

Entitlements and obligations applicable to GGGI personnel under Individual Contractor Agreement (ICA).

This document covers GGGI personnel serving under Local Individual Contractor Agreements (LICAs) and Internationally engaged Individual Contractor Agreements (IICAs).

Working Hours

The standard working hours are 8 hours per day and 40 hours per week, Monday through Friday however, normal work day/week may be adjusted at duty stations away from GGGI Headquarters (with prior approval) in light of local practice. Any flexible working schedule with staggered hours requires the prior approval of the immediate supervisor and is subject to exigencies of service.

Work from Home

A supervisor may approve a temporary work arrangement that permits an individual for **up to five (5) days in a month**, to carry out official tasks at home or an offsite location within the duty station during a regular work schedule and regular hours of work. Approval of work from home arrangements which go beyond the monthly limit requires approval of the Division Head.

Official Holidays

Ten official holidays are established at each duty station, taking into account the most commonly observed holidays and the practice followed by other international organizations at the duty station. Kindly refer to the GGGI HR Sharepoint for official holidays at your duty station at the beginning of each year.

Annual Leave

Individuals are eligible for paid annual leave of 25 days per annum, prorated at 2 days per month from date of joining for the first calendar year. Annual leave may be taken only when authorized by the supervisor. Approval of annual leave requests is subject to the exigencies of service, which may require that leave be taken by a staff member during a specified period.

Up to fifteen (15) days of unused annual leave can be carried forward to the next year. Any unused annual leave in excess of fifteen (15) days shall lapse. Any unused annual leave can be commuted to cash upon expiry or termination of the contract. The amount will be calculated based on ICA Fee A. Daily fee (ICA fee A)= Monthly ICA Fee A/22

Special Leave

Special leave, with or without pay, may be approved in accordance with GGGI established policies and procedures. The period of special leave granted will not affect the end date specified in the contract.

Compensatory Leave

Compensatory leave of **up to two days per calendar year** may be authorized for individuals with a contract for a period of one (1) year or longer who have been required to work for extended periods beyond the normal working hours and the normal working week, in accordance with GGGI established policies and procedures.

Leave in Lieu of Official Holidays

In the event the necessities of the assignment do not allow for the observance of a GGGI official holiday in the duty station, an alternate day within seven (7) days before or after the date of the normal official holiday may be designated by GGGI in accordance with its established policies and procedures.

Individuals shall accrue credits towards sick leave at the rate of **two working days for each month**. More than 5 days (either consecutive or cumulative) of sick leave must be supported with certificate from a recognized medical practitioner. An individual may, in exceptional circumstances, be granted advanced sick leave up to a **maximum of ten working days**, provided that his/her service under the ICA is expected to continue for the period that is necessary to accrue the sick leave days so advanced. Sick leave shall not be used in place of maternity leave. Unused sick leave credits are not commutable to cash. In the event that an Individual Contractor has exhausted all sick leave credits during the contract period, any excess sick leave will be charged against accrued annual leave. If the annual leave credits have been exhausted, the absence shall be deducted from fees payable to the individual.

Maternity Leave

Individuals are eligible for **4 months' full pay and 2 months half pay** of maternity leave. Individuals must submit the request for maternity leave at least three months prior to its start and the request should be accompanied by a certification from a doctor or midwife stating the Expected Date of Delivery (EDD).

Maternity leave may commence at any time up to a maximum of forty-five (45) days before the date of delivery at the individual's option or if required by her attending physician. Annual leave shall accrue during the period of maternity leave. Maternity leave must fall within and be taken during the contract period. Where maternity leave has started during the contract period but the contract is due to complete during the period of the maternity leave, the contract will NOT be extended for the purpose of maternity leave to cover the full duration of the maternity leave.

Paternity Leave

Individuals are eligible for **4 weeks' full pay and 4 weeks half pay** of paternity leave. Paternity leave may be taken incrementally anytime during the first 12 months from the birth of the child. Individuals must submit the request for paternity leave at least three months prior to the expected start of paternity leave and the request should be accompanied by a certification from a doctor or midwife stating the EDD to be followed by a copy of the child's birth certificate.

Paternity leave must fall within and be taken during the contract period. Annual leave shall accrue during the period of paternity leave. Unused paternity leave is not commutable to cash. The contract shall NOT be extended solely in order to exercise the unused portion of the paternity leave.

