



World Food Programme  
Programme Alimentaire Mondial  
Programa Mundial de Alimentos  
برنامج الأغذية العالمي

SAVING  
LIVES  
CHANGING  
LIVES

Date: 11 May 2022  
Name: Mr. Aaron Bradley WISE  
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***Subject: Offer of Consultancy with WFP Bangkok, Regional Bureau for Asia & the Pacific***

Dear Mr. Wise,

On behalf of the Executive Director of the World Food Programme, it is my pleasure to offer you a **When-Actually-Employed** Consultancy contract with **WFP Regional Bureau for Asia& the Pacific, with a maximum of 40 working days**, to commence **as soon as possible through 31 July 2022** as per the attached Terms of Employment and Terms of Reference.

Your contract does not carry any expectation of or imply any right to extension, renewal or conversion to any other type of appointment and expires according to its terms, without notice or indemnity. The appointment may be renewed by mutual agreement and can be terminated by you or by the Programme upon written notice of **two weeks**.

For this assignment, your nominal duty station will be **Bangkok, Thailand**. You will be **working remotely from administrative duty station** and you will receive a **daily** honorarium of **US\$375**, less 1.038% for compulsory medical coverage (MCS), which provides coverage for illness, injury and accidental death.

No appointment or repatriation travel is applicable. Any mission travel requirements will be paid by WFP after authorisation, at the least costly airfare structure and most direct route (economy class). All tickets are purchased by the Programme unless you are specifically authorised to purchase your own. In this regard, please contact **RBB Programme Support ([rbb\\_programme\\_support@wfp.org](mailto:rbb_programme_support@wfp.org))** for mission travel arrangement.

Daily Subsistence Allowance (DSA) is not included in the terms of this consultancy contract, except for official authorised travel. The DSA is paid in accordance with the rules governing travel at the prevailing UN operational rate of exchange.

Payment of your honorarium will be made at the end of each month upon certification from your supervisor of satisfactory service and actual number of days worked. The final payment will be released upon receipt of separation clearances and confirmation of satisfactory services from the hiring office.

Salary and related allowances are paid in the currency of the bank account where payment is effected according to the banking instructions provided by you unless advised otherwise by the Programme. The Programme applies the official UN operational rate of exchange effective on the actual dates of payment. Rates of exchange are subject to periodic change.

You may have your salary paid in up to two bank accounts in any country. The accounts must be in your name and the currency of the account must be the same as the disbursing currency being requested.

You will not accrue leave during your assignment.

This appointment excludes participation in the United Nations Joint Staff Pension Fund; this period of service cannot be validated if subsequently an appointment which carries entitlement to participation in the Fund is granted.

You are automatically covered under the Compensation Plan entitling you to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the Programme. The contribution to the plan is made entirely by the Programme.

You will also be covered by a Malicious Acts Insurance policy, which provides compensation for death and disability resulting from malicious acts caused directly or indirectly by war, invasion, hostilities, civil war, revolutions, riots and terrorist activities. It is not meant as a replacement for standard life insurance policies such as GLADI. Should you ignore the security measures or instructions from the Designated Official or the Security



Officer, and thus expose yourself deliberately to danger, you could be excluded from the insurance coverage and your claim might be denied by the insurance company.

As a UN employee, you are bound by the FAO/WFP Staff Regulations and Rules, as well as by any subsequent amendment / addition thereto. In addition, your conduct must be guided by the Standard of Conduct in the International Civil Service (2001) and any subsequent amendments/additions thereto.

Conduct befitting your status as an international civil servant also entails observance on your part of the provisions of OED 2018/007 of 1 March 2018 entitled "Protection from Harassment, Sexual Harassment, Abuse of Authority, and Discrimination", and any subsequent amendments/additions thereto. Failure to abide by the principles expressed in the above-listed provisions will lead to appropriate administrative/disciplinary action which may result in termination of your employment.

You are responsible for disclosing to the HR Officer/ Division any family relationship (spouse, father, mother, son, daughter, brother or sister) you may have with other persons working for or contracted by the Programme and/ or other UN Organisations.

WFP participates in the UN-wide mandatory security learning programme ("BSAFE"). This Programme should be completed upon appointment and the certificate submitted to HR for your personal file.

***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.zaspcl5.medgate.com/medicalpublicqrh/login.rails?QCODE=WFP\\_MS001\\_21](https://wfp.zaspcl5.medgate.com/medicalpublicqrh/login.rails?QCODE=WFP_MS001_21)***

You should be aware that during the course of your assignment the UN Security Coordinator may declare a state of emergency. This may result in a mandatory evacuation. Failure by you to comply with the evacuation order may result in disciplinary action. Refer to Staff Regulation 301.10, Staff Rule 303.01 and MS 330 for more details.

**Please note that this offer is subject to your acceptance of the above contractual conditions, medical clearance and security clearance (as applicable). You should therefore NOT take any irrevocable action until your appointment is officially confirmed in writing.**

You should consult the World Health Organisation (WHO) guidelines on International Travel and Health Vaccination Requirements and Health Advice (<http://www.who.int/ith/>) to determine the required and recommended vaccinations for your mission locations and to carry your Vaccination Card with your other travel documents.

**If you are in agreement with the above conditions, please sign the attached copy of the Terms of Employment, Terms of Reference and return them together with the duly completed Salary Allotment Instructions, Designation of Beneficiary, and Disclosure Declaration forms as well as a copy of your valid national passport.**

Should you have any queries or require further information on this appointment, please do not hesitate to contact me at [andrew.patterson@wfp.org](mailto:andrew.patterson@wfp.org).

Our best wishes to you for this assignment.

**Andrew Patterson**  
**Senior Regional HR Officer - Bureau for Asia and the Pacific**