

Memorandum of Understanding
Between
the Belgian Directorate General for Development Cooperation
And
the United Nations World Food Programme
concerning the Junior Professional Officers Programme

Preamble

This Memorandum of Understanding (the MOU) is entered between the Government of Belgium and represented by the Belgian Directorate General for Development Cooperation (hereinafter referred to as "the Donor") and the United Nations World Food Programme (WFP), (the Parties), concerning Junior Programme Officers (JPOs).

The aim of the JPO Programme ("the Programme") is to utilize the talent and energy of young professionals to assist in the prompt delivery and distribution of humanitarian relief, and to provide an environment whereby JPOs gain experience and knowledge in the world of international humanitarian assistance.

To this end, JPOs will be utilized in different capacities, and will be assigned to jobs which are linked to a programme or a project in the field which is representative of the work of WFP.

During their tenure at WFP, JPOs will come under the authority of the Executive Director of the Organization, and will be subject to the Staff Rules and Regulations as set out in the letters of appointment. As international civil servants, JPOs will not accept instructions from any government, including their own.

Article 1
Responsibilities of the Donor

The Donor shall undertake the following responsibilities:

- 1.1 Finance the deployment of JPOs to WFP for 1 year, each year renewable up to a maximum of 3 years, depending on the performance of the JPOs.
- 1.2 Inform WFP on a yearly basis the number of JPOs to be sponsored by the Donor (including nationals of least developed countries that are either not represented or are underrepresented within WFP, if applicable), and continue to advise WFP at regular intervals as to how many JPOs it will continue to support. The criteria for the selection of nationals of least developed countries are attached as annex I.
- 1.3 Assume all costs pertaining to the employment of a JPO as set out in Article 3 below.

- 1.4 Transfer funds in advance every year to WFP to meet all identifiable costs as specified in Article 3 and shall deposit the funds (in US dollars) into the following account of WFP:

The UN World Food Programme
CITIBANK NA
Foro Buonaparte 16
Milan 20121, Italy
USD Account: 1112282056
ABI 03566 CAB 01600
SWIFT CITIITMX
IBAN: IT77I0356601600001112282056

The Donor shall send a copy of the transfer to WFP, and WFP shall promptly inform the Donor upon receipt of the funds.

- 1.5 Prepare with WFP the job description for JPO posts and give final approval of the job description (annex II). Once approved, the Donor shall arrange for the publication of vacancy announcements in vacancy bulletins.

Article 2

Responsibilities of WFP

WFP shall undertake the following responsibilities:

- 2.1 Be fully responsible for the recruitment and appointment of JPOs, and along with the Donor, make best efforts to ensure that the process of pre-screening, selection, recruitment and appointment, as set out in annex III is completed within a reasonable time after publication of the vacancy announcements.
- 2.2 Appoint JPOs as staff members of WFP at the P-2 grade, step 1 for candidates with two years experience, step 2 for candidates with three years experience and step 3 for candidates with four years experience. JPOs will get one step increase for every year thereafter depending on their performance. The first 12 months shall be probationary. WFP shall specify the conditions of service of the JPO in a Letter of Appointment. The Letter of Appointment shall include a statement of the benefits to which he/she shall be entitled. WFP will extend the appointment beyond the initial period upon mutual agreement with the Donor in accordance with paragraph 1.1.
- 2.3 Cancel any appointment made if the selected JPO does not pass medical, security and/or other clearances as set forth in the Rules and Regulations of WFP. In such an instance, WFP shall select, along with the Donor, another applicant.
- 2.4 Promptly send a notification to the Donor of any substantial changes with regard to the assignment of any given JPO.
- 2.5 Administer Donor funds received in accordance with WFP's financial rules and

regulations. The funds shall be subject exclusively to internal and external auditing procedures in accordance with WFP Rules and Regulations.

