



**United  
Nations**

Department  
of Safety  
and Security



# **UNDSS STANDBY PARTNERSHIP PROGRAMME**

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**GUIDANCE NOTE**



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# Introduction

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The security environment in which the United Nations operates continues to be highly complex and unpredictable. Conflicts are multiplying and intensifying, while internal displacement, including unprecedented levels of climate-induced migration is on the rise. Non-state armed groups are expanding their reach and capabilities by exploiting unresolved grievances. Meanwhile, disregard for international humanitarian law is increasingly evident in areas where the United Nations is called upon to deliver its mandates. In this context, the demand for security and specialized support services has reached an all-time high. Meeting this demand requires expanded partnerships to ensure that the UN system can continue delivering critical programmes while safeguarding its personnel in ever more challenging and complex operating environments.

In 2023, recognising the need for complementary capacity and resources to deliver at scale, the Department launched a Standby Partnership Programme (SBP) and joined the Standby Partnership Network. Managed by the Emergency Response Team (ERT) – a critical component of the Department's crisis management and response – the SBP Programme provides additional capacities and expertise that support rapid, tailored and effective scale-up of UN operations. This includes a better enabling environment for humanitarian aid delivery during escalating or sudden onset emergencies. This Guide provides the Department with information on standby agreements, our partners and the terms and conditions under which expert personnel are deployed.

For further information and/or questions related to UNDSS Standby Partnership Programme, including agreements with each Standby Partner, please reach out to the Emergency Response Team: [dss-standbypartnership@un.org](mailto:dss-standbypartnership@un.org)



# What is the SBP mechanism and Network?

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Founded in 1991, the Standby Partnership mechanism provides surge capacity support to UN entities responding to humanitarian emergencies through the secondment of gratis/in-kind personnel by external partner organizations. The SBP mechanism functions through a series of bilateral agreements between UN entities and several surge-providing organizations (Standby Partners).

Over the last three decades, the SBP mechanism has expanded considerably by gaining new participating members that cover over 400 expert profiles.

The Standby Partnership Network began in 2013 as an initiative of organizations from the SBP mechanism. The aim was to ensure the consistent availability and provision of high-quality personnel to support humanitarian action through organizational engagement and collective preparedness.

The SBP Network currently comprises 16 participating UN agencies and 56 standby partners that regularly use the SBP mechanism for deployment of personnel. Most of these organizations are also part of and contribute to the SBP Network initiatives, through in-kind and financial support, and/or through their participation in the Working Groups, the Steering Committee, and engagement with the SBP Secretariat.

As the newest member of the SBP Network, UNDSS attends the annual and mid-annual consultations, where fostering the implementation of best practices and new solutions to improve preparedness and response capacity are discussed. UNDSS is also a member of the SBP Network Duty of Care Working Group.



# Who are the Standby Partners?



Standby Partners are a diverse group of organizations, including government agencies, NGOs, donors, private sector, and foundations that maintain a roster of pre-qualified experts. The partners provide surge capacity support to UN entities responding to sudden onset or escalating emergencies through the secondment of gratis/in-kind “experts on mission”. Over the past two years, UNDSS has signed agreements with six partners and has relied on the SBP experts for support in various areas, like information management, GIS, data and security analysis, security telecommunications, mapping, and drone operations.

It is important to remember that SBP support is a complementary mechanism alongside other existing resources, sources of preparedness and UNDSS mechanisms. During their deployment, expert personnel deployed to UNDSS through this programme are expected to take on a UNDSS identity and are fully incorporated into UNDSS.

# UNDSS Partners

(as of 1 May 2025)

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## CANADEM



CANADEM is a global non-profit NGO focused on promoting international peace and security by creating a pool of experts ready for rapid deployment and managing missions in support of International Service alongside the UN, various intergovernmental organizations (IGOs), NGOs, and government bodies.

The organization excels in swiftly dispatching specialists to meet the personnel requirements of UN agencies during sudden humanitarian emergencies and disasters, as well as in ongoing crises, as part of the Standby Partnership Programme. CANADEM's professionals enhance the effectiveness of relief operations in critical areas such as shelter, gender, child protection, nutrition, security, and logistics. Their efforts significantly contribute to the welfare of both local and displaced vulnerable communities, while also bolstering disaster preparedness and capacity-building initiatives.

## Help.NGO



Help.NGO is a global non-governmental organization dedicated to emergency response, preparedness, risk reduction, and prevention efforts. Operating worldwide, it harnesses advanced technology and deep expertise to enhance both national and international disaster response strategies at every stage—before, during, and after emergencies.

