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

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| **To : Alvaro Gomez**a**gomez@unicef.org****Standby Partnerships****IAHP EMOPS Geneva** | **CC : Lauren Cheshire** **lcheshire@unicef.org** **Claire Morton****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)**
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| 1. **What is the exit plan / longer term staffing plan after temporary support from standby/RRT?**
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| 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:**
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| **POSITION DETAILS** |
| 1. Title of post for which a standby personnel is requested:
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| 1. P level of post for which a standby personnel is requested:
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| 1. Requesting office:
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| 1. Duty station:
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| 1. Starting date requested:
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| 1. Duration requested:
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| 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:
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| 1. Is a mandatory face to face security training required (e.g. SSAFE), and if possible upcoming dates and locations:
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| 1. Expected locations of any field travel, and if possible expected percentage or weeks of travel within deployment:
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| 1. Any known visa information that may affect nominations (eg timeframes, nationalities that may not be granted visa):
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| 1. Special medical requirements (vaccinations etc):
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| 1. R&R cycle at duty station (if applicable):
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| **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:** |