



Overview of the Terms of Employment (TOE) Short-term General Service (ST GS)

This overview is intended to help you understand your employment contract with WFP and to call your attention to certain provisions of the WFP Human Resources Manual that apply to your appointment. It is provided only for informational purposes. You may also wish to refer to the one-page guide also enclosed.

*The Terms of Employment (TOE) is a conditional employment contract. What that means is that the contract will not come into effect until the conditions under section 15 ("Preconditions") of the TOE have been met. Pay specific attention to the deadlines specified in your contract. You are advised not to take irrevocable steps—such as resigning from your present employment, or actions that may result in a financial loss, personal inconvenience, or travel — **until the Programme confirms in writing that the contract conditions have been met and authorizes travel (if required).***

Your appointment is governed by the FAO Staff Regulations and Rules, as implemented by the policies in the WFP Human Resources Manual, and by the Terms of Employment, which set forth the basic terms of your appointment. The WFP Human Resources Manual is subject to amendment at the discretion of the Programme. Copies of relevant manual sections, including Manual Section III.1 on short-term staff members, is enclosed with your TOE.

1. Proposed Entry on Duty (EOD) date and Not to Exceed (NTE)	<p>Your actual Entry on Duty (EOD) date will be determined after WFP confirms that all conditions to the contract have been met.</p> <p>The contract does not carry any expectation of, or imply any right to extension, renewal or conversion to any other type of appointment, and expires following the Not to Exceed (NTE) date specified in the attached TOE, without notice or indemnity. The contract may be extended by mutual agreement, but not beyond 11 months from the actual EOD.</p>
2. Salary	<p>Salaries are paid in accordance with the scales currently in effect for the Professional and Higher Categories, published by the International Civil Service Commission (ICSC). The salary scale indicates the "gross" figure and the "net" figure. Staff assessment, similar to a UN income tax, is deducted from the "gross" to arrive at the "net" salary. Depending on your contract, the relevant daily or monthly net rate is reflected in section 14 ("Net Base Salary") of the Terms of Employment. Payments will be made at the end of each month based on WFP's pay day schedule through the corporate payroll. If the Entry on duty (EOD) falls during corporate payroll closure, or the position has not been funded by the hiring division, the 1st month's salary will be received on the following month's payday along with that month's salary and it will be reflected in the pay slip.</p> <p>The final monthly payment less any indebtedness will be released the month following the date of separation provided that the Programme has received a separation clearance and handover/report.</p>
3. Currency of payment and banking	<p>For administrative purposes, salary and all other payments are computed and expressed in local currency. They can be paid to one bank account at the duty station. The account must be in your name and the currency of the account must be in local currency. The banking instructions should be provided on the Salary Allotment Instructions (SAI) (Form HR-049 b). You will be able to make any changes to the original instructions only twice in a year through the WFP self-service (WSS) portal (see section 14 below).</p>
4. Taxation	<p>You are responsible for ascertaining your tax return obligations by consulting with local tax authorities in your home country. The Programme does not reimburse payments made for national income tax levied and paid on your emoluments.</p> <p>You may be exempt from paying income tax on your WFP emoluments and other money disbursed by the Programme, if the country to which you pay such taxes has acceded to the Convention of Privileges and Immunities of the United Nations or the Convention of Privileges and Immunities of the Specialized Agencies. If you wish to avail of those exemptions, you are responsible for ascertaining whether they exist and whether you are eligible, and for making any claims.</p> <p>Certificates of earnings and/or declarations of employment can be requested to AskHR via WSS platform: Certificates for administrative purposes (HR).</p>
5. Duty Travel	<p>WFP will pay for and organize all officially authorized travel undertaken on behalf of the organization during your assignment.</p>



6. Evacuation

When on mission, evacuation may apply. The UN Designated Official (DO) or another official responsible for security may institute risk management and avoidance measures including, but not limited to, relocation or evacuation. Your compliance is mandatory.

7. Medical Examination

WFP HR Manual III.10 MEDICAL CLEARANCES AND SERVICES PROVIDED BY THE PROGRAMME FOR SHORT TERM AND AFFILIATE CONTRACTUAL MODALITIES. Medical Clearance is WFP's assessment that the candidate's/employee's health meets the Programme's prescribed standards for employment and travel. Depending on the situation of each employee/candidate, one or more of the following types of medical clearance may be required:

- a. Medical Clearance for Short-Term contracts;
- b. Entry Medical Clearance;
- c. Periodic Medical Examination;
- d. Medical Clearance for Emergency and/or Hardship Assignments and deployments;
- e. Medical Clearance for Duty Travel Purposes;
- f. Medical Clearance for enrolment in Group Life Accident Disability Insurance (GLADI);
- g. Exit Medical Examination.

