

Policy Guidelines

For the recruitment and administration of Consultants Serving as Experts on Groups and Panels, Including the Office of the Ombudsperson, Established by the Security Council

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I. Introduction

1. This OHR Policy Guideline provides the updated monthly cost of living (COLA) rate for duty stations in New York and Nairobi. This was the result of the review of OHR of the cost-of-living and rent level changes over time based on the movement of the Housing index and In-Area without Housing index of the Post Adjustment Index (PAI) from 1 January 2014 to 31 December 2022.
2. This Guideline also provides editorial changes to the new organizational structure under the management reform effective since 1 January 2019, including the Office of Human Resources (OHR) and the Department of Political and Peacebuilding Affairs (DPPA).
3. The OHR Policy Guideline does not replace the applicable Staff Regulations and Rules and the relevant administrative issuances which, in case of conflict with the provisions in these Guidelines, shall prevail.
4. For policy guidance on any specific case, the staff member should follow the usual Tier system workflow, i.e. reach out to DOS colleagues, as Tier 2, at DOS-HR-Advice dos-hr-advice@un.org). DOS will escalate to OHR Policy as Tier 3 those queries for which further authoritative policy interpretation and advice may be needed.
5. These OHR Policy Guidelines will remain under continuous review and be revised as necessary.

II. General provisions and purpose

6. The present guidelines provide the framework that governs the hiring and administration of individuals engaged as consultants in Groups and Panels of Experts (herein also referred to as Groups and/or Panels), including the Office of the Ombudsperson, (hereafter referred to as “members of Panels of Experts” or “Experts”) of the Security Council to support its sanctions regimes. The guidelines apply exclusively to Experts engaged to serve on bodies¹ established and mandated by Security Council resolutions.
7. The provisions of [ST/AI/2013/4](#), or as amended, on Consultants and individual contractors, are applicable to these Experts, to the extent that the guidelines differ with the provisions that govern Consultants and individual contractors. Issues which

¹ These bodies comprise of panels, groups, teams of experts mandated by Security Council resolutions to support the work of the Committees and the 1540 committee.

are not covered in the present guidelines shall be regulated by the provisions of the above- mentioned administrative instruction ([ST/AI/2013/4](#), or as amended).

8. Pursuant to paragraph 7 above, the exceptional measures presented in this document do not prejudice the fact that Experts serving on these Security Council Groups or Panels are consultants within the meaning of [ST/AI/2013/4](#), or as amended. **No other group/panel/team or consultant shall be entitled to the exceptional provisions of these guidelines, including other consultants who may be engaged to support the Security Council members of Panels of Experts themselves.**
9. In addition to addressing the audit recommendation² identified by the Office of Internal Oversight Services (OIOS), which, inter alia, pointed out the need for a comprehensive policy regulating the ad hoc exemptions and waivers granted over the years, while acknowledging the unique status of Panels and Groups of Experts established by the Security Council, these guidelines also take into account the content of the memorandum dated 17 August 2010 from the Office of Legal Affairs (OLA) on the ‘Contractual status of DPRK (Democratic People’s Republic of Korea) Panel of Experts’, specifically, on the verification of attendance and the subsequent deductions of a proportionate amount from fees and/or COLA when attendance cannot be verified and the requirement for Experts to be based at their duty station of assignment, which confirms the understanding of the Office of Human Resources (OHR) on the matter of contractual status and related implications of this special type of Consultants.
10. Part I of the present guidelines sets out the special conditions for Experts appointed to serve on the Security Council’s Groups and Panels. Part II addresses the modalities for remuneration and adjustment of fees, and where applicable, the Cost of Living Allowance. Part III provides general information on travel and related allowances. Part IV provides additional general information on consultancy for Experts in Groups and Panels.
11. In addition, annexes I and II to these guidelines define the generic terms of reference of Coordinators and Experts, respectively, serving on sanctions monitoring Groups and Panels managed by the Department of Political and Peacebuilding Affairs (DPPA). Annex III describes the procedures for the selection of consultants engaged as Experts serving in Groups or Panels.

² Assignment No. AP2010/560/01

Part I: Special conditions for Experts appointed to serve on the Security Council's Groups and Panels

III. Exceptional arrangement for Experts under the regulatory framework on Consultants

12. Owing to the unique status of Security Council established bodies, the exceptions in the present guidelines to the provisions of [ST/AI/2013/4](#), or as amended, in the selection and administration of the Experts, are intended to satisfy the two following key requirements:
 - a) to attract and engage qualified Experts suitable to the terms and requirements of the Security Council's programme of work and decisions; and
 - b) to retain them over extended periods of time, not exceeding five years, subject to satisfactory performance and mandate renewal.
13. Pursuant to section 5.4 of [ST/AI/2013/4](#), or as amended, and paragraph 15 below, consultants are not staff members of the United Nations and therefore are not entitled to the United Nations common system of salaries, benefits and allowances applicable to the staff of the United Nations. Their fee is determined by reference to OHR's policy for remuneration of consultants as prescribed in the Expert's contract.

