

UNDP 2010 Universal Price List

For Country Office Services to UN Agencies and Programmes



(For Country Office Cost Bands, refer to page 3 of this document)

Service ¹ (see service notes overleaf)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
Payment Process ²	26.02	18.18	14.30	10.08
Issue check only (Atlas Agencies)	7.46	5.20	4.09	2.88
Vendor profile only (Atlas Agencies only)	11.89	8.26	6.50	4.55
Staff selection and recruitment process	406.59	275.01	216.11	146.53
Advertising (20%)	81.32	55.00	43.22	29.31
Short-listing (40%)	162.64	110.00	86.44	58.61
Interviewing (40%) ³	162.64	110.00	86.44	58.61
Staff HR & Benefits Administration & Management ⁴ (one time fee, per staff. Service incl. contract issuance, UNJPF/MIP enrollment, payroll setup - Starting 2006 this price applies to the separation process as well)	147.40	103.53	81.44	57.76
Recurrent personnel management services: Staff Payroll & Banking Administration & Management ⁵ (per staff, per calendar year)	368.41	247.48	194.44	130.70
Payroll validation, disbursement (35%)	128.94	86.62	68.05	45.75
Performance evaluation (30%)	110.52	74.24	58.33	39.21
Extension, promotion, entitlements (30%)	110.52	74.24	58.33	39.21
Leave monitoring (5%)	18.42	12.37	9.72	6.54
Consultant recruitment	163.71	114.85	90.34	63.98
Advertising (20%)	32.74	22.97	18.07	12.80
Short-listing & selection (40%)	65.49	45.94	36.14	25.59
Contract issuance (40%)	65.49	45.94	36.14	25.59
Issue/Renew IDs (UN LP, UN ID, etc.)	31.48	22.05	17.34	12.26
Local driver's licenses (full process)	40.58	28.49	22.41	15.88
Accreditation w. government	40.58	28.49	22.41	15.88
Vehicle registration (full process)	40.58	28.49	22.41	15.88
Visa request (excl. government fee)	28.20	19.58	15.39	10.77
Ticket request (booking, purchase)	34.26	23.87	18.77	13.19
Travel authorization	28.20	19.58	15.39	10.77
Hotel reservation	15.17	10.73	8.44	6.04
F10 settlement	18.74	13.03	10.25	7.19
Procurement process involving CAP (and/or ITB, RFP requirements)⁶	321.26	219.84	172.81	118.86
Identification & selection (50%) ³	160.63	109.92	86.40	59.43
Contracting/issue purchase order (25%)	80.31	54.96	43.20	29.71
Follow-up (25%)	80.31	54.96	43.20	29.71
Procurement not involving CAP (low value procurement, local)	97.33	67.74	53.27	37.39
Identification & selection ⁴ (50%)	48.67	33.87	26.64	18.69
Issue purchase order (25%)	24.33	16.94	13.32	9.35
Follow-up (25%)	24.33	16.94	13.32	9.35
Disposal of equipment ³	135.56	93.53	73.53	51.07
Custom clearance	50.08	34.54	27.15	18.85
Shipment arrangement	83.95	58.79	46.24	32.69
Fellowship package (per participant)	91.80	63.61	50.02	34.92
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	10.49	7.35	5.78	4.09

Explanatory Notes on the Universal Price List Services

The UPL only reflects the cost of standard services, i.e. services involving transactions and processes universally applicable in most Country Office settings. As such the UPL is applicable not only to the recovery of agency support services but also to certain categories of programme implementation support services (ISS) in cases where it is not practical to build these costs directly into the project budget.

The UPL does not reflect the actual cost of specialized or locally provided *ad-hoc* services, irrespective of whether they are provided to agencies and/or to projects. The UPL also does not include the cost of local security measures that might be necessary in certain countries without banking facilities. Country Offices will ensure that these costs are recovered through a fully transparent costing methodology, which should be part of a local agreement, consistent with the provisions stipulated in the UNDP Cost Recovery Policy for services to Agencies, and pursuant to the Memoranda of Understanding stipulated with each partner agency.