The medical form to be used for any type of Medical Clearance is Form HR-090. Medical Clearance for Short-Term contracts aims at confirming that the employee or the candidate is fit to perform their job responsibilities.

Medical Clearance for Short-Term and Affiliate employees is required as follows: a. Short-term staff members with appointments of less than six (6) months; b. Service Contract (SC) holders with contracts of less than 6 months; c. Consultants and Special Services Agreements subscribers (SSAs) aged 69 or below; d. Consultants and Special Services Agreements subscribers (SSAs) aged 70 or above without travel requirements in their TORs when: i. Working in HQ, or ii. Working in H duty stations, or iii. Working at their place of permanent residence, e. Interns and WFP volunteers

Entry Medical Clearance is required for: a. Short-term staff members with appointments of six (6) months or longer; b. SC holders with contracts of six (6) months or longer; c. Consultants and SSA subscribers aged 70 or above with travel requirements away from their permanent residence (Field, H duty station, HQ); d. Any employee re-appointed for six months or longer if the break in service between the two appointments/contracts is more than six months.

Periodic Medical Examination. The fitness for ongoing employment at WFP may be reassessed at regular intervals of time based on the results of a Periodic Medical Examination or prior to extension or renewal of appointment, if advised by WFP's Medical Service, as appropriate. The recommendation to undergo a Periodic Medical Examination shall be based on the TORs, the general health condition of the employee, and the general conditions of the duty station where they serve or are about to serve. Regardless of the duration of employment and contract type, a Periodic Medical Examination may be undertaken at the frequency indicated in the below table, starting from the date the first Medical Clearance is granted, and in line with an employee's most recent medical classification as per paragraph 30 (Medical Classification):

Frequency of the examination

Status	Age	
	≤ 55 years old	> 55 years old
Employees other than below, Classified 1A	5 years	2 years
Drivers and Field Security Employees, Classified 1A		2 years
Employees including Drivers and Field Security Employees, Classified 1B		1 year

Medical clearance is required for candidates/employees recruited or reassigned to an ICSC hardship category D non-family duty station or to a hardship E duty station. Medical Clearance is also required for all candidates/employees who are deployed to D non-family or E duty station in the context of a Corporate Scale-up phase or for emergency operations for more than 30 days. Medical Clearance for Emergency and/or Hardship Deployments shall be conducted timely to ensure that clearance, if granted, is issued no later than four weeks prior to the date of effective deployment or assignment date and will remain valid only for the duration of the period of deployment or assignment specified on the initial request for the deployment, not exceeding the validity period of the periodic examination referred in paragraph 17. If clearance is needed sooner for staffing or other compelling reasons, a request to expedite the medical clearance may be made to the CMO.

No medical clearance is required for duty travel purposes, except duty travel to D non-family /E type duty stations and emergency operations under the Corporate Scale-up phase for less than 30 days (see paragraphs 20 to 23). Nevertheless, all employees are advised to consult with the WFP Medical Service before travelling, in particular to areas where a disease outbreak is declared by the World Health Organization (WHO).

Medical Classification. Medical fitness is classified by Medical Officers at WFP's Medical Service based on the



result of the Entry Medical Clearance or Periodic Medical Examination and reviewed by the CMO as follows:

Classification	Definition
1A	Candidates/Employees who are medically fit for general unrestricted employment.
1B	Candidates/Employees who are medically fit for specific employment with medical condition(s) that, based on the clinical assessment of the CMO, are under appropriate treatment and are under control.
2A	Candidates/Employees with a medical condition that render them temporarily unfit for employment, which if appropriately treated and controlled, would allow them to become eligible for employment or continue being employed in the foreseeable future.
2B	Candidates/Employees with a serious medical condition that is expected to progressively worsen, with reduced life expectancy, or reduced work capacity that render them ineligible for employment or continuation of employment.

