7-Apr-2020

Dear Ms Jannick Violon

I wish to refer to the appointment, funded by your government, of Ms MEWISSEN, Celine (BEL) UNFPA, Junior Professional Officer, assigned to UNFPA in Benin, Cotonou.

In this connection, we enclose herewith a costing sheet reflecting an estimate of net salary and other entitlements during the staff member's 1st & 2nd year of service with UNFPA, starting at the grade/step level of P2/1 from 04-May-2020 through 04-May-2021. Kindly note 1st & 2nd year's costs will total $147,436.84.

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 MEWISSEN, Celine (BEL) UNFPA available to us and we look forward to your depositing the funds by the due date of 22-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

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 MEWISSEN, Celine (BEL) UNFPA is included in your letter of payment.

Yours sincerely,

This signature is only valid for use in official UN document

Mavis Osei
HR Analyst
JPO Service Centre, BMS/OHR

Approved by:

This signature is only valid for use in official UN documents

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

Cc.
Rahel Helfenberger
HR Analyst, UNFPA

Cost Estimate for Junior Professional Officer

Name	**MEWISSEN, Celine (BEL) UNFPA**				
Costing Year	**1st & 2nd year**	**04-May-2020**	**to**	**3-May-2022**	
Duty Station	**Benin, Cotonou**				
Non-Family Duty Station	**No**				
Contract	**Fixed Term Appointment**				
Estimated Entry On Duty	**04-May-2020**				
Sponsoring Government	**Belgium**				
Grade / Step	First Year:	**P2/1**		Second Year: **P2/2**	
Marital status	**Single**				
Dependent Spouse	**No**				
Dependent Child(ren)	**No**				

1. Salary and Allowances (per Annum)		**1ST YEAR**	**2ND YEAR**	**TOTAL**
Net Base Salary		$47,895.00	$49,219.00	$97,114.00
Post Adjustment	32.4 %	$15,517.98	$15,946.96	$31,464.94
Hardship		$5,930.00	$5,930.00	$11,860.00
Settling In Grant:				
· Lump sum		$5,284.42	NA	$5,284.42
· DSA - Staff Member 30 days DSA	$206 per day	$6,180.00	NA	$6,180.00
· 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
Rental Subsidy (historical average)		$6,000.00	$6,000.00	$12,000.00
Medical and Dental Insurance Subsidy:				
· Staff Member only	(Cigna)	$1,058.46	$1,031.99	$2,090.46
Life Insurance Subsidy		$1,008.00	$1,008.00	$2,016.00
Education Grant and Education Grant Travel		$0.00	$0.00	$0.00
Non-Family Service Allowance		$0.00	$0.00	$0.00
Mobility Incentive		NA	NA	NA
Danger Pay		NA	NA	NA
Personal Residential Security Expenses (MORS)*		$9,500.00	$9,500.00	$19,000.00
Corporate Security Measures (NA)		NA	NA	NA
Rest & Recuperation Travel		NA	NA	NA
2. Duty-related Travel/Training Allocation (DTTA)		$3,000.00	$3,000.00	$6,000.00
3. Appendix D of the Staff Rules				
· Death and Disability Insurance		$1,000.00	$1,000.00	$2,000.00
4. UNDP Contribution to UN Joint Staff Pension Fund				
· 15.8% of Pensionable Remuneration	Applicable: No	NA	NA	NA
5. Staff Operating Costs				
· Malicious Acts Insurance	0.05% of Net Salary + Post Adj.	$31.71	$32.58	$64.29
	Sub-total	**$102,405.57**	**$92,668.53**	**$195,074.10**
6. Travel Expenses and Shipment of Personal Effects				
Appointment Travel				
Belgium/Denmark, Copenhagen/Benin, Cotonou/US, New York/Benin, Cotonou)				
· Staff Member	Ticket**: $3,000	$3,000.00	NA	$3,000.00
· Dependants	Ticket**: **$0** Spouse & Children: 0	NA	NA	NA
· Briefing JPO SC	1 day(s) in JPO SC at $331 pr day	$331.00	NA	$331.00
· Induction course	14 days in New York at $433 pr day	$6,062.00	NA	$6,062.00
· Shipment / Insurance (Initial Appointment Relocation Grant)		$7,800.00	NA	$7,800.00
· Terminal and other expenses		$438.00	NA	$438.00
Home Leave/Family Visit Travel				
(Home Leave Itinerary: Benin, Cotonou/Belgium/Benin, Cotonou)				
Home Leave				
· Per Traveller: $1,850	SM & Family: **1**	NA	NA	$0.00
7. End of Service				
· Relocation grant		$7,800.00	NA	$7,800.00
· Repatriation Travel (incl Dependents)	Ticket*: 1400	$1,400.00	NA	$1,400.00
· Terminal and other expenses		$94.00	NA	$94.00
	Travel Total	**$26,925.00**	**$0.00**	**$26,925.00**
	Administrative Overhead Costs 14.0%	**$18,106.28**	**$12,973.59**	**$31,079.87**
	Grand Total	**$147,436.84**	**$105,642.13**	**$253,078.97**

** 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.*