Committed to deploying sophisticated solutions on a wide scale, Help.NGO promotes the widespread adoption and adaptation of practices through ongoing research, development, training, and the provision of ready-to-implement solutions. The organization's assistance spans the full spectrum of humanitarian and development activities, covering operational, strategic, and administrative support.

## iMAP Inc.



iMAP Inc. is an international non-profit organization that specialises in providing information management services to humanitarian and development agencies. By equipping partners with critical data, iMAP Inc. empowers them to make well-informed choices, ensuring high-quality, targeted aid reaches the world's most vulnerable groups.

The organization aids humanitarian stakeholders in addressing both operational and strategic dilemmas through its innovative use of information. iMAP Inc.'s strategies promote evidence-based decision-making across the spectrum of emergency preparedness, humanitarian interventions, and development programmes. It serves UN agencies, humanitarian clusters/sector leads, NGOs, and government bodies by transforming data into actionable information and generating knowledge essential for those making impactful decisions in development, violent conflicts, disaster aftermaths, and recovery from conflicts. Finally, iMAP Inc. is committed to ensuring the sustainability of information management practices, tailoring capacity building activities that empower stakeholders and national entities.

## MapAction



MapAction is an international non-profit organization that uses geospatial, mapping, and data expertise to help humanitarian organizations make crucial decisions for crisis-affected communities.

The organization consists of staff members and expert volunteers who specialize in geospatial and data analysis. These volunteers are ready to deploy rapidly to provide critical support, including capacity-building and direct assistance to partners during crises. Leveraging the diverse professional backgrounds of its volunteers—from data scientists and software developers to geospatial experts and engineers—MapAction works year-round to create innovative solutions. Their efforts strengthen disaster preparedness, improve response capabilities, and promote resilience against future challenges.

## Swedish Civil Contingencies Agency (MSB)



MSB is a government agency under the Swedish Ministry of Defense and is responsible for helping society prepare for major accidents, crises and the consequences of war. MSB contributes with seconded experts to the UN in most major humanitarian emergencies, usually on short notice. The agency also has a mandate to support the UN in conflict prevention, recovery and the development agenda. Some examples of profiles available on MSB rosters are: coordinators, information management experts, mine action experts, engineers, IT and radio-communication experts, structural engineers and others. The purpose of the support is to strengthen the UN in effective and life-saving operations for the population affected by a natural disaster or conflict.

## RedR Australia



RedR Australia is a leading international humanitarian response agency that selects, trains and deploys technical specialists. RedR Australia provides skilled people and training to help communities plan, prepare, rebuild and recover before, during and after crises and conflict. RedR Australia maintains a roster of nearly 1,000 technical specialists and 80 Associate Trainers across a range of skill profiles including disaster risk reduction, emergency preparedness, recovery and stabilisation activities in times of need. RedR Australia is the only Standby Partner to the UN in the southern hemisphere and has shown strong progress in the areas of disability inclusion, gender, localisation and climate change.

## Swiss Agency for Development and Cooperation (SDC)



The Swiss Agency for Development and Cooperation (SDC) is Switzerland's international cooperation agency within the Federal Department of Foreign Affairs (FDFA). In operating with other federal offices concerned, SDC is responsible for the overall coordination of development activities as well as for the humanitarian aid delivered by the Swiss Confederation.



# UNDSS Standby Partnership Programme

The UNDSS Standby Partners provide timely and expert emergency response capacity, as well as temporary and urgent assistance in case of new and/or expanded mandates of the UN in various country contexts.

Standby Partner personnel support may be requested and deployed on an exceptional basis, in line with the following two criteria:

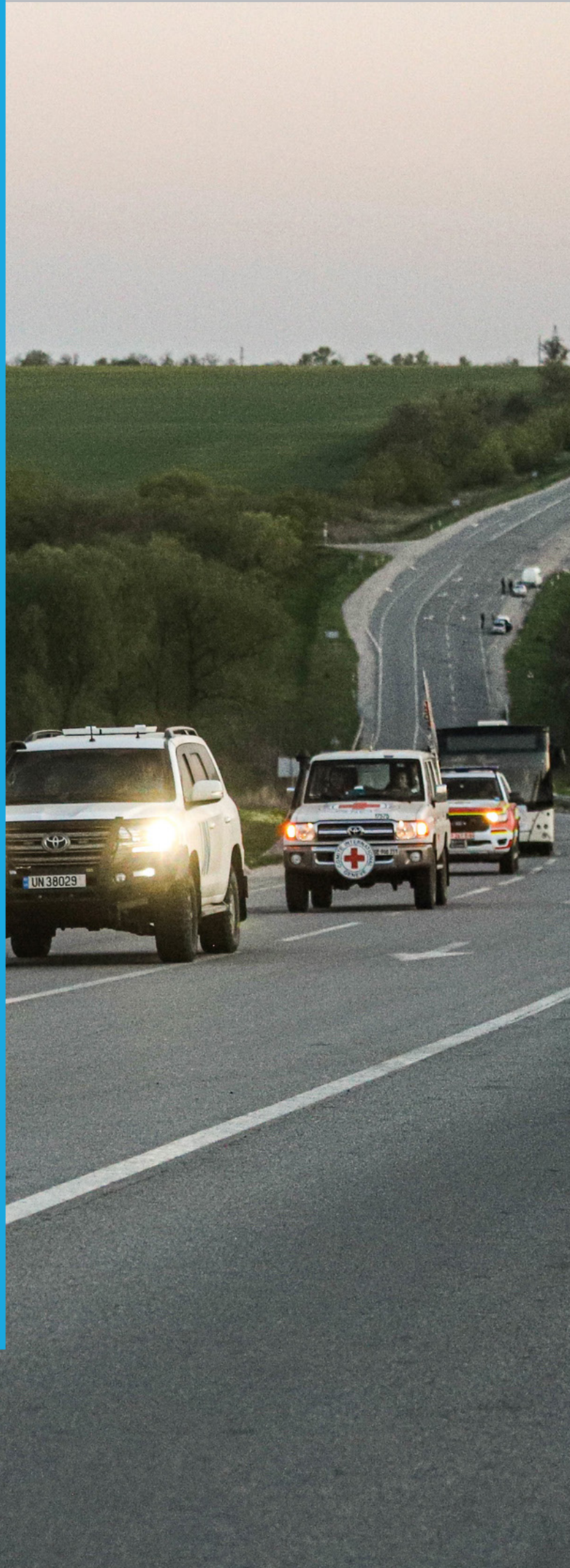
1. To provide temporary and urgent assistance in the case of an unforeseen new or escalating emergency and/or crisis, for a maximum period of 6 months; or
2. To provide expertise that is not readily available within UNDSS for very specialized functions and for a limited and specified period; maximum up to 12 months.

## **Purpose:**

- To rapidly boost UNDSS resources and capacities during escalating or sudden onset emergencies and/or crises.
- To fill critical expertise needs in support of UN operations.

## **Benefits:**

- Rapid deployment of expert personnel that allows for more efficient responses during emergencies and/or crisis situations.
- Access to diverse and specialized skills that can fill critical gaps in UNDSS operations strengthening the overall response and impact.
- Collaborative knowledge-sharing and capacity-building on specialized skills among UNDSS personnel.
- In-kind support that provides access to additional resources, capacities and expertise.







# Expert personnel deployment: General terms and conditions

## Cost implications

The deployment of the expert personnel (“experts”) is fully funded by the Standby Partner.

## Criteria for requesting expert personnel

It is important to keep in mind that the external deployment resources should be used in moderation and not become a substitute for regular staffing arrangements within UNDSS.

The use of experts should be seen as a short-term solution to support and augment existing staffing resources in UNDSS operations, when considered absolutely necessary. In general, the following criteria should be considered and met when requesting assistance from our Standby Partners:

- To support new and escalating emergency.
- To provide expertise that is not available within the organization.

In addition to the above-mentioned criteria, the requesting UNDSS office must keep in mind that it is responsible for and should be able to undertake the following:

- Provide expert with office space and equipment (e.g., laptop, access to email and internet, UN ID card, mobile phone/sim card, radio, etc.).

- Arrange pick-up of the expert upon their arrival at the airport or the closest port of entry.
- Arrange housing logistics for the first few days of the expert’s deployment. In case of a high-risk duty station, coordinate to allocate appropriate housing for the expert which is commensurate with the accommodations occupied by UN personnel (i.e. inside a UN compound etc).
- Arrange briefings and provide a welcome package (if available) upon the expert’s arrival and ensure that they participates in other relevant orientation/onboarding briefings/ process.
- At the end of a deployment, assist, if necessary, with arranging drop-off at the airport or the closest port of departure.
- At the end of each engagement, complete the performance evaluation report (PER) of the expert using the SBP PER template.

Where necessary, the requesting UNDSS country office should also budget for the following:

- Mission travel within the country of operation, including official internal travel to and from the expert’s designated duty station.







# Employment contracts for expert personnel

Experts sign a contract with their respective Standby Partner, not with UNDSS. Experts may not have the same contractual terms, compensation, leave, benefits and etc that UN staff are entitled to. Specific contractual terms are agreed between the expert and their respective Standby Partner.

While performing functions for UNDSS, the experts shall be considered “experts on mission” within the meaning of article VI, section 22 and 23 of the Convention on the Privileges and Immunities of the United Nations<sup>1</sup>.

When deployed to UNDSS, experts are required to sign an Undertaking, which outlines their responsibilities toward the United Nations. This will bind the experts to the same rules and regulations applicable to UNDSS staff. Signing the Undertaking implies that the experts have read and understood the UN code of conduct.



## <sup>1</sup> Article VI: EXPERTS ON MISSIONS FOR THE UNITED NATIONS

Section 22. Experts performing missions for the United Nations shall be accorded such privileges and immunities as are necessary for the independent exercise of their functions during the period of their missions, including the time spent on journeys in connection with their missions. In particular they shall be accorded:

- a immunity from personal arrest or detention and from seizure of their personal baggage.
- b in respect of words spoken or written and acts done by them in the course of the performance of their mission, immunity from legal process of every kind. This immunity from legal process shall continue to be accorded notwithstanding that the persons concerned are no longer employed on missions for the United Nations; inviolability for all papers and documents; for the purpose of their communications with the United Nations, the right to use codes and to receive papers or correspondence by courier or in sealed bags; the same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign governments on temporary official missions; the same immunities and facilities in respect of their personal baggage as are accorded to diplomatic envoys. Section 23. Privileges and immunities are granted to experts in the interests of the United Nations and not for the personal benefit of the individuals themselves. The Secretary-General shall have the right and the duty to waive the immunity of any expert in any case where, in his opinion, the immunity would impede the course of justice, and it can be waived without prejudice to the interests of the United Nations.

### **Status of the expert personnel**

During the period of deployment, experts are contracted by their respective Standby Partner. Although the hosting UNDSS office should fully integrate the experts into the UNDSS team, they are not considered to be UN staff members.

During the period of deployment, UNDSS shall endeavor to have the relevant government(s) in the country(ies) of operation recognise the experts as enjoying immunity from jurisdiction in the exercise of their functions, which is subject to the agreement between UN and the country or countries of operations providing for such a possibility.

The Secretary-General shall have the right and duty to waive the immunity of any experts having been accorded such status in any case where, in their opinion, the immunity would impede the course of justice.

### **Visa**

The United Nations will facilitate the process of obtaining entry visas for the expert.

### **Insurance**

It is the responsibility of the Standby Partner to provide comprehensive insurance to experts, covering illness, disability or death that may occur during the deployment with UNDSS. In addition, the expert's medical and life insurance should include war, threat, and other extraordinary risks.

### **Contract extension**

If an extension is deemed necessary, the requesting UNDSS office must notify the ERT at least one month prior to the expert's deployment end date. The requesting UNDSS office must submit a written justification along with the signed and completed extension form (Annex C) and a completed Performance Evaluation Report (Annex B). ERT is ready to provide full support to the requesting UNDSS office during this process.

The ERT will then alert the Standby Partner of the desired extension, and if the Partner agrees to the extension, the extension will generally commence immediately upon expiration of the initial employment contract. The ERT focal point will inform the Executive Office accordingly for UMOJA extension and the

extension of UN travel certificate.

Kindly keep in mind that in some cases, the Standby Partner may not always be able to fund an extension despite the availability of expert to extend their deployment.

### **Medical examinations**

It is the responsibility of the Standby Partner to ensure that the experts are fit for the assignment and has had the required medical statement of good health and vaccine inoculations for the country to which they deployed to.

### **Mandatory trainings**

All experts must complete the following mandatory online courses prior to their deployment to the duty station: BSAFE, Information-Security Awareness – Foundational, Ethics and Integrity at the United Nations, Prevention of Sexual Exploitation and Abuse by United National Personnel, and Records and Information Management. The Standby Partner should provide copies of all certificates for each expert to the ERT and/or EO focal point.

If experts are deploying to a country where the Safe and Secure Approaches in Field Environments (SSAFE) Training is required, and they have not yet completed the training, then it is the responsibility of the UNDSS country office where they are deploying to, to provide them with the SSAFE training if and when it is available. All costs related to the SSAFE training are the responsibility of the UNDSS country office.

### **UN travel certificate**

Where feasible and appropriate, UNDSS will facilitate the issuance of UN travel certificate to the expert. It is the responsibility of the expert to inform the administrative/HR focal point of the hosting UNDSS office before the expiration of their documents so proactive steps can be taken to extend their UN travel certificates.

### **Housing**

The hosting UNDSS office should assist the expert in finding local housing, where this is available. In locations where local housing is not an option, the expert should be provided with a similar accommodation arrangement to those of UNDSS staff. Housing costs are borne by the Standby Partner.





### Working hours

Expert will have the same working hours as UNDSS staff. If time-off during weekends is not possible owing to the exigencies of work, the expert will follow the system in place for compensatory time-off that has been established by the UNDSS supervisor for the emergency operation.

### Leave entitlements

Leave entitlement for the expert will vary depending on the agreement with each Standby Partner but will not exceed those of UN staff members. Throughout the period of deployment, the expert will be entitled to the accrual of annual leave in accordance with the terms of service by their respective Standby Partner.

It should be noted that some Standby Partners (not all) do not allow experts to take leave during the first three months of their deployment. All leave plans must be approved in advance by their UNDSS supervisor and by the Standby Partner.

### Salary and Daily Subsistence Allowance (DSA)

The Standby Partner is responsible for arranging and paying most administrative matters related to the employment costs of the expert, including salary and any other benefits. In cases where the expert undertakes official travel in the country/region of their deployment, upon the request of UNDSS, UNDSS will cover those costs, including payment of DSA, as applicable.

### Rest and recuperation (R&R)

UN policy on R&R applies to all experts. Experts are entitled to take UN-organized flights to and from R&R locations, where applicable, under the same terms and conditions as UN international staff members. UNDSS is not responsible for any R&R lumpsum payment to the expert for the R&R period.

Time taken as R&R must be approved by the UNDSS supervisor in advance. Experts must also advise their Standby Partner of R&R in advance.

### Access to working facilities

Experts will benefit from the same backup support that UNDSS provides to its own international staff exercising similar functions in the office of deployment. This includes access to transport (including UN vehicles, where applicable) and communication equipment, working space and other working facilities necessary for the expert to operate according to their TOR.

This includes:



**Equipment:** the same equipment (e.g., laptop, VHF radio, mobile phone/sim card (if applicable), etc.) issued to UNDSS staff working in the operation should be made available to the expert.



**Transportation:** the same access and method of transportation available to UNDSS staff members, including access to UNDSS pool of vehicles.



**UN ID card:** UNDSS and/or United Nations ID card should be provided to the expert upon their arrival in-country.



**E-mail and internet:** access to UN e-mail and internet should be provided to the expert.

### Travel costs

The Standby Partner covers the cost of travel to and from the hosting UNDSS office. When the expert is based in a field office, a stop-over in the capital for security and other briefings should be arranged accordingly. The hosting UNDSS country covers all expenses related to the expert's internal travel in the field (country or region).

### General security considerations

Experts are covered under the UNSMS framework. UNDSS is responsible for providing experts with the same protection and physical security measures that it affords its own staff. Experts must at all times be fully informed and kept updated on the security situation in their duty station. Therefore, experts should be included in all UNDSS security arrangements in a manner consistent with the UNSMS policies. Experts are bound to comply with the prevailing security procedures, instructions, and standards as determined by the UNSMS Framework for Accountability.

While it is the responsibility of the expert to obtain security clearance for their official travels subsequent to the arrival in a duty station, on the first deployment, the hosting UNDSS office should secure a security clearance on their behalf prior to the deployment through the TRIP system.





### **Security relocation/evacuation**

Like UN international staff members, experts are relocated or evacuated as per UN Security Management Policy.

UNDSS shall facilitate the security evacuation of the expert, as required, in consultation with the Standby Partner.

The Standby Partner reserves the right, in consultation with UNDSS, to withdraw its expert if the security situation deteriorates or if the risk to the expert is deemed unacceptable by the Standby Partner.

### **Medical evacuation**

Medical evacuation is the responsibility of the Standby Partner. As stated above, the Standby Partner must provide individual medical insurance coverage to the expert, including medevac. While the hosting UNDSS office might need to facilitate the evacuation and initially cover these expenses, the expenses will be reimbursed by the Standby Partner's insurance.

In case of medical evacuation of the expert, the hosting UNDSS office should immediately notify the ERT focal point, who in turn will inform the Standby Partner.

### **Injury, illness or death of expert personnel**

In the event that the expert is injured or seriously ill or in the unfortunate case of death, the hosting UNDSS office should notify the ERT focal point, who will contact the respective Standby Partner immediately.

The Standby Partner is responsible for contacting the next of kin and the insurance company. The hosting UNDSS office should organize repatriation in cooperation with the insurance company and should also liaise with the relevant Embassy or Consulate.

Note: The Standby Partner should have provided the expert with emergency numbers through which a duty office at the Partner is reachable 24/7.

### **Performance Evaluation Report (PER)**

Hosting UNDSS office shall ensure that the supervisor completes a Performance Evaluation Review (Annex B) at the end of each deployment and before an extension can be approved. PERs should be filled out and submitted to the ERT focal point no later than two weeks after the end of a deployment, who will then submit it to the Standby Partner.

### **Early contract termination and withdrawal of expert personnel**

The hosting UNDSS office reserves the right to request the immediate withdrawal of any expert in the event of a serious breach of UN duties and obligations and/or the terms of the Undertaking, which in UNDSS's view, would justify immediate termination of services. Serious medical concerns and unsatisfactory performance or failure to conform to the standards of conduct under the contract may also lead to the termination of a deployment, upon written notice to the Standby Partner. One month of notice should be given in such cases. The ERT focal point will inform the Executive Office accordingly. For any issues or concerns around a deployment, the hosting UNDSS office should immediately notify the ERT focal point.



# Requesting expert personnel

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The section below outlines steps to take when requesting the deployment of an expert.

## **Requesting expert personnel**

To request the deployment of an expert, the hosting UNDSS office must submit a request form (Annex A) to the ERT focal point, along with a clear and specific TOR. The ERT encourages the interested UNDSS offices to reach out to the ERT Standby Partnership Programme focal point in advance to discuss the needs and available support before officially submitting the request for deployment. The ERT focal point will be available to the requesting UNDSS office to provide support from the inception, including, where required, drafting of the TORs and completing the request form.

The email request of SBP support should include the following information, as per Annex A:

- Function/position/profile required
- Equivalent UN grade level
- Duty station (remote and home-based deployments can also be requested)
- Expected start date and duration
- Background information (conflict/country/region)
- Security and operational environment at the duty station
- Justification for why the position is needed
- Longer-term staffing plan
- Any special medical requirements (e.g., vaccinations, etc.)
- Deployment conditions (accommodation, medical facilities, etc.)
- Supervisor and reporting lines

For those requesting service packages, additional information should be included:

- Type of support package required
- Specialized equipment required
- Background and type of emergency operation, location and expected duration of the operation and required lead time for deployment
- Handover strategy

## **Selection of expert personnel**

Once the request for an expert is received, it is reviewed by the ERT focal point along with relevant HQ Divisions. If approved, the request along with the TOR is forwarded to Standby Partners, who will then advise whether or not they can support the request.

If a Standby Partner agrees to support the request, they will review their roster database and nominate suitable candidates matching the requested profile. After receiving the CVs of shortlisted candidates, the ERT focal point will forward the CVs to the requesting UNDSS office, which will then review the candidates. The receiving UNDSS office should advise the ERT focal point of their selected candidate ideally within 72 hours of receiving the CVs. It is advisable for the receiving UNDSS office to conduct an informal interview/ "fit check" call with candidates. This can be arranged through the coordination with the ERT focal point.

## **Roles and responsibilities of the hosting UNDSS office**

Once suitable expert has been identified and selected, the following roles and responsibilities are incumbent upon the hosting UNDSS office.

### **Administrative / onboarding arrangements**

The receiving UNDSS office should nominate an administrative focal point to liaise with the Executive Office and ERT to provide support to the administrative, HR and onboarding process of the expert. This also might include facilitating visa issuance where required. The process additionally includes:

1. Vetting of expert personnel for prior conduct and discipline issues by the Conduct and Discipline Service of the Administrative Law Division (ALD) in the UN Department of Management, Strategy, Policy and Compliance. (EO)
2. Signing the Undertaking form. (Expert)
3. Submission of passport copy and digital headshot photo. (Expert)
4. HR processing in Umoja. (EO once expert fills out HR mini master registration form)
5. Issuance of the UN travel certificate. (EO once expert fills out pt.64 form)
6. Completion of mandatory online courses. (Expert)

Note: ERT focal point and EO will provide all relevant documents, forms and links to facilitate the above process.

### **Security clearance**

If necessary, the hosting UNDSS office applies for a security clearance and informs the ERT focal point when clearance has been granted.

### **Arrival of expert personnel**

The hosting UNDSS office is responsible for arranging pick-up and initial accommodation of the expert, as well as confirming to the ERT focal point that these arrangements have been made, and to confirm the safe arrival of the expert.

### **Reporting line**

In the initial briefing session with the expert, the UNDSS supervisor should make sure that reporting lines are clear.

### **Briefing**

It is the responsibility of the UNDSS supervisor, other senior UNDSS staff and the Principal/Chief/Security Adviser to brief the expert upon their arrival on relevant topics related to the deployment, including:

- TOR and work plan.
- UNDSS operations
- Partners (e.g., implementing partners, operational partners, government partners, etc), including introductions to key partners (if relevant).

- Security situation.
- Security procedures including communication, call signs, warden systems, etc.
- Office structure and other admin related issues, including an introduction to other UNDSS staff members.
- Introduction to available facilities and equipment.
- Provision of equipment (i.e. radio and other relevant communication equipment).
- Relevant UNDSS policies and regulations.

### **Office facilities**

The hosting UNDSS office should make sure that the expert has access to the same office facilities as UNDSS staff, e.g., office space, computer, transport, etc.

### **Security**

The hosting UNDSS office must include the expert in all UN security arrangements and ensure that the same security measures apply for the expert as for UNDSS staff. The UNDSS office should ensure the expert is reflected in the staffing list for security purposes.

### **SSAFE training**

As mentioned earlier in the document, if the SSAFE training is a requirement in the country where the expert personnel has been deployed to, and they have not yet completed the training, then it is the responsibility of the hosting UNDSS office to provide them with the SSAFE training if and when available. All costs related to the SSAFE training are the responsibility of the hosting UNDSS office.

### **Changes in TOR**

If the hosting UNDSS office deems modification to the TOR is necessary, this should first be discussed between the expert and their direct UNDSS supervisor. If an agreement is reached, UNDSS office must inform the ERT focal point, who in turn will advise the respective Standby Partner. If the changes to the TOR are significant (for example, change in function and/or geographical area), agreement from the Standby Partner is required prior to implementation.

### **Extension of deployment**

If an extension is required, the hosting UNDSS office must contact the ERT focal point one month before the end of the deployment date. The extension request form (Annex C) should be used and must include justification for the extension, a time frame and any potential changes in duty station and TOR. The request form should be submitted along with a duly completed PER. The ERT focal point will then forward the extension request to the Standby Partner for their review and approval. The ERT focal point will advise the hosting UNDSS office if



the extension request was approved. If approved, the ERT focal point will additionally inform the Executive Office for relevant UMOJA extension and extension of the UN travel certificate.

### **Handover**

If the expert is being replaced, the hosting UNDSS office should ensure that a proper handover, including a handover note, from the expert to the person replacing them takes place in a timely manner.

### **Debriefing**

The hosting UNDSS office should ensure that the expert provides a full debriefing before leaving the duty station.

### **Performance Evaluation Report (PER)**

At the end of the expert's deployment, the immediate UNDSS supervisor will complete the PER using the standard format (Annex B). The PER should be signed by the supervisor, and a scanned version is to be submitted to the ERT focal point, who will then forward it to the relevant Standby Partner and save a copy for file.

The PER is an important tool for the Standby Partner to validate the performance of their staff; therefore, it is critical that the PER appropriately

address the performance of the expert. It is necessary that the hosting UNDSS office completes the PER and as requested by our Standby Partner, provides honest feedback to the ERT focal point in a timely manner. If requested by the Standby Partner, a debriefing meeting may be arranged between the Standby Partner representative, UNDSS office, and the ERT, and will be communicated by the ERT focal point.