Costs of Medical Examinations. Costs of all medical examinations carried out within WFP primary care clinics and WFP Medical Service are free of charge. Costs of all medical examinations' requirements listed above and carried out outside WFP primary care clinics and WFP Medical Service will be reimbursed up to the following amounts:

	USA/Japan	Elsewhere
Cost of Basic Medical Examination	800 USD	500 USD

IMMUNIZATIONS. WFP employees, spouses, and dependent children will be offered immunization recommended for official travel at the WFP Medical Service (in HQ). For WFP employees away from Headquarters, immunizations recommended for official travel are reimbursed as part of travel expenses subject to approval by the WFP Medical Service. Immunization for non-official travel is provided on a fee basis (in HQ). WFP employees receive malaria prophylaxis according to the best practices protocols for country(ies) to be visited.

8. Social Security benefits

Pension: The UN Joint Staff Pension Fund (UNJSPF) was established in by the United Nations General Assembly in 1949 to provide retirement, death, disability and related benefits for staff of the United Nations and the other organizations admitted to membership in the Fund. Participation in the UNJSPF is mandatory for short-term staff members with contracts of, or who have served continuously for, six months or more. At present, the total amount of UNJSPF contribution is 23.7% of the staff member's pensionable remuneration*, of which 1/3 (7.9%) is deducted from salary and 2/3 (15.8%) is paid by WFP. Participation is excluded for short-term service remunerated on a daily basis.

A retirement benefit is payable after a minimum contributory period of 5 years. Alternatively, there is the option to withdraw a portion of the pension contribution upon separation. After 5 years of contributory service, this amount would also include a percentage of the organization's contribution.

**Pensionable Remuneration is a UN worldwide scale of pensionable remuneration, used for determining contributions to the Fund and for calculating pension benefits, is applicable to all Professional staff.*

Medical Insurance: You are automatically enrolled in the medical insurance scheme for supernumeraries ("MCS") from the EOD. The scheme provides coverage for illness, injury or accidental death. Participation is compulsory irrespective of the location and duration of the assignment. The MCS premium is 3.10% of net salary, of which 1.55% is paid by the participant and 1.55% by the Organization. MCS is governed by WFP HR Manual Section III.9A, as it may be amended from time to time, and is summarized in the Cigna Benefits Overview Booklet.

MCS Temporary Total Disablement (TTD) related to pregnancy: if your EDD (Expected Date of Delivery) falls during your contract period (inclusive of your Not-to-Exceed - NTE date), you will be entitled to this MCS benefit. Please refer to Medical Coverage for Supernumeraries (MCS) - Cigna at this link [Medical Coverage for Supernumeraries \(MCS\) - Cigna | WFPgo](#)

Life Insurance: For assignments of at least six months, there is a voluntary Group Life, Accident and Disability Insurance Plan (GLADI) that provides four types of life insurance coverage, in which you are encouraged to enroll to supplement the coverage provided under the compensation component of MCS. Participation is on a voluntary basis and premiums are paid entirely by you. Should you wish to participate in GLADI, the monthly premium will be calculated as a percentage of the total amount insured. For additional details, consult WFP HR Section VI.2D Group Life, Accident and Disability Insurance Plan and the plan summary in the GLADI booklet. To enroll in GLADI, form HR-025E should be submitted within the time limits indicated in the Manual Section.

A medical clearance from the insurer is required to enroll into GLADI Death from Any Cause and Disability plans. In order to receive a medical questionnaire, an email should be sent to clientservice1@cigna.com indicating your Cigna personal reference number (478/XXXXXXX, where the X are to be replaced by your WFP index number) and the sentence WFP GLADI Enrollment in the subject line.

Compensation Plan: You are automatically covered by the Compensation Plan in the event of death, injury



or illness attributable to the performance of official duties on behalf of the Programme. The Compensation Plan is governed by WFP HR Manual Section VI.3, as it may be amended from time to time. The contribution to the Plan is made entirely by WFP.

Malicious Acts Insurance: You are also covered by the Malicious Acts Insurance policy (MAIP). Coverage is provided at WFP's expense. MAIP covers compensation for death and disability resulting from malicious acts caused directly or indirectly by war, invasion, hostilities, civil war, revolution, riots, and terrorist activities. It is not meant as a replacement for standard life insurance policies, such as GLADI. Should you ignore any security measures or instructions from the United Nations Designated Official (DO) or other security authorities, and thus expose yourself deliberately to danger, you could be excluded from the insurance coverage and your claim(s) might be denied by the insurance company.

9. Leave and Official holidays

If you are engaged on a monthly rate you will be entitled to annual leave proportionate to your period of continuous employment at the rate of two- and one-half working days for every month of service. At the end of the contract, accumulated unused annual leave is commuted to cash.

