

## Conditions of Service for TOKTEN Volunteers



Transfer of Knowledge Through Expatriate Nationals, hereafter referred to as TOKTEN, is a window of opportunity for professional expatriate nationals to volunteer their services for their country of origin for a maximum short period of time on an assignment. The motivation of a TOKTEN Volunteer is driven by a desire to contribute to the development process of her/his country of origin.<sup>1</sup>

Assignment under TOKTEN Projects as based on volunteerism, which is based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens. Hence:

- TOKTEN Volunteers accept their assignments not as employment but as service, and for a short and limited period: working with TOKTEN is not a career proposition.
- TOKTEN Project is neither a Repatriation Programme nor an Employment Scheme.
- There is no element of commitment to permanent return to the country of origin for TOKTEN Volunteers, However, repeated mission, by TOKTEN Volunteer to the country of origin, to enhance the sustainability of the TOKTEN Project are possible.
- TOKTEN Volunteers are regarded as international consultants providing voluntary service for their home country
- TOKTEN Project supports TOKTEN Volunteers with specified Allowances (International travel fare; living allowance; and support for medical and life insurance) and Not Salaries.
- TOKTEN Project is demand-driven, meaning that recruitment of TOKTEN Volunteers depends on requests from beneficiary organizations in Sudan.

### I. RULES OF CONDUCT:

TOKTEN Volunteers undertake their duties and conduct themselves in the interest of the United Nations and the government of Sudan. Detail of the Rules of Conduct is attached to this document.

UNDP will reserve the right to terminate the assignment of a TOKTEN Volunteer without any notice, when it believes that s/he did not observe the Codes of Conduct.

### 2. DURATION OF ASSIGNMENT:

Duration of TOKTEN assignment will range between one to eight weeks. However, there is flexibility for longer assignment duration or contract extension up to a maximum of three months of TOKTEN assignment (initial assignment and contract extension) based on mutual agreement between the TOKTEN Volunteer and the TOKTEN Project.

Repeated assignments are possible, limited to the same period of time specified above.

### 3. RECRUITMENT AND TRAVEL FROM COUNTRY OF RESIDENCE:

**a. Recruitment procedures:** Once the candidature is approved by the host organisation, the recruitment of the TOKTEN Volunteers is subject to acceptance of assignment and TOKTEN Conditions of Service, positive interview, and submission of a medical certificate of good health from a qualified medical practitioner.

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<sup>1</sup> The TOKTEN Volunteer would be required to present documentary evidence to prove that s/he is an expatriate national of the country of assignment.

- b. **Mode of assignment:** TOKTEN assignment is strictly on unaccompanied basis.
- c. **Pre-assignment Allowance:** The TOKTEN Volunteer will receive a one-time payment for the purpose of covering pre-departure expenses, including costs of required visas, medical certificate, vaccination, travel between place of residence and the nearest airport, etc.
- d. **International Travel to and from Sudan:** TOKTEN Volunteers will be provided with round-trip air tickets at the direct and least costly economy fare from the nearest airport to and from the duty station. They will also receive terminals and daily subsistence allowance for unavoidable stopovers as per UN procedures.

TOKTEN Volunteers must handover the return portion of the air-ticket to the TOKTEN Project upon arrival in Sudan (please refer item 7 below).

### **3 IN-COUNTRY ENTITLEMENTS FOR TOKTEN VOLUNTEERS:**

- a. **TOKTEN Living Allowance (TLA):** The TOKTEN Living Allowance (TLA) is a monthly Living Allowance to TOKTEN Volunteers to cover basic needs, accommodation, utilities during assignments, and should not be considered as a salary. Details of the TLA specific to a particular duration of assignment will be indicated in the letter of offer to TOKTEN Volunteers. The TLA allowance is not negotiable, but would be subject to periodic revisions.
- b. **Insurance:** The TOKTEN Project will reimburse TOKTEN volunteers up to a maximum amount established by the project for subscribing for health, life and permanent disability insurance with the company of choice of the volunteer. It is mandatory for all TOKTEN Volunteers to subscribe to an insurance policy within or outside Sudan.
- c. **Note on Annual Leave:** Due to the short duration of the assignment, there will be no annual leave accrual for TOKTEN Volunteers. However, the weekends and holidays as observed by host organizations are available to TOKTEN Volunteers.