IV. Selection process

14. Pursuant to relevant Security Council resolutions, the Security Council may request the Secretary General to appoint Experts to perform a specific mandate in support of the relevant Committee of the Security Council. The Security Council will determine the duration and scope of each mandate and subsequent extensions.
15. Pursuant to paragraph 7 above, Experts are contracted through a consultancy contract. Experts serve in their individual capacity and not as representatives of a government or of any other authority external to the United Nations. **They are neither "staff members" under the United Nations Staff Regulations and Staff Rules nor "officials" for the purpose of the Convention on the Privileges and Immunities of the United Nations of 13 February 1946 (the Convention).** Experts engaged as consultants may be afforded the status of "Experts on mission for the United Nations" within the meaning of article VI, section 22 of the Convention. The provisions of [ST/SGB/2002/9](#),

that provides the Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission, shall apply to Experts.

16. For the duration of their assignment Experts shall report directly to the relevant Committees and the Security Council, and they shall come under the overall management of the United Nations administering Department or Office³, who shall provide Experts with substantive advice, guidance and support; and evaluates their performance for suitability for continued service on Groups and Panels.
17. **The selection of the Experts will be carried out by the Secretary-General in consultation with the relevant Committee of the Security Council.** The Secretary General will inform the President of the Security Council of the names of the selected Experts.
18. **In addition, the Secretary-General retains the sole prerogative to appoint a Coordinator, from the list of Experts approved by the relevant Committee of the Security Council, to undertake the tasks enumerated in annex I, which provided the generic guidelines (which may be tailored to the needs of specific Groups or Panels).** Coordinators, by virtue of their appointment by the Secretary-General, are guided by and consult closely with the relevant Committee Secretaries for this aspect of their work.
19. The selection process, contractual terms and conditions applicable to consultants serving as Experts are governed by ST/AI/2013/4 or as amended, except as otherwise provided in the present guidelines. Annex II provides the procedures used for the selection of consultants working on Groups or Panels.
20. **Experts may be required to be based at a location other than their normal place of residence.** In such instances, except when on authorized official business travel or breaks, Experts shall be required to be based at the location of their assigned duty station.
21. When the terms of a consultancy contract of an Expert are extended or when an Expert is reengaged the terms of the consultancy shall be fully applicable without regard to any prior period of engagement.

³ The Department of Political and Peacebuilding Affairs (Security Council Affairs Division) and the Office of Disarmament Affairs currently administer the sanctions Groups and Panels.

V. Contractual framework

22. The contractual obligations of both the Organization and the Experts shall be formalized and governed by the standard form P.104, entitled Contract for the services of a Consultant or Individual Contractor. The form shall be counter-signed by the Experts.
23. **Except as provided under paragraph 27 below, the duration of the contract shall generally conform to the limitation of section 5.8 of ST/AI/2013/4, or as amended, on the duration of consultancy contracts (maximum 24 months of service within a 36 month period).**
24. The General Conditions of Contracts for the Services of Consultants or Individual Contractors, as contained in Annex I to ST/AI/2013/4, or as amended, shall also form part of the Expert's contract. The General Conditions provide Experts with information regarding their legal status as consultants, their obligations, title rights, termination of contract, travel, insurance, service-incurred death, injury or illness, arbitration and taxation.
25. The consultancy contract, irrespective of the length of service and duration of the mandate of the Security Council established Panel or Group, does not carry an expectation, legal or otherwise, of renewal, and, if renewed, to the same conditions and terms.
26. Experts are subject to the provision of United Nations Administrative Instruction [ST/AI/2010/3/Rev.2](#), or as amended, which stipulates that "interns, consultants, individual contractors and gratis personnel may not apply for or be appointed to any positions in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service."

Exceptional extension of consultancy contracts beyond the 24-month within 36-month period

27. Pursuant to paragraph 23 above, and taking into account the continuing need of the Security Council for the expertise of highly specialized Experts and the limited pool of qualified candidates, the limitation provided under section 5.8 of ST/AI/2013/4, or as amended, may be applied with certain flexibility as reflected in paragraph 28 below in consideration of the duration of the mandate of the Panel of Experts.

