



AGREEMENT FOR THE PROVISION OF JUNIOR PROFESSIONAL OFFICERS (JPOs)

BETWEEN

THE GOVERNMENT OF THE KINGDOM OF BELGIUM

AND

THE UNITED NATIONS DEVELOPMENT PROGRAMME

This Agreement for the provision of Junior Professional Officers (hereinafter referred to as the “**Agreement**”) is entered into by the Government of the Kingdom of Belgium, represented by the FPS Foreign Affairs, Foreign Trade and Development Cooperation (hereinafter referred to as the “**Government**”) and the United Nations Development Programme (hereinafter referred to as “**UNDP**”). UNDP and the Government will be hereinafter referred to individually as a “**Party**” and collectively, as the “**Parties**”.

WHEREAS, UNDP has established a Junior Professional Officers Programme which enables Governments to fund Junior Professional Officer (hereinafter referred to as “**JPO**”) posts at UNDP or at the funds and programmes managed by UNDP), so that young men and women from participating countries can acquire field experience in international development co-operation activities and contribute in the implementation of the programmes and activities of UNDP;

WHEREAS, in addition to its JPO Programme, UNDP administers the JPO Programmes of other UN entities (hereinafter referred to as “**JPO Programme**”);

WHEREAS, the Government and UNDP wish to set out the terms and conditions for the recruitment and appointment of JPOs from Belgium for the UNDP JPO Programme or for the JPO Programmes of other UN entities, which administration has been delegated to UNDP.

NOW, THEREFORE, the Parties agree to the following:

Article 1
Purpose

The purpose of this Agreement is to define the terms and conditions for the provision of JPOs by the Government to UNDP, or other UN entities whose JPO Programmes are administered by UNDP.

Article 2 Request, Selection and Recruitment of JPOs

1. Whenever UNDP determines a need for JPOs, which might appropriately be met by candidates from Belgium and/or candidates from developing countries to be funded by Belgium, UNDP may ask that the Government makes funds available to fund JPO posts with UNDP (or with other UN entities whose JPO Programmes are managed by UNDP) in the form of a request. Each request will incorporate a detailed job description for positions to be filled by the JPOs specifying, *inter alia*, duties, educational, professional and linguistic qualifications, as well as experience required and providing background information on the duty station, as per the template of Job Description in Annex A to this Agreement.
2. UNDP shall also provide the Government with a generic estimate of the costs involved in the recruitment, appointment and services of each JPO position for a period of three (3) year. The cost estimate shall be expressed in United States dollars and shall follows the template in Annex B to this Agreement.
3. The Government will decide on the positions that it will finance and will notify UNDP accordingly, within a reasonable period of time and will transfer the funds to cover the costs of the JPO as per Article 7.3 below. The Government does not commit to provide any given number of JPOs. However, the Government will endeavor, within the limits of the budgetary allocations it deems appropriate for this purpose, to fund JPO positions in response to requests submitted by UNDP.
4. UNDP will be fully responsible for all aspects of the management of the recruitment and appointment of JPOs including the publication of the vacancies, pre-screening, assessment, and selection. UNDP will also arrange for the publication of vacancy announcements for the positions on its website. The Government will arrange for the publication of vacancy announcements on websites and in vacancy bulletins. UNDP will inform candidates within a reasonable time of the receipt of their applications. UNDP will ensure that the process of pre-screening, assessment, selection, recruitment and appointment of qualified JPOs is completed as expeditiously as possible after publication of the vacancy announcements on the UNDP job site.
5. UNDP shall ensure that each candidate proposed by it shall:
 - a) possess the highest ethical and moral character and be fit for appointment as an international civil servant;
 - b) have suitable academic and professional qualifications, including having completed a university education at a master's degree level or equivalent. However, in exceptional circumstances, candidates that have not completed a master's degree may be considered, provided that, they have finished a bachelor's degree or equivalent and have sufficient years of professional experience;
 - c) be fluent in English, working knowledge of one other UN official language is highly desirable. He or she shall also be sufficiently proficient in the working language used by UNDP in the country where the JPO is initially assigned;
 - d) be no more than thirty-two (32) years of age on the date of their application to the JPO Programme. However, in exceptional circumstances in UNDP's discretion, candidates may exceed the age limit of thirty-two (32) years;

6. The interviews of candidates for appointment as JPOs will be carried out by representatives of UNDP. The Government may be present in the interviews as a non-participating observer if so desired. If the interviews take place in Belgium, the Government will provide logistical support to the representatives of UNDP during their stay in Brussels. Costs associated with the travel and stay of UNDP representatives in Belgium for the purposes of recruitment and selection will be borne by UNDP using part of the administrative overheads indicated in article 7.7 below.

