

## UNDP 2018 Universal Price List

### For Services to UN Agencies Provided by General Development Situation Country



*Empowered lives.  
Resilient nations.*

(For Country Office Cost Bands, refer to page 2 of this document)

Service <sup>1,2,3,4</sup> (see service notes overleaf)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
<b>Payment Process</b> <sup>5a</sup>	60.77	44.21	38.49	31.52
Issue check only (Atlas Agencies) <sup>5b</sup>	23.18	18.39	16.70	14.78
Vendor profile only (Atlas Agencies only)	34.41	24.33	20.66	16.22
<b>Staff selection and recruitment process for resident agencies</b> <sup>6,7</sup>	1114.78	736.75	599.81	435.29
Advertising (20%)	222.96	147.35	119.96	87.06
Short-listing (40%)	445.91	294.70	239.92	174.11
Interviewing (40%)	445.91	294.70	239.92	174.11
<b>Local Personnel HR &amp; Benefits Administration &amp; Management</b> <sup>8</sup> (one time fee, per staff at: - the issuance of a contract, and - again at separation)	355.78	244.65	205.66	158.36
<b>Recurrent personnel management services:</b> <sup>9</sup> (annual fee per employee, per calendar year)	775.07	541.11	448.67	354.29
Local Payroll & Banking (35%)	271.28	189.39	157.04	124.00
Performance evaluation (30%)	232.52	162.33	134.60	106.29
Extension, promotion, entitlements (30%)	232.52	162.33	134.60	106.29
Leave monitoring (5%)	38.75	27.06	22.43	17.71
<b>Consultant recruitment</b>	430.55	286.20	234.26	171.57
Advertising (20%)	86.11	57.24	46.85	34.31
Short-listing & selection (40%)	172.22	114.48	93.70	68.63
Contract issuance (40%)	172.22	114.48	93.70	68.63
<b>Interns management</b>	132.86	87.06	72.33	51.54
<b>Issue/Renew IDs (UN LP, UN ID, etc.)</b>	65.02	45.02	38.20	29.66
<b>Travel Management (Simple)</b> <sup>12</sup>	112.02	78.08	66.04	51.84
Travel cost estimates (including airline quotes DSA estimates) (25%)	28.00	19.52	16.51	12.96
Travel request or authorization (40%)	44.81	31.23	26.42	20.74
Travel claim or F10 settlement (35%)	39.21	27.33	23.12	18.14
<b>Travel Management (Complex)</b> <sup>12</sup>	167.38	114.36	96.18	73.32
Travel cost estimates (including airline quotes & DSA estimates) (35%)	41.84	28.59	24.04	18.33
Travel request or authorization (40%)	66.95	45.74	38.47	29.33
Travel claim or F10 settlement (35%)	58.58	40.02	33.66	25.66
<b>Procurement process involving local CAP (and/or ITB, RFP requirements)</b> <sup>7,10,11</sup>	993.97	659.46	540.84	394.68
Identification & selection (50%)	496.99	329.73	270.42	197.34
Contracting/issue purchase order (25%)	248.49	164.87	135.21	98.67
Follow-up (25%)	248.49	164.87	135.21	98.67
<b>Procurement not involving local CAP</b> <sup>7,10,11</sup> (low value procurement)	388.26	260.18	217.35	160.79
Identification & selection (50%)	194.13	130.09	108.67	80.40
Issue purchase order (25%)	97.07	65.04	54.34	40.20
Follow-up (25%)	97.07	65.04	54.34	40.20
<b>Disposal of equipment</b>	506.65	335.91	275.14	200.59
<b>AR Management Process</b> (create/apply receivable pending item- Atlas Agencies Only)	63.10	42.94	35.60	26.73
Issue /Apply Deposit only	38.24	26.15	21.74	16.42

## 2018 Universal Price List Country Office Cost Bands

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

## Principles of the Universal Price List

The UPL consists of a set of standard services, with reasonable cost estimates, that can be provided by UNDP country offices to UN agencies. Note, the UPL is only intended to price specified standard services to UN agencies – not inputs to UNDP projects & programmes. The pricing of inputs to UNDP projects & programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may use the UPL.

If a country office assesses that it lacks sufficient capacity to provide individual services to UN agencies, they are not required to do so. Alternatively, if a country office assesses that the UPL does not fully cover the total costs for providing services, they can establish locally negotiated prices using transparent, prevailing market rates. These rates should be communicated to the agencies prior to implementation.

The UPL does not cover specialized or locally provided *ad-hoc* services. The UPL also does not cover local security-related services that might be necessary in certain countries without banking facilities. Both *ad-hoc* and local security services, and their estimated costs, should be covered through locally negotiated agreements between UNDP country offices and concerned UN agencies.

