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SERVICE CONTRACT No. CHD2024-140-SC5

WORLD FOOD PROGRAMME
in
Farchana, Chad, The Republic Of

This is a SERVICE CONTRACT ("Contract"), made as of **29/08/2024**, between the World Food Programme (WFP) and Désiré Bénandjim ("Subscriber") whose address is N'Djamena. (together, the "Parties"). The terms and conditions under which the Subscriber will provide services to WFP shall be governed solely by this Contract, including its annexes.

1. DURATION OF CONTRACT

This Contract will come into effect on 02/09/2024, and expire on 01/09/2025, subject to the provisions in paragraph 8 below. This Contract carries no expectation of extension or renewal.

2. TERMS OF REFERENCE

The Subscriber agrees to the terms of reference as set forth in **Annex A** to this Contract, and shall report to the Supervisor identified in **Annex A**.

3. STATUS, RIGHTS AND OBLIGATIONS OF THE SUBSCRIBER

The Subscriber serves in a personal capacity and not as representative of a Government or of any other authority external to the United Nations. The Subscriber is not a "staff member," and recognizes and accepts the fact that the terms of engagement as set forth in this Contract are different from those that apply to WFP staff members under the FAO Staff Regulations and Rules. The rights and obligations of the Subscriber are governed solely by provisions in this Contract. Accordingly, the Subscriber is not entitled to any benefit, payment, subsidy, compensation or pension from WFP, except as expressly provided in this Contract.

4. REMUNERATION

As full consideration for the services performed by the Subscriber under the terms of this Contract, WFP will pay a base monthly remuneration of **„CFA615,890** plus (ii) a contribution for pension purposes, as set forth in the option selected below.

☐ **Option 2:**

Applicable where no viable pension schemes exist in the country, or in circumstances where this option has been approved through waiver.

WFP provides a contribution for pension purposes in an amount equal to 8.33% of the base monthly remuneration[]. The Subscriber shall invest the amount at his or her discretion. The Subscriber must have signed at he Certificate of



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no Contest (CNC), included in the offer letter, releasing WFP of any additional obligations towards pension. No payment shall be made before the Subscriber has submitted a signed CNC.

5. MEDICAL INSURANCE; Malicious Acts Insurance

The Subscriber shall be covered by the Medical Death and Disability Plan ("MIDD"), an insurance plan administered by WFP. The coverage is mandatory and provided on a cost share basis between the Subscriber and WFP. Premium rates are subject to review and may change during the contract period. The MIDD includes both medical insurance and coverage in the event of disability or death during the period of service under this Contract. WFP's liability for service-incurred injury, illness or death is limited to payments made in accordance with the MIDD.

The Subscriber may enrol eligible dependents in the medical component of the MIDD, also on a cost share basis .

Details on MIDD are available from the Responsible Officer in the RB/CO, and are subject to change during the Contract term.

In addition, the Subscriber shall be covered by the Malicious Acts Insurance Policy (MAIP) subject to compliance with the relevant security instructions in the MAIP.

6. LEAVE AND OTHER CONDITIONS OF SERVICE

Additional conditions of service are specified in **Annex B** of this Contract, attached hereto.

7. INCOME TAX

The Subscriber is solely responsible for all taxation or other assessments on all remuneration derived from WFP. WFP will not make any reductions from payments for the purpose of remitting monies to national tax authorities. WFP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the Subscriber. WFP reserves the right to request proof of payment of taxes by the Subscriber.

8. TERMINATION

Either party may terminate this Contract at any time, upon fourteen (14) calendar days written notice to the other party. In the event of notice of termination, the Subscriber shall take immediate steps to bring the services to a prompt and orderly conclusion, including return of WFP equipment and files, if any. In the event of termination, the obligations of the Parties will cease, except as otherwise expressly provided. In the event of termination by WFP, the Subscriber will be entitled to compensation equivalent to one week of gross remuneration for each month, or portion thereof, of uncompleted service under the Contract, unless such termination is the result of the Subscriber's improper conduct or violation of any term of this Contract, in which case the Subscriber will not be entitled to either a period of notice or additional remuneration.