Article 3 **Appointment**

1. The recruitment and selection of JPOs is governed by the UNDP Recruitment and Selection Framework and the UNDP JPO Recruitment and Selection Guidelines (hereinafter referred to as the “**Guidelines**”).
2. The terms and conditions of employment of JPOs shall be those prescribed by the appropriate United Nations or UNDP authorities for the category of staff to which the JPOs belong and shall be embodied expressly or by reference in the letter of appointment (hereinafter referred to as the “**Letter of Appointment**”) to be issued to each JPO. UNDP’s offer of appointment as a JPO shall be subject to UNDP’s usual conditions of an offer of appointment, including (but not limited to) medical clearance and issuance of an entry visa for the country in which the JPO’s initial duty station is located. The standard Letter of Appointment in current use by UNDP for JPOs is attached as Annex C for information. UNDP shall communicate to the Government in due course any modifications of or amendments to the standard template Letter of Appointment, the overall conditions of employment of JPOs, and the rules and regulations applicable to them, including applicable insurance and pension participation.
3. UNDP shall appoint selected JPOs up to the maximum number of years agreed to be funded by the Government. The final decision on all matters regarding the appointment and assignment of JPOs shall rest with UNDP. UNDP will endeavor to consult with the Government before taking such a final decision. In addition, the issuance of the JPO’s appointment is subject to receipt by UNDP of the funding from the Government for the JPO. If the Government does not provide the required funding, it shall bear all costs related to the cancellation of the issuance of a Letter of Appointment to which it had previously agreed if the JPO has not yet been appointed, and all costs related to the termination of an appointment thereafter.
4. Candidates selected for appointment by UNDP shall receive appointments as JPOs and shall be issued Fixed-Term Appointments as staff members of UNDP. As such, they shall have the status of international civil servants, and shall be subject to the relevant rules and regulations of the United Nations, as set forth in their Letter of Appointment. JPOs shall be assigned to assist Resident Representatives or comparable officials of UNDP and other UN entities and to the duty station of UNDP or other UN entities for which they were recruited.
5. The Government recognises that, in the performance of his/her duties, a JPO shall only seek or accept instructions from UNDP or authorized UN entities. The Government recognizes that as a JPO, a staff member may neither seek nor accept instructions from governments, persons or entities.

6. The Government accepts and agrees that modifications to the job description for the assignment may occur on an interim basis including but not limited to changes arising from evacuations for medical or security reasons, allegations of misconduct, or change in mandate. However, the Government is not obligated to fund a JPO assignment beyond each 12-month term where the job description has been significantly altered. The Government may have to bear costs associated with maintaining an individual after the 12-month term should UNDP be obliged to maintain the JPO as a staff member.
7. Each JPO shall normally be appointed at the P-2 level and for an initial period of twelve (12) months, each year renewable up to a total of maximum three years of service depending on the performance of the JPO and by mutual agreement between UNDP and the Government. The period of service funded by the Government may be extended in individual cases by UNDP in agreement with the Government. Following the completion of the partner country-funding period, and at the discretion of UNDP, a JPO assignment (with the same job description) may be extended for up to 12 months maximum fully funded by UNDP and at no cost to the Government.
8. UNDP shall have sole responsibility for the appointment of JPOs. All candidates will be requested to complete a UNDP Conflict of Interest Form (see annex D) as part of the recruitment process. No contractual or other employment relationship shall exist or shall be deemed to exist between the Government and the JPO, unless exceptionally approved by UNDP in accordance with its internal policies and procedures.
9. The Government will not provide the JPO with any supporting salary, payments or benefits during his/her tenure as a JPO or promise compensation for their services as a JPO. The Government acknowledges and agrees that receipt of such benefits or payments during the tenure of the JPO may be grounds for termination of the staff appointment and/or disciplinary sanctions with the Government absorbing all applicable costs and liability.

Article 4

Status of the JPO and Compliance with Private Obligations

1. The Government understands that each JPO, as an international civil servant, shall be expected to maintain the highest standards of efficiency, competence and integrity at all times.
2. Nothing in this Agreement shall prevent or preclude the JPOs from complying with their private legal obligations, including family support obligations, under the Staff Regulations and Rules of the United Nations and applicable UNDP policies and procedures, nor shall anything in this Agreement prevent or preclude UNDP from taking action in relation to a private legal obligation, including family or child support obligations.
3. Should the JPO be subject to a fine, recovery for indebtedness to UNDP or other UN agencies, the Government agrees to provide in conformity with the applicable Belgian regulations every assistance to UNDP to ensure such funds are recovered from the JPO even after the JPO separates from UNDP. Should the JPO be subject to recovery for indebtedness or garnishment of wages pursuant to a finding of failure to meet private legal obligations by a competent court, the Government similarly agrees to provide in conformity with the applicable Belgian regulations every assistance to UNDP, to the extent UNDP is

involved in enforcing such obligations, to ensure such funds are recovered from the JPO even after the JPO separates from UNDP.

Article 5 Obligations of UNDP

1. UNDP shall arrange a pre-departure briefing at UNDP's office in Copenhagen, Denmark, and provide briefing materials to each JPO, including of the Staff Regulations and Staff Rules of the United Nations, prior to his/her deployment to the duty station to which he/she is assigned.
2. UNDP will make every effort to ensure the wellbeing of each JPO in his/her duty station. Proper induction when taking up his/her duties as well as proper supervision throughout the JPO assignment will be provided.