- 2.6 At the discretion of the Donor, carry over into the following year any residual funds not used by WFP and apply the funds to the following year's requirements.
- 2.7 Notify the Donor in case of insufficient funds, and invite the Donor to deposit an additional sum to cover unforeseen expenditures.
- 2.8 Designate a supervisor and review the results of the services of the JPO on a regular basis and provide guidance on possible improvement of performance.
- 2.9 Monitor the goals and objectives of the Programme as set out in the preamble of this MOU, and before 1 July of each year submit a monitoring report to the Donor.
- 2.10 Require and supervise the completion of three reports by the JPO. These reports shall be:
 - 2.10.1 Arrival Report: to be submitted three months after the JPOs have arrived at their duty station.
 - 2.10.2 Progress Report: to be submitted no later than three months before the end of the JPOs first year assignment.
 - 2.10.3 Terminal Report: to be prepared at the end of the assignment.
- 2.11 Provide a Financial Statement of Accounts to be sent to the Donor no later than May 31 of any year.

Article 3 **Accounting and Expenditures**

The funds, referred to in Article 1.4, shall cover all expenses arising from the assignment of the JPO provided by the Donor including the following:

- 3.1 Salaries, benefits and allowances payable to the JPO pursuant to the Letter of Appointment and, as applicable, the WFP Staff Rules and Regulations.
- 3.2 Travel costs within the country or area of assignment and training costs on the basis of the Duty Travel and Training Allowance (DTTA), as set out by the Donor in annex IV to this MOU.
- 3.3 Travel, shipment to and from the duty station and related costs and allowances for the JPO and dependents, recognized as such by WFP.
- 3.4 Costs of induction to be arranged by WFP. WFP shall provide in advance an estimate of these costs.
- 3.5 Costs of participation of the JPO in WFP's Pension Fund, if not already enrolled in a

national pension fund, and costs of participation of the JPO and his/her eligible family members in the medical and life insurance plans of WFP.

- 3.6 Expenses related to the attendance of JPO Workshops, to be held in Rome between six and eight months after the JPO appointment.
- 3.7 Any other costs incurred in accordance with the WFP Staff Rules and Regulations or the terms of appointment of the JPO or as may be agreed between WFP and the Donor.
- 3.8 Fourteen percent of the total identifiable costs to cover the administrative and career development costs in relation to the assignment of a JPO.

Article 4 Pension Fund

The JPO shall, if not already enrolled in a national pension fund, participate in WFP's Pension Fund in accordance with the Fund's Rules and Regulations and WFP's Administrative manual. On separation the JPO shall receive the accrued benefit in accordance with the Fund's Rules and Regulations.

Article 5 Modification

WFP shall promptly inform the Donor of any significant modification in the terms and conditions under this MOU. In case these additional costs for the Donor will be involved in a modification of assignment, WFP shall request from the Donor reimbursement of these costs before effecting any such modification.

Article 6 Effective Date

This MOU shall become effective as of the date of signature by the authorized representatives of both Parties and shall apply to funding of assignments subsequently agreed upon. This MOU replaces and supersedes any previous agreements between WFP and the Donor.

Article 7 Amendments

Both Parties may, by an exchange of letters, amend any of the provisions of this MOU.

Article 8 Termination

- 8.1 Either Party may terminate this MOU at any time by giving three months written notice. Upon termination of this MOU, unless the Parties agree on another course of action, contractual obligations entered into by WFP and/or any third Party prior to the receipt of the notice of termination of this MOU shall, within reasonable limits, not be affected by the termination. Any remaining balance of funds held by WFP on the Balance account shall be returned at once and unconditionally to the Donor.

- 8.2 While no new JPO appointment shall be made after such termination, the termination of the agreement shall not prejudice the rights of JPOs under existing letters of appointment. The obligations of WFP and the Donor shall continue to apply to any subsisting appointments. Following the termination of this MOU, WFP shall continue to hold the funds until all expenses or commitments made by WFP relating to the Programme have been settled from such funds. After the accounts have been settled, not later than 31 May of the following year, WFP shall refund to the Donor any uncommitted balance remaining in the account, or the Donor shall remit any amount due pursuant to Article 2.
- 8.3 The Donor reserves the right to stop transfers or claim repayment of all or part of the funds transferred in the event of a material breach of the provisions of the MOU and/or any MOU agreed upon on the basis of agreement, with respect to the use of funds, and/or reporting and accounting obligations; or if it emerges, either from the reports referred to before or from some other source that the funds are not being used or not have been used for the purposes for which the Donor has made them available; or if alternative funding proves to have been acquired (either wholly or in part), thus giving rise to double-financing. The Donor shall consult with WFP with a view to rectifying the situation before exercising this right.

