United Nations Development Programme

30-Mar-2020

Dear Ms Jannick Violon

I wish to refer to the appointment, funded by your government, of Ms Ine BROOS, Junior Professional Officer, assigned to UN Women in Burundi, Bujumbura.

In this connection, we enclose herewith a costing sheet reflecting an estimate of net salary and other entitlements during the staff member's 1st year of service with UN Women, starting at the grade/step level of P2/2 from 01-Jun-2020 through 01-Jun-2021. Kindly note 1st year's costs will total $160,855.47.

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 Ine BROOS available to us and we look forward to your depositing the funds by the due date of 14-Apr-2020 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

UNDP Contributions Account:
No. 36349618

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

UNDP EURO Contributions Account:
No. 6008-62722022

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

Yours sincerely,

Christina Kjær Favrbo
Human Resources Associate
JPO Service Centre, BMS/OHR

Approved by:

Lorrae Davey
HR & Finance Analyst
JPO Service Centre, BMS/OHR

Ms Jannick Violon
Direction générale de la Coopération au Développement
Rue Bederode 6
1000 Bruxelles
Belgique

United Nations Development Programme

Cost Estimate for Junior Professional Officer

Name	**Ine BROOS**				
Costing Year	**1st & 2nd year**	**01-Jun-2020**	**to**	**31-May-2022**	
Duty Station	**Burundi, Bujumbura**				
Non-Family Duty Station	**Yes**				
Contract	**Fixed Term Appointment**				
Estimated Entry On Duty	**01-Jun-2020**				
Sponsoring Government	**Belgium**				
Grade / Step	First Year:	**P2/2**		Second Year:	**P2/3**
Marital status	**Common-law**				
Dependent Spouse	**No**				
Dependent Child(ren)	**No**				

Account			1ST YEAR	2ND YEAR	TOTAL
	1. Salary and Allowances (per Annum)				
61305	Net Base Salary		$49,219.00	$50,542.00	$99,761.00
61310	Post Adjustment	31.20 %	$15,356.33	$15,769.10	$31,125.43
62320	Hardship		$10,680.00	$10,680.00	$21,360.00
	Settling In Grant:				
64306	· Lump sum		$5,381.28	NA	$5,381.28
64307	· DSA - Staff Member 30 days DSA	$230 per day	$6,900.00	NA	$6,900.00
	· 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)		$6,000.00	$6,000.00	$12,000.00
64326	Medical and Dental Insurance Subsidy:				
	· Staff Member & Spouse	(Cigna)	$2,791.39	$2,750.95	$5,542.35
74505	Life Insurance Subsidy		$1,008.00	$1,008.00	$2,016.00
	Education Grant and Education Grant Travel		$0.00	$0.00	$0.00
62320	Non-Family Service Allowance		$7,500.00	$7,500.00	$15,000.00
62335	Danger Pay		NA	NA	NA
62320	Mobility Allowance (transitional measures) Mobility Incentive		NA	NA	NA
63520	Personal Residential Security Expenses (MORS)*		$4,243.00	$4,243.00	$8,486.00
63535	Corporate Security Measures (NA)		NA	NA	NA
63340	Rest & Recuperation Travel		$4,105.00	$4,105.00	NA
63405	**2. Duty-related Travel/Training Allocation (DTTA)**		$3,000.00	$3,000.00	$6,000.00
74505	**3. Appendix D of the Staff Rules**				
	· Death and Disability Insurance		$1,000.00	$1,000.00	$2,000.00
62310	**4. UNDP Contribution to UN Joint Staff Pension Fund**				
	· 15.8% of Pensionable Remuneration	Applicable: **No**	NA	NA	NA
63550	**5. Staff Operating Costs**				
	· Malicious Acts Insurance	0.05% of Net Salary + Post Adj.	$32.29	$33.16	$65.44
		Sub-total	**$113,111.29**	**$102,526.21**	**$215,637.50**
	6. Travel Expenses and Shipment of Personal Effects				
	Appointment Travel				
	Belgium/Denmark, Copenhagen/Burundi, Bujumbura/US, New York/Burundi, Bujumbura)				
64306	· Staff Member	Ticket**: $4,000.00	$4,000.00	NA	$4,000.00
	· Dependants	Ticket**: **$0.00** Spouse & Children: 0	NA	NA	NA
	· Briefing JPO SC	2 day(s) in JPO SC at $331 pr day	$662.00	NA	$662.00
64307	· Induction course	12 days in New York at $433 pr day	$5,196.00	NA	$5,196.00
	· Shipment / Insurance (Initial Appointment Relocation Grant)		$7,800.00	NA	$7,800.00
	· Terminal and other expenses		$438.00	NA	$438.00
63335	**7. Home Leave / Family Visit Travel**				
	(Home Leave Itinerary: Burundi, Bujumbura/Belgium/Burundi, Bujumbura)				
	Home Leave				
	· Per Traveller: $1,850	SM & Family: **0**	NA	NA	$0.00
64310	**8. End of Service**				
	· Relocation grant		$7,800.00	NA	$7,800.00
	· Repatriation Travel (SM only)	Ticket*: **2000**	$2,000.00	NA	$2,000.00
	· Terminal and other expenses		$94.00	NA	$94.00
		Travel Total	**$27,990.00**	**$0.00**	**$27,990.00**
	14.0% Administrative Overhead Costs		**$19,754.18**	**$14,353.67**	**$34,107.85**
		Grand Total	**$160,855.47**	**$116,879.88**	**$277,735.35**

** 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.*