Article 6 Prevention of Prohibited Conduct – Cooperation with UNDP

1. The Government agrees to bring credible allegations of violations of national law, Staff Regulations and Rules of the United Nations and applicable UNDP policies of which the Government has been informed or has otherwise become aware, promptly to the attention of the Director, UNDP Office of Audit and Investigations. This obligation shall continue even after an individual in question has separated from UNDP.
2. UNDP shall bring credible allegations of violations of national law to the attention of the country where the JPOs are nationals subject to the requirements of privileges and immunities of UNDP, General Assembly resolutions and the status of UNDP. In accordance with General Assembly resolutions, the UN Staff Regulations and Rules and applicable UNDP policies, UNDP may also refer credible allegations of violations of national law to other Member States.
3. The Government agrees to cooperate fully with any investigation, duly authorized by UNDP, into allegations of wrongdoing in respect of any individual who has served as a JPO at any time. This cooperation may include the provision of requested documentation and participation in witness interviews. This obligation shall continue even after an individual in question has separated from UNDP.
4. If it is agreed between the Parties that improper use of funds by JPOs is established in accordance with the Staff Regulations and Rules of the United Nations and applicable policies, UNDP will use its best efforts, consistent with UN and UNDP regulations, rules, policies and procedures to recover any funds misused. UNDP will, in consultation with the Government, return funds so recovered to the Government subject to UNDP's assessment of the seniority of claims under the applicable Staff Regulations and Rules of the United Nations and UNDP Financial Regulations and Financial Rules and audit requirements.
5. The Parties recognize the importance of ensuring compliance with UNDP post-employment conflict of interest restrictions and shall consult on the best means of ensuring those provisions are observed.

Article 7

Financial Matters and Audit

1. The Government will compensate UNDP for all costs and expenses associated with the recruitment, appointment and services of JPOs utilizing for this purpose the funds provided by the Government as set out in paragraph 3 of this Article. UNDP's obligations under this Agreement shall be contingent upon receipt of funding from the Government sufficient to cover all such costs and expenses.
2. UNDP will ensure that cost estimates in respect of each JPO are submitted on a timely manner, it being understood however that legal costs arising from such an appointment may continue well after the appointment of the JPO concludes. The estimated sum thereof shall initially be agreed to through a separate exchange of letters between UNDP and the Government.
3. The Government will provide the necessary funding for the costs of the first year of assignment of each JPO prior to the commencement of the recruitment process and/or each contract extension, as the case may be. The funds shall be deposited by the Government directly into any of the following United Nations Development Programme Contributions Account (hereinafter referred to as "Accounts"):
 - i. For payments in United States dollars (USD): **UNDP - Junior Professional Officer Programme Account No. 36349618 with Citibank, 111 Wall Street, New York, New York 11043, USAABA Number021000089. SWIFT: CITIUS33**
 - ii. For payments in Euro (EURO): **Bank of America, Address, 5 Canada Square, London E14 5AQ, United Kingdom, Account name UNDP contributions Euro account, IBAN: GB59 BOFA16 5050 6272 2022, SWIFT: BOFAGB22**

The Government shall notify UNDP of the making of the payment to the following address: to contributions@undp.org. Full details of the payment, including the JPO's name, should be stated on the notification.

4. Payment against the Accounts set forth in paragraph 3 of this Article that are in currencies other than US dollars shall be made by UNDP at the United Nations Operational Rate of Exchange in effect on the date that payment is made to the JPO.
5. In accordance with the relevant Staff Regulations and Staff Rules of the United Nations, the expenses to be covered by the Government shall include:
 - a) Salaries and allowances.
 - b) Transportation to and from the duty station and related costs and allowances.
 - c) Costs associated with travel and training activities related to the performance of official duties (see Annex E). Each JPO shall be allocated an annual amount of USD 3,000 to cover expenses for Duty Travel and Training Activities (DTTA).
 - d) Travel to and from the duty station for dependents and related costs and allowances.
 - e) Entitlements in connection with the separation from UNDP service, including commutation of accrued annual leave, if any.

