**UNDP Fellowship Undertaking Letter for UNDP Funded Fellowships**

**Dear [INSERT NAME],**

We are pleased to inform you that the United Nations Development Programme (UNDP) is hereby offering you a Fellowship under the **[INSERT NAME OF FELLOWSHIP INITIATIVE/PROGRAMME],** [INSERT DETAILS ON FELLOWSHIP STRUCTRURE IF APPLICABLE]. The UNDP, Office of Human Resources/Talent Acquisition and People Programmes (UNDP/OHR/TAPP) will be servicing the administrative arrangements for this award.

You will find the details and conditions of the Fellowship assignment in this letter. Please return this letter to UNDP with your signature as formal acceptance of the Fellowship offer and the terms and conditions herewith.

Please find below the details of the Fellowship:

|  |  |
| --- | --- |
| Programme: |  |
|  |  |
| Duty Station: |  |
|  |  |
| Hiring Unit:Reporting to: |  |
| Fellowship Starting Date:Fellowship Ending Date:  |  |

The terms and conditions of the Fellowship are as follows:

1. **Stipend and Travel**
2. For this Fellowship, UNDP will provide you with:
	1. For the first month of the Fellowship, a stipend of [**INSERT AMOUNT OF STIPEND**] for settling in costs and living expense for such month;
	2. For the remaining eleven (11) months of the Fellowship, a monthly stipend of [**INSERT AMOUNT OF STIPEND**] to cover accommodation and other living expenses.