28. In and by analogy with the provisions of section 5.8 of ST/AI/2013/4, or as amended, **Experts shall not be authorized to provide services for more than 60 months in a 66-month period.**
29. **Upon reaching the five-year limit provided in paragraph 28 above, Experts will be ineligible for any engagement, including under a consultancy contract, for a minimum period of 6 months.**
30. All requests for the exceptional extension of the consultancy contracts beyond the 24-month within a 36-month period shall be submitted to the relevant executive or administrative office for review and approval as soon as the need for renewal beyond the authorized duration is known. The request should provide adequate justification and it should be accompanied by the relevant supporting documentation as required, i.e., Terms of Reference (TORs), performance report, work plan etc. **The executive or administrative office shall inform OHR of any renewals leading to service of more than 24-months within a 36-months period.**

VI. Performance evaluation applicable to Experts managed by DPPA

31. Experts managed by DPPA are subject to an evaluation process which is based on their fulfilment of their consultancy contract with the Organization. This in turn is based on the relevant Security Council mandates, and established terms of reference (on the basis of which they accepted the consultancy contract with the United Nations). Apart from fulfilment of their deliverables stated in the terms of reference, which amongst others will stress attention to the timeliness and quality of their work, Experts are also evaluated on the various United Nations competencies listed in their terms of reference.
32. Pursuant to paragraph 31 above, and in line with provisions of ST/AI/2013/4, or as amended, Experts will be evaluated by DPPA at the end of the contract period.
33. DPPA shall draw on a range of inputs to complete its evaluation of a consultant (including the Coordinator) serving as an Expert; these include but are not limited to feedback from:
 - (a) The Chair and Member States of the relevant Committees;
 - (b) Fellow Experts, the relevant Committee Secretary, senior officials of the department or office tasked with managing the Group or Panel;
 - (c) The Political Affairs Officers supporting Groups or Panels;

- (d) Any other partner of organization that works with the Group or Panel;
- (e) The consultants themselves at any point during the consultancy/mandate as well as during the interview process;
- (f) Any other sources, as deemed appropriate by the Secretariat in assessing the work of the consultants.

Part II: Remuneration and adjustment of Fees, and where applicable, the Cost of Living Allowance

VII. Fees, and where applicable, Cost of Living Allowance

34. The level of remuneration payable to Experts shall be determined in accordance with section 5.12 to 5.15 of [ST/AI/2013/4](#), or as amended, and the provisions of these guidelines. Where applicable a Cost of Living Allowance (COLA) may be payable in accordance with paragraph 37 through 39, 41 and 40 of the present guidelines.

i) Fee:

35. The honorarium payable to the Experts shall be determined by reference to the level of work, the complexity of the assignment, the degree of specialization, knowledge, qualifications, experience and skills required in accordance with Annex III of ST/AI/2013/4 or as amended.

36. **Subject to OHR's approval, an increase of the fees may be authorized only upon completion of at least 12 months of cumulative service and satisfactory deliverables. An increase in fees shall not, however, be automatic and will be at the discretion of OHR.**

ii) Cost of Living Allowance (COLA)

37. The COLA is an ad-hoc monthly lump-sum amount authorized by OHR on a case-by-case basis and represents the Organization's total contribution toward charges associated with rented accommodation, meals and incidental expenses associated with an Expert's assignment to an area or a country that is beyond commuting distance from their normal place of residence in accordance with paragraphs 38 and 39 below.

38. Experts who are assigned to serve in an area or a country that is beyond commuting distance from their normal place of residence may be authorized by OHR to receive payment of COLA at the duty station of assignment, subject to meeting the requirements of paragraph 39 below. **Experts assigned to serve at a duty station that is within commuting distance from their normal place of residence, notwithstanding national boundaries, shall not be eligible to receive payment of COLA.**

Eligibility requirements for COLA

39. Pursuant to paragraph 37, in order to receive COLA, the Expert must have been travelled at the Organization’s expense to an area that is beyond commuting distance from their normal place of residence and resides in rented accommodation or hotel lodging at the duty station of assignment and incurs expenses as a result.
40. The COLA is not payable to Experts who are assigned to serve at a duty station within commuting distance from their normal place of residence, notwithstanding national boundaries.

COLA rates

41. The monthly COLA rate for each respective duty station where Experts are assigned shall be established by the Office of Human Resources on a needs basis. In this respect, **the monthly COLA rates for the following duty stations were approved effective 1 March 2023, as follows:**

Duty station of assignment	Monthly COLA
New York	US\$ 6,600.00
Nairobi	US\$ 4,800.00

VIII. Adjustments of Fee and COLA (as applicable)

42. Adjustments of the fee and COLA shall be undertaken under the following circumstances:
- i) When an Expert’s absence exceeds the fifteen working days (for fees) and twenty-one calendar days (for COLA) of authorized breaks under Article IX below or where their presence at the duty station of assignment cannot be verified by the Department or Office in charge;
 - ii) When an Expert does not provide proof of payment of hotel lodging or rented accommodation at the duty station, including for any period of free rent in rent

provided by the property owner; is provided with accommodation free of charge from the United Nations, a Government or related institution; or owns a home at the duty station of assignment;

iii) Under the conditions provided in section 5.19 and 5.31 of ST/AI/2013/4, or as amended, no adjustment will be made to the fee and COLA during periods of absence from the duty station of assignment on official business travel or on authorized breaks.