- f) UNDP share of contribution to the UN Joint Staff Pension Fund (UNJSPF), if applicable, and UNDP's share of premium cost of participation, under the relevant regulations and rules, in the applicable insurance scheme.
 - g) Transportation to and from the duty station and related costs and allowances covering the mid-assignment learning activities/ training course.
 - h) Costs associated with applying corporate security and Minimum Operational Residential Security Standards (MORSS).
 - i) Legal costs arising from advising on the appointment, benefits, entitlements and privileges and immunities of the JPO as well as any costs arising from disciplinary proceedings or appeals against administrative decisions, including the costs of appeals before UN Tribunals under the UN system of the Administration of Justice. These costs will also include the cost of the legal representation of UNDP before such Tribunals as well as the costs of any awards issued by the Tribunals. The Government shall compensate for all such costs even if they arise after the JPO has separated from UNDP. However, the Government will not be responsible for costs arising from gross negligence, recklessness or willful misconduct on the part of UNDP.
 - j) Any payments which UNDP may become obligated to make to JPOs in accordance with the Appendix D to the Staff Rules and Staff Regulations of the United Nations.
 - k) Any other costs (such as evacuations on medical or security grounds, etc.) that may arise under the Staff Regulations and Staff Rules of the United Nations and applicable UNDP policies.
 - l) Any other costs agreed with the Government.
6. For any and all other costs related to the JPO's appointment not included in the Agreement nor covered under Appendix D insurance that may arise under the UN Staff Regulations and Rules and applicable UNDP policies, including evacuations on medical or security grounds, the Government accepts and agrees to compensate for such cost even if they arise well after the JPO has separated from UNDP.
7. The Government shall also pay to UNDP a percentage of 14% of the total cost of the assignment of each JPO to cover UNDP's administrative expenses in accordance with a costing sheet to be provided to the Government by UNDP as per Annex B to this Agreement.
8. The statement of the financial position of the Accounts (as of 31 December of the preceding year) shall be published with the audited accounts of UNDP and submitted to the General Assembly of the United Nations and the Executive Board of UNDP in accordance with UNDP Financial Regulations and Financial Rules. Interim accounts shall be submitted to the Government by UNDP on an annual basis by 30 June of each year. It is acknowledged by the Government that such submissions may not include legal matters, which are not susceptible to disclosure for reasons of confidentiality, due process or privileges and immunities. It is further acknowledged by the Government that the actual information on payments to individual JPOs as staff members cannot be disclosed.
9. Should the sums initially deposited by the Government in respect of any specific JPO whose assignment ends in a given year (i) be greater than, (ii) or fall short of, the total sums actually expended by UNDP in respect of such JPO's total period of service, (1) UNDP shall transfer/credit excess funds to cover other JPO accounts in deficit from the Government or to cover funding for future JPOs from the Government, (2) or the Government shall make up the difference by an appropriate deposit into the Accounts above within forty-five (45) calendar days of having been so informed by UNDP.

10. UNDP shall administer the funds in the Accounts in accordance with its Financial Regulations and Financial Rules and other applicable rules, policies and procedures. The funds will be subject exclusively to the internal and external auditing procedures in accordance with the applicable regulations and rules of UNDP. Should the annual Audit Report of the Board of Auditors of the United Nations to its governing body contain observations relevant to the funds provided by the Government, such information shall be available to the Government.

Article 8 Consultations

From time to time, as may be mutually agreed by the Parties, the responsible officials of UNDP and the Government shall jointly review the results of their co-operative efforts regarding the services of the JPOs and consult on possible improvements in the existing arrangements. The foregoing procedures may also apply in cases where the initial period of service of a JPO is extended.

Article 9 Amendments

The terms and conditions of this Agreement may be modified by exchange of letters between the Parties. In matters relating to the implementation of this Agreement, including supplementary agreements and arrangements, the FPS Foreign Affairs, Foreign Trade and Development Cooperation shall be competent to represent the Government.

Article 10 Settlement of Disputes

Any dispute between UNDP and the Government shall be settled amicably by the Parties through direct negotiation.


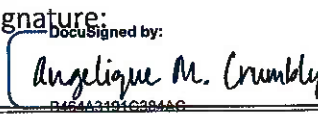
Article 11 Privileges and Immunities

Nothing in this Agreement shall be construed as a waiver express or implied of the privileges and immunities of the United Nations, including UNDP.

Article 12 Entry into Effect and Termination

This Agreement shall enter into effect on the date it is last signed by the representatives of both UNDP and the Government. It shall remain in force until three (3) months after written notice of termination is received by either Party from the other. The termination of this Agreement shall be without prejudice to the rights of the JPOs under their Letters of Appointment. The provisions of this Agreement shall survive its termination to the extent necessary for the orderly withdrawal and repatriation of the JPOs and the settlement of financial accounts between UNDP and the Government.

IN WITNESS THEREOF the respective representatives of UNDP and the Government have signed this Agreement in two copies in English.

On behalf of the Kingdom of Belgium	On behalf of the United Nations Development Programme:
Signature: 	Signature:  <small>DocuSigned by:</small>
Name: Ms. Meryame Kitir Title: Minister of Development Cooperation and Major Cities Policy, Directorate General for Development Cooperation And Humanitarian Aid Date: 20 MEI 2022 Place: Brussels, Belgium	Name: Ms. Angelique M. Crumbly Title: Assistant Secretary-General Assistant Administrator and Director Bureau for Management Services Date: 22 April 2022 Place: New York, USA

ANNEX A

UNDP Junior Professional Officer (JPO) Job Description

I. Position Information		
Job Title:	Grade Level: P2	Position Number: n/a
Department:	Bureau:	Position designation: With no mobility requirement
Reports to:		Duty Station:
<p>Career Track:</p> <p>Career Stream: (include thematic area for Policy/Programme Career Stream; and functional group for Corporate Operations Career Stream)</p> <p>Contract Modality: FTA International (JPO)</p> <p>Contract Duration: 1 year FTA, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement</p>		

II. Background and Organizational Context

The UNDP Junior Professional Officer (JPO) Programme:

The UNDP (United Nations Development Programme) JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.

