

Implementation Process for UNV assignments

(fully funded by the Government of the Republic of Slovenia)

	Action	Responsible party
1.	Sign Agreement of co-operation between the Ministry of Foreign Affairs (MoFA), Slovenia and the United Nations Volunteers (UNV) to recruit and field Slovenian candidate(s) as UNV Volunteer.	UNV, Bonn & MoFA, Slovenia
2.	Transfer funds to UNV, Bonn as per the signed Agreement	MoFA, Slovenia
3.	Submit to MoFA, Slovenia UNV Terms of References (TOR) from the countries & areas of interest indicated by the Ministry.	UNV, Bonn
4.	Review and approve TOR and advertise the post(s) on Ministry's website or any other website deemed appropriate. Candidates should be instructed to apply directly to the UNV Roster through "Online Application" process by following the link http://one.unv.org/main/?Lang=en	MoFA, Slovenia
5.	Once application deadline is over, shortlist candidates from the UNV Roster and submit the Fact Sheets (candidate profiles) of each candidate to MoFA ,Slovenia for review and clearance.	UNV, Bonn
6.	Review the profiles of candidates and provide clearance of candidates to UNV Bonn.	MOFA, Slovenia
7.	Submit cleared candidates (minimum 3 candidates) to the UNV Country Office Team (UNV/COT) in the country of assignment	UNV, Bonn
8.	Review, interview & select candidate in order of preference.	UNV COT/UNDP/ Host Organization
9.	Communicate to UNV HQ Bonn the results of the selection and submit Interview Report and a letter of selection by the host organization.	UNV COT
10.	Submit Interview Report and letter of acceptance of the candidate to MoFA, Slovenia alongwith the proforma cost estimate of the assignment.	UNV, Bonn
11.	Contact and proceed with the recruitment of the selected candidate and make travel arrangements.	UNV, Bonn
12.	Make arrangements to the receive the candidate at the country of assignment and provide necessary briefings	UNV COT
13.	The UNV volunteer begins his/her assignment	