Article 9 Anti-Corruption

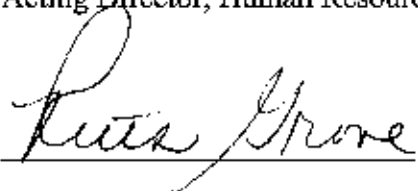
WFP shall, in accordance with the Charter of the United Nations and/or the WFP Staff Regulations and Rules, require that the JPOs financed by the Donor shall not offer to third parties or seek, accept or be promised from or by third parties, for themselves or for any other party, any gift, remuneration, compensation or profit of any kind whatsoever, which could be interpreted as an illegal, fraudulent or corrupt practice.

Article 10 Dispute Settlement

Any dispute between WFP and the Donor relating to this MOU, which is not settled by negotiation or other agreed mode of settlement shall be admitted to arbitration at the request of either party. Both parties shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third, who shall be the chairman. If within thirty days of the request for arbitration either party has not appointed an arbitrator or if within fifteen days of the appointment of two arbitrators the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint an arbitrator. The procedure of the arbitration shall be fixed by the arbitrators, and the expenses of the arbitration shall be borne by the parties as assessed by the arbitrators. The arbitral award shall contain a statement of the reasons on which it is based and shall be accepted by the parties as the final adjudication of the dispute.

In witness whereof, the Parties hereto, each acting through its Representative duly authorized thereto, have signed this MOU in two original texts in the English language.

For the World Food Programme
Ruth Grove
Acting Director, Human Resources



21/9/11
Date

For the Donor
Olivier CHASTEL
Minister for Development Cooperation
in charge of European Affairs



Date

Annex I

(Referring to article 1 of this MOU)

JPO Candidates from least developed countries

The Programme

The Donor is willing to finance candidates from least developed countries within the Programme. The spirit is that candidates from least developed countries joining the Programme and having a high potential, should have an opportunity to gain experience equal to others with similar qualifications. Furthermore, such assignments could serve to strengthen developing countries capacities and it would represent a form of dynamic TCDC (Technical Cooperation among Developing Countries).

Qualification requirements

- Have a nationality of one of Belgium's partner countries;
- Hold a Master level degree;
- Have a minimum of two years of relevant work experience for the chosen function. A development-oriented employment history or previous experience in development is desirable;
- Be no older than 32 years of age on 31 December of the year of application;
- Applying for a JPO position outside the country of origin/nationality;
- No blood relatives of the first degree at the organization concerned;
- A study relevant to international cooperation;
- An education in a developing country.

In addition to these requirements, candidates should preferably meet a number of supplementary criteria, such as:

- being able to illustrate their interest in international cooperation;
- an active and passive command of one of the official languages of WFP;
- working knowledge of a second official language of WFP.

Applications

- Responsibility for the recruitment and selection of the candidates rests with WFP and applications must be sent directly to WFP. WFP will organise the interviews. A Belgian representative can participate as an observing member. The suitability of a candidate shall be assessed by WFP, on the basis of an interview and at least three references.
- WFP shall then present the candidate's application to the Donor.

The application should include the following:

- Online CV Form from WFP, which must be up-to-date, complete, signed and legible;
- A proposal for a posting on the basis of a JPO vacancy, which should be outside the candidate's country of origin;

- A declaration that the candidate has been interviewed and approved, that a minimum of three references have been received, that his/her education has been checked against the original certificates and that the candidate has been tested for his/her command of the languages listed in the application.

The Donor shall assess the application on the basis of the requirements and criteria and inform WFP as to whether the candidate should be admitted to the Programme.