During their assignments, JPOs benefit from the guidance of experienced UNDP staff members and are actively involved in supporting the design and implementation of UNDP's programs within UNDP's headquarters, regional or country offices. Additionally, the JPO will undergo a journey of exposure and growth which will build both personal and professional capacity for a career within the multilateral development sector.

As a JPO and young professional in UNDP you should be interested in pursuing a global career with aspiration to work for a field-based organization in support of the development agenda.

The JPO will work as part of a team and be supervised by an experienced UNDP staff member, including :

- Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities
- Establishment of a work plan, with clear key results
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Annual Performance Review (APR) including learning and development objectives

The JPO will benefit from the following learning and development opportunities:

- Participation in a virtual Programme Policy and Operations Induction Course within the first 4 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- On-going Masterclasses on relevant and inspiring themes
- Career development support mechanisms and activities
- Networking with fellow JPOs, young professionals and senior UNDP colleagues
- Mentoring programme
- Other training and learning opportunities, as presented in the [UNDP JPO Orientation Programme](#)

Organisational context

Insert two paragraphs:

- Standard information on key Unit priorities/challenges from drop down centrally managed list of Unit TORs
- Key priorities that govern or provide direction for the work of the position to demonstrate link between the Unit priorities and position priorities/expected outcomes of incumbent.

III. Position Purpose

Provide a brief, one paragraph summary of the position’s key objectives, contributions and scope of responsibilities to serve as an introduction to the Key Duties and Accountabilities.

IV. Key Duties and Accountabilities

In this section list up to five primary functions/accountabilities of the position (Typically one sentence each) and examples of duties that must be performed to successfully accomplish key responsibilities.

1.)	
<i>Example of Duties:</i>	
2.)	
<i>Example of Duties:</i>	
3.)	
<i>Example of Duties:</i>	
4.)	
<i>Example of Duties:</i>	
5.)	
<i>Example of Duties:</i>	
Supervisory/Managerial Responsibilities:	

V. Requirements:

In this section, describe the qualification requirements of the position.

Education		
Master's Degree or equivalent Advanced Degree in a related field of expertise		
Experience, Knowledge, and Skills		
List: <ul style="list-style-type: none"> • A minimum of two years of paid working experience in a relevant field • Essential knowledge and skills required for entry into position. <i>(Please do not duplicate what has been covered in the responsibilities & competency section)</i> • Language requirements (Required / Desired) 		
Expected Demonstration of Competencies		
Core		
Achieve Results:	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline	
Think Innovatively:	LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements	
Learn Continuously	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback	
Adapt with Agility	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible	
Act with Determination	LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident	
Engage and Partner	LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships	
Enable Diversity and Inclusion	LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination	
<i>Cross-Functional & Technical competencies (insert up to 7 competencies)</i>		
<i>Thematic Area</i>	<i>Name</i>	<i>Definition</i>

VI. Keywords
List 3-5 most important skills from competencies required for the position – limited to 1-3-word descriptions – that will help inform workforce planning of critical skill supply and demand.

ANNEX B
SAMPLE OF JPO COST ESTIMATE



United Nations Development Programme

Cost Estimate

Name			
Costing Year	1st & 2nd year	[EOD]	to [COB]
Duty Station	[duty station]		
Non-Family Duty Station	[yes/no]		
Contract	Fixed Term Appointment		
Estimated Entry On Duty	[EOD]		
Sponsoring Government	[Country]		
Grade / Step	First Year: [Grade]	Second Year: [Grade]	
Marital status	[Status]		
Dependent Spouse	[yes/no]		
Dependent Child(ren)	[Children]		

