

Terms of Employment – Consultant

1. First Name:

Mr. Aaron Bradley

2. Surname:

WISE

3. Personnel/Index number:

8821983

4. Place of current residence: 4111 NW 16th BLVD, Gainesville, USA.

Locally identified at place of assignment ☐ Yes ☒ No

(If you are locally identified, this status will remain unchanged for any subsequent assignments at this duty station)

5. Nationality:

American

6. Place of Assignment (Duty Station): Bangkok, Thailand*

7. Division: Programme

8. Proposed Entry on Duty (EOD) date: As soon as possible

9. Not to Exceed (NTE) date: 31 July 2022

(Actual Entry on Duty (EOD) date will be determined after WFP confirms that all preconditions for this contract have been met)

☒ When-actually-employed basis (W.A.E.): 40 days

10. Notice Period of Termination (either party): ☐ Five days written notice

☒ Two weeks written notice

11. Terms of reference: Your Terms of Reference ("TOR") are an integral part of this contract and are attached as Annex 1. Please initial each page of the TOR.

12. Special Conditions:

WFP has an interim medical clearance procedure in place during the COVID-19 pandemic, under which medical clearance is issued based upon information that you provide in a Medical Review Questionnaire. (Medical Service Form 001). Please complete the questionnaire through this link:

https://wfp.zaspl5.medgate.com/medicalpublicqrh/login.rails?QCODE=WFP_MSF001_21

13. Remarks

*** Administrative duty station will be Bangkok, Thailand but you will be working remotely from administrative duty station and mission travel(s) may be required.**

14. Honorarium:

☐ Daily US\$:

☐ Monthly US\$:

(prorated based on 21.75 working days per month)

☒ When-actually-employed basis (W.A.E.) US\$: 375

☐ Without Compensation (W.O.C.)

15. Travel to Place of Assignment: The Programme will arrange travel to and from your place of assignment in accordance with its travel rules.

☐ Place of current residence – Place of assignment – Place of current residence

☒ Other: **Mission travel (s) may be required**

16. Subsistence Allowance: Subsistence allowances are paid at the rate in force for the day or month in which the allowance is payable. Any rates listed below are for information only and are subject to change during the assignment.

☐ DSA is payable for the first 60 days at the place of assignment (and thereafter at a reduced percentage).

☐ The current rate is US\$ per day and is subject to change during the assignment.

☐ A reduced rate of US\$ per day applies, as lodging or special conditions apply at the place of assignment and is subject to change during the assignment.

☐ MSLS is payable while at the place of assignment. The current rate is US\$ per month and is subject to change during the assignment.

☒ Not applicable.

☒ Other: **Daily Subsistence Allowance is not included in the terms of this consultancy contract, except for official authorized travel outside home station.**

17. Social Security:

Compulsory medical insurance is provided. The premium for medical insurance is 2.076% of net salary, which is cost shared between the participants and WFP.

Compensation coverage for illness, injury or accidental death is provided. WFP covers the cost of compensation coverage.

Life insurance is available on a voluntary basis for consultants who have a monthly rate of remuneration, or WAE consultants who work at least 120 days.

18. Personal Monetary Bond:

☐ Two months of honorarium will be withheld to serve as a bond against your exercise of delegated Procurement or Financial authority.

☒ Not applicable.

19. Preconditions: This contract comes into effect only if WFP receives the following completed forms and documents by **18 May 2022**, and only after WFP provides medical clearance (if required).

- | | |
|---|--|
| <input type="checkbox"/> Disclosures Form (HR-0114) | <input type="checkbox"/> Proof of Mandatory Vaccinations |
| <input checked="" type="checkbox"/> Designation of Beneficiary Form (HR-051) | <input type="checkbox"/> Proof of Entry Visa(s) |
| <input checked="" type="checkbox"/> Medical Review Questionnaire | <input type="checkbox"/> Proof that your current employer has granted you special leave without pay with permission to accept this assignment with WFP |
| <input type="checkbox"/> Full Entry Medical Examination | <input type="checkbox"/> Copy of valid National Passport (six-month validity required) |
| <input type="checkbox"/> Medical Certificate/classification on file valid until | |
| <input type="checkbox"/> Medical Certificate showing you are "Fit to work and travel" | |

20. Conduct:

You are bound by the FAO Staff Regulations and Rules to the extent specified in WFP Human Resources Manual III.2, and by any subsequent amendments. In addition, your conduct must be guided by the terms of the International Civil Service Commission (ICSC) Standards of Conduct for the International Civil Service (2013) (*copy attached*) and the WFP Code of Conduct (OED2014/016), and any subsequent amendments thereto.

Conduct befitting your status as an international civil servant also entails compliance with all WFP internal administrative issuances that apply to consultants and by any subsequent amendments thereto, including but not limited to the "Prevention and Response to Abusive Conduct (Harassment, Sexual Harassment, Abuse of Authority, and Discrimination" (OED Circular 2022/004), "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" (OED 2014/020), WFP Anti-Fraud and Anti-Corruption Policy and Related Guidance (OED 2021/012), and other issuances identified in the WFP Code of Conduct.