Adoption Leave

Individuals are eligible for **4 weeks' full pay and 4 weeks half pay** adoption leave. Individuals must submit the request for adoption leave in advance and present evidence of the adoption of the child within thirty (30) days of the adoption. Adoption leave must fall within and be taken during the contract period. Annual leave shall accrue during the period of adoption leave. Unused adoption leave is not commutable to cash. The contract shall NOT be extended solely in order to exercise the unused portion of the paternity leave.

Mobilization leave

Individuals who are provided mobilization travel and allowance under the Special Conditions of their contract may take special leave with pay for three (3) working days to facilitate relocation in the new duty station.

Leave Administration

Leave administration will be managed by GGGI rules and through the GGGI ERP system. Kindly contact GGGI HR team for more details.

Probationary Period



The ICA is subject to the Individual's satisfactory completion of a probationary period of not less than three months as indicated in the Schedule of Particulars, based on an assessment by GGGI in accordance with its established practices and procedures. At the end of the probationary period, the contract will either continue or be terminated at the discretion of GGGI under Article 8.1 of Annex A. The probationary period may be omitted, shortened or lengthened if deemed necessary or appropriate by GGGI.

Disposition of Records on Contract Termination

Upon termination of contract, the relevant human resource or administrative unit shall ensure that the attendance record of the individual is complete so as to allow the necessary adjustments to be made in the final fee to reflect any leave in excess of the annual or sick leave entitlement.

Health Insurance (Applicable for LICA)

Individuals holding a LICA contract of 6 months or longer have Medical Insurance through UNOPS. No contribution required from the individual. The insurance provides a worldwide coverage of medical expenses (as specified in the policy up to a maximum of USD 40,000 per 12 consecutive month's period. All the LICA holders should receive an Insurance Card from the UNOPS approved insurer. If you do not receive your Insurance Card within 6-8 weeks of your start date, please contact GGGI HR team. The details of the medical insurance cover will be provided along with the offer package from UNOPS or can be obtained from the GGGI HR team.

Personnel will also have an option of enrolling their dependents for this insurance. 100% of the premium should be paid by the personnel and no contribution from UNOPS. The plan provides the same medical insurance coverage to eligible dependents (spouse and children) up to a maximum of USD 40,000 per 12 consecutive month's period. The details of the process will be provided along with the offer package from UNOPS.

Health Insurance (Applicable for I-ICA)

Individuals holding a I-ICA contract of 6 months or longer have Medical Insurance through GGGI CIGNA plan. 40% of the premium amount should be contributed by the individual. The insurance provides a worldwide coverage of medical expenses (as specified in the policy up to a maximum of USD 500,000 per 12 consecutive month's period. All the I-ICA holders should receive an Insurance Card from CIGNA. If you do not receive your Insurance Card within 6-8 weeks of your start date, please contact GGGI HR team. The details of the medical insurance cover will be provided along with the offer package from UNOPS or can be obtained from the GGGI HR team.

Personnel will also have an option of enrolling their dependents for this insurance. 100% of the premium should be paid by the personnel. The plan provides the same medical insurance coverage to eligible dependents (spouse and children) up to a maximum of USD 500,000 per 12 consecutive month's period. The decision of enrolling dependents should be made within one month of joining GGGI or at the time of life changing event. You will not be allowed to discontinue the enrollment once registered. Enrollment form for dependents can be obtained from the GGGI HR team and will be shared with the offer package from UNOPS.

Service Incurred Injury, Illness and Death Insurance

UNOPS insures Individual Contractors for illness, injury, and death attributable to the performance of official duties. Cover starts from the time of leaving home (or present place of residence) and continues until arrival back at home (or present place of residence) for as long as the individual is on GGGI business. Cover shall not include any intervening period spent on the individual's own business, but shall include an injury incurred at an accommodation provided by UNOPS or GGGI when on official mission travel.

Emergency Evacuation

Membership in GGGI emergency evacuation plan provided through International SOS shall be in accordance with GGGI policy in effect.

Provident Fund

UNOPS has established the UNOPS Provident Fund, an international defined-contribution savings scheme for UNOPS ICAs.

GGGI personnel with UNOPS ICAs with a contract of at least three months have the option to participate in the UNOPS Provident Fund via voluntary contribution. Voluntary contribution is a savings mechanism that allows eligible Individual Contractors to voluntarily save an amount of their monthly fee to the Provident Fund. Participants can choose between the four different fund options available on the Provident Fund platform. Please do remember that this scheme is administered by a capable external service provider, however, UNOPS carries no liabilities to the investment operations.

Please note that the voluntary contribution option is only applicable to the individuals themselves. There will not be any contribution from the organization in this regard.

If you wish to be enrolled in this scheme, kindly liaise with your UNOPS focal point who will send you the Request form and guide you through the process.