Annex II

(Referring to article 1 of this MOU)

Format Job Description

GENERAL INFORMATION

Title of the posting : _____
Sector : _____
Location : _____
Duration of the assignment : _____

SUPERVISION

Direct supervision by Mr/Ms : _____
Title of the supervisor : _____

Content and methodology of the supervision:

(describe the supervisory role exercised over the incumbent in terms of planning, guiding and reviewing the work):

DUTIES AND RESPONSIBILITIES

QUALIFICATIONS AND EXPERIENCE

(describe clearly and accurately the required educational background. As for experience, indicate if it is required or desirable)

Qualifications : _____
Experience : _____
Skills : _____

Competencies required **

(indicate the 3 most relevant competencies required to properly carry out the duties and responsibilities within the context of the posting)

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components: _____
(the training components should indicate through which activities learning will be structured);

Learning elements: _____
(the learning elements indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year).

BACKGROUND INFORMATION

The background information should include:

- general information about the organizational structure of the local UN organisation (organigram)
 - general outlines about the programme/project
 - outline about planned developments concerning the programme/project
 - information about living conditions is appreciated
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Annex III

(Referring to article 2 of this MOU)

Recruitment guidelines of the Belgian Junior Professional Officer Programme

Recruitment and selection for JPO posts

1. Selection of Posts

WFP will provide the Donor an updated vacancy proposal list with job descriptions for specific posts to be funded.

The Donor will notify WFP accordingly by email and WFP will earmark the chosen posts.

The earmarking is considered firm commitment from the Donor to the funding of a post.

2. Vacant JPO Posts

No selection process shall commence without a valid JPO term-of-reference approved by the receiving duty station/hiring unit, the donor and WFP. The Terms of Reference must describe the functions, competencies, impact and requirements of the JPO post, including academic qualifications, relevant work experience, and language requirements.

3. Vacancy Management and Announcement

When the posts have been earmarked and funding confirmed, WFP in cooperation with the Donor (and in accordance with the Agreement between the Donor and WFP on the JPO Programme) will prepare the vacancy announcement.

The vacancy announcement for the JPO post must state all the competencies and other corporate requirements for the position in conformity with the JPO Terms of Reference. It may also indicate qualifications that are desirable for the position. Only those qualifications (required or desirable) that are indicated in the vacancy announcement may be used to assess candidates' suitability for the JPO post.

All JPO vacancies will be posted on the Donor website and WFP website. The vacancy announcement may also be posted using other appropriate means for identifying potential candidates (job portals, newspapers and other publications etc.). The JPO vacancy announcement will normally be posted for a minimum of two weeks.

4. Requirements and Qualifications for selection

The qualifications below are required for being eligible for selection:

- Have the EU citizenship.
- Have a Master level degree.
- Have a minimum of two years of relevant work experience for the chosen function. A development-oriented employment history or previous experience in development is desirable.
- Have completed and succeeded the CIG (Cycle d'Information Générale) by BTC (Belgian Development Agency).
- Be no older than 32 years of age as of 31 December of the year of application.

5. Conditions for selection

In filling a vacant JPO post, priority will be given to the qualifications, demonstrated competencies, and performance including relevant experience of the candidates in relation to the stated criteria of the post. Only candidates meeting the pre-defined requirements for a post as per the job description and the vacancy announcement can be selected.

6. Applications for the post

All persons who apply for a vacant JPO post, in addition to submitting an application and resume, must complete an on-line CV. The on-line CV form provides relevant information on a candidate's personal and professional background, academic record, work history, prior UN experience, residence status, languages, nationality, family relationships, and other matters that are essential to making an informed selection decision.

The on-line CV is the authoritative source for critical information on a candidate. Therefore, only those persons who have submitted a completed and updated on-line CV, certifying that the information contained therein is fully accurate, may be given further consideration for the post.

7. Receipt and Review of Applications

Candidates will submit their application electronically through WFP online application system.

The Donor will provide specifications to WFP on the criteria to be used for the application system.

Applications will only be accepted in English.