Failure to abide by applicable regulations, rules, and issuances may result in administrative/disciplinary action against you, such as termination of your employment.

21. Declaration of oath:

You solemnly swear (undertake, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to you as an employee of the World Food Programme, to discharge these functions and regulate your conduct with the interests of the Programme only in view, and not to seek or accept instructions in regard to the performance of your duties from any government or other authority external to the Programme.

To give effect to the principles embodied in the above Declaration, you commit to abide by the WFP Code of Conduct (OED2014/016), and any subsequent amendments thereto.

Signature: _____

22. Affirmation:

You recognize that you are bound to abide by and adhere to the ICSC Standards of Conduct for the International Civil Service and the WFP Code of Conduct, including those provisions that govern relations with the media and use and protection of information. You agree that all information, written material, photographs, video and other multimedia products gathered by you in the course of your employment shall remain the property of WFP and shall not be issued by me, at any time, without WFP's prior, written consent.

You declare that you shall not, except in the normal course of your official duties or with WFP's prior consent, perform any of the following acts, in so far as they relate to the purposes, activities or interests of WFP: issue statements to the press, radio, or other agencies of public information; accept speaking engagements; take part in film, theatre, television or radio productions; submit for publication any articles, books or other material.

You agree that, during and subsequent to your employment with WFP you shall not issue any articles, interviews, reports and/or information that are based on your employment with WFP or are related to information gathered by you in the course of your duties, without first obtaining WFP's written clearance. You also agree that, subsequent to your employment with WFP, you shall not publicly associate yourself with the name of WFP in any of your activities without first obtaining WFP's express, written permission to do so. You understand that this agreement is binding both during the course of your employment with WFP and afterwards.

Signature: _____

23. Disclosure:

Prior to accepting the assignment and even during your assignment you are responsible for disclosing to the HR Officer/Division any family relationship (spouse, recognized domestic partner, father, mother, son, daughter, brother or sister) that you may have with other persons working for or contracted by the Programme and/or any other organizations in the UN system, as well as any other relationships or activities that constitute an actual or potential conflict of interest and/or duplication of compensation, benefits, or entitlements.

Consultants are independent hires and cannot be employed by the Programme and simultaneously receive any form of compensation from any other entity (including companies, organizations, governments, non-governmental organizations (NGOs) during their assignment with the Programme. Should you be engaged in any outside occupation or employment or wish to engage such an activity during the duration of your contract, whether or not remunerated, you agree to inform your HR Officer, as such activities may require approval from the WFP Ethics Office.

Signature: _____

24. Person to be Notified in Case of Emergency: (Please type or write in capital letters)

Name and Last Name: _____ **Relationship:** _____

Address: _____ **City:** _____ **Country:** _____

Email Address: _____ **Telephone No:** _____ (inclusive of country code)

25. Informational documents for retention by consultant:

- | | |
|--|--|
| <input checked="" type="checkbox"/> HR Manual Chapters III.2 and VI.2 Part VI | <input checked="" type="checkbox"/> Protection from Harassment, Sexual Harassment, Abuse of Authority and Discrimination (OED Circular 2022/004) |
| <input checked="" type="checkbox"/> HR Manual Chapter VI.3 | <input checked="" type="checkbox"/> Special Measures for Protection from Sexual Exploitations and Sexual Abuse (OED 2014/020) |
| <input checked="" type="checkbox"/> WFP Code of Conduct (2014/016) | <input checked="" type="checkbox"/> Disclosure of Financial Interests (ED2008/004) |
| <input checked="" type="checkbox"/> WFP Anti-Fraud and Anti-Corruption Policy (OED 2021/012) | <input checked="" type="checkbox"/> Conflicts of Interests and the Annual Conflicts (OED2020/007) |
| <input checked="" type="checkbox"/> WFP Protection Against Retaliation Policy (or Whistleblower Protection Policy) (OED2020/022) | <input checked="" type="checkbox"/> WFP Directive on Information Disclosure (CP2010/001) |
| <input checked="" type="checkbox"/> Standards of Conduct for the International Civil Service (2013) | |

26. Approval:



Andrew Patterson

Senior HR Officer

Regional Bureau

on behalf of the **Executive Director**

Date: 11 May 2022

27. Acceptance:

I have read, understood, and accept these Terms of Employment, which are subject to the WFP Human Resources Manual Section III.2 and any amendments made thereto. In the event of any inconsistency between the contract and the Manual Section III.2, the latter controls. I have received a copy of HR Manual Chapter III.2 and other relevant documents mentioned in the Terms of Employment.

☐ **(if applicable)**

I hereby certify that all my electronic signatures used in these Terms of Employment shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.

Date: _____ **Signature:** _____

Annex 1: Terms of Reference