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9. TITLE RIGHTS

The title rights, copyrights and all other rights of whatsoever nature in any material produced under the provisions of this Contract will be vested exclusively in WFP.

10. UNPUBLISHED AND CONFIDENTIAL INFORMATION

The Subscriber will not communicate to any person, government, or other entity external to WFP any unpublished or otherwise confidential information made known to the Subscriber by reason of performing his/her services under the terms of this Contract, except as required by the assignment or upon authorization by WFP. This provision will survive the expiration or termination of the Contract.

11. DISCLOSURE

The Subscriber must disclose to WFP any business or professional employment or other activity in which s/he may be engaged prior to or at any time in the course of the present Contract. These activities may not be incompatible with the performance of services called for in this Contract nor represent a real or perceived conflict of interest. The WFP RD/CD shall make the final decision as to the compatibility of such activities with the services under this Contract.

The Subscriber must disclose to WFP all family relationships with persons who are WFP personnel, including but not limited to his or her father, mother, son, daughter, brother, or sister.

12. STANDARDS OF CONDUCT

The Subscriber must conduct himself/herself at all times in accordance with the "WFP Code of Conduct" (OED2022/014), including any principles, policies, and requirements cited therein, such as the "Prevention and Response to Abusive Conduct (Harassment, Sexual Harassment, Abuse of Authority, and Discrimination" (OED2022/004), the "Protection from Sexual Exploitation and Sexual Abuse" (OED 2023/011), the "Protection Against Retaliation Policy (or Whistleblower Protection Policy)" (OED2020/022), and WFP's "Anti-Fraud and Anti-Corruption Policy and Related Guidance" (WFP/EB.A/2021/5-B/1) and any subsequent amendments/ additions thereto. Failure to abide by the principles expressed in the above-listed provisions may lead to appropriate administrative/disciplinary action, which may result in termination of the Service Contract.

The Responsible Officer in the RB/CO will provide copies of the relevant documents.

13. SETTLEMENT OF DISPUTES

Any claim or dispute between the Parties relating to the interpretation or execution of the present Contract, or the termination thereof, which cannot be settled amicably shall be settled by binding arbitration, under the UNCITRAL Arbitration Rules. Binding arbitration must in all cases be preceded by a conciliatory procedure under UNCITRAL Conciliation Rules. General principles of law, including international law, as well as the provisions of the contract itself, apply to the dispute. The Parties agree that any claim or dispute arising from the interpretation or execution of



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the present Contract, or the termination thereof, must be submitted within one (1) year from expiry of the present Contract.

14. PRIVILEGES AND IMMUNITIES OF WFP

Nothing in this Contract shall be deemed a waiver, express or implied, by the World Food Programme, the United Nations, the Food and Agriculture Organization of the United Nations (FAO) of any privileges or immunities enjoyed by them pursuant to the 1946 Convention on the Privileges and Immunities of the United Nations, the 1947 Convention on the Privileges and Immunities of Specialized Agencies, customary international law, relevant international or national agreements, or domestic law.

15. AFFIRMATION

I, the Subscriber, recognize that I am bound to abide and adhere to the United Nations' and World Food Programme's (WFP) Standards of Conduct, and particularly to those provisions that govern Relations with the Media (Paragraph 34) and Use and Protection of Information (Paragraph 35). I agree that all information, written material, photographs, video and other multimedia products gathered by me in the course of my employment shall remain the property of WFP and shall not be issued by me, at any time, without WFP's prior, written consent.

I, the Subscriber, declare that I shall not, except in the normal course of my official duties or with WFP's prior consent, perform any of the following acts, in so far as they relate to the purposes, activities or interests of WFP: issue statements to the press, radio, or other agencies of public information; accept speaking engagements; take part in film, theatre, television or radio productions; submit for publication any articles, books or other material.

