



17-Jul-2023

Dear Ms Jannick Violon

I wish to refer to the appointment, funded by your government, of Candidate, Junior Professional Officer, assigned to UNDP in Burkina Faso, Ouagadougou.

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 UNDP, starting at the grade/step level of P2/1 from 01-Dec-2023 through 30-Nov-2024. Kindly note 1st to 3rd year's costs will total \$498,967.08.

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/Mr] Candidate available to us and we look forward to your depositing the funds by the due date of 01-Aug-2023 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/Mr] Candidate is included in your letter of payment.

Yours sincerely,


This signature is only valid
for use in official UN documents

Mustafa Sayad
Human Resources Associate
JPO Service Centre, BMS/OHR

Approved by:


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-2023	to	30-Nov-2024
Duty Station	Burkina Faso, Ouagadougou			
Non-Family Duty Station	Yes			
Contract	Fixed Term Appointment			
Estimated Entry On Duty	01-Dec-2023			
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)	1			

Account		1 ST YEAR	2 ND YEAR	3rd YEAR	TOTAL
1. Salary and Allowances (per Annum)					
61305	Net Base Salary	\$50,377.00	\$51,769.00	\$53,161.00	\$155,307.00
61310	Post Adjustment 33.80 %	\$17,027.43	\$17,497.92	\$17,968.42	\$52,493.77
62320	Hardship	\$10,680.00	\$10,680.00	\$10,680.00	\$32,040.00
Settling In Grant:					
64306	· Lump sum	\$5,617.04	NA	NA	\$5,617.04
64307	· DSA - Staff Member 30 days DSA \$255 per day	\$7,650.00	NA	NA	\$7,650.00
	· DSA - Dependants 30 days ½ rate	NA	NA	NA	NA
Dependency Allowances:					
	Spouse Allowance	\$4,044.27	\$4,156.02	\$4,267.77	\$12,468.05
	Child Allowance	\$2,929.00	\$2,929.00	\$2,929.00	\$8,787.00
	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 & 2 or more Dependants (Cigna)	\$4,809.08	\$4,742.03	\$4,742.03	\$14,293.14
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	\$19,800.00	\$19,800.00	\$19,800.00	\$59,400.00
62335	Danger Pay	NA	NA	NA	NA
62320	Mobility Allowance (transitional measures) Mobility Incentive	NA	NA	NA	NA
63520	Personal Residential Security Expenses (MORS)*	\$3,175.00	\$3,175.00	\$3,175.00	\$9,525.00
63535	Corporate Security Measures 4.25% of Net Salary + Post Adj.	\$2,864.69	\$2,943.84	\$3,023.00	\$8,831.53
63340	Rest & Recuperation Travel	\$4,105.00	\$4,105.00	\$4,105.00	\$12,315.00
63405	2. Duty-related Travel/Training Allocation (DTTA)	\$3,000.00	\$3,000.00	\$3,000.00	\$9,000.00
74505	3. Appendix D of the Staff Rules				
	· Death and Disability Insurance	\$0.00	\$0.00	\$0.00	\$0.00
62310	4. UNDP Contribution to UN Joint Staff Pension Fund				
	· 15.8% of Pensionable Remuneration Applicable: No	NA	NA	NA	NA
63550	5. Staff Operating Costs				
	· Malicious Acts Insurance 0.05% of Net Salary + Post Adj.	\$33.70	\$34.63	\$35.56	\$103.90
	Sub-total	\$143,120.20	\$131,840.45	\$133,894.78	\$408,855.42
6. Travel Expenses and Shipment of Personal Effects					
Appointment Travel					
<i>Belgium/Burkina Faso, Ouagadougou/US, New York/Burkina Faso, Ouagadougou)</i>					
64306	· Staff Member Ticket**:	\$2,000.00	NA	NA	\$2,000.00
	· Dependants Ticket**:	\$0.00	NA	NA	NA
	Spouse & Children:	0			
64307	· Induction course 12 days in New York at \$500 pr day	\$6,000.00	NA	NA	\$6,000.00
	· Shipment / Insurance (Initial Appointment Relocation Grant)	\$7,800.00	NA	NA	\$7,800.00
	· Terminal and other expenses	\$334.00	NA	NA	\$334.00
63335	7. Home Leave / Family Visit Travel				
<i>(Home Leave Itinerary: Burkina Faso, Ouagadougou/Belgium/Burkina Faso, Ouagadougou)</i>					
	Home Leave				
	· Per Traveller: \$925 SM & Family: 1	\$925.00	\$925.00	\$925.00	\$2,775.00
64310	8. End of Service				
	· Relocation grant	\$7,800.00	NA	NA	\$7,800.00
	· Repatriation Travel (SM only) Ticket*: 2000	\$2,000.00	NA	NA	\$2,000.00
	· Terminal and other expenses	\$126.00	NA	NA	\$126.00
	Travel Total	\$26,985.00	\$925.00	\$925.00	\$28,835.00
	14.0% Administrative Overhead Costs	\$23,814.73	\$18,587.16	\$18,874.77	\$61,276.66
	Grand Total	\$193,919.93	\$151,352.61	\$153,694.55	\$498,967.08

* 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.