



12-Sep-2022

Dear Ms Jannick Violon

I wish to refer to the appointment, funded by your government, of Ms Candidate, Junior Professional Officer, assigned to UN Women in Morocco, Rabat.

In this connection, we enclose herewith a costing sheet reflecting an estimate of net salary and other entitlements during the staff member's 1st to 3rd year of service with UN Women, starting at the grade/step level of P2/1 from 01-Dec-2022 through 30-Nov-2023. Kindly note 1st to 3rd year's costs will total \$366,159.6.

Please note that the attached cost estimate is the net amount of anticipated costs and cannot be considered final. Certain costs may vary; it should be noted that no provision is made for inflationary factors.

We would like to take this opportunity to thank the Government of Belgium for having made the services of Ms Candidate available to us and we look forward to your depositing the funds by the due date of 27-Sep-2022 in one of the following accounts:

**In U.S. Dollars:**

Citibank, N.A.  
111 Wall Street  
New York, NY 10043  
ABA/ACH Routing Number: 021000089  
SWIFT: CITIUS33

**In Local Currency:**

Bank of America  
5 Canada Square  
London 5AQ E14  
Swift Code: BOFAGB22  
IBAN GB59BOFA16505062722022

**UNDP Contributions Account:**

No. 36349618

**UNDP EURO Contributions Account:**

No. 6008-62722022

Please ensure that the name of Ms Candidate is included in your letter of payment.

Yours sincerely,

A handwritten signature in blue ink, with a blue digital watermark below it that reads "This signature is only valid for use in official UN documents".

Tine Holmgaard Hansen  
Human Resources Associate  
JPO Service Centre, BMS/OHR

Approved by:

A handwritten signature in blue ink, with a blue digital watermark below it that reads "This signature is only valid for use in official UN documents".

Lucy Meme  
Operations and Finance Analyst  
JPO Service Centre, BMS/OHR

Ms Jannick Violon  
Direction générale de la Coopération au Développement  
Rue des Petits Carmes 15  
1000 Bruxelles  
Belgique

United Nations Development Programme

Cost Estimate for Junior Professional Officer

Name	Candidate		
Costing Year	1st to 3rd year	01-Dec-2022	to 30-Nov-2023
Duty Station	Morocco, Rabat		
Non-Family Duty Station	No		
Contract	Fixed Term Appointment		
Estimated Entry On Duty	01-Dec-2022		
Sponsoring Government	Belgium		
Grade / Step	First Year: P2/1	Second Year: P2/2	Third year: P2/3
Marital status	Married		
Dependent Spouse	Yes		
Dependent Child(ren)	No		