1. You understand and acknowledge that stipends are neither a salary nor an honorarium, and that you will neither be paid a salary nor an honorarium for this Fellowship.
2. The stipend will be paid to you monthly, in accordance with the applicable payroll practices of the duty station of assignment. If the Fellowship is based in New York Headquarters (NYHQ), the stipend will be paid in US Dollars and deposited, preferably, in a US bank account indicated by you. If you do not have a US bank account, you may open one upon arrival.
3. The stipend may be adjusted should you be required to perform the Fellowship remotely for more than 30 days.
4. UNDP will also provide you with:[[1]](#footnote-1)
5. One economy-class airfare ticket from **[INSERT DUTY STATION]** to **[INSERT DUTY STATION]. [DELETE IF AIR TRAVEL IS NOT REQUIRED];**
6. Upon completion of your Fellowship, one economy-class airfare ticket from **[INSERT DUTY STATION]**, to **[INSERT DUTY STATION]. [DELETE IF AIR TRAVEL IS NOT REQUIRED]**
7. UNDP will not pay any other travel costs. If UNDP requests you to undertake travel during your Fellowship, UNDP will only reimburse you for travel costs that have been agreed to in writing and in advance by UNDP. Travel must be economy class and most direct and economic route.
8. You are not entitled to excess baggage allowance during any of the international air travels related to the Fellowship.
9. **Medical Insurance and Medical Certificate**
10. UNDP will arrange for medical, death and disability insurance for the duration of the Fellowship.
11. You should also provide UNDP, before the start date of the Fellowship, with a certificate issued by a duly qualified physician attesting that you are in good health and that you have received the required vaccinations for the country where the assignment will be performed dated no earlier than one (1) month before the start date of the Fellowship. The cost of the medical certificate and the required vaccinations will be covered by UNDP upon submission by you of the relevant invoices.
12. **Visas[[2]](#footnote-2)**
13. You are responsible for obtaining your own passport. Arrangement for travel and for obtaining visas to the country where the assignment will be performed, and their costs are the responsibility of UNDP.. You will receive an invitation letter to support your visa application. If travel is necessary to pick up the visa prior to the starting date of the Fellowship, such travel must be approved in advance by UNDP.
14. You must ensure that your passport and/or re-entry permit will remain valid for at least six (6) months beyond the ending date of the Fellowship.
15. Applications for visas for the country where the assignment will be performed should contain the following information:
	1. Duration of the Fellowship;
	2. Copy of the UNDP Fellowship Undertaking Letter;
	3. If required, letters of introduction to the relevant consulates and embassies or necessary visa forms; and
	4. Any other documents and information required by the country where the assignment will be performed.
16. UNDP will reimburse the fees for the visa upon submission by you of the relevant invoices and claim.
17. **Fellowship Modality and Leave Entitlements**
18. The Fellowship will be on a **[part-time] [full-time**] [**DELETE WHAT IS NOT APPLICABLE]** basis. If the Fellowship is on a part-time basis, you are required work the equivalent of a minimum of at least two (2) months on a full-time basis during the period of the Fellowship.
19. Leave entitlement will be accrued at the rate of one point five (1.5) days per month during a full-time Fellowship. Leave plans must be approved in advance by your supervisor at UNDP.
20. Sick leave will be accrued at the rate of two (2) working days per month. A medical certificate must support absences of more than seven (7) consecutive days.
21. You shall observe the official UN Holidays observed in the duty station of assignment.
22. **Status, Responsibilities and Obligations of Fellows**
23. You acknowledge and agree that you, as a fellow, are neither a “staff member” under the Staff Regulations of the United Nations nor an “official” for the purpose of the Convention on the Privileges and Immunities of the United Nations of 13 February 1946 (the “Convention”). You may, however, be given the status of “expert on mission” for purposes of Section 22 of Article VI of the Convention.
24. You recognize and accept that the terms of engagement as a fellow are set forth in this Letter and are different from those that apply to UNDP staff members under the United Nations Staff Regulations and Staff Rules. Your entitlements and obligations are strictly limited to those expressly stated in this Letter. Accordingly, you recognize and accept that you are not entitled to any benefit, payment, subsidy, compensation or pension from UNDP, except as expressly provided in this Letter.
25. You understand and accept that you may not represent UNDP in any official capacity nor commit UNDP, financially or otherwise.
26. You understand and accept that, as a UNDP Fellow, you must:
27. Observe all applicable regulations, rules, policies, procedures, instructions, and other directives, including all security guidance, standards and other safety and security arrangements.
28. Although Fellows are not “officials” of UNDP, comply with the standards of conduct set forth in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission”.
29. Comply with the standards of conduct set forth in the Secretary-General’s Bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse” and with UNDP’s Policy on “Harassment, Sexual Harassment, Discrimination, and Abuse of Authority”.
30. Upon completion of the Fellowship, provide the UNDP receiving office with all materials prepared or collected by you during their Fellowship. UNDP shall be entitled to all property rights, including, but not limited to, patents, copyrights and trademarks, with regards to material that bears a direct relation to, or is made as a consequence of, the activities conducted during the Fellowships. At the request of UNDP, you shall assist UNDP in securing such property rights and transferring them to UNDP in compliance with the requirements of the applicable law.
31. Respect the impartiality and independence required of the United Nations, UNDP and the UNDP receiving office and not seek nor accept instructions regarding the activities conducted under the Fellowship from any Government or from any authority, organization or body external to UNDP.
32. Refrain from communicating at any time to the media or to any institution, person, government or any other party external to UNDP any information that has become known to you by reason of your association with the United Nations, UNDP or the UNDP receiving office unless otherwise authorized by the UNDP receiving office. You may not use any such information without the written authorization of the UNDP receiving office, and such information may never be used for personal gain. These obligations also apply after the end of the Fellowship with UNDP.
33. Refrain from any conduct that would adversely reflect on the United Nations, UNDP, or the UNDP receiving office and from engaging in any activity which is incompatible with the aims and objectives of the United Nations or UNDP.
34. Comply with your personal obligations, local laws and customs, including any taxation requirements.
35. Failure to comply with the requirements in Paragraphs 3 and 4, above of Section V, as well as other requirements set forth in this Letter, may result in the immediate termination of the Fellowship assignment with UNDP without compensation.
36. You understand and agree that, should sufficient information of prohibited conduct including but not limited to sexual harassment (SH) and/or sexual exploitation and abuse (SEA) against you be brought to UNDP’s attention, UNDP shall commence an investigation into your conduct in this regard in accordance with UNDP’s regulations, rules, policies and procedures and should the allegations (i) be found to have been substantiated and (ii) should they constitute grounds for termination of the Fellowship even after the expiry or termination of the Fellowship, where such prohibited conduct involves SH or SEA, your name will be placed into an internal United Nations’ database which may affect your ability to work with/for the United Nations System in any capacity in the future.
37. **Family Members**
38. By countersigning this Letter, you certify that you are not the father, mother, son, daughter, brother or sister of a UNDP staff member.
39. **Termination**
40. A Fellowship assignment can be terminated by either UNDP or you, for any reason, and without the need to provide cause, upon giving two (2) weeks’ notice, except that UNDP may terminate the Fellowship with immediate effect in the cases set forth in Section V above.
41. **Liability and Indemnification**
42. UNDP is not responsible for any claims by any third parties for loss of or damage to their property, death or personal injury caused by your actions or omission during the Fellowship.
43. UNDP accepts no responsibility for loss or damage to your personal effects and property that may occur during the Fellowship, except for losses and damages caused by UNDP’s gross negligence or wilful acts.
44. **Employment with UNDP**
45. You may not apply for nor be appointed to any staff position with UNDP nor may you apply to (nor be considered for) consultancies or any other type of paid engagement with UNDP during the duration of your Fellowship.
46. Your Fellowship does not give rise to any right to or expectation of future employment of any kind with UNDP.
47. **Settlements of Disputes**
48. Any dispute between you and UNDP related to or arising from the Fellowship will be settled amicably. Any dispute, which is not settled amicably, may be referred to arbitration in accordance with the United Nations Commission on International Trade Law (“UNCITRAL”) Arbitration Rules then in force. UNDP and you shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.
49. **Privileges and Immunities**
50. Nothing in or relating to this Letter shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

We are confident that the Fellowship will lead to a valuable experience and that it will effectively help you contribute to UNDP’s mandate.

Should you require any further information concerning the administrative arrangements for this award, please do not hesitate to contact **[INSERT NAME]** at email: **[INSERT EMAIL]** [[3]](#footnote-3)

Prepared by: Approved by:

**[INSERT NAME] [INSERT NAME]**

Title: Title:

Unit/Office: Unit/Office:

United Nations Development Programme United Nations Development Programme

Copenhagen, Denmark Copenhagen, Denmark

**I herewith accept the Fellowship offer described in this Letter on the terms and conditions included herein:**

Name of Fellow (please print):

Signature of fellow: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Not applicable to remote/homebased fellowship. [↑](#footnote-ref-1)
2. Not applicable to remote/homebased fellowship. [↑](#footnote-ref-2)
3. Hiring unit please adapt this section (including the name/title of who prepare and approve the Letter) based on the arrangement of your office. [↑](#footnote-ref-3)