# REQUEST FOR DEPLOYMENT OF STANDBY / RRT / FAST TRACK UNV

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| **To : Alvaro Gomez**  [a**gomez@unicef.org**](mailto:agomez@unicef.org)  **Standby Partnerships**  **IAHP EMOPS Geneva** | **CC : Lauren Cheshire**  **l[cheshire@unicef.org](mailto:cheshire@unicef.org)**  **Claire Morton**  [**cmorton@unicef.org**](mailto:cmorton@unicef.org) |
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| **JUSTIFICATION OF REQUEST** | |
| This is the most critical section for Standby Partners, and their donors, to determine if they can support this request. For any assistance or review of a draft request please be in contact with the colleagues listed above. | |
| 1. **Surge need justification (explain why position is needed, why it is urgent and why current UNICEF capacity cannot cope)** |  |
| 1. **What is the exit plan / longer term staffing plan after temporary support from standby/RRT?** |  |
| 1. **If not covered in the ToR (due to use of generic/ongoing ToR) please specify the 4-5 critical deliverables during the period of deployment:** |  |
| **POSITION DETAILS** | |
| 1. Title of post for which a standby personnel is requested: |  |
| 1. P level of post for which a standby personnel is requested: |  |
| 1. Requesting office: |  |
| 1. Duty station: |  |
| 1. Starting date requested: |  |
| 1. Duration requested: |  |
| 1. Will office space be provided? | **Yes  No** |
| 1. Will the deployee work under MOSS compliance and be included in UNICEF’s security arrangements? | **Yes**  **No** |
| 1. Is the Terms of Reference attached to this request? (please send electronically) | **Yes  No** |
| 1. UNDSS Security Level (1-5) in duty station, port of arrival (if different to duty station) and any relevant field locations: |  |
| 1. Is a mandatory face to face security training required (e.g. SSAFE), and if possible upcoming dates and locations: |  |
| 1. Expected locations of any field travel, and if possible expected percentage or weeks of travel within deployment: |  |
| 1. Any known visa information that may affect nominations (eg timeframes, nationalities that may not be granted visa): |  |
| 1. Special medical requirements (vaccinations etc): |  |
| 1. R&R cycle at duty station (if applicable): |  |
| **CONTACT PERSONS AND APPROVAL** | |
| 1. Requesting staff member: | Name:  Title:  Email:  Contact Number: |
| 1. Supervisor:   (If the position has a dual field/technical reporting line please list both) | Name:  Title:  Email:  Contact Number:  Duty station: |
| 1. HR/Admin Officer (for practical arrangements related to deployment -security clearance, pick-up at airport, booking of hotel, etc) | Name:  Title:  Email:  Contact Number: |
| 1. Security Officer/focal point in duty station: | Name:  Title:  Email:  Contact Number: |
| 1. Technical focal point in Regional/HQ office: | Name:  Title:  Email:  Contact Number: |
| 1. UNICEF Country Representative: | Name:  Title:  Email:  Contact Number: |
| 1. **UNICEF Country Representative approval:** | **Date:**  **Signature:** |