Account		1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3rd YEAR	TOTAL
<b>1. Salary and Allowances (per Annum)</b>					
61305	Net Base Salary	\$49,254.00	\$50,615.00	\$51,976.00	\$151,845.00
61310	Post Adjustment 34.70 %	\$17,091.14	\$17,563.41	\$18,035.67	\$52,690.22
62320	Hardship	\$0.00	\$0.00	\$0.00	\$0.00
Settling In Grant:					
64306	· Lump sum	\$5,528.76	NA	NA	\$5,528.76
64307	· DSA - Staff Member 30 days DSA \$200 per day	\$6,000.00	NA	NA	\$6,000.00
	· DSA - Dependants 30 days ½ rate \$100.0 per day	\$3,000.00	NA	NA	\$3,000.00
Dependency Allowances:					
	Spouse Allowance	\$3,980.71	\$4,090.70	\$4,200.70	\$12,272.11
	Child Allowance	\$0.00	\$0.00	\$0.00	\$0.00
	Single Parent Allowance	\$0.00	\$0.00	\$0.00	\$0.00
62330	Rental Subsidy (historical average)	\$6,000.00	\$6,000.00	\$6,000.00	\$18,000.00
64326	Medical and Dental Insurance Subsidy:				
	· Staff Member & Spouse (Cigna)	\$2,728.81	\$2,682.98	\$2,682.98	\$8,094.77
74505	Life Insurance Subsidy	\$1,008.00	\$1,008.00	\$1,008.00	\$3,024.00
	Education Grant and Education Grant Travel	\$0.00	\$0.00	\$0.00	\$0.00
62320	Non-Family Service Allowance	\$0.00	\$0.00	\$0.00	\$0.00
62335	Danger Pay	NA	NA	NA	NA
62320	Mobility Allowance (transitional measures) Mobility Incentive	NA	NA	NA	NA
63520	Personal Residential Security Expenses (MORS)*	\$3,762.50	\$3,762.50	\$3,762.50	\$11,287.50
63535	Corporate Security Measures (NA)	NA	NA	NA	NA
63340	Rest & Recuperation Travel	NA	NA	NA	NA
63405	<b>2. Duty-related Travel/Training Allocation (DTTA)</b>	\$3,000.00	\$3,000.00	\$3,000.00	\$9,000.00
74505	<b>3. Appendix D of the Staff Rules</b>				
	· Death and Disability Insurance	\$0.00	\$0.00	\$0.00	\$0.00
62310	<b>4. UNDP Contribution to UN Joint Staff Pension Fund</b>				
	· 15.8% of Pensionable Remuneration Applicable: <b>No</b>	NA	NA	NA	NA
63550	<b>5. Staff Operating Costs</b>				
	· Malicious Acts Insurance 0.05% of Net Salary + Post Adj.	\$33.17	\$34.09	\$35.01	\$102.27
	<b>Sub-total</b>	<b>\$101,387.09</b>	<b>\$88,756.68</b>	<b>\$90,700.86</b>	<b>\$280,844.63</b>
<b>6. Travel Expenses and Shipment of Personal Effects</b>					
<b>Appointment Travel</b>					
<i>Belgium/Morocco, Rabat/US, New York/Morocco, Rabat)</i>					
64306	· Staff Member Ticket**: \$3,000.00	\$3,000.00	NA	NA	\$3,000.00
	· Dependants Ticket**: \$1,500.00 Spouse & Children: 1	\$1,500.00	NA	NA	\$1,500.00
64307	· Induction course 12 days in New York at \$433 pr day	\$5,196.00	NA	NA	\$5,196.00
	· Shipment / Insurance (Initial Appointment Relocation Grant)	\$10,800.00	NA	NA	\$10,800.00
	· Terminal and other expenses	\$376.00	NA	NA	\$376.00
63335	<b>7. Home Leave / Family Visit Travel</b>				
<i>(Home Leave Itinerary: Morocco, Rabat/Belgium/Morocco, Rabat)</i>					
	Home Leave				
	· Per Traveller: \$925 SM & Family: 2	\$1,850.00	\$1,850.00	\$1,850.00	\$5,550.00
64310	<b>8. End of Service</b>				
	· Relocation grant	\$10,800.00	NA	NA	\$10,800.00
	· Repatriation Travel (incl Dependents) Ticket*: 1500	\$3,000.00	NA	NA	\$3,000.00
	· Terminal and other expenses	\$126.00	NA	NA	\$126.00
	<b>Travel Total</b>	<b>\$36,648.00</b>	<b>\$1,850.00</b>	<b>\$1,850.00</b>	<b>\$40,348.00</b>
	<b>14.0% Administrative Overhead Costs</b>	<b>\$19,324.91</b>	<b>\$12,684.93</b>	<b>\$12,957.12</b>	<b>\$44,966.97</b>
	<b>Grand Total</b>	<b>\$157,360.00</b>	<b>\$103,291.61</b>	<b>\$105,507.98</b>	<b>\$366,159.60</b>

\* Personal residential security expenses can vary depending on duty station and therefore actual expenses maybe higher than forecasted.

\*\* Ticket cost is 75% of a one way economy ticket by the least costly unrestricted fare, on the most direct route.