Account	1. Salary and Allowances (per Annum)	1 ST YEAR	2 ND YEAR	TOTAL
61305	Net Base Salary	\$0.00	\$0.00	\$0.00
61310	Post Adjustment [post adjustment] %	\$0.00	\$0.00	\$0.00
62320	Hardship	\$0.00	\$0.00	\$0.00
Setting In Grant:				
64306	- Lump sum	\$0.00	NA	\$0.00
64307	- DSA - Staff Member 30 days DSA \$0 per day	\$0.00	NA	\$0.00
	- DSA - Dependants 30 days ½ rate	NA	NA	NA
Dependency Allowances:				
	Spouse Allowance	\$0.00	\$0.00	\$0.00
	Child Allowance	\$0.00	\$0.00	\$0.00
	Single Parent Allowance	\$0.00	\$0.00	\$0.00
62330	Rental Subsidy (historical average)	\$0.00	\$0.00	\$0.00
64326	Medical and Dental Insurance Subsidy:			
	- Staff Member only (Cigna)	\$0.00	\$0.00	\$0.00
74505	Life Insurance Subsidy	\$0.00	\$0.00	\$0.00
	Education Grant and Education Grant Travel	\$0.00	\$0.00	\$0.00
62320	Non-Family Service Allowance	\$0.00	\$0.00	\$0.00
62335	Danger Pay	NA	NA	NA
62320	Mobility Allowance (transitional measures) Mobility Incentive	NA	NA	NA
63620	Personal Residential Security Expenses (MORS)*	\$0.00	\$0.00	\$0.00
63635	Corporate Security Measures (NA)	NA	NA	NA
63340	Rest & Recuperation Travel	NA	NA	NA
63405	2. Duty-related Travel/Training Allocation (DTTA)	NA	NA	\$0.00
74505	3. Appendix D of the Staff Rules			
	- Death and Disability Insurance	\$0.00	\$0.00	\$0.00
62310	4. UNDP Contribution to UN Joint Staff Pension Fund			
	- 15.6% of Pensionable Remuneration Applicable: y/n	\$0.00	\$0.00	NA
63550	5. Staff Operating Costs			
	- Staff Operating Costs 5.20% of Net Salary + Post Adj.	\$0.00	\$0.00	\$0.00
	Sub-total	\$0.00	\$0.00	\$0.00
6. Travel Expenses and Shipment of Personal Effects				
Appointment Travel				
(Appointment Itinerary: Place of Recruitment/Duty Station//Duty Station)				
64306	- Staff Member Ticket**: \$0.00	\$0.00	NA	\$0.00
	- Dependants Ticket**: \$0.00 Spouse & Children: 0	NA	NA	NA
	- Briefing JPO SC \$0 pr day	\$0.00	NA	\$0.00
64307	- Induction course \$0 pr day	NA	NA	\$0.00
	- Shipment / Insurance (Initial Appointment Relocation Grant)	\$0.00	NA	\$0.00
	- Terminal and other expenses	\$0.00	NA	\$0.00
63335	7. Home Leave / Family Visit Travel			
(Home Leave Itinerary: [duty station] / [duty station])				
	Home Leave			
	- Per Traveller: \$1,850 SM & Family: 0	NA	NA	\$0.00
64310	8. End of Service			
	- Relocation grant	\$0.00	\$0.00	\$0.00
	- Repatriation Travel Ticket*: 0	\$0.00	\$0.00	\$0.00
	- Terminal and other expenses	\$0.00	\$0.00	\$0.00
	Travel Total	\$0.00	\$0.00	\$0.00
	Administrative Overhead Costs	\$0.00	\$0.00	\$0.00
	Grand Total	\$0.00	\$0.00	\$0.00

* 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.

United Nations Development Programme



ANNEX C

JPO Letter of Appointment

To XXX,

You are hereby offered a FIXED TERM APPOINTMENT with the UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP), in accordance with the terms and conditions specified below and subject to the provisions of the relevant United Nations Staff Regulations and Staff Rules and UNDP policies, and to changes which may be duly made in such Regulations and Rules and UNDP policies from time to time. This appointment is offered on the basis, inter alia, of your certification of the accuracy of the information provided by you on the personal history form.

1 - Assignment

Function: Programme Analyst, within the framework of the JPO Programme
Division/Office:
Category: Professional
Level: P2/step XX
Official Duty Station:

Assessable Salary:

USD XXX gross per annum which after United Nations staff assessment gives an approximate net salary of USD XXX per annum, which may rise, where applicable and subject to satisfactory service, in accordance with the schedule of increments for this category and level set out in the Staff Regulations and Staff Rules.

Effective date of appointment: XXX

2 - Allowances

The salary shown above does not include any allowances to which you may be entitled.

3 – Tenure of appointment

This appointment is for a period of one year from the effective date of your appointment. It expires without prior notice on XXX.

A fixed term appointment may be terminated by the Organization prior to its expiration date, in accordance with the relevant provisions of the UN Staff Regulations and Staff Rules, upon thirty (30) days written notice.

Should your appointment be thus terminated, the Organization will pay such indemnity as may be provided for under the UN Staff Regulations and the Staff Rules. There is no entitlement to either a period of notice or an indemnity payment in the event of dismissal for serious misconduct.

A Fixed Term Appointment, irrespective of the length of service, does not carry any expectancy, legal or otherwise, of renewal or conversion to any other type of appointment with UNDP. The expiration of the appointment does not warrant the payment of any termination indemnity.

4 - Information note

Your particular attention is drawn to the Staff Regulation 3.3 relating to the Staff Assessment Plan and to the Regulations and Rules relating to the United Nations Joint Staff Pension Fund.