Training

All GGGI personnel are required to undertake mandatory GGGI training as may be prescribed from time to time, and have access to all other GGGI training and development programs. Please contact the GGGI HR team for more details.

GGGI personnel under UNOPS ICA must also complete the trainings below provided by UNOPS:

- Basic Security in the Field (mandatory)
- Advanced Security in the Field (mandatory if applicable)
- Prevention of Harassment, Sexual Harassment and Abuse of Authority in the Workplace (mandatory)
- IPSAS basic (recommended)
- Integrity Awareness (recommended)
- UN Cares HIV in the workplace (recommended)
- I Know Gender (recommended)

Performance Management

The performance of the Individual Contractor shall be appraised at least once a year by GGGI, in accordance with procedures and guidelines established by GGGI.

Please contact the GGGI HR team for more details on GGGI performance management process which applies to all GGGI personnel.

Taxes

Tax reporting, filing and payment is the sole and direct responsibility of the individual. Individuals are NOT tax exempt, except and to the extent explicitly stated in a signed agreement between GGGI and the government of the duty station country, if any.

Travel

GGGI rules, policies and procedures are applicable to all approved official travel (including mobilization/demobilization). Contact the GGGI Travel Focal Point for more details.

Emergency evacuation for non-national ICA and their approved accompanying dependents are covered by GGGI evacuation procedures.



Note: if an item is not listed above or if you have a question, please consult with your GGGI/UNOPS administrative focal point or refer to the frequently asked questions

Determination of ICA Fee A

Base compensation as per applicable GGGI salary scale outlined in Annex#1 to Staff Regulations and Rules

Components of ICA Fee B (applicable only to Individual Contractors holding LICA)

Health insurance

Self: Provided through UNOPS (no additional contribution from GGGI personnel holding LICA required)

Dependents: Monetized at USD120 per adult and USD60 per child per month.

Pension/provident fund

GGGI shall monetize Employer’s contribution towards the retirement savings scheme in the amount of 12% of the ICA fee A

Components of ICA Fee B (applicable only to Individual Contractors holding IICA)

Health insurance

Self: Provided through GGGI, mandatory monthly employee contribution of USD87. This amount is subject to revision on an annual basis.

Dependents: Monetized at USD120 per adult and USD60 per child per month. If requested to enroll in the CIGNA plan this amount will be deducted on a monthly basis.

Pension/provident fund

GGGI shall monetize Employer’s contribution towards the retirement savings scheme in the amount of up to 12% of the ICA fee A.

Employees have an option of participating in the UNOPS provident fund plan provided through Zurich. More details on the process and plan will be shared with the offer package

Expatriate Allowance

The following expatriate allowances are included as a component of the ICA fee B of individuals holding IICA contracts provided that (i) they are assigned to a duty station that is not their country of nationality or permanent residence, and (ii) based on their declaration of personal details and submission of required documents, they satisfy conditions established by GGGI:

1. Housing Allowance

This allowance supports the cost incurred by the individual in renting accommodation at the duty station in the following amount:

Grade	Allowance
X13INTL	\$4000 per month
X11INTL-X12INTL	\$3000 per month
X8INTL-X10 INTL	\$2000 per month

2. Education Allowance

This allowance supports the cost incurred by the individual for the education of their children 21 years of age or younger, at USD16,000. The individual must submit school enrollment certificates and other supporting documents to establish entitlement to education allowance.

3. Home Leave Allowance

This allowance covers the cost of one round trip travel from the duty station to the home country for the individual, and his or her spouse and dependent children. Allowance is monetized in the amount of USD1500 per individual. This allowance is not provided for the last year of service with GGGI. The annual amount monetized = (USD1500*no of eligible people* (number of complete contract years-1))/ (number of complete contract years)

4. Hardship Allowance

This allowance is for individuals who are assigned to a duty station that are classified as “B”, “C”, “D” and “E” by the International Civil Service Commission. The allowance is calculated based on a multiplier determined by GGGI.

Other Expatriate Benefits (applicable only to personnel eligible for mobilization/demobilization travel)

1. Mobilization and Demobilization allowance

A lump-sum payment is given to an individual holding an IICA contract of one year or longer who is authorized to travel to the duty station prior to the commencement of the assignment (“mobilization allowance”), and on termination of the contract, provided the individual has served at least one year at the duty station excluding any period of leave without pay (“demobilization allowance”).

The allowance shall be the GGGI’s sole contribution to the cost of unaccompanied shipments of personal effects and household goods to and from the duty station.

