

Valid as of 1 March 2016

UNDP 2016 Universal Price List For Services to UN Agencies Provided by General Development Situation



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(For Country Office Cost Bands, refer to page 4 of this document)

Service ^{1,2,3,4} (see service notes overleaf)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
Payment Process ⁵	51.74	36.10	32.49	27.58
Issue check only (Atlas Agencies)	19.73	15.23	14.18	12.79
Vendor profile only (Atlas Agencies only)	28.66	19.30	16.72	13.58
Staff selection and recruitment process for resident agencies ^{6,7}	938.05	586.14	491.63	375.02
Advertising (20%)	187.61	117.23	98.33	75.00
Short-listing (40%)	375.22	234.46	196.65	150.01
Interviewing (40%)	375.22	234.46	196.65	150.01
Staff HR & Benefits Administration & Management ⁸ (one time fee, per staff at: - the issuance of a contract, and - again at separation)	302.86	198.44	173.02	139.62
Recurrent personnel management services: Staff Payroll & Banking Administration & Management ⁹ (annual fee per staff, per calendar year)	660.19	447.44	381.93	310.33
Payroll validation, disbursement (35%)	231.07	156.61	133.67	108.62
Performance evaluation (30%)	198.06	134.23	114.58	93.10
Extension, promotion, entitlements (30%)	198.06	134.23	114.58	93.10
Leave monitoring (5%)	33.01	22.37	19.10	15.52
Consultant recruitment	362.92	228.29	192.76	148.41
Advertising (20%)	72.58	45.66	38.55	29.68
Short-listing & selection (40%)	145.17	91.31	77.11	59.36
Contract issuance (40%)	145.17	91.31	77.11	59.36
Interns management	111.82	67.92	58.65	44.79
Issue/Renew IDs (UN LP, UN ID, etc.)	55.48	36.55	32.25	26.29
Travel authorization	50.18	33.36	29.26	23.90
F10 settlement	45.52	30.53	26.81	22.03
Procurement process involving local CAP (and/or ITB, RFP requirements) ^{7,10,11}	837.66	524.49	444.18	341.61
Identification & selection (50%)	418.83	262.24	222.09	170.80
Contracting/issue purchase order (25%)	209.41	131.12	111.05	85.40
Follow-up (25%)	209.41	131.12	111.05	85.40
Procurement not involving local CAP ^{7,10,11} (low value procurement)	328.48	206.76	179.38	140.73
Identification & selection (50%)	164.24	103.38	89.69	70.36
Issue purchase order (25%)	82.12	51.69	44.85	35.18
Follow-up (25%)	82.12	51.69	44.85	35.18
Disposal of equipment	426.86	267.18	225.89	173.48
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	52.67	33.95	28.80	22.52
Issue /Apply Deposit only	31.91	20.68	17.59	13.82

2016 Universal Price List Country Office Cost Bands

Country Office	Cost Band	Country Office	Cost Band	Country Office	Cost Band
Albania	Low	Ghana	Low	Philippines	Mid-Low
Algeria	Low	Guatemala	High	Poland	High
Angola	High	Guinea-Bissau	Low	Republic of Montenegro	Mid-Low
Argentina	High	Guyana	Mid-Low	Romania	Mid-Low
Armenia	Mid-Low	Honduras	Mid-High	Rwanda	Mid-High
Azerbaijan	Mid-High	India	Mid-High	Sao Tome and Principe	Low
Bahrain	High	Indonesia	Mid-High	Saudi Arabia	High
Bangladesh	Mid-High	Iran (Islamic Rep)	Mid-High	Senegal	Mid-High
Barbados	High	Jamaica	Mid-Low	Serbia	Mid-High
Belarus	Mid-High	Jordan	Mid-High	Slovakia	High
Belize	Mid-Low	Kazakstan	Mid-Low	South Africa	Mid-High
Benin	Mid-Low	Kenya	Mid-High	Sri Lanka	Mid-Low
Bhutan	Low	Kosovo	Mid-Low	Swaziland	Low
Bolivia	High	Kuwait	High	Sudan	Mid-Low
Bosnia and Herzegovina	Mid-Low	Kyrgyzstan	Low	Tajikistan	Low
Botswana	Mid-High	Lao PDR	Low	Tanzania - U Rep of	Mid-High
Brazil	Mid-High	Latvia	Low	Thailand	High
Bulgaria	Mid-High	Lebanon	High	Togo	Mid-Low
Burkina Faso	Mid-High	Lesotho	Low	Trinidad and Tobago	Mid-High
Burundi	Low	Lithuania	Low	Tunisia	Low
Cambodia	Mid-Low	Macedonia	Mid-Low	Turkey	High
Cameroon	Mid-High	Madagascar	Low	Turkmenistan	Mid-Low
Cape Verde	Mid-Low	Malawi	Mid-Low	Uganda	Mid-High
Chile	High	Malaysia	Low	United Arab Emirates	High
China	High	Maldives	Low	Uruguay	High
Colombia	High	Mauritania	Mid-Low	Uzbekistan	Mid-Low
Comoros	Low	Mauritius	Mid-High	Viet Nam	Mid-Low
Congo	Mid-High	Mexico	High	Zambia	Mid-Low
Costa Rica	High	Moldova - Rep of	Low	Zimbabwe	High
Croatia	Mid-Low	Mongolia	Low		
Cuba	Low	Morocco	High		
Djibouti	Mid-Low	Mozambique	High		
Dominican Republic	High	Myanmar	Low		
Ecuador	High	Namibia	Mid-Low		
Egypt	Mid-High	Nepal	Low		
El Salvador	Mid-High	Nicaragua	Mid-High		
Equatorial Guinea	Mid-Low	Niger	Low		
Eritrea	Low	Nigeria	High		
Ethiopia	Low	Panama	High		
Gabon	Mid-High	Paraguay	Mid-Low		
Gambia	Low	Peru	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 now 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 50% surcharge effective January 1, 2016 on top of the regularly accepted cost/price:
 - Urgent requests requiring a turnaround of less than 3 business days.
 - 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.
- ⁵ **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.
- 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 **Staff HR & Benefits Administration & Management** typically 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 Medical Insurance Plan Administrators
 - Organization events (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

⁹ **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 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

¹⁰ 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).

¹¹ 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.