5 – Special Conditions

In accordance with agreement between UNDP and the sponsoring Government:

- Economy class travel will apply for appointment, reassignment, duty travel, training missions and separation, irrespective of the duration of the travel; and
- The following will be excluded from the terms of your appointment, which is limited to service with UNDP in the capacity of Junior Professional Officer:
 - Staff Rule 6.1 - Participation in the United Nations Joint Staff Pension Fund, unless expressly agreed to as per agreement between UNDP and the sponsoring Government [applicable/not applicable option]
 - Staff Rule 3.10 - Please note that under this contract, staff rule 3.10 relating to Special Post Allowance will not apply, and you will be ineligible to receive a Special Post Allowance on this appointment
 - In compliance with GA resolution (A/RES/63/250 section II-24), a period served under a Junior Professional Officer r type FTA will not be counted as a period of service towards the length of service requirements for eligibility for a Continuing Appointment.
 - This appointment is subject to the provision of funds by the Government of XXX.
 - This appointment shall be for an initial period of twelve (12) months and may be extended subject to satisfactory performance and availability of funds, as per JPO contract extension modalities agreed upon between UNDP and the Government of XXX.

Certified by

XXX

HR Associate

JPO Service Centre

On behalf of the Administrator, UNDP

Approved by

[name]

HR Associate

JPO Service Centre

On behalf of the Administrator, UNDP

To: Director, Division of Human Resources, United Nations Development Programme

I hereby accept the appointment described in this letter, subject to the conditions therein specified and to those laid down in the Staff Regulations and Staff Rules and UNDP policies. I have been made acquainted with these Regulations and Rules and UNDP policies.

Furthermore, I solemnly declare and promise to exercise loyalty, discretion and conscience in the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view and not to seek or accept instructions in regard to the performance of my duties from any government or other source external to the Organization. I also solemnly declare and promise to respect the obligations incumbent upon me as set out in the Staff Regulations and Rules and UNDP policies.

_____ Date

_____ XXXX

ANNEX D

NEW STAFF - CONFLICT OF INTEREST DECLARATION FORM

Name:

Index # (if known):

Functional Title:

Business Unit and Duty Station:

Grade Level:

Date:

It is the policy of the United Nations Development Programme (hereafter "UNDP" or the "Organization") that in the exercise of your functions, you must avoid even the appearance of impropriety. As a UNDP staff member, you have an obligation to avoid situations in which your personal interests might conflict, or appear to conflict, with the interests of UNDP. Conflicts of interest may arise when, by act or omission, a staff member's personal interests interfere with the performance of his or her official duties and responsibilities or with the integrity, independence and impartiality required by the staff member's status as an international civil servant. When an actual or possible conflict of interest does arise, you must disclose the conflict to your head of office, the Ethics Office or Office of Human Resources, mitigated by the Organization (if possible) and resolved in favour of the interests of the Organization, so as to avoid reputational and other damage to UNDP.

The existence of a potential conflict of interest does not necessarily imply any wrongdoing. Potential conflicts of interest may arise in the course of your work or in the course of your relationships. The important consideration is to recognize a potential conflict of interest situation and take appropriate steps to avoid having that potential conflict impact or appear to impact your official responsibilities. By promptly disclosing potential conflicts of interest, you can receive advice and guidance and avoid remaining in a situation where your judgment can be, or reasonably appear to be, improperly influenced.

Please read the form carefully and be certain to complete all sections even if you have no relationships to disclose. Accurate completion of this form is mandatory. **Any intentional omission or misrepresentation can be grounds for disciplinary action, or termination.** The completed form should be printed, signed and submitted to the Office of Human Resources (OHR). Where the information disclosed raises a potential conflict of interest, the information will be forwarded to the Ethics Office for advice and guidance on how to manage or mitigate the conflict of interest.

While all information will be kept confidential except to the extent necessary to administer the program, please note that your supervisor may also personally review your completed forms in order to avoid assigning you work or responsibilities that may inadvertently place you in a conflict situation. Also note that you are obligated to provide UNDP with immediate notice of any changes to this information, in writing, to the Directors of OHR and the Ethics Office with a copy to your immediate supervisor.

Your cooperation in this process is essential. Please direct any questions to your OHR recruiter, who may reach out to the Ethics Office for further guidance as needed.

1. Do YOU or any Immediate Family Member or Relative¹ have any financial or other ownership interest² in, or affiliation with, any entity with which you may be required to have official dealings on behalf of UNDP,³ or which has a commercial interest in the work of UNDP, or a common area of activity with UNDP?

Yes: No: If yes, please give details in the box below.

2. Do YOU now hold (or have held at any time in the past) any executive, leadership or policy-making role in any non-UNDP entity including, but not limited to, any NGO, intergovernmental entity, non-profit, for profit, charity, or academic institution (e.g., membership on corporate or advisory boards, or as a trustee of such entity)?

Yes: No: If yes, please give details in the box below.

3. Do you have any Immediate Family Members or Relatives who hold any executive, leadership or policy-making role in any non-UNDP entity including, but not limited to, any NGO, intergovernmental entity, non-profit, for profit, charity, or academic institution (e.g., membership on corporate or advisory boards, or as a trustee of such entity)?