43. For the purpose of adjusting payments under paragraph 42 above, the daily fee shall be determined by dividing the monthly consultancy fee by 21.75 working days per month, while the daily COLA rate shall be established by dividing the monthly COLA rate by 30 calendar days.
44. The amount to be reduced from the monthly consultancy fee under paragraph 42 (i) and (ii) above shall be calculated by multiplying the number of working day[s] an Expert is absent under paragraph 42 (i) and (ii) above to the daily fee determined under paragraph 43 above.
45. In addition, the amount to be reduced from the monthly COLA shall be determined by multiplying the number of calendar days of an Experts absence established under paragraph 42 (i) and (ii) above to the daily rate calculated under paragraph 43 above.
46. The amount of the COLA shall be reduced by 50 per cent in cases where an Expert does not submit proof of payment of hotel lodging or rented accommodation in the form of a lease agreement and proof of first month's rental payment for the lease period, receives a period of free rent by a landlord, is provided with accommodation at no charge by the United Nations, a Government or related institution or owns a home at the duty station paragraph 42 (ii).
47. Pursuant to paragraphs 39 and 45 above, Experts are required to inform the executive or administrative office of any change to the terms of their lease that result in the receipt of any period of free rent by a landlord, is provided with accommodation at no charge by the United Nations, a Government or related institution or owns a home at the duty station of assignment during their tenure with the United Nation at a location that is considered to be beyond commuting distance from their normal place of residence.
48. Experts are required to retain proof of payment of hotel or rent until the final contract payments are paid and provide as requested by the Department.

IX. Authorized break

49. Pursuant to section 5.16 of ST/AI/2013/4, as consultants are not staff members, they are not entitled to accrual or utilization of any paid leave days. However, in the case of Experts, authorized breaks may be granted subject to meeting the following conditions:
- (a) where the duration of engagement giving rise to authorized break under paragraph 51 below is 12 months or more.
 - (b) where the duration of engagement is less than 12 months and an Expert is reengaged on a new consultancy contract without a break, giving a total cumulative contract duration of not less than 12 months (i.e., shorter-term consultancy contracts accumulating into a total of 12-months or more),
 - (c) Any unused authorised breaks from the previous engagement cannot be carried forward to the new contract.
50. For administrative purposes, the granting of the authorized break during the contract period shall require prior approval by the administering department or office.
51. Experts who are eligible for authorized breaks are permitted to take breaks of up to 15 working days of fees and 21 calendar days of COLA per 12 months of continuous service in accordance with paragraph 42 (a) above.
52. Authorized breaks will not apply where the contract is terminated before completion of 12 months of service. In such instances, any payments of fees or COLA made for periods of authorized break will be recovered from the final payment of consultancy fee and COLA.
53. Unused authorized breaks cannot be carried forward or commuted to a cash payment at the end of an Expert's tenure.

X. Attendance control requirements

54. The recording, maintenance and reporting of attendance shall be undertaken by the administering UN department or office.

55. The department or office shall designate an attendance recording focal point⁴ who, under the authority of the designated supervisor in the department or office, shall:
- (a) Verify attendance and compliance with working hours at the duty station of assignment or at the location of official business travel;
 - (b) Record periods of breaks;
 - (c) Record periods of official business travel away from the duty station of assignment;
 - (d) Prepare a monthly attendance report for endorsement by the Experts and the Coordinator and verification by the designated officer in the department or office; and
 - (e) Keep all relevant records on attendance.
56. Following certification by a designated official in the administrating department or office, and in line with paragraph 60 below, the attendance recording focal point shall submit at the end of every month the monthly attendance report to the executive or administrative office for processing of the consultancy fee and, where applicable, COLA.
57. All Experts are required to cooperate with the attendance recording focal point, the Coordinator and designated official in the administrating department or office by promptly providing him or her, upon request, with any relevant information that is necessary for the verification of days worked at the duty station of assignment or location of official business travel and days on authorized break or other absences.
58. Experts shall be required to:
- (a) Request in writing and in advance, copying the attendance recording focal point, Coordinator and designated officer in the administrating department or office, the utilization of any breaks, including absences in excess of the authorized breaks provided in Article IX above;
 - (b) Advise the attendance recording focal point in advance of any anticipated absence from the duty station of assignment on official business travel;
 - (c) Promptly inform the attendance recording focal point of their return from any break or official business travel; and

⁴ In the Office for Disarmament Affairs, the Coordinator of the panel of Experts is the designated attendance focal point.

- (d) Sign and return to the attendance recording focal point the monthly attendance report⁵.

Failure to comply with the above requirements shall result in the adjustment of the fee and COLA that would have been due to the Expert in a given month.