A maximum of 10 official holidays are established each year for every WFP duty station. It may vary within the same country according to different administrations, UN Common services and operational requirements. In the event the duty station observes fewer than 10 official holidays within the calendar year, you may avail of floating day(s) as established at the duty station, regardless of the contract duration. Floating days cannot be carried forward to the next calendar year.

Sick leave is either certified or uncertified.

Certified sick leave is an absence supported by a medical certificate. Based on the duration of your contract, it can be granted up to 22 days for 11-month contract.

Uncertified sick leave is an absence not supported by a medical certificate. If you are engaged on a monthly rate you may be granted Uncertified sick leave for illness or to attend to a family-related situation. The uncertified sick leave quota is prorated based on the duration of your appointment. You may avail:

- A total of 3 consecutive days at a time towards illness;
- Half-day to a maximum of 6.5 working days for family-related situations.

Absences for uncertified sick leave due to illness, combined with those due to family-related situations, shall not exceed 6.5 working days in any period of 11 consecutive months. You are responsible for initiating such requests through the WSS (WFP self-service) portal.

General Service staff are entitled to **Compassionate Leave**, please see WSS [Compassionate Leave Form](#) and [ED's circular dated 10th May 2021](#).

10. Duties, Obligations, and Conduct

You are advised to review carefully the duties and obligations that apply to you, and the conduct expected of you, during this appointment, which are described in section 16 ("Applicable framework; Conduct"), section 17 ("Declaration of Oath"), section 18 ("Affirmation"), and section 19 ("Disclosure Clause") of the TOE. Copies of administrative issuances identified in the WFP Code of Conduct are enclosed with the TOE for your information.

Staff members shall exercise the utmost discretion in all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Executive Director. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Organization.

You are required to provide individual signatures for each of sections 16-19.

11. Mandatory Training and Security Clearance

You are expected to complete the UN Department of Safety & Security online security awareness training, BSAFE, before commencing your employment. This course is mandatory and contains vital security information for personnel, family members and others covered by the UN Security Management System (UNSMS). The course is available on the UNDSS online course page: <https://training.dss.un.org/>.

In addition, before commencing any travel, you need to obtain a Travel Security Clearance. In order to obtain the Security Clearance, you must apply through the Travel Request Information Process (TRIP) system available on the DSS website at <http://dss.un.org>. If you do not have a UN email address, your hiring division will assist you. The above-mentioned on-line course is required for your travel clearance and you should confirm to your HR officer as soon as you have completed it. Once you report on duty, you will be requested to upload the digital copy of the certificate on WFP's WeLearn platform (see section 14 below).



12. Other Trainings	<p>You will attend on-boarding briefings and trainings organized by the hiring division and undertake WFP mandatory training courses within the first month of the assignment.</p> <p>WFP mandatory training includes BSAFE training course mentioned above, as well as courses designed to help you understand WFP operations and procedures and contribute to a safe and respectful workplace. Once you report on duty and as soon as you are provided with a WFP email account (or your former account is activated), you should:</p> <ol style="list-style-type: none">1. Access WFP learning platform, WeLearn at http://welearn.wfp.org/ (if you need assistance with accessing the platform please contact welearn@wfp.org);2. Complete the mandatory courses assigned to you in the WFP Mandatory courses package available on the platform's home page; <p>Submit to welarn@wfp.org digital copy of the BSITF and ASITF certificates for inclusion in your WeLearn training record.</p>
13. Performance evaluation	<p>You are required to initial each page of the Terms of Reference (section 11 and Annex 1 of the TOE). When reporting for duty you should discuss with your supervisor the expected output during your assignment in line with the Division/Office work plan. You should initiate the process by using the online system for Performance and Competency Enhancement (PACE) (https://pace.wfp.org). The assessment should be completed with the supervisor and submitted before your separation.</p>
14. Access to WFP employee's portal - Do it yourself!	<p>Once the WFP e-mail account credentials and the personnel/ index number are activated in the system, you should access the following portals:</p> <ul style="list-style-type: none">• WFP Self-service (WSS) portal: WFP Self Service this is a portal for submitting HR-related requests and HR forms, anytime, anywhere and with any mobile device. The Timekeeper in your Division/Office is your first level support.• WeLearn: WFP - WeLearn (crossknowledge.com) Employees through this tool can manage their learning and training.• Performance and Competency Enhancement (PACE) system: World Food Programme Performance Appraisal (wfp.org). This tool is used to initiate and complete your performance assessment.