Yes: No: If yes, please give details in the box below.

4. Are YOU now or have you at any time been a staff member of, or held any elected or appointed official position with, a national government, or as a public or civil servant?

Yes: No: If yes, please give details in the box below.

5. Do you have any Immediate Family Member or Relative who is currently employed within the UN system?

Yes: No: If yes, please give details in the box below.

6. Do you have any Immediate Family Member or Relative who is currently employed by a national government as a staff member or is an elected or appointed government official, or is a public or civil servant?

Yes: No: If yes, please give details in the box below.

7. Do you have any Immediate Family Member or Relative who is currently employed by a UNDP vendor, supplier, provider, partner, agent, NGO or contractor/consultant, or by an individual or entity that seeks to have or currently maintains a business relationship with UNDP, not previously disclosed pursuant to the foregoing questions?

Yes: No: If yes, please give details in the box below.

8. If hired by UNDP, will YOU maintain any full or part-time employment with any entity other than UNDP?

Yes: No: If yes, please give details in the box below.

9. Are YOU now, or have you ever been involved in any other activity which could be potentially viewed as influencing your objectivity or independence in the performance of the functions of the position for which you have been recruited/contracted by UNDP, or which could otherwise negatively affect the image of UNDP?

Yes: No: If yes, please give details in the box below.

(Add a separate piece of paper if more room is needed)

I hereby declare that the disclosed information is correct and complete to the best of my knowledge and belief. I recognize that, if hired, any failure to disclose information that is true and accurate may result in disciplinary action or termination of contract.

Signature & Date

ANNEX E

GENERAL GUIDELINES FOR COUNTRY OFFICES DUTY-RELATED TRAVEL/TRAINING ALLOWANCE (DTTA)

Junior Professional Officers

- The DTTA is an allocation made by JPO-sponsoring countries on an annual basis and is available only during the partner country-funded period of the JPO assignment. The amount of the allocation per annum is partner country -specific. Where the JPO contract period is less than a year, the DTTA is pro-rated accordingly.
- The objective of the DTTA is to strengthen and further develop the JPO's knowledge and skills relevant to the JPO assignment, and thus to enhance his/her performance during the assignment. The DTTA is to be utilized throughout the assignment, and no later than 2 months before the end of the contract (COB).
- Utilization of the DTTA funds must be requested in consultation with the JPO's direct supervisor. A member of the respective senior management team, who has the experience and background to enable him/her to make the appropriate decision, bearing in mind the benefit of the office and the JPO, makes final determination.
- Written authorization for charging relevant DTTA costs up to the amount allocated by the partner country to the JPO's account is provided by the JPO Service Centre to the country office upon arrival of the JPO. Such authorization is valid for the entire duration of the partner country-funded JPO assignment. Unspent funds can be carried over to the following JPO contract year.
- Only those accounting entries, which had been specifically authorized by the JPO Service Centre, would be accepted as valid charges.
- Management of the DTTA account is decentralized to the country offices, including the monitoring of the amount available. It is incumbent, however, on the senior management of the country office to ensure that only those training/ learning activities, which are relevant to the JPO assignment, are authorized and that the following control mechanisms and guidelines are strictly adhered to:
 - "running balance" spreadsheets, showing all the transactions charged to DTTA (broken down by name) should be attached to all Approval requests.
 - As a general rule, the DTTA should not to be used for language and computer training in view of the fact that these types of training are a prerequisite for selection and are normally provided by the sponsoring Government prior to the JPO assignment.
 - The DTTA is intended for use in the country of assignment, but at the discretion of senior management, training/learning activities abroad as well as participation to regional JPO workshops may be exceptionally authorized.
 - The DTTA should not be used to offset travel costs relating to training courses in the home country or (if different) the country that sponsors the assignment.
 - The ratio between training-related travel costs and training/ learning per se should be reasonable. It is expected that travel and accommodation costs will not represent the major portion of the training/learning activity.

ANNEX F

JPO ANNUAL EVALUATION REPORT

Name:

Sponsoring Government:

Agency/Fund:

Duty Station/Office:

Sector of Assignment:

Functional Title:

Entry on Duty:

JPO Evaluation Period: *from* *to*

Indicate main tasks performed during the evaluation period under review:

Indicate main results/outputs achieved:

List all learning activities (including on-the-job training) undertaken:

If you have undertaken any training that you would recommend to other JPOs please indicate them below:

Training institution and website if available	Name & location of training	Field of training (e.g. HIV/AIDS)	Description / feedback
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List three key "learnings" during the period under review:

List all major tasks and outputs planned for the following year:

List all training/learning activities planned for the next 6 to 12 months:

Any other comments:

Supervisor's overall performance assessment:

- Exceeds expectations (1);
- Meets expectations (2);
- Does not meet expectations (3)

Supervisor's comments:

Recommended for extension of contract: yes no

Supervisor (Name, Title, Signature)

Junior Professional Officer (Name, Title, Signature)

[name], [title], Date:

, Date:

(X) _____

(X) _____