XI. Requirements for payment of monthly fee, and where applicable, COLA

59. As per the requirements of ST/AI/2013/4, or as amended, and pursuant to Article IV above, payment of fees, including, where applicable, the COLA component, shall be subject to certification by the authorized official in the administering department or office of satisfactory completion of the work assignment and verification of monthly attendance report in line with Article X above.
60. In order for an Expert's fees, and where applicable COLA, to be processed and disbursed, the attendance reports of Experts shall be submitted on their behalf by the designated attendance recording focal point in line with paragraph 56 above. The executive or administrative office shall review and process the attendance of the Experts, while taking into account any applicable adjustments to the monthly fees and COLA, in line with Article VIII. Final approval and disbursement is made by the Office of Programme Planning, Finance and Budget (OPPFB).
61. Submissions to the Executive Office of copies of lease agreements, renewals and proof of payment of rent, and/or hotel lodging, will serve as proof of 'maintenance of retained accommodation' in the duty station of assignment for COLA entitlement.

Part III: General information on travel and related allowances

XII. Payment of Daily subsistence allowance (DSA)

62. The provisions of ST/AI/2013/3, or as amended, shall fully apply to the travel of Experts. In this respect, when the department or office concerned determines that travel is necessary in order for an Expert to perform his or her assignments, economy class shall be the standard of accommodation for air travel in all cases, irrespective of

⁵ In the Office for Disarmament Affairs, the Coordinator of the panel of Experts is the designated attendance focal point.

the duration of the journey, in accordance with paragraph 26 of the above-mentioned administrative instruction.

63. Experts authorized to travel away from their duty station of assignment in order to perform functions associated with their assignment shall be eligible for payment of daily subsistence allowance in accordance with the provisions of the applicable administrative instruction on the System of the daily subsistence allowance.
64. Pursuant to section 13.1 of ST/AI/2013/3, or as amended, within two calendar weeks after the completion of official travel, Experts are requested to submit a completed Voucher for reimbursement expenses, form F.10, to the executive or administrative office responsible for their administration. This is to facilitate the settlement of the daily subsistence allowance, terminal expenses and other applicable travel related costs. Non-compliance with the above may result in the recovery of any daily subsistence allowance advance. Payment of the fee may also be withheld if required in order to recover the amount of travel advances paid.

Part IV: Additional general information on consultancy for Experts appointed to serve on the Security Council's Groups and Panels

XIII. Consideration of alternate location or telecommuting

65. Pursuant to paragraph 38 above, Experts in receipt of a COLA (due to their required presence at a duty station that is beyond commuting distance from their normal place of residence) cannot be authorized to work from a location other than the location at which they are required to carry out their duties and for which they are paid COLA.
66. In the event that the place of assignment of an Expert or the entire Group or Panel is modified, the Experts' contracts shall revert to either a regular contract with no COLA or a newly determined COLA if at a place considered to be beyond commuting distance from their normal place of residence.
67. Experts who work and reside within commuting distance in the duty station of assignment should address any questions or requests for consideration for telecommuting to their respective Group or Panel Coordinator. Approval by the department or office for an Expert to telecommute shall take into consideration issues related to performance, exigencies of service, security and sensitivity of operations and productivity.

XIV. General information on Insurance and liability coverage

68. Pursuant to section 10 of the general conditions of contract for the service of consultants or individual contractors, which forms part of the Experts' contracts, Experts, inter alia, have an obligation under their contractual terms with the Organization to be adequately insured during their service with the United Nations.

XV. Terms of reference

69. The administering department or office shall ensure that the Experts are provided with terms of reference that reflect their respective assignments.
70. The terms of reference will indicate, but will not be limited to, the following:
- a) The Panel of Experts body the Expert has been appointed against.
 - b) The Security Council Resolution establishing the Panel.
 - c) The roles and responsibility of the assignment.
 - d) The expected deliverables, and where possible the timeframe of delivery.

XVI. Personal History Profile

71. Individuals who are engaged as Experts are responsible for the content of their respective Personal History Profiles which they used to apply for an assignment to serve as an Expert on Groups and Panels established by the Security Council.
72. Pursuant to paragraph 70 above, the consultancy contract of an Expert may be terminated if facts anterior to the assignment of the Experts, that are relevant to his or her suitability, come to light, that would have precluded his or her engagement under the standards established in the Charter of the United Nations.

UN Equipment

73. Subject to the availability of resources, Experts may be provided with mobile phones, laptops and other equipment required for the tasks involved. In such cases, the Experts will be personally responsible for the safekeeping of the equipment. The United Nations will be entitled to reimbursement for personal phone calls and any damage or loss of equipment resulting from negligence or carelessness. In this

connection, payment of the final consultancy fee will be withheld until such time as all clearances are obtained.