I, the Subscriber, agree that, during and subsequent to my employment with WFP, I shall not issue any articles, interviews, reports and/or information that are based on my employment with WFP, or are related to information gathered by me in the course of my duties, without first obtaining WFP's written clearance. I also agree that, subsequent to my employment with WFP, I shall not publicly associate myself with the name of WFP in any of my activities without first obtaining WFP's express, written permission to do so.

I, the Subscriber, understand that this agreement is binding both during the course of my employment with WFP and afterwards.

16. Declaration of oath:

I, the Subscriber, solemnly swear (undertake, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an employee of the World Food Programme, to discharge these functions and regulate my conduct with the interests of the Programme only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Programme.

To give effect to the principles embodied in the above Declaration, I hereby commit to abide by the WFP Code of Conduct (OED2022/014), and any subsequent amendments thereto.



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I, the Subscriber, have read and understood the details of this Contract and its annexes (Annex A & B: Terms of Reference & Conditions of Service) and accept the terms and conditions set forth therein.

By: Signed by: <i>Sarah Gordon-Gibson</i> 3F77CB8F787A499... Sarah GORDON-GIBSON [RD, CD or designated delegated official] (on behalf of the World Food Programme) Date: 29/08/2024	By: Signed by: <i>Désiré Bénandjim</i> DD22F59DCF514D5... Désiré Bénandjim Date: 02/09/2024
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ANNEX A

TERMS OF REFERENCE

TITRE DE LA POSITION: Assistant.e au Programme (Recherche, Analyse et Suivi)

TYPE DE CONTRAT: Contrat de Service

GRADE: SC5

DUTY STATION: Farchana, Chad

DURATION: 12 months

POSITION NUMBER: 1

A PROPOS DU PAM

Le Programme Alimentaire Mondial des Nations Unies (PAM) est la plus grande agence humanitaire au monde luttant contre la faim dans le monde. La mission du PAM est d'aider le monde à atteindre l'objectif de la « faim zéro » qui vise à éradiquer la faim, assurer la sécurité alimentaire, améliorer la nutrition et promouvoir une agriculture durable ;

Chaque jour, le PAM s'efforce de veiller à ce qu'aucun enfant ne se couche le ventre creux et que les populations les plus vulnérables, en particulier les femmes et les enfants, aient accès à l'alimentation de qualité dont ils ont besoin. Au Tchad, le PAM et ses partenaires fournissent une assistance alimentaire en fournissant des aliments nutritifs aux personnes qui en ont désespérément besoin en s'appuyant sur les ressources humaines du pays et en renforçant leur capacité d'accès à la nourriture. D'autres programmes complémentaires s'attaquent aux causes profondes de la faim et renforcent la résilience des communautés.

OBJECTIFS DU POSTE :

Dans le cadre de la mise en œuvre efficace et efficiente de ses activités de résilience et afin d'apporter une réponse rapide aux besoins existants et futurs, le PAM cherche de candidat(e)s avec le profil d'Assistant(e) suivi et évaluation. Les candidat(e)s éligibles et qui postulent à cette annonce seront contacté(e)s pour être soumis(e)s à



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des évaluations techniques et de compétences. Une fois qu'il/elle est retenu(e) à l'issue de ces évaluations, il/elle sera placé(e) au sein de la section RAM à Ndjama et il/elle effectuera des missions régulières sur le terrain dans le cadre du suivi des activités du PAM.

La responsabilité principale de ce poste est de fournir un soutien technique spécialisé, assurer la qualité des données et des analyses aux activités politiques et programmatiques qui répondent efficacement aux besoins d'assistance alimentaire. Ce poste est basé à Ndjama, au sein du bureau pays du PAM Tchad et le/la titulaire travaillera en étroite collaboration avec le personnel du PAM basé à Ndjama et dans les 13 sous bureaux du PAM dans les provinces.

