



United Nations
Zimbabwe

Office of the
United Resident Coordinator



Circular 01-2015 to UN En Rates for Government and IP Officials

This circular serves to give effect to the May UNCT monthly meeting held on Wednesday, 13 May 2015 regarding *Daily Subsistence Allowances (DSA)* to Government and Implementing Partner (IP) officing in local UN supported training and workshops.

1. The harmonised DSA rate of UN agencies in 2015 is maintained at the level of \$75.00 for all areas.
2. Where full board is paid for agency, 20% of the harmonised DSA rate of \$75, i.e. \$15 may be paid for incidentals.
3. All UN Agencies to use that all times. Where there is justifiable need to divert from the agreed rate, aside to agreed exceptions as for example where beneficiaries are senior officials such as Ministers and Permanent Secretaries.
4. Where and when possible, should use meeting and training facilities within their premises or those of relevant Ministries for purposes of training and workshops involving Government Officials.

The build-up and composition of the Rate is given as *Annex 1*.

Payments for honoraria, facilitator travel allowances are made per guidance provided in Item III of *Admin Circular 01-2014* extracts from which are given as *Annex 2* for easy reference. Applicable mileage rates are given as *Annex 3*.

Please be guided.

Thank you!

Best regards,

Shyam Parajuli
United Resident Coordinator



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Annex 2: UNCT Harmonized Rates of Honoraria, Facilitation Fees, and Travel Allowances

(a) Honoraria

Honorarium is *pegged at \$50* and is given only to individuals meeting the following *criteria*:

- A *once off payment* to a technical specialist or professional who has been requested to present an approved paper or to make a presentation. Invitation is based on merit as an expert in the area being discussed and not merely by the position held.
- The person is a recognized professional or technical specialist in the area under discussion or a chief of a service.
- Honorarium is not paid to a Government official or employee of an implementing partner (IP).

Honoraria are not payments for services rendered. Where a professional is hired to prepare and make a presentation, the appropriate contract modality is a short-term service agreement.

(b) Facilitation Fees

Based on the observation below, it is recommended that facilitation fees should not be paid and that programmes currently paying them should cease the practice.

Procurement procedures for contracting services should be used in cases where an external facilitator is required. A facilitation fee is not payable when an individual has been seconded to provide training services as part of his/her duties as a Government or IP employee. In such cases, the training services are considered to constitute the Government or IP's contribution to the programme.

(c) Travel allowances

Current arrangements provide that *the maximum rate allowable for transport reimbursement be \$25. UN Agencies determine the applicable rate per workshop depending on the workshop venue.*

Due to differences in interpretation and application of the current arrangement among Agencies, it was reviewed and rephrased to provide that *'Travellers will be reimbursed as per the public transport ticket (receipt) produced. Where an individual cannot produce a ticket, transport reimbursement will be at the discretion of the paying officer based on the reasonable cost of public transport for the traveller's route'.*

Fuel reimbursements for activities supported by the UN will be handled thus:

- (i) In the case of *advancing fuel requirements to an IP* - funds to procure fuel are advanced to an IP as part of their quarterly disbursement. The amount charged per liter is as per the pump price for fuel at the time of funds disbursement. The quantity of fuel to be provided is as per the agreed activity requirements for the quarter.
- (ii) In the case of *fuel reimbursement to an IP who drives to a workshop venue* -
 - Where the majority of participants are coming from one location, the Agency may hire transport which all participants will be expected to use.
 - Where more than one participant from the same organization and duty station are attending the same meeting, they should be encouraged to use the same vehicle unless where exceptional circumstances hinder them from doing so.
 - Where the hiring of transport by the Agency is not possible, all participants should as much as possible use public transport.

- Unless prior clearance is granted on exceptional basis, participants who use personal vehicles will be provided with the reasonable bus fare charge for their destination and the extra cost for fuel is for their own account.
- Fuel for IP registered vehicles should be requested ahead of the workshop.
- Fuel reimbursement may be provided as liquid product at the pump, fuel coupons or cash at the approved UN rate of \$0.20 cents per kilometer.
- Mileage must be matched against the log book and verified with the Automobile Association of Zimbabwe (AAZ) distance tables for the destination traveled.
- Consumption for liquid or coupon reimbursement is calculated at the rate of 1 liter for every 10 kilometers traveled.



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Annex 3:

Rates of reimbursement for travel by private motor vehicle

(Effective 1 November 2011)

Rate group I: 16 cents per mile or 10 cents per kilometre

All countries or territories other than those listed in groups II, III, IV, V or VI below.

Rate group II: 23 cents per mile or 14.3 cents per kilometre

Angola	Equatorial Guinea	Niue
Azerbaijan	Indonesia	Syrian Arab Republic
Belarus	Kazakhstan	Trinidad and Tobago
Bolivia (Plurinational State of)	Kyrgyzstan	United Arab Emirates
Bhutan	Kiribati	United States of America
Cook Islands	Malaysia	Vanuatu
Ecuador	Mexico	West Bank and Gaza Strip

Rate group III: 28 cents per mile or 17.5 cents per kilometre

Antigua and Barbuda	Honduras	Saint Lucia
Botswana	Kosovo	Saint Vincent and the Grenadines
Canada	Lebanon	Sao Tome and Principe
China	Maldives	Solomon Islands
Democratic People's Republic of Korea	Montserrat	Somalia
Dominica	Myanmar	South Sudan
Gabon	Netherlands Antilles	Sri Lanka
Georgia	Pakistan	Sudan
Grenada	Panama	Thailand
Guatemala	Philippines	Uzbekistan
Guyana	Russian Federation	Viet Nam
	Saint Kitts and Nevis	

Rate group IV: 32 cents per mile or 20 cents per kilometre

Afghanistan	Ghana	Nepal
Argentina	Guinea	Nicaragua
Armenia	Haiti	Samoa
Bahamas	Jamaica	Singapore
Bangladesh	Jordan	South Africa
Belize	Lao People's Democratic Republic	Swaziland
Benin	Lesotho	United Republic of Tanzania
Bermuda	Liberia	Tunisia
Costa Rica	Mongolia	Ukraine
Djibouti	Namibia	Zimbabwe
El Salvador		