# 'Who does what' checklist: procedures

P R E - D E P L O Y M E N T	Steps		Actions	Responsibilities of:			
				Requesting Office	UNHQ	SB Partner	Expert Personnel
	1	Before re-requesting	Before requesting a deployment, the UNDSS office should: 1. Consider whether requesting an expert is an operational imperative. 2. Consider whether the office can meet the required administrative criteria (i.e., is able to provide and budget for expenses related to: office space, equipment, internal travel).	X			
	2	Request	The UNDSS office submits a standby personnel request form (Annex A) and TOR to the ERT focal point. ERT focal point is available to provide support.	X	X		
	3	Review of request	ERT focal point along with relevant UNHQ division(s) review the request and TOR.		X		
	4	ERT focal point alerts SB Partners	ERT focal point forwards the request to Standby Partners.		X		
	5	Shortlisting candidates	If a request is approved, the Standby Partner proposes suitable candidates and forwards their CVs to the ERT focal point.			X	
	6	Screening CVs	The UNDSS office reviews the CVs. (Note: The UNDSS office is encourage to conduct "fit check" calls with short-listed candidates.)	X			
	7	Candidate selection	The UNDSS office confirms the candidate selected with ERT focal point, who in turn, advises the Standby Partner of the selected candidate to trigger the deployment process.	X	X		
	8	Deployment documents	UNDSS identifies admin/HR focal points from the receiving office and Executive Office. They share the deployment documents with the Standby Partner and selected candidate who then provide relevant documents back to the admin focal points.	X	X	X	X
	9	Briefing	Standby Partner briefs the expert and shares additional briefs or information received from UNDSS.			X	X
	10	Additional pre-deployment briefing	In some cases, the expert may request additional pre-deployment briefing with the receiving UNDSS office.	X	X	X	
	11	Visa	UNDSS office assists with visa issuance where required.	X			
	12	Travel arrangement	The Standby Partner arranges external travel for the expert and forwards itinerary to the admin/HR focal points.			X	
	13	Security clearance	The receiving UNDSS office is responsible for requesting the initial security clearance through the UNDSS TRIP system and advises the ERT focal point once clearance is granted.	X			

D E P L O Y M E N T	Steps		Actions	Responsibilities of:			
				Requesting Office	UNHQ	SB Partner	Expert Personnel
	14	Pick-up arrangement	The receiving UNDSS office arranges pick-up at the airport, internal transport and accommodation upon arrival.	X			
	15	Briefing upon Arrival	The receiving UNDSS office arranges briefing of the expert, including security briefing.	X			
	16	Reporting lines	TOR and reporting lines indicated in the request form (Annex A) are clarified upon arrival of the expert.	X			
	17	UN ID card	The receiving UNDSS office provides the expert with a UN ID Card.	X			
	18	Access to working facilities	UNDSS provides the expert with office space, access to laptop, vehicles, etc.				
	19	Extension of deployment	The receiving UNDSS office contacts the ERT focal point one month prior to the end of the deployment with a justification for extension and a PER (Annexes B and C). ERT focal point then forwards requests to Standby Partner.	X	X		
	20	Handover & de-briefing	The receiving UNDSS office and the expert ensure that the expert personnel hand over their work prior to departure.	X			X
	21	Performance & Evaluation Report	The direct supervisor completes the PER (Annex B) and sends it to the ERT focal point, who then submits it to the Standby Partner.	X	X		

P O S T  D E P L O Y M E N T	Steps		Actions	Responsibilities of:			
				Requesting Office	UNHQ	SB Partner	Expert Personnel
	23	Partner debrief	Standby partner debriefs its expert.			X	X



# Admin and HR deployment checklist

Steps	Actions	Responsibility of:
Conduct and discipline	Vetting of the expert for prior conduct and discipline issues by the Conduct and Discipline Service of the DMSPC ALD	EO focal point
Undertaking	Signing of an Undertaking form	Expert (facilitated by the Standby Partner)
Personal documents	Passport copy and digital headshot photo	Expert (facilitated by the Standby Partner)
UMOJA processing	HR processing of the expert in UMOJA	Expert to complete the HR mini master registration form.  EO focal point to register the expert in UMOJA.
UN travel certificate	Issuance of UN travel certificate	Expert to fill out the pt.64 form.  EO focal point to liaise with the Travel Unit for the issuance of UN travel certificate.
Mandatory courses	Mandatory online courses can be accessed through the <a href="#">eLearning account</a>	ERT focal point to provide instructions.  Expert to submit certificates of completed courses to ERT and EO focal points.
Visa	Visa issuance to the country of deployment	Receiving UNDSS to facilitate visa issuance where required.
Travel arrangements	External travel to the duty station	Standby Partner to arrange travel to the designated duty station and provide copy of the ticket to EO and receiving UNDSS office focal points.
Arrival arrangements	Arrangements upon arrival (airport pick-up, accommodation)	The receiving UNDSS office to facilitate arrangements upon arrival, including airport pick-up and accommodation, where required.

For support and information, please reach out to the Emergency Response Team:  
[dss-standbypartnership@un.org](mailto:dss-standbypartnership@un.org)









**UNDSS**  
**Emergency Response Team**  
2025