DESCRIPTION DU POSTE

Coordonner et exécuter des activités de surveillance/suivi et évaluation dans une zone de couverture spécifique des projets et programmes du PAM et fournir des rapports pour soutenir la mise en œuvre efficace de l'assistance alimentaire.

La principale responsabilité de ce poste est d'assurer un soutien optimal en réalisant le suivi et évaluation des activités du PAM en utilisant les outils comme la base de données WEB et le module de gestion efficace des projets et programmes (COMET) du PAM.

PRINCIPALES FONCTIONS ET RESPONSABILITÉS (liste indicative et non exhaustive) :

Sous la supervision générale du Chef de bureau de Farchana et du Responsable de la section RAM et la guidance et le mentorat directs du Responsable Adjoint de la section RAM, le/la titulaire du poste aura les responsabilités suivantes :

- Vérifier les mouvements et les distributions planifiés d'articles alimentaires ou non alimentaires, résoudre les problèmes courants et faire remonter d'autres problèmes au niveau supérieur le cas échéant, afin de s'assurer que la quantité distribuée et les opérations de distribution sont conformes aux normes du PAM.
- Collecter et récapituler les données sur les programmes d'assistance, en collaborant avec les partenaires coopérants si nécessaire, mener des analyses et établir des rapports, afin de faciliter l'examen des programmes et la prise de décisions en connaissance de cause.
- Assurer la liaison avec les partenaires coopérants et les collègues afin d'obtenir des informations en retour et des observations susceptibles d'être utilisées pour faciliter l'examen des programmes et améliorer les services.
- Proposer des améliorations à apporter aux processus et procédures de suivi sur le terrain pour parvenir à une mise en œuvre efficiente des programmes d'assistance.
- Organiser avec des responsables communautaires et des partenaires coopérants des réunions régulières sur les filières des produits alimentaires, les modalités de distribution, les aides alimentaires et d'autres questions pertinentes pour favoriser une circulation des informations efficace et des opérations efficaces.
- Assigner des tâches à d'autres membres du personnel, leur donner des indications et leur dispenser des formations en cours d'emploi, afin de les aider à se perfectionner et à être efficaces.
- Former les partenaires coopérants aux pratiques opérationnelles ainsi qu'aux outils et aux méthodes de suivi du PAM afin de les aider à s'autosurveiller et de contribuer à rendre le PAM visible dans les zones d'intervention.
- Établir des rapports de mission pour décrire la mise en œuvre des programmes.
- Appliquer les processus et les procédures qui ont été définis pour la fourniture de l'assistance alimentaire d'urgence.

AUTRES RESPONSABILITES



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- Contribuer au contrôle de qualité régulièrement tout au long de la phase de mise en œuvre du projet sur le terrain (Suivi des distributions, Suivi de la mise en œuvre des activités (AIM), Suivi du panier (Food Basket Monitoring, Suivi des entrepôts (Warehouse Monitoring), PDM processus.
- Assurer le suivi des produits : Calculer le nombre de bénéficiaires uniques, Vérifier les rapports des partenaires (Excel et waybills signés), Saisir les données des distributions dans COMET, effectuer des Réconciliation COMET-LESS et WINGS-COMET.
- Contribuer aux réflexions sur les résultats du suivi et ajustement des programmes.
- Contribuer au suivi des indicateurs d'effets : Post Distribution Monitoring (PDM) – Outcomes y compris les Indicateurs Transversaux, Evaluation de sécurité alimentaire.
- Contribuer au suivi des autres thématiques : Priorités transversales, Mécanismes de rétroactions communautaires, Suivi de différents domaines programmatiques.
- Contribuer à l'analyse des données, la diffusion, l'utilisation et l'apprentissage des preuves.

QUALIFICATIONS ET EXPERIENCE REQUIRES:

Formation:

- Avoir achever des études secondaires. Un certificat d'études post-secondaires dans le domaine de l'économie, de la sécurité alimentaire, des statistiques, du développement économique, de la gestion des performances, