

Consultant Payment during Emergency Deployment *Health Emergencies Programme*

Target Audience: All Staff

Last update: 15 September 2021

I. Introduction: Definition and Scope

This document describes the main elements and modalities required to pay emergency consultants deployed for emergencies or event response based in HQ, regional and country-level locations. This document should be read in conjunction with [WHO e-Manual section III.16.2](#) for the definition and overall management of "consultant", [WHO emanual section XVII.8](#) for emergency deployment procedures, and the [Information Note 09/2021](#) related to consultancy rate.

In principle, the payment elements and modalities defined in this document is expected to cover the expenses incurred by emergency consultants, as well as remuneration for services s/he provides, during emergency deployment. Nevertheless, in exceptional cases, if the overall expenses incurred during the entire deployment period are higher than the received subsistence allowance, the emergency consultants could submit all the receipts to WHO and request an exceptional review.

This document applies to emergency consultant payments for emergency deployment, as required in response to graded emergencies or un-graded events. It does not apply to emergency consultants hired in the regional office or in HQ, and does not apply to "regular" consultants being recruited under the normal consultancy mechanism.

Effective immediately, the payment rate for emergency consultants deployed to HQ and regional offices in response to current and future emergencies shall follow the guidance in the [Information Note 09/2021](#) issued in March 2021.

The payment rate for emergency consultants deployed to the field, i.e., locations other than HQ or regional offices, shall follow the guidance defined in section II-IV.

II. Consultancy Fees

During a deployment for health emergencies the consultancy fee is calculated using a standard daily/monthly rate based on WHO-recommended pay bands for consultants in accordance with the Terms of References (ToRs) of the emergency consultants.

The daily rate is a calendar-day rate, not a working-day rate. For example: the cost of a contract from 1 to 16 May would be 16 X daily rate, independent of how many weekends fall within that period. The daily rate is applied to each calendar day for the period of the contract. The daily rate is being updated and maintained by Department of Human Resources and Talent Management (HRT) at HQ.

For contracts of more than one month, the consultancy fee will be paid at the end of each month. The final month contract fee (for contracts of more than one month) or 1/3 of total contract amount (for contract of less than one month) will be paid only after the End-of-Deployment procedures defined in eManual XVII.8.5 have been completed.

For non-remunerated consultancies, the consultancy fee does not apply.

III. Incidentals

A single lump sum payment of US\$350 is provided as a contribution towards miscellaneous costs such as transportation (e.g., taxi to/from airport) not included in the Travel Request (TR), medical examinations, vaccinations and visa. On an exceptional basis, if additional travel is absolutely un-avoidable to obtain a visa or if on-entry medical expenses exceed the incidental payment, a request for related cost could be submitted to WHO and reviewed on a case-by-case basis by the Incident Manager and/or his/her delegated officers. If approved, the additional cost may be covered by a separate TR, or included in the deployment TR.

This lump sum is only provided once per emergency event. Should an emergency consultant be deployed more than once in response to the same event, then the lump sum shall not be included as part of subsequent contracts.

IV. Living Allowance

To avoid complex calculations and post-facto reconciliations as emergency consultants change locations within a country, a single rate living allowance per country replaces the usual per diem payments.

The living allowance payments are included directly in the consultancy contract. It is based on 50% of the applicable UN per diem rates for the capital city and 50% of elsewhere rate. This allowance is applicable for the full duration of the consultancy contract with no difference before or after 60 days of the deployment. The currently applicable rates are automatically applied by the GSM based on the indicated country of deployment. The default rates can be modified in special cases if and as approved by the concerned Incident Manager and Regional Director of Administration and Finance (DAF).

If accommodation is pre-arranged and provided by WHO, then the allowance is reduced by 50%. If any meal is pre-arranged and provided by WHO, then the allowance is reduced by 10% per meal covered.

HQ-based emergency consultants: There is no exceptional allowance applicable for emergency consultants hired for emergency response based in HQ. These emergency consultants continue to receive the applicable standard rate up to a maximum CHF 3,000 for the first month with CHF100/day beyond that.

The living allowance payment can either be processed electronically to the Consultants' bank account or paid in cash through the country office concerned, and will be automatically tracked in GSM. Payment to a third party is normally not allowed and can only be exceptionally approved where operational circumstances do not allow for a payment to be made directly to a bank account bearing the same name as the supplier to whom the relevant PO is issued. Requests for payment to intermediate payroll agencies will not be considered for exceptional approval. No travel request or travel claim will be necessary and there is no requirement for the emergency consultant to submit proof of

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payment in relation to the allowance, unless an exceptional payment is being sought. The GSM step-by-step guides on how to create consultancy contracts for emergency deployment, including living allowance and different payment methods can be found in the “Related Content” section of eManual XVII.6.7.