Other Conditions

74. Failure to perform the duties and tasks assigned under the Consultancy and/or failure to fulfil the General Conditions, comply with ST/AI/2013/4 or any other terms or conditions set out in the consultancy contract may result in the withholding of the consultancy fee, in whole or in part.
75. Experts are obligated, inter alia, to hand over to the United Nations all related materials and documents collected during the consultancy and to input, on a regular basis, all required data into the appropriate information management system provided by the United Nations prior to the expiration of their respective contracts. While the Secretariat is prepared to provide assistance, as required, individual Experts are solely responsible for discharging this obligation.

Documents to be provided to the Expert

76. Along with the counter-signed consultancy contract, the departments or offices that are responsible for the administration of Experts are to provide the Expert, for their familiarization, with the following documents before or on the day they report on duty:

XVII. References

- a) ST/AI/2013/4, or as amended, on Consultants and Individual contractors;
- b) ST/AI/2013/3, or as amended, on "Official travel"
- c) Funds Transfer Request Form (F.249)
- d) Voucher for Reimbursement of Expenses (F.10)
- e) Secretary-General's bulletin ST/SGB/2003/13 entitled "Special Measures for protection from sexual exploitation and sexual abuse"
- f) Status Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission (ST/SGB/2002/9)
- g) Guidelines for the Recruitment and Administration of Consultants Serving as Experts on Groups and Panels, including the Office of the Ombudsperson, Established by the Security Council
- h) Any additional documents listed in annex II to ST/AI/2013/4, or as amended.

XVIII. Final Provisions

77. The present guidelines entered into force on 26 April 2014. Revised monthly COLA rates in paragraph 41 are effective 1 March 2023.
78. All contracts issued to Experts serving on groups and panels established by the Security Council contracts or re-engagements shall conform to the criteria prescribed in these Guidelines.

Annex I - Terms of Reference (Generic)

Coordinators serving on sanctions monitoring teams, groups and panels managed by the Department of Political and Peacebuilding Affairs

Organisational Setting and Reporting: The Coordinator, who is designated by the Secretary-General, works under the overall management of the Security Council Division of the Department of Political and Peacebuilding Affairs. The Coordinator works under the overall guidance and in consultation with the Secretary of the concerned Security Council Committee, the Chief of Security Council Subsidiary Organs Branch and the Director of Security Council Division of the Department of Political and Peacebuilding Affairs.

Responsibilities:

Within delegated authority, and in addition but separate to his/her substantive area duties as an Expert, the Coordinator will be responsible for (but not limited to) the following duties:

Planning and Organization

- To plan, organize and manage the *monitoring of the sanctions measures and the investigation of violations* as mandated by the Security Council relevant resolutions;
- To ensure that the Panel provides timely *reporting on any sanctions violations*;
- To provide quality control for the on-time delivery of monthly, midterm and final briefings and reports of the Panel, as well as any periodic briefing/reporting as requested by the Committee;
- To act as the only spokesperson of the Panel in relation to the media and other interlocutors, as guided by the Committee and the Secretariat;
- To oversee the updating of *information and compilation of new information* for the draft list of those individuals and entities that engage in sanctioned acts, as needed;
- To oversee the *compilation of narrative summaries* of designated individuals and entities to be provided to the Committee, as needed;
- To identify areas where the capacities of State in the region can be strengthened as to enhance the implementation of sanctions and other measures in his/her area of expertise, as imposed by the Security Council, as needed;
- To ensure that reports adhere to a high standard of evidence and rigorous methodology
- To ensure that due process, including the right to respond to allegations and findings, is accorded to Member States, entities and individuals throughout the mandate;
- To assume other duties as requested by the Secretariat.

Managerial

- To support the work and investigations of the Experts;
- To develop, together with the other experts, implement and monitors a *programme of work*, including a travel schedule, at the outset of the mandate, which will be updated regularly;
- To oversee the organization of *fact-finding missions* of the Panel in relevant countries in order to gather information from government authorities, private entities and civil society, regional organization and United Nations field presences;
- To approve and sign on behalf of the panel, all *correspondences* from the Panel and ensure its follow up by relevant Experts;
- To maintain close communication with the Secretary of the Committee and political affairs officers, including but not limited to email exchanges, weekly teleconferences and video conferences, as requested;
- To oversee *the classification, categorization and archiving of materials* obtained in the course of the Panel's investigation;
- To provide the UN Secretariat with an *End of Assignment Report* at the end of mandate on the coordination aspects of his/her role (this may be appended to the report this individual will write on his area of expertise);
- To ensure the close cooperation of the Panel with other sanctions panels, peacekeeping and political missions, UN agencies, funds and programmes, regional organizations, as appropriate;
- To ensure that the interactions within the Panel are democratic, inclusive and participatory and that relevant correspondence with the Secretary and information are consistently shared with the members of the Panel.

