

# Extend your volunteer's contract

Start planning for assignment extensions well in advance.  
For your volunteer's contract to be extended, we will need you to provide:



## Satisfactory Performance

of your volunteer.



## An Official Request

from your organization to extend the contract.



## Agreement

from everyone involved.



## Funding Arrangements

from the funding agency

## Be aware:

There is no right or expectation to extension, renewal or conversion to any other type of appointment or to employment with UNV or any other UN entity.

Based on your business needs, you may extend your UN Volunteer noting that they may **serve up to a maximum of 8 years in their lifetime.**

**THAT'S EITHER UP TO 4 YEARS IN YOUR COUNTRY**

**OR UP TO 4 YEARS ABROAD**

**As a National UN ...**

- Specialist Volunteer
- Expert Volunteer
- Community Volunteer
- Refugee Volunteer
- Youth Volunteer for 6 – 24 months
- University Volunteer for 3 – 6 months

In any combination of the above-mentioned national UN Volunteer categories.

**As an International UN...**

- Specialist Volunteer
- Expert Volunteer
- Youth Volunteer for 6 – 24 months
- University Volunteer for 3 – 6 months

In any combination of the above-mentioned international UN Volunteer categories.

**OR 8 YEARS IN TOTAL AS A NATIONAL AND INTERNATIONAL UN VOLUNTEER COMBINED**

## Start preparing two months before the original contract ends

1. **Act on the reminder** from [Unified Volunteering Platform \(UVP\)](#) three months before your volunteer's end of contract date.
2. **Contact your HR person** for help understanding your organization's workflow and budget cycle.  
*The UN Refugee Agency (UNCHR) and UN missions have distinct processes in place.*
3. **See what's left to be completed** for the assignment. Check our [funding guidelines](#) and requirements for [financial authorization](#).  
*Estimate how long this could take and how much it could cost (proforma) to extend the contract.*
4. **Review your volunteer's performance** and complete an appraisal, as applicable. Use our templates or follow your own.  
*Volunteer Performance Assessment (VPA) Guidelines (EN, FR, ES); Volunteer Performance Assessment (VPA) Report (EN, FR, ES).*
5. **Get your volunteer's agreement to extend** their contract in writing.  
*Consult to gauge their capacity to continue volunteering if an assignment extension was offered, but temper any expectations.*

## Finish and submit your contract extension request in UVP

6. **Submit your request to extend contract along with confirmation of funds in UVP.**
7. **Receive notification online** once your extension is processed by UNV.
8. **See your volunteer's updated Personnel Action Form (PAF)** with new contract details issued in their UVP profile.
9. **Review [Standard Operating Procedures on contract extension](#)** for UVP specific actions.

Donors usually cover the initial contract for fully funded UN Volunteer assignments – few may cover an extension, depending on availability of funds (ask when in doubt). They expect your organization to extend them under your own funding as a recognition of the volunteer's commitment and contributions.

You can mobilize UN Youth Volunteers beyond two years under other volunteer categories through direct recruitment policy if they meet all criteria. However, these would be considered a new assignment with applicable cost recovery.