Mobilization allowance is recovered on pro-rata basis if the individual terminates the contract before completion of 12 months from joining GGGI.

2. Mobilization and Demobilization Travel

The individual, his/her spouse, and dependent children shall be provided economy class airfare in accordance with GGGI’s travel policy in effect.

3. Fee advance

Fee advance in an amount not exceeding an amount equivalent to two (2) months of consolidated fee may be authorized by GGGI in exceptional and compelling circumstances upon a detailed justification in writing submitted by the individual. Authorization may be made subject to special conditions. Advances will be deducted from subsequent monthly fee payments, starting with the pay period following the month in which the advance is made, in equal consecutive installments over an agreed period that will not exceed six (6) months.

Focal Points

Broad HR area	Contact Point
Recruitment	GGGI
Compensation Package determination	GGGI
Contract issuance	UNOPS
Documentation on joining	GGGI and UNOPS
Monthly pay transfer	UNOPS

Note Verbale for Visa in countries or any other service certificates	GGGI
Travel	GGGI
Performance Management	GGGI
Training & Development	GGGI
Insurance	UNOPS/ GGGI
Leave administration	GGGI
Grievance Handling	GGGI
Code of conduct/ Disciplinary process	GGGI

Name	John Doe	Duty Station Country	Nepal	
GGGI Job Title	GGGI Officer	GGGI Salary Grade	Nepal X5	
Home Country/Nationality	UK	Accompanying dependent spouse	1	
Type of UNOPS contract	L-ICA	Accompanying dependent children <21 yrs.	1	
UNOPS Grade (only for admin)	LICA 5	Proof of relationship submitted	Yes	
Length of Contract in Years	3	Eligibility for Expatriate allowance	No	
Component of ICA fee A				
A. Base Salary	\$ 10,000.00	Based on GGGI salary scales		
Components of ICA fee B				
B. Long term savings/Social security	\$ 1,200.00	12% of A		
C. Medical Insurance (self)	-	LICA - Provided by UNOPS, NO contribution from staff IICA - provided by GGGI (CIGNA group 5 plan), Mandatory staff contribution USD82 per month		
D. Medical Insurance (dependents)	\$ 2,160.00	LICA/ IICA - Monthly rate of USD120 per adult and USD60 per child per month		
Components of ICA fee B				
			Confirmation of eligibility based on declaration	Number of eligible children
E. Hardship Allowance	\$ -	Based on eligibility of duty station		
F. Housing	\$ -	Based on limits defined by GGGI	No	N/A
G. Education allowance	\$ -	\$16,000 per eligible dependent child	No	1
H. Home Leave	\$ -	USD 1500 per eligible family member per eligible year. Not provided for the last year of contract.	No	3
ICA Fee A		\$ 10,000	Remarks	
ICA Fee B		\$ 4,360		
Annual Consolidated Fee (A+B)		\$ 14,360		

ICA fee A + ICA fee B monetization table (sample IICA)

Name	John Doe	Duty Station Country	Nepal	
GGGI Job Title	GGGI Officer	GGGI Salary Grade	Intl X10	
Home Country/Nationality	UK	Accompanying dependent spouse	1	
Type of UNOPS contract	I-ICA	Accompanying dependent children <21 yrs.	1	
UNOPS Grade (only for admin)	IICA 3	Proof of relationship submitted	Yes	
Length of Contract in Years	3	Eligibility for Expatriate allowance	Yes	
Component of ICA fee A				
A. Base Salary	\$ 10,000.00	Based on GGGI salary scales		
Components of ICA fee B				
B. Long term savings/Social security	\$ 1,200.00	12% of A		
C. Medical Insurance (self)	-	LICA - Provided by UNOPS, NO contribution from staff IICA - provided by GGGI (CIGNA group 5 plan), Mandatory staff contribution USD82 per month		
D. Medical Insurance (dependents)	\$ 2,160.00	LICA/ IICA - Monthly rate of USD120 per adult and USD60 per child per month		
Components of ICA fee B				
			Confirmation of eligibility based on declaration	Number of eligible children
E. Hardship Allowance	\$ 1,000	Based on eligibility of duty station		
F. Housing	\$ 24,000	Based on limits defined by GGGI	Yes	N/A
G. Education allowance	\$ 16,000	\$16,000 per eligible dependent child	Yes	1
H. Home Leave	\$ 4,000	USD 1500 per eligible family member per eligible year. Not provided for the last year of contract.	Yes	3
ICA Fee A		\$ 10,000	Remarks	
ICA Fee B		\$ 48,360		
Annual Consolidated Fee (A+B)		\$ 58,360		