDP roster status will not give any advantage or privilege to the entered expert in this case.

We would like nevertheless to take this opportunity to wish you every success in your future endeavours.

With best regards,