WFP will provide to the Government all documentation relevant to the screening process for monitoring purposes.

Upon request, WFP will provide a list of applicants to the Donor.

Candidates can apply for maximum 3 posts.

All candidates will receive a message acknowledging receipt of their application and informing that candidates who are invited for interviews will be contacted.

WFP will be available for questions (email/phone) from applicants.

No candidate shall be given further consideration for the post without having first submitted a completed on-line CV as part of the application for the position. The information provided in the on-line CV allows verifying whether certain requirements are met.

WFP is under no obligation to consider late or incomplete applications, or to confirm receipt of such application.

The closing date for applications may be extended, following a preliminary review of applications if WFP and the Donor find that the quality or quantity of the candidates is not sufficient to conduct a competitive selection process.

8. Reviewing Candidates

WFP will carry out the pre-screening and short-listing for interviewing selection.

Only those qualifications specified in the vacancy announcement and JPO Terms of Reference may be used in the review of applications and screening of candidates for the post. The reason for accepting or rejecting an application during the screening process must be documented at each stage of the selection process.

Long-listing process: The long-listing of candidates involves an initial screening of applications. The screening will be undertaken against minimum corporate requirements, including eligibility, academic qualifications, years of relevant work experience, language fluencies etc.

No candidates will be given further consideration, if the person does not meet all the requirements for the position (e.g. academic, experience; languages; etc) as specified in the vacancy announcement.

Short-listing process: Following the long-listing process, the remaining candidates are reviewed for short-listing. To arrive at a short-list of candidates, a closer desk review of a candidate's professional and managerial background is undertaken against the requirements of the post, given additional weight to those candidates who possess one or more of the desirable variables for the post, as specified in the vacancy announcement.

The short-listing process also involves additional fact-finding. A telephone screening may be used to test language proficiency and to clarify issues raised in the job application, including the on-line CV, and other requirements applicable in the duty station. The additional information or assessment results obtained from a telephone screening must be fully documented.

Long-listing and short-listing procedures must be followed and documented. The reason for accepting or rejecting an application must be documented at each stage of the selection process.

A short-list of JPO candidates should consist of a minimum of two and a maximum of six candidates.

The short-list of candidates will include a minimum of one and preferably three or more qualified women from the pool of applications. The reason for not short-listing women candidates for these posts must be fully documented.

If, at any time during the long or short-listing process, where there appears to be fewer than three candidates who meet all the requirements of the post, it may be decided to re-advertise the position, or proceed with the selection process.

WFP will present the list of candidates short-listed for interviews to the Donor for final approval prior to undertaking the interviews.

WFP will contact candidates who are short-listed for interviews.

9. Interviews of short-listed candidates

WFP will coordinate the planning of the interviews with the Donor.

WFP will send out invitations to candidates and set up a schedule of interviews.

Interviews of candidates will take place in Brussels, the Donor will make practical logistical arrangements (booking of meeting rooms, telephone facilities, coffee, etc.).

Interviews will be carried out by the representatives of <The Organization>. The Donor will participate as an observing member of the interview panel for JPOs. WFP will coordinate the planning of the interviews with the Donor.

10. Assessment of short-listed candidates

All short-listed candidates will undergo the same selection process and by the same means, whenever practicable.

WFP in consultation and cooperation with the Donor will use a range of assessment tools and techniques to evaluate short-listed candidates. Such tools and techniques may include

but are not limited to, technical testing, interviews or an assessment of work samples; reference checks; competency-based panel interviews.

Competency-Based Interview: Every short-listed candidate for a JPO post will be invited to participate a panel interview.

The Interview Panel: The competency-based interview panel will include minimum two members. A Donor representative can participate as an observer.

WFP will conduct the competency-based interviews.

Face-to-face interviews are the preferred option, however, video conferencing and phone interviews may also be undertaken. All modalities may be applied in the same interview.

WFP will identify up to five competencies from the vacancy announcement that are the most essential to success in the post for assessment at the interview. The interview panel will also conduct an assessment of corporate values and ethics.

When evaluating a candidate the panel should consider only the information provided to them at the interview.

