**Settling In Grant**

1. The purpose of the settling-in grant is to provide eligible staff members reasonable financial support for relocation on initial appointment or reassignment to a new duty station. It is the total compensation payable by the Organization towards costs incurred by the eligible staff member and their family members as a result of an appointment or reassignment involving relocation, as well as any pre-departure expenses that the staff member may incur as a result.
2. The settling-in grant enters into force on 1 July 2016, and replaces the former Assignment Grant which is discontinued as of that date.

**Elements of the Grant**

1. The grant consists of two elements:
   1. a Daily Subsistence Allowance (DSA) portion
   2. a lump-sum portion

**Eligibility**

1. Internationally recruited staff members are eligible for the settling-in grant, subject to meeting the specific requirements set out in this policy.
2. Eligible staff members are entitled to payment of the grant when they have been authorized to travel involving relocation on initial appointment or reassignment to a new duty station. To qualify, a move must be beyond commuting distance from place of recruitment (for initial appointment), or previous duty station (for existing staff), and must involve a change of accommodation. In this regard, international and within-country moves, from one duty station to another, are treated equally.
3. The grant is not paid to a staff member recruited from the area within commuting distance of the duty station unless the staff member demonstrates that it was necessary to change accommodation as a direct consequence of the appointment with UNDP, for instance after moving out of a house formerly provided free of charge by their previous employer. Other accommodation changes within the area of commuting distance, and promotion or recruitment to the Professional category of a staff member previously serving in another category at the same duty station, shall not give rise to payment of the grant.

**Daily Subsistence Allowance (DSA) portion**

1. The DSA portion consists of a period of subsistence allowance at the rate of the new duty station at the date of payment, and is paid in US dollars.

*In respect of the staff member:*

* 30 days of DSA

*In respect of eligible family members:*

* 15 days of DSA for each eligible family member for whom travel expenses to the same duty station have been paid by UNDP, provided that the family arrives at the duty station at least six months prior to the date the staff member’s service at the duty station is due to end (although this requirement may be waived in respect of dependent children attending an educational institution outside the duty station and for whom boarding fees are paid).

1. In cases when the assignment to a new duty station is for less than one year, the DSA portion of the grant shall nevertheless be paid in full.

**Lump Sum Portion**

1. A staff member who is appointed or reassigned to a duty station for one year or longer shall receive a lump-sum payment of one month’s net base salary plus, post adjustment at the duty station of assignment.
2. In cases where the assignment is for less than a year, a staff member shall be paid only the daily subsistence allowance portion of the settling in grant assignment grant, Should the appointment or assignment subsequently be extended to one year or longer at the same duty station, the staff member shall receive the balance of the settling-in grant i.e. the lump-sum portion.

**When both spouses are UN staff members**

1. When a staff member is married to another staff member or to a staff member of another organization of the United Nations common system and each spouse travels on appointment or reassignment at the expense of the Organization to the same duty station:
2. Both staff members shall receive their portion of the DSA grant;
3. The DSA portion in respect of dependent children travelling to the duty station shall be paid to the staff member on whom they are recognized as being dependent;
4. Only one lump sum shall be paid, normally to the higher graded spouse and on the basis of the emoluments of such spouse.
5. When both spouses travel on appointment or reassignment at the expense of the Organization to different duty stations:
6. Both staff members shall receive their portion of the DSA grant;
7. The DSA portion in respect of dependent children travelling to one of the duty stations where their parents are assigned shall normally be paid to the parent on whom they are recognized as being dependent, unless the child accompanies the other parent and both staff members request that the DSA portion be paid to that other parent;
8. Staff members shall receive the lump-sum portion applicable to their respective situations.

**Advances against the lump sum and DSA portion**

1. An advance of 100 per cent of the lump-sum portion of the grant, as computed at the time the advance payment is made, may be paid up to three months in advance of travel of a staff member assigned or transferred to a new duty station.
2. No advance against the lump-sum portion may be made in the case of initial appointments.
3. Pursuant to UN Staff Rule 7.7, staff members shall receive an appropriate daily subsistence allowance for periods of duty away from their official duty station, provided that such period does not exceed the maximum duration of six months under UN Staff Rule 4.8 . Any extension of such assignment, in accordance with UN Staff Rule 4.8, shall result in a change of duty station and payment of the post adjustment and related entitlements, notwithstanding UN Staff Rule 3.7. The change in duty station may also result in the payment of a settling-in grant (both DSA and lump-sum portion, where applicable), provided the following conditions are met:
4. The total expected period of service at the duty station, including the period during which the staff received the subsistence allowance, is at least 12 months;
5. The extension occurs at least six months prior to the expected end of the appointment or assignment at the duty station.
6. However, when subsistence allowance has been paid for a period not exceeding the maximum duration under UN Staff Rule 4.8, and the assignment is extended to reach a total period of 12 months, including the period during which the staff received the subsistence allowance, the staff member is not entitled to the DSA portion of the grant. Only the lump-sum portion of the grant shall be paid.

**Reduction in period of service at the duty station**

1. The DSA portion of the grant paid on arrival at the duty station shall normally not be recoverable.
2. When the staff member has not completed the period of service at the duty station in respect of which the lump-sum portion of the settling-in grant has been paid, the lump-sum portion of the grant shall normally be prorated and recovered or adjusted in the proportion that the period of service at the duty station bears to one year. However, UNDP may grant an exception for compelling and/or compassionate reasons (e.g., health, reduction of the duration of an appointment or assignment at the direction of the Organization, i.e., due to closure or restructuring of a department/office, or for other reasons beyond the control of the staff member). In such instances there shall be no prorating of any portion of the grant.