Competencies:

Professionalism

- Proven substantive knowledge and track record on the sanction-related regional issues and developments in the area of interest of the Panel;
- Demonstrated understanding of sanctions regimes in a United Nations setting;
- Proven ability to produce reports and papers on technical and policy issues and ability to review and edit the work of others;
- Excellent drafting and communication skills, proven ability to communicate complex concepts orally and in writing and to prepare written reports that are clear, concise and meaningful;
- Proven ability to defend and explain difficult issues to State officials and members of inter-governmental bodies; ability to tailor language, tone, style and format to match the audience;
- Demonstrated openness in sharing information and keeping people informed, as appropriate;

- Ability to work in dynamic and high-pressure situations, efficient in meeting commitments, observing deadlines and achieving results;
- Knowledge of the United Nations institutional structure, mandates, policies and roles, as well as its relationships with regional organizations and other international partners.

Leadership

- Demonstrated ability to provide leadership and guidance;
- Proactiveness in developing strategies to accomplish objectives;
- Establishes and maintains relationships with a broad range of actors to understand needs and gain support.

Judgment/Decision-making

- Mature judgment, initiative and resourcefulness;
- Energy and proven ability to provide strategic direction and ensure an effective work structure to maximize productivity and achieve goals;
- Identifies the key issues in a complex situation, and comes to the heart of the problem quickly;
- Ability to gather relevant information before making a decision and considers positive and negative impacts of decisions prior to making them;
- Ability to take decisions with an eye to the impact on others and on the Organization;
- Ability to propose a course of action or makes a recommendation based on all available information;
- Ability to check assumptions against facts and determines the actions proposed will satisfy the expressed and underlying needs for the decision.

Empowering Others

- Encourages other to set challenging goals.
- Holds others accountable for achieving results related to their area of responsibility and genuinely values all staff members' input and expertise. Involves other when making decisions that affect them.

Managing Performance

- Makes sure that roles, responsibilities and reporting lines are clear to all team members. Accurately judges the amount of time and resources needed to accomplish a task. Monitors progress against milestones.

Qualifications:

Education:

- Advanced university degree in military science, political science, international relations or other relevant area.

Experience:

- Demonstrated experience in managing teams is required;
- Proven interpersonal skills in complex, political and structured working environment is required;
- Experience in working under the rules and regulations of the organization and the working culture and methods of the United Nations Secretariat is highly desirable;
- Experience with report writing is required.

Languages:

- Proficiency and demonstrated drafting ability in English. Working knowledge of at least one other UN language is highly desirable.

Annex II - Terms of Reference (Generic)

Experts serving on sanctions monitoring teams, groups and panels managed by the Department of Political and Peacebuilding Affairs

Organisational setting and reporting: The Expert will serve with a Panel of Experts (PoE) reporting to the Sanctions Committee and the Security Council. The Expert comes under the overall management of the Security Council Affairs Division of the Department of Political and Peacebuilding Affairs. The work of the Panel is facilitated by a Coordinator who is also an expert on the Panel.

Responsibilities:

All experts will have to engage in frequent regional and international travel.

Within delegated authority, the expert will be responsible for (but not limited to) the following duties:

Substantive:

- To contribute to the *monitoring of the sanctions measures and investigation of violations* as mandated by the Security Council resolutions in his/her area of expertise;
- To contribute to the *reporting on any violations* of the sanctions measures through reports of the Panel to the Committee and Security Council required under relevant Security Council resolutions, as well as any periodic briefing/reporting as requested by the Committee;
- To contribute to the *recommendations* of the Panel to the Committee, based on his/her investigation;
- To provide updated information and compile new information on sanctions violations, including any information relevant to the designation of individuals for a travel ban and individuals and entities for an assets freeze, if applicable;
- To prepare and deliver briefings and presentations on the sanctions regime and the Panel's findings;
- To assist in identifying areas where the *capacities of States* can be strengthened to enhance the implementation of the measures imposed by the Security Council;
- To contribute to reports that adhere to a high standard of evidence and rigorous methodology;
- To provide due process to Member States, entities and individuals to respond to allegations and findings when conducting investigations;
- To assume *other duties as mandated* by the Security Council or requested by the Committee.

Organisational:

- To contribute to the preparation of a *programme of work* of the Panel, including a travel schedule, at the outset of the mandate, which will be updated regularly;
- To participate in *fact-finding missions* to relevant countries, in order to gather information from government authorities, private individuals and entities, civil society, regional and sub-regional organizations and United Nations field presences;
- To draft and follow up on *correspondence* in his/her areas of responsibility;
- To *collate and assess the information* obtained, including by submitting written notes and briefs to the Coordinator of the Panel;
- To *classify, categorize and archive* the materials obtained in the course of the Panel's investigation;
- To provide the UN Secretariat with an *End of Assignment Report* at the end of mandate;
- To abide by the rules and regulations of the United Nations, as guided by the Secretary of the Committee, the Chief of the Subsidiary Organs Branch and the Director of the Security Council Affairs Division, among others.

