Valid as of 01 March 2009

UNDP 2009 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]	**23.75**	**16.88**	**12.93**	**9.30**
Issue check only (Atlas Agencies)	*6.81*	*4.83*	*3.70*	*2.65*
Vendor profile only (Atlas Agencies only)	*10.86*	*7.65*	*5.88*	*4.19*
Staff selection and recruitment process	**373.80**	**252.85**	**196.03**	**134.75**
Advertising (20%)	*74.76*	*50.57*	*39.21*	*26.95*
Short-listing (40%)	*149.52*	*101.14*	*78.41*	*53.90*
Interviewing (40%)[3]	*149.52*	*101.14*	*78.41*	*53.90*
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)	**134.42**	**96.22**	**73.59**	**53.29**
Recurrent personnel management services: Staff Payroll & Banking Administration & Management [5] (per staff, per calendar year)	**339.19**	**227.08**	**176.50**	**120.12**
Payroll validation, disbursement (35%)	*118.72*	*79.48*	*61.78*	*42.04*
Performance evaluation (30%)	*101.76*	*68.12*	*52.95*	*36.04*
Extension, promotion, entitlements (30%)	*101.76*	*68.12*	*52.95*	*36.04*
Leave monitoring (5%)	*16.96*	*11.35*	*8.83*	*6.01*
Consultant recruitment	**149.33**	**106.70**	**81.65**	**59.02**
Advertising (20%)	*29.87*	*21.34*	*16.33*	*11.80*
Short-listing & selection (40%)	*59.73*	*42.68*	*32.66*	*23.61*
Contract issuance (40%)	*59.73*	*42.68*	*32.66*	*23.61*
Issue/Renew IDs (UN LP, UN ID, etc.)	**28.72**	**20.47**	**15.67**	**11.31**
Local driver's licenses (full process)	**37.01**	**26.47**	**20.25**	**14.65**
Accreditation w. government	**37.01**	**26.47**	**20.25**	**14.65**
Vehicle registration (full process)	**37.01**	**26.47**	**20.25**	**14.65**
Visa request (excl. government fee)	**25.78**	**18.13**	**13.93**	**9.93**
Ticket request (booking, purchase)	**31.30**	**22.13**	**16.98**	**12.16**
Travel authorization	**25.78**	**18.13**	**13.93**	**9.93**
Hotel reservation	**13.81**	**9.99**	**7.62**	**5.57**
F10 settlement	**17.12**	**12.08**	**9.27**	**6.63**
Procurement process involving CAP (and/or ITB, RFP requirements)[6]	**294.62**	**202.81**	**156.57**	**109.42**
Identification & selection (50%)[3]	*147.31*	*101.41*	*78.28*	*54.71*
Contracting/issue purchase order (25%)	*73.65*	*50.70*	*39.14*	*27.35*
Follow-up (25%)	*73.65*	*50.70*	*39.14*	*27.35*
Procurement not involving CAP (low value procurement, local)	**88.94**	**62.80**	**48.18**	**34.47**
Identification & selection [4] (50%)	*44.47*	*31.40*	*24.09*	*17.23*
Issue purchase order (25%)	*22.23*	*15.70*	*12.05*	*8.62*
Follow-up (25%)	*22.23*	*15.70*	*12.05*	*8.62*
Disposal of equipment [3]	**124.11**	**86.48**	**66.57**	**47.05**
Custom clearance	**45.85**	**31.93**	**24.58**	**17.36**
Shipment arrangement	**76.60**	**54.59**	**41.80**	**30.15**
Fellowship package (per participant)	**83.97**	**58.89**	**45.26**	**32.18**
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	**9.57**	**6.82**	**5.22**	**3.77**

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)

2009 Universal Price List
Country Office Cost Bands

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