- 1 Not all UN agencies require all services. In particular, Atlas partner agencies and resident UN agencies may carry out several UPL sub-transactions, thus reducing the overall cost of the service. Each standard service in the UPL takes this into consideration.
- 2 A certain number of services which were previously categorized as standard administrative services (local driver's licenses, visa requests, customs clearance, etc.) have been eliminated from the UPL. Any standard service not listed on the UPL is to be considered ad-hoc/non-standard service subject to full cost recovery per locally negotiated prices using transparent prevailing market rates.
- 3 The request for services under the following exceptional circumstances are subject to a 25% surcharge on top of the regularly accepted cost/price:
  - o Urgent requests requiring a turnaround of less than 3 business days.
  - o Requests for services before/after normal working hours.
- 4 Requests for prior year UPL services should always use the latest applicable published rates (not UPLs from prior years) without exception.
- 5a **Payment Process:** This 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. Ad-Hoc request for payment confirmations will be subject to LPL charges. When payments have to be cancelled by UNDP due to errors by the Agency in the original disbursement request, Agency will be charged for the reworks.  
 Note that UNDP does not charge Atlas partner agencies **fully automated PayCycle**. Fully automated PayCycle includes: All electronic payments made in headquarter locations and all international electronic payments made in hard currencies (USD/EUR/GBP etc.) and Global Payroll that meets same criteria above. Semi-automated includes: All domestic electronic local currency payments and domestic USD/EUR payments.
- 5b **Issue check only:** For check issues or other form of payment instructions.
- 6 Staff selection and recruitment process for resident agencies only. This service for non-resident agencies should be treated as an ad-hoc service subject to full cost recovery at transparent, prevailing market rates.
- 7 In cases where a reciprocity agreement does not exist between UNDP and UN agencies, the time spent on joint boards (recruitment, procurement, etc.) will be charged as an ad-hoc service.
- 8 **Local Personnel HR & Benefits Administration & Management** typically include services such as:
  - o Position data management
  - o Issuance of contract
  - o HR & dependent/beneficiary data entry & maintenance
  - o Benefits data entry & maintenance (PF/Medical/Life Insurance)
  - o Interface with GMC Henner on MIP reimbursements
  - o Organization events (within grade increments, secondments, transfers etc)
  - o 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

<sup>9</sup> **Local Payroll & Banking Administration at the Country Office level** are distinct from Global Payroll Services (provided by GSSU) 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 payroll 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

<sup>10</sup> As stated above, the UPL is only intended to price services to UN agencies – not inputs to UNDP projects & programmes. The pricing of inputs to UNDP projects & programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may use the UPL.

Where the portion of the procurement process that takes place outside Atlas is of a clearly complex (ad-hoc) nature involving specialized supply-chain management processes, dedicated procurement staff, construction, etc., offices are encouraged to determine the actual 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 (i.e., negotiated transparent, prevailing rates using the UPL as a baseline).

<sup>11</sup> If, due to its size and/or complexity, a procurement process must be submitted to a Regional ACP (or regular ACP), it should be treated like ad-hoc service subject to full cost recovery at transparent, prevailing market rates.

<sup>12</sup> **Travel Management** This service has been split into two categories:

- **Travel Management (simple)** – applicable when travel involves to/from only one destination without multi transits
- **Travel Management (complex)** – applicable to travel requiring multi-destinations

**Each category includes 3 services:**

Travel Cost Estimates (including airline quotes, Daily Subsistence Allowance (DSA) & Terminal Expense (TE) estimates)

- Gather and review of travel plan
- Obtain quotations based on travel plan
- Review itinerary as per travel guidelines
- Estimate DSA and TE
- Inform travel cost estimates to the requesting entity

Travel request or Travel Authorization

- Create Traveler Profile for new travelers
- Create a Travel request with appropriate DSA and TE (if necessary)
- Upload supporting documents
- Submit travel request for approval
- Certify travel request
- Approve travel request
- Inform the concerned party

Travel Claim or F10 Settlement

- Review initial/authorized itinerary against actual itinerary & update travel claim
- Verify/update DSA calculation
- Add additional expense if any
- Upload supporting Travel Documents
- Submit F10/travel claim for approval
- Certify travel claim
- Approve travel claim
- File/archive travel documents

In the case of travel refunds, the process includes the following additional steps:

- Inform traveler of outstanding travel expense/refunds
- Obtain the refunds and record in Atlas
- Inform/respond to the concerned parties on travel claim