

Annex III

Check list of documentation for the Service Contract holder

- Evidence of approved budget
- Terms of Reference
- Certification of appropriateness of functions for use of a Service Contract
- Confirmation of remuneration level (e.g. costing sheet)
- Minutes of the Ad-hoc panel with relevant supporting engagement documents
- Reference check report
- Letter of Contract offer – signed by the individual
- Full Medical report from the local UN Physician or any other recognized Physician
- Copies of professional qualifications in line with Service Contract level
- Signed Service Contract form with acknowledgement of conditions of service
- Proof of medical coverage
- Proof of pension coverage
- Application for Van Breda medical coverage
- Application for Van Breda Death and Disability coverage
- Signed acknowledgement that SC holder has received all documents and information related to social security and MAIP coverage
- Amendments to Service Contract-with signed acceptance
- Birth Certificate of SC Holder and designated beneficiary
- Bank details authorization for direct deposit of remuneration
- Service Evaluation/Contract Extension Form
- Minutes of the CAP, where applicable
- Termination or contract expiration notification, where applicable.