

MASTER FILE

ADMINISTRATIVE INSTRUCTION NO. 56

To: Members of the Staff of United Nations

Subject: EMPLOYMENT OF CONSULTANTS

1. Policy

An individual shall be employed as a consultant only under the following conditions:

- (a) He shall be a recognized authority or specialist in the field in which his services are to be utilized;
 - (b) Normally, he shall serve in an advisory capacity and shall not be responsible for administrative or operating functions; and
 - (c) He shall be employed only for short or intermittent periods.
- (Note: The term "consultant" as used here will in the future replace the term "experts and consultants").

2. Basis of Compensation

Consultants shall, for each day spent in official travel to and from their duty stations and for each day when their services are required and actually employed on consultative duties, be paid at a flat daily rate (gross). Consultants coming from outside the area shall in addition be paid the appropriate travel subsistence allowance for each calendar day for the duration of the service (Rule 21, SGB/7/Rev.2).

3. Compensation for Services

(a) Headquarters

The daily rate for consultants for duty at Headquarters shall not exceed \$50 per day, unless, under extraordinary circumstances, the Assistant Secretary-General for Administrative and Financial Services authorizes an exception to the rates prescribed herein. At Headquarters the following schedule shall serve as a general guide for maximum rates per day:

<u>Equivalent Level of Work</u>	<u>Daily Rate</u>
Grade 13	\$30
14	35
15 or 16	40
17	45
18 or 19	50

/(b) Stations

(b) Stations away from Headquarters

At stations away from Headquarters this schedule shall also be used as a guide, with attention being given to the existing differentials.

4. Exceptions from General Rules

Consultants shall not be eligible to participate in staff hospitalization or insurance plans, to accrue annual or sick leave, and they shall receive no allowances or payments in addition to the flat daily rate plus travel subsistence allowance, where applicable.

5. Administration

(a) At Headquarters employment of consultants will be authorized by allotments issued in accordance with the provisions of AI/28/Rev.1, paragraph 8. The Bureau of Personnel shall determine the rates of compensation for consultants in conjunction with the Departments concerned, after considering the duties to be performed and the special qualifications of the prospective incumbents.

(b) Offices away from Headquarters shall establish appropriate procedures for the employment of consultants.

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