

United Nations  Nations Unies

OFFICE OF THE RESIDENT AND HUMANITARIAN COORDINATOR IN KENYA

UNITED NATIONS AVENUE • P.O. BOX 30218-00100 • NAIROBI

TEL: +254 20 762-4462 • FAX: +254 20 762-4463

11 August 2015

Dear Colleagues,

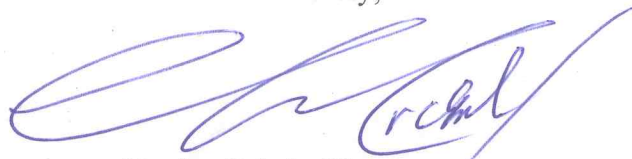
Subject: Revision of the Remuneration Scale for Local Consultants and Experts

In accordance with established practice, and following salary scale adjustments made last year, I am pleased to forward to you the new remuneration scales for locally recruited consultants/experts. The new table sets out revised rates together with additional considerations for application when working out honoraria for hiring/contracting local experts and consultants.

The honoraria thus established constitutes the maximum level that should not be exceeded and should be applied taking into consideration the accompanying notes annexing the remuneration table that provides further clarity on its application.

You will appreciate that this is a matter that requires your close attention and cooperation especially as we proceed to finalise our joint workplans and rollout our UNDAF 2014-2018.

Yours sincerely,



Nardos Bekele-Thomas
Resident Coordinator
UNDP Resident Coordinator

UN Kenya Country Team
Nairobi



**REVISED REMUNERATION SCALE
FOR LOCALLY RECRUITED CONSULTANTS/EXPERTS
(in Kenya shillings)
(Expressed in gross terms)**

1. In accordance with established practice, the following rates are the basis on which to set the remuneration of locally recruited consultants/experts employed by the United Nations, effective 01 September 2015.

CATEGORY	Complexity; Degree of expertise; Availability	Minimum Daily Rate (KES)	Maximum Daily Rate (KES)
NC- A	Junior consultant: Masters degree with between 0-4 years experience	16,553.00	20,476.00
NC-B	Mid-level consultant: Masters degree with between 5-9 years experience.	21,389.00	26,673.00
NC-C	Senior Consultant: Masters degree with between 10-19 years experience.	27,833.00	34,549.00
NC-D	Senior and highly specialized consultant: Masters degree with more than 20 years experience, or PhD in lieu of the 20 years.	36,023.00	44,559.00

The above rates have been revised to conform to the revised UN salary scale for national staff, rev. 47 and 24 of the salary scales for General Services and National Officer Categories released in November 2014.

The basis for setting the rates was established by UNCT in a memo (circular) released on 18 April 2011 by the UNDP Resident Representative and UN System Resident Coordinator.

2. Assigning the level

The primary consideration in establishing the level to be assigned to the consultant shall be the nature of the services to be provided by the consultant, i.e. the complexity, difficulty and extent of the work to be performed and the degree of expertise required to accomplish it.

3. Determining the honorarium

Once the level has been established, the rate within the range for the level will be determined taking into account such factors as:

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- i) The estimated time required for the consultant to undertake the work involved shall be taken into account as well as the current market rate for comparable work for the specialty concerned, if available, as well as the maximum amount budgeted for the purpose;
 - ii) The remuneration to be paid shall be the minimum amount necessary to obtain the services required by the Organization. The level of expertise of the consultant must be appropriate to the importance of the services performed.
 - iii) The earnings over the past year on similar arrangements;
 - iv) recruitment standards/benchmarks, as applicable to each agency;
4. While the recruitment standard for professional assignments is an advanced university degree equivalent to a Masters Degree (i.e. normally 4-6 years of full time study within a field of academic specialization), there will be certain jobs or job categories for which this academic qualification is insufficient, or certain jobs or job categories where a first level university degree combined with more years of directly relevant professional work is acceptable. Some assignments require higher academic levels (PhD) or lower (Bachelor's). It may therefore be considered that PhD is equivalent on average to two years more experience and a BA to two years less.

5. Methodology

The methodology for calculating remuneration scales is thus;

- a. The remuneration scales has four levels (NC-A to NC-D) corresponding to the NOA - NOD grade levels respectively.
- b. The negotiating fee range associated with a particular level of assignment is determined as follows:
 - i) The minimum of the range is based on the gross salary of step 1 of the level;
 - ii) The maximum of the range is based on the step which, in monetary terms, immediately precedes step 1 of the higher level; (in this case we have applied step 5 as the maximum higher level that precedes level 1 for purposes of conformity with established practice), this ensures that the maximum of any of the levels does not overlap with the minimum of the next higher level.