- ¹ Not all UN clients require all services. In particular, Atlas partner Agencies or resident UN entities carry out themselves several UPL sub-transactions, thus reducing the overall cost of the service. Each service category in the UPL attempts to address as accurately as possible the possibility that certain steps of specific services might be performed by some UN clients themselves.
- ² **Payment Process:** the process includes disbursement only, and requires a written instruction by the budget owner agency. UNDP does not review procurement process supporting documentation other than vendor banking information, unless otherwise stipulated locally. Note that UNDP does not charge fellow Atlas partner agencies for running a fully automated pay cycle
- ³ Because of reciprocity agreements, UNDP does not charge other UN entities for time spent on joint boards (recruitment, procurement).
- ⁴ **Staff HR & Benefits Administration & Management** include services such as:
- Position Data & Budget management
 - Issuance of contract
 - HR & dependent/beneficiary data entry & maintenance
 - Benefits data entry & maintenance (PF/Medical/Life Insurance)
 - Interface with GMC Henner on MIP reimbursements
 - Organization events (extensions, promotions, within grade increments, secondments, transfers etc)
 - Life events (changes to marital status and dependents)
 - HR data management for ASHI retirees
 - Production of key HR reports such as staffing table & personnel action forms (PAFs)
 - Guidance to staff & managers on HR rules & regulations
- ⁵ **Staff Payroll & Banking Administration & Management** are distinct from Global Payroll Services (provided by UNDP Copenhagen) and include services such as:
- Setting up transactions that impact payroll such as one-time or recurring earnings and deductions, garnishments, positive inputs for overtime payments and transportation allowance.
 - Administration of retroactivity, recoveries and adjustments
 - Maintenance of the absence calendars for that location
 - Management of absence data
 - Validation of trial payroll results prior to the final pay run.
 - Maintenance of employee banking instructions
 - Tracking and adjusting of leave balances that affect pay
 - Reporting of pay roll activity to Managers
 - Production of payroll reports and queries
 - Production of pay slips for employees
 - Manage receivables and payables that have an impact in Payroll including benefits billing for retirees and SLWOP. The Administrator GP will be granted access to the Finance Module to process these transactions.
 - Production, follow up and clean up of the PVR reports
- ⁶ For development projects subject to ISS recovery, where the portion of the **procurement process** that takes place outside Atlas is of a clearly complex (non standard) nature involving specialized supply-chain management processes, dedicated procurement staff, etc., offices are encouraged to determine the true cost of the exercise and explore with donors/partners the possibility of charging the cost of some of its specific components (e.g. dedicated staff) – in full or in part – to the project budget as a direct input to project delivery.

(FOR COUNTRY OFFICE COST BANDS REFER TO PAGE 3 OF THIS DOCUMENT)

2010 Universal Price List Country Office Cost Bands



Country Office	Cost Band	Country Office	Cost Band	Country Office	Cost Band
Albania	Mid-Low	Ghana	Low	Nigeria	High
Algeria	Mid-Low	Guatemala	High	Panama	Mid-High
Angola	High	Guinea	Low	Papua New Guinea	Low
Argentina	Mid-High	Guinea-Bissau	Mid-Low	Paraguay	Mid-High
Armenia	Mid-Low	Guyana	Low	Peru	High
Azerbaijan	Mid-High	Honduras	Mid-High	Philippines	Mid-Low
Bahrain	High	India	Mid-High	Poland	High
Bangladesh	Mid-Low	Indonesia	Mid-High	Republic of Montenegro	Mid-High
Barbados	High	Iran (Islamic Rep)	Mid-Low	Romania	Mid-High
Belarus	Mid-Low	Iraq	Mid-Low	Rwanda	Mid-Low
Belize	Mid-Low	Israel/PAPP	Mid-High	Samoa	Low
Benin	Mid-High	Jamaica	Mid-Low	Sao Tome and Principe	Low
Bhutan	Low	Jordan	Mid-Low	Saudi Arabia	High
Bolivia	High	Kazakstan	High	Senegal	Mid-High
Bosnia and Herzegovina	Mid-Low	Kenya	High	Serbia	Mid-High
Botswana	Mid-High	Kosovo	Mid-Low	Slovakia	High
Brazil	High	Kuwait	High	South Africa	High
Bulgaria	Mid-High	Kyrgyzstan	Low	Sri Lanka	Low
Burkina Faso	Mid-Low	Lao PDR	Low	Swaziland	Mid-High
Burundi	Low	Latvia	Mid-Low	Syrian Arab Republic	Low
Cambodia	Low	Lebanon	High	Tajikistan	Low
Cameroon	Mid-High	Lesotho	Mid-Low	Tanzania - U Rep of	Mid-Low
Cape Verde	Mid-High	Libyan Arab Jamahiriya	Low	Thailand	High
Central African Republic	Mid-High	Lithuania	Mid-Low	Togo	Mid-Low
Chile	High	Macedonia	Mid-High	Trinidad and Tobago	Mid-High
China	Mid-High	Madagascar	Low	Tunisia	Low
Colombia	High	Malawi	Mid-Low	Turkey	High
Comoros	Mid-Low	Malaysia	Mid-Low	Turkmenistan	Low
Congo	High	Maldives	Low	Uganda	Mid-High
Costa Rica	High	Mali	Low	Ukraine	Mid-Low
Croatia	Mid-High	Mauritania	Mid-Low	United Arab Emirates	High
Cuba	Low	Mauritius	Mid-High	Uruguay	High
Djibouti	Mid-Low	Mexico	High	Uzbekistan	Low
Dominican Republic	High	Moldova - Rep of	Low	Venezuela	High
Ecuador	High	Mongolia	Low	Viet Nam	Low
Egypt	Mid-High	Morocco	High	Yemen	Mid-High
El Salvador	Mid-High	Mozambique	Mid-Low	Zambia	High
Equatorial Guinea	Mid-High	Myanmar	Low	Zimbabwe	Mid-High
Eritrea	Low	Namibia	Mid-Low		
Ethiopia	Low	Nepal	Low		
Gabon	High	Nicaragua	Mid-Low		
Gambia	Low	Niger	Low		