Competencies:

Professionalism:

- Knowledge of sanctions-related issues and developments in the relevant country and region;
- Strong technical knowledge and skills in the relevant areas of work outlined in Council mandates;
- Strong analytical capacity and research skills;
- Substantive knowledge and field experience in the area of experience;
- Ability to develop a sound investigative case study featuring corroborated information from credible sources, and ability to synthesize this information into an easily readable case study which can be incorporated in a Panel of Experts report;
- Ability to treat sensitive or confidential information appropriately;
- Ability to work under pressure and in dynamic situations; is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Demonstrated understanding of sanctions regimes in a United Nations, regional organization or Member State setting. Knowledge of the United Nations institutional structure, mandates, policies and rules, as well as the UN's relationships with regional organizations, Member States and other international partners;
- Willingness to travel extensively, including in difficult environments. The position requires a high level of personal commitment to the Panel of Experts' mandate and the United Nations.

Planning and organising:

- Proven capacity to plan and execute a program of work, and adapt, as required, to fluid priorities and demands;
- Ability to work independently in a systematic and productive manner. Ability to foresee risks and allow for contingencies when planning.

Communications:

- Strong oral communication and drafting skills;
- Ability to interact positively with high-level government officials and the diplomatic community.

Teamwork:

- Excellent interpersonal skills and ability to establish and maintain harmonious working relationships in a multicultural, multi-ethnic environment and political work environment;
- Ability to develop consensus among people with varying points of view. Supports and acts in accordance with the final group decision, even when such decision may not entirely reflect his/her own position.

Technological awareness:

- Excellent knowledge of Microsoft Office applications including Microsoft Word, PowerPoint and Excel. Ability to use other relevant software such as photograph management tools and mapping tools, as well as specialized software to organize and analyze collected materials during investigations. Actively seeks to apply technology to appropriate tasks.

Qualifications:

Education:

- A university degree in military science, political science, international relations, law, finance, journalism or other relevant area is required. An advanced university degree is desirable.

Experience:

- A minimum of seven years of progressively responsible experience in the relevant field.

- Significant and prolonged field experience in post-conflict or other transitional situations is required.
- Strong field research or investigative experience in the area of expertise is required.
- Report writing experience is required.
- Proven interpersonal skills in complex, political and structured working environment is required.
- Experience in working under the rules and regulations of the organization and the working culture and methods of the United Nations Secretariat is highly desirable.

Languages:

- Proficiency and demonstrated drafting ability in English is required.
- Working knowledge of other United Nations official languages (Arabic, Chinese, French, Russian, and Spanish) and knowledge of languages relevant to specific countries and regions would be an asset.

Geographical diversity is a strong consideration. Female candidates are particularly encouraged to apply.

Annex III - Procedures for the selection of consultants working in Groups or Panels established by the Security Council

The selection for service (or continued service) on Groups and Panels established by the Security Council is based on a transparent recruitment process which is conducted by respective departments or offices based on a terms of reference drawn from the relevant mandates of the Security Council. When selecting individuals to serve on Panels of Experts, competence and merit will be the primary considerations and every effort shall be made to take into account the consideration of geographical and gender balance.

The terms of reference outlines the specific deliverables for individual positions on the Groups or Panels, and also includes the required technical and UN competencies against which candidates will be evaluated in the interview process and throughout their service as a consultant (see attached generic terms of reference, which will be modified for the specific positions for the particular Group or Panel).

In the case of the establishment of a new Group or Panel, an initial list of candidates is assembled by respective departments or offices. After a review of the initial list, departments or offices invite shortlisted candidates for a United Nations competency-based interview to ascertain their technical and substantive knowledge, skills, attributes and behaviours, drawing from the competencies listed in the terms of reference. Reference checks will be undertaken for candidates that may be proposed for service on Groups or Panels.

In the case of a renewal of an existing Group or Panel managed by DPPA existing experts will also be re-interviewed along with other new and potential candidates. As clearly stated in section 4.4 of these guidelines, the consultancy contract does not carry an expectation, legal or otherwise, of renewal and, if renewed, to the same conditions and terms. Serving experts may be proposed for continued service if they are assessed by DPPA to be the most suitable candidates for the job. Serving experts are, however, put through a modified interview process. Assessments of serving members are complemented an evaluation of their performance, which is undertaken throughout the period of their consultancy.

On the basis of the interviews, a proposed slate of candidates is presented, through the head of the respective department or office, to the concerned Committee for approval, and subsequently appointed by the Secretary-General.

Interviewed candidates who were not proposed for service on a specific Group or Panel but meet the technical and other competencies may be added to the department or office's Roster of Experts and be considered for other similar positions on other Group or Panel. Rostered candidates may be put through a modified interview process, as required, before being selected for other Group or Panel.