

ANNEX II

**Pay Levels
in Canadian Dollars
revised effective 30 July 2021**

Level	Daily rate		Monthly rate	
	Min	Max	Min	Max
A	186	248	3,991	5,172
B	248	392	5,097	8,122
C	402	578	7,562	10,910
D	640	774	11,098	13,457
E	888	1,011	14,798	16,284

Guidelines on selection of pay level*Rate of pay*

The five pay levels have been approved for the purpose of establishing the appropriate rate of pay for individual consultants/contractors. For each pay level, a minimum and a maximum daily and monthly rate is indicated.

Selecting the appropriate level

The primary consideration in selecting the appropriate level for the remuneration of individual consultants/contractors shall be the nature of the services to be provided, i.e. the complexity, difficulty and extent of the work to be performed and the degree of expertise required to accomplish it.

- Level A:** This level is established for the engagement of support services not available in the Organization related to projects or technical tasks of a narrow scope for which limited technical skills or experience are required.
- Level B:** This level is typically used for projects of moderate complexity with either broad scope or limited depth or restricted scope and considerable depth that have an impact on the performance of systems, processes and team(s) within the Organization. This level is typically used for individuals with a specialized degree or training and several years of relevant experience in one of the substantive, technical and/or administrative fields of the Organization.
- Level C:** This level shall be authorized to engage an individual with extensive relevant professional experience requiring specialized or technical knowledge and skills. Individuals at this level will be expected to develop new approaches, techniques or policies and/or design guidelines, standard operating procedures and a project's theme. Individuals would be engaged in projects of broad scope and considerable depth that will have an impact on the overall execution of programmes or service of a function or various interrelated areas. Expected outputs of the consultancy at this level may relate, inter alia, to providing technical support; leading group dynamics; and undertaking report drafting or project-wide proposals.
- Level D:** This level shall be to engage highly specialized individuals with extensive relevant experience and the highest level of expertise in the corresponding area of work or programme for which they are engaged.

The individual's services, work and recommendations, for example, may form one of several contributions to the accomplishment of a crucial programme or service or functional area of a broad scope, involving high complexity and impact. Some of the expected deliverable outputs would primarily relate to the following: providing functional leadership and expert advice; preparing intricate and complex technical papers to working groups; undertaking the drafting of reports or proposals for projects of a large scale or a broad scope. The individual's assigned duties may relate to large-scale programmatic and operational activities involving large commitments of staff and funds.

N.B.: Band D rates require prior approval by the Secretary General before any offer is made.

Band E: This level is reserved for essentially very exceptional arrangements related to services and work to be obtained from a well-known, worldwide authority in a highly specialized area. Normally, these types of engagements may result in programmatic and/or operational activities involving either large commitments of staff and funds or an exceptionally complex programmatic scope, which would carry a significant organizational impact on delivery in terms of strategy, operational reengineering and planning analytics, usually of an unusual complexity and/or sensitive nature. This level would be aligned to the Assistant Secretary-General/Under-Secretary-General levels or the equivalent ungraded levels for Chairs and Vice-Chairs or high-level representatives.

N.B.: Level E rates require prior approval by the Secretary General before any offer is made.

Determining the rate within the level

Once the appropriate level has been selected, the rate within the level should be determined taking into account the following factors:

- a) the estimated time required for the non-staff to undertake the work;
- b) the current market rate for comparable work (when available);
- c) the available budget for the work to be performed.

It should also be borne in mind that the remuneration to be paid shall be the **minimum amount** necessary to obtain the services required by the Organization.

Due diligence should also be taken to ensure that non-staff have the appropriate level of expertise required to deliver the required services within the approved timeline.

Fixation of rate

An extension of the services of a consultant shall not affect the pay rate. If the contract requires additional work that justifies additional payment, all costs for the extension shall be paid at the same unit rate as in the original contract. Adjustment of the pay rate may only occur upon a re-engagement under a contract for a different assignment with modified terms of reference. Any change in cost shall require a new selection process.