The panel will rate a candidate on each of the competencies being assessed, assigning a score for each rating, to arrive at an overall score of the candidate for the interview. The panel will also assign one of three recommendations for each candidate including; recommended, with reservations or not recommended and rank candidates in order of suitability for a position. The scoring of each candidate will be reflected in the panel's interview report which will also detail the reservations, if any, noted by the panel.

Candidates who are recommended with reservations must still meet the stated qualifications for the position. The reservation may relate to objective perceptions by the panel as to various aspects of the candidates overall fit and anticipated performance but not in terms of a deficit of the qualifications listed in vacancy. Only those candidates, who, in the view of the interview panel, possess the minimum competencies required for the post, may be given further consideration.

11. Selection of a candidate

When selecting a candidate for the post, WFP and the receiving duty station shall take into account the results from all the assessment methods used to evaluate the short-listed candidates, including the technical assessment/interview; competency-based panel interview and reference checks.

In the event that a fully qualified candidate cannot be found following a competitive selection process, WFP or the donor may re-advertise the position with the view of attracting additional applications.

WFP in consultation and cooperation with the Donor will make the final selection of the candidate for each post.

WFP will notify the interviewed candidates that were NOT selected.

WFP will notify the interviewed candidates that ARE selected.

WFP will do reference checks of selected candidates.

WFP will verify the academic potentials of the candidates.

WFP will be available for questions from candidates not selected.

In the unlikely case that no candidates are found suitable for the post, WFP can decide to re-advertise the post.

12. Final approval by the receiving Duty Station

WFP will present the selected candidates to the respective duty stations for their final approval.

In the unlikely case that a candidate is not accepted by the duty station, WFP will propose another duty station.

13. Reference Checks and Verification of Qualifications

No JPO recruitment and selection process is complete without proper and thorough verification of critical information, including academic qualifications, languages, nationality, prior UN employment, family relations within the UN common system and detailed reference checks. The Personal History Form (P-11) provides a useful source of candidate information on these matters that requires verification and, in particular, on the candidate's employment history for purposes of reference-checking.

Reference checks will be conducted for the recommended candidate after completion of the interview. Reference checks from a current employer will be conducted only after WFP has consulted with the candidate and obtained permission prior to contacting that employer for the purpose of conducting a reference check.

References should be obtained from minimum three referees among the referees listed in the on-line CV, including one former supervisor of the candidate as listed in the on-line CV.

Conducting the reference check by telephone is often the fastest way to obtain a reference, and may yield important information that might not otherwise be obtained through a more formal, written process. Reference checks by phone should follow a consistent format of questions, with questions and answers documented in detail.

Annex IV

(Referring to article 3 of this MOU)

Duty Travel and Training Allowance (DTTA)

The following regulations are applicable to the Duty Travel and Training Allowance (DTTA).

- An annual budget of US\$ XX will be made available for each JPO assigned to field offices with duties restricted to the country of assignment and for whom the Terms Of Reference indicate only in-country travel. An annual budget of US\$ XX will be allocated to JPOs, posted at regional offices or at Headquarters, for whom the Terms of Reference indicate regional travel. An increase of these funds will not be concurred by the Donor.
- The DTTA budget shall be used for duty related travel and /or training if the duties require additional training. This means that also training courses can be paid from the DTTA budget. The DTTA is normally not used to cover expenses of PPO course (Programme Policy and Operations induction course), language courses and computer training in view of the fact that these types of training are prerequisite for selection. The costs involved in such training will be for the account of the Organization and thus makes part of the annual DTTA budget. The Donor allocates US\$ 3.000 each year for training needs. The DTTA is an allocation on annual basis and is only available during the donor-funded period of the JPO assignment. Unspent funds can be carried over the following JPO contract year but must be utilized throughout the assignment and not "in the last minute". Utilization of the DTTA funds must be requested in consultation with the JPO's direct supervisor. Each training must be reported to the sponsoring Donor. The Donor will not play an advisory or mediating role in arranging these training courses. Training funds should not be absorbed by routine work.