

UNV Guidelines on Cost Recovery & UPL

United Nations Volunteer (UNV) Programme was established by the General Assembly and is administered by the Administrator of UNDP (GA26/44). The Executive Board of UNDP authorizes a core budget (Fund 02600) for UNV, chargeable to the biennial budget of UNDP (GC88/46) for the maintenance of a UNV management, support and field structure (GC88/46 and GC90/38).

UNV is functionally integrated into UNDP and receives support in the field through the structure of UNDP. As mandated by the UNDP Executive Board, UNV has established “UNV Field Unit” comprised of Programme Assistants/Associates and/or UNV National Officers or UNVs to support with the work required to manage UNV activities.

As the UNV Field Unit is an integral part of the UNDP Country Office, UNDP does not cost recover for support by UNDP CO to UNV Field Unit in the conduct of its institutional activities, including, rent, maintenance, security, car pool, shared equipment and services (photocopiers, LAN, switchboard, IT connectivity, Telephone, etc.) as well as transactional support for travel, administrative, HR, finance, procurement, ICT and other office activities undertaken by the UNDP CO for the UNV Field Unit.

Country Offices also perform transactions towards recruitment, deployment and administration of volunteers. These transactions are subject to cost recovery as per below:

- For transactions towards administering of UN Volunteers, excluding UN Missions, cost recovery is done via an annual lump sum payment by UNV to the Country Office (no UPL is charged). The lump sum payment is calculated as 2.5% of the total actual cost of volunteers deployed in the country. Since 2019, this lump sum paid by UNV is retained by UNDP COs.
- For transactions towards administering of UN Volunteers assigned to UN Missions, special payment arrangements may be agreed bilaterally between the Country Office and UNV.

In addition to UNV Field Units, UNV staff and volunteers may also be assigned to selected UNDP Regional Hubs and Country Offices to support UNV’s programmatic objectives. Support and service provided for such UNV personnel and projects is subject to cost recovery on an identical basis as other UNDP offices and projects via UPL or LPL.