**UNDP-UNV Talent Programme for Young Professionals with Disabilities**

**Guidelines on the Application Process and Submission of Placement Offers**

In line with the commitment to “leave no one behind”, UNDP and UNV have launched the *Talent Programme for Young Professionals with Disabilities*. UNDP country, regional and headquarters offices interested to participate in the pilot of this Programme and pioneer the work of UNDP to advance the inclusion of persons with disabilities in the UNDP workplace are invited to submit an application, including a TOR for a position, in order to be considered for participation in the pilot phase.

The Talent Programme seeks to:

1. Enhance the employability and career prospects of young professionals with disabilities through practical work experience with UNDP offices, and
2. Build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels.

Through the Programme, young professionals with disabilities will be deployed nationally or internationally for 12-months assignments with a UNDP country, regional or headquarters office.

Assignments will be in areas related to the SDGs and in either UNDP programme areas, operations, partnerships or coordination.

Participants will be administered through the UNV modality (international or national). Participants will benefit from a comprehensive package including pre-departure, training and career support. Learning and professional development will be an integral part of all assignments with the anticipated outcome of equipping the young professionals with highly relevant skills, knowledge and expertise which will qualify them for the labour market, and strengthen their career prospects with the UN System and the broader development sector. Assignments should, therefore, give the participants exposure to the work of UNDP in the respective area and build programme management, self-leadership, team-work, communication and innovation skills.

Participants should be maximum 35 years of age, hold a Bachelor or Master level degree, and will not be required to have work experience. Participants will be selected on a competitive basis and matched to selected placement offers in consultation with host offices. Host offices will have access to capacity development support, and cost of reasonable accommodation will also be covered under the Programme.

Initially the Programme will focus on young professionals with physical, visual and hearing disabilities, including groups who are typically underrepresented in their societies, such as young women with disabilities.

**Selection process and criteria**

In 2019 the Programme will be implemented in up to 15 offices that will be selected through this call for placement offers. **The final number of selected offices will depend on available funding**.

Offices will be carefully selected based on the following criteria:

* Commitment to include and accommodate persons with disabilities in the office workforce and achieving and inclusive work environment;
* Compelling placement offer providing programme participants with opportunities to gain relevant work experience and exposure to the work of UNDP; and
* Accessibility of the office and best match of candidates against placement offers (please see attached accessibility checklist for guidance).

**To submit application please include the following:**

* **Motivation statement.** *Describe motivation and commitment to provide the necessary support to accommodate and include a young professional with a disability into the office team, and provide supervision and professional development support. Also, describe how the submitted placement offer will provide relevant work experience and exposure to the candidate.*
* **Overview of experience with inclusion of persons with disabilities.** *Describe any experience the office has in advancing the inclusion of persons with disabilities, both, as part of the office team as well as in the context of programmatic work. Also, describe partnerships and/or collaboration with organizations of persons with disabilities (DPOs) or other relevant entities.*
* **Placement offer.** *TORs for the Talent Programme candidate to be placed in the host office. These are junior professional-level UNV positions for candidates with no work experience required. Use the placement offer template provided and reach out to* [*talent.programme@unv.org*](mailto:talent.programme@unv.org) *should you have any questions.*
* **Note on office accessibility and accommodation measures.** *Describe accessibility of premises and office accommodation measures and provide information on what type of disability can be accommodated in your office. Please see the attached accessibility checklist for guidance and use the form provided.*

The application and selection process is expected to take place as follows:

1. Submit applications and placement offers
2. Review applications (UNDP-UNV working group)
3. Consult with selected host offices on content of job description, type of assignment (international or national) and office accessibility/accommodation
4. Inform offices of outcome of review process
5. Publish vacancy announcements
6. Review candidate applications
7. Match candidates and placement offers, consult with host offices
8. Deploy successful candidates to host offices

To be considered applications must be submitted no later than **Friday 29 March 2019**. Applications should be sent by email to [talent.programme@unv.org](mailto:talent.programme@unv.org)