### **4. CONTRACTS OF TOKTEN VOLUNTEERS:**

- a. **Initial Contract:** TOKTEN Volunteers will sign a contract for their initial assignments upon arrival in the country. The effective date of the contracts will be the date of arrival in Sudan.
- b. **Contract Extension:** Contracts of TOKTEN Volunteers may be extended beyond initial contract. The initial contract and the contract extension will not exceed a maximum of 12 weeks of service for a TOKTEN Volunteer.

The TOKTEN Volunteers Conditions of Service is applicable to initial assignment and extension to assignment of a TOKTEN Volunteers. Hence, a TOKTEN Volunteer by accepting the initial assignment and contract extension also accepts this Condition of Service.

### **5. SECURITY, IMMUNITIES AND PRIVILEGES:**

- a. **Security:** TOKTEN Volunteers are required to strictly observe all security instructions issued by the Designated Official of the United Nations in Sudan. Any non-compliance with security instructions will result in termination of assignment. The TOKTEN UN Volunteer will be included in the local UN security management system and plan, as applicable.
- b. **Immunities and privileges:** The functional immunities and privileges of TOKTEN Volunteers will be afforded by the Government of Sudan. TOKTEN Volunteers may be extended with the courtesies, privileges and facilities in accordance with their status as personnel of the United Nations.

### **6. RECOURSE PROCEDURE:**

A TOKTEN Volunteer who wishes to contest an administrative decision made by the TOKTEN Project shall write to the UNDP Country Director requesting that such decision be reviewed. The

letter must be sent within one week from the time the TOKTEN Volunteer receives written notification of the contested decision. The decision of the UNDP Country Director will constitute final settlement of the dispute and will be binding on both parties.

**7. SEPARATION FROM SERVICE**

The assignment may be terminated either by the TOKTEN Project or the TOKTEN Volunteer by giving seven days of written notice. The TOKTEN Project will decide on a case-by-case basis whether the returned portion of the air-ticket could be released to the TOKTEN UN Volunteer who resigns from the assignment.

**8. REMARKS**

The TOKTEN Project reserves the right to amend the conditions of assignment without prejudice to the rights acquired under it. Any divergence in the interpretation of the above is the prerogative of the TOKTEN Project and is not subject to negotiations.

## **RULES OF CONDUCT FOR TOKTEN VOLUNTEERS IN SUDAN**

1. TOKTEN Volunteers will ensure that they undertake their duties and conduct themselves in the interest of the United Nations and the government of Sudan they are serving.
2. In accordance with the ideals of volunteer service, TOKTEN Volunteers will be guided by the motivation to devote their knowledge and abilities without regard to financial benefit, towards realizing the broad objectives lay down by the United Nations Charter for the economic and social advancement of humanity.
3. TOKTEN Volunteers will not engage in any activity that is detrimental to the proper performance of their duties. TOKTEN Volunteers will not accept any supplementary payment from a government or any other source, even when intended to cover the performance of any additional duties or activities.
4. Although TOKTEN Volunteers are not expected to relinquish national sentiments or political and religious convictions, they will not engage in any political activity that may be inconsistent with the independence and impartiality required of persons affiliated with the United Nations. TOKTEN Volunteers will avoid any action and, in particular, any public statement, which may adversely reflect on their international status as TOKTEN Volunteers.
5. During their assignment, TOKTEN Volunteers will not undertake any of the following, except in the normal course of official duties or with prior explicit approval of the UNDP Resident Representative. They will not issue statements to the press or other agencies of public information; release visual information for publication; submit articles, books or other material for publication or take part in mass communication activities such as film, radio or television productions which are in any way related to project activities or interests of the United Nations or Sudan.
6. TOKTEN Volunteers will, at all times, respect the laws, moral codes, and traditions prevailing in Sudan.
7. During their assignment, TOKTEN Volunteers will neither seek nor accept instructions from any government or from any other authority external to the UN system, including representatives of Co-operating Organizations. TOKTEN Volunteers assigned to government of Sudan institutions, departments or NGOs, however, will receive work-related instructions from designated officials of the host organisation, as appropriate.
8. TOKTEN Volunteers are not authorized to accept or undertake outside jobs during their TOKTEN assignments. The UNDP Resident Representative may approve non-remunerative service for the TOKTEN Volunteers together with their assignments in consultation with host organizations.
9. In addition to the above, TOKTEN Volunteers are required to comply with other guidelines for conducts and security measures that may be issued, from time to time, by the Designated Official of the United Nations in Sudan.