

UNITED NATIONS

RESIDENT COORDINATOR'S OFFICE IN KENYA

15 April 2003

To: Representatives, Agency Heads, Chief Technical Advisers, Programme Administrators and Heads of Administration of the UN System's Development and Humanitarian Activities in Kenya

From: E. Paul L. Andre de la Porte
Resident Coordinator



Subject: Remuneration Scale for Local Consultants and Experts

Further to my correspondence on the above subject of exactly one year ago, in response to the various discussions that we have had, and in the interest of harmonizing our administrative rules and procedures, I am pleased to forward to you a new table setting out different rates together with additional considerations for your review and application when working out the honoraria for local experts and consultants, i.e. those based in Kenya for work undertaken by them in Kenya.

This scale, arrived at from experience and following a review of the current practice amongst a number of agencies, aims to avoid overlapping between various categories. It is also designed to introduce a level of consistency between the purchasing power of local employers and the salaries paid to consultants by the UN for work inside the country, in order to avoid skewing the commitment and subverting the future availability of these same consultants towards national development efforts. It also aims to avoid competition between agencies and discrepancies between various categories. It takes account of and attempts to conform as much as possible to the levels of remuneration currently in practice. The latest version adds two levels at the top of the scale to reflect the need that may occasionally arise when the new Government needs to bridge capacity issues in policy matters at the highest levels.

The honoraria thus established constitute the maximum level that should not be exceeded. They may be reduced, depending on the case, according to the complexity of the assignment, or the availability of resources, and other considerations as explained in the accompanying notes. I shall be most obliged if you could kindly use this scale and/or indicate to me, if need be, any changes that you would like to make.

Thank you

REMUNERATION TABLE FOR LOCALLY RECRUITED EXPERTS AND CONSULTANTS

TASK	CAT	EDUCATION LEVEL AND EXPERIENCE*	MONTHLY GROSS SALARY (KSHS)
Technician recruited to undertake simple tasks given by the person under whose supervision he/she works	KS 6	Vocational Training Degree sanctioning two years of learning post High School diploma plus 5 to 10 years experience*	61,000 with annual increments of 3,000 for each additional year of experience, up to a maximum of 73,000.
Technician or Consultant working on a complex task under the supervision of another person	KS 7	Vocational Training Degree sanctioning two years of post High School Diploma learning plus 10 or more years experience*	76,000 with annual increments of 3,750 for each year of additional experience up-to a maximum of 91,000
Administrator, expert or consultant capable of managing complex assignments	KP 1	Master's Degree with 0 to 5 years experience	130,000 with annual increments for each year experience of 7,500 up-to 160,000
Administrator or consultant capable of formulating and managing complex assignments	KP 2	Master's Degree plus 5 to 10 years experience*	170,000 with annual increments of 8,000 up-to 202,000
Administrator, expert or consultant capable of formulating and managing very complicated assignments already conceived, and leading a small team of specialists	KP 3	Master's Degree plus 10 to 15 years experience*	215,000 with annual increments of 9,000 up-to 251,000
Expert or consultant capable of conceiving, organising and managing very complex assignments, and leading as well as supervising a team of technical experts or multi disciplinary specialists	KP 4	Master's Degree plus 15 to 20 years experience*	260,000 with annual increments of 10,000 up-to 300,000
Senior expert or adviser capable of leading a team entrusted with conceiving, implementing, and monitoring development programmes	KP 5	Master's Degree plus 20 to 25 years experience* and nationally recognized calibre, ethics and integrity	310,000 with annual increments of 10,000 up-to 350,000

TASK	CAT	EDUCATION LEVEL AND EXPERIENCE*	MONTHLY GROSS SALARY (KSHS)
and/or strategies of national scope			
Very senior expert or adviser capable of leading a team entrusted with conceiving, implementing, and monitoring national development policies	KD 1	Master's Degree plus 25 to 30 years experience* and nationally recognized calibre, ethics and integrity	360,000 with annual increments of 10,000 up-to 400,000

*gained after obtaining the degree

Additional Considerations:

- 1) The determination of salaries within the scales indicated on the table above will take into consideration each year of experience of the contracting party above the basic level of remuneration, enabling him/her to claim an increment of honorarium, within the limits of the upper ceiling for each category.
- 2) Payment for services rendered will be realised only after certification by the department concerned that the service was satisfactorily rendered, and that the expected output was up-to standard.
- 3) Any work whose duration is expected to last more than six months or whose duration goes beyond six months must be subject to competitive bidding, with terms of reference published in the press and/or widely circulated, and subject to objective assessment by at least three assessors, in the course of a panel interview.
- 4) In case of an assignment outside the duty station, the contractuels in KP categories will be entitled to 100% of the UN per diem, those in KS categories 70%, subject to approval by the person organising the assignment. Category KD 1 will be entitled to an additional 15%.
- 5) A satisfactory performance during twelve months entitles contractors to an increment as indicated in the scales.
- 6) Honoraria for short day to day contracts, up-to a limit of five days per person per assignment, are calculated by dividing the appropriate monthly rate by 25 and multiplying the figure thus obtained by 1.67 so as to obtain the daily fee.
- 7) Honoraria for short weekly contracts of more than five days but less then three weeks per assignment per person, are calculated by dividing the corresponding monthly rate by 25 and multiplying the figure thus obtained by 1.33, then by the number of days to be worked according to the contract.

- 8) The Master's Degree is considered as the academic reference title for lettered categories, because that is the level at which the UN recruits its professionals. Some assignments might 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.
- 9) The above honoraria apply to the finished product, that is, including provision by the contractor of ordinary stationery, ordinary typing or word processing expenses, or the use of accounting or database software that is necessary for the preparation of a report. Additional specifications or requirements (maps, printing) will be identified and costed in the contract unless the required facilities are put at the disposal of the consultant by the contracting office.
- 10) The UN does not provide transport for contractual assignments. However, if the assignment requires frequent and sustained daily travel, a monthly allowance may be accorded to the consultants using their own vehicles or using taxis, on the basis of estimated mileage at the UN prevailing rate. Transport will be availed for field trips by the UN unless air transport is used, in which case the mission will use local means of transport once it arrives at its destination.
- 11) The table provides the maximum rates that may not be exceeded. They may however be reduced depending on the complexity or declining urgency of the task to be undertaken, or when the previous performance of a consultant is not commensurate with his/her experience. On the other hand, when work is to be carried out for a particular organisation that already has its own rates for local consultants, that rate shall apply, provided that it not be higher than the UN rates.
- 12) Assignments subcontracted to established consulting or research organisations are subject to the same rates with the possible addition of reasonable administration overhead expenses, up to 33 percent.
- 13) These scales apply to consultants working within the Kenyan territory and who have gained experience in the local context, regardless of their nationality. They do not apply to international consultants who have gained experience in different countries, again regardless of nationality, for whom rates will be determined by the internationally competitive supply and demand. However, when a consultant is locally established and his/her experience includes international assignments, the remuneration may be determined by averaging out between the period of international experience and the period of work within the country. Thus if a consultant has ten years experience, out of which five were outside the country and five within the country, his/her remuneration will be the average between the above scales and his/her last international rate. In the interest of building up the capacity of a new cadre of burgeoning local professionals, however, it will be necessary to compare the outcome of such calculation with the above local remuneration scale. At equal competence, preference should be given to the less costly option.
- 14) Notwithstanding the provision of the preceding section, any contract in excess of the scale arrived at by the present criteria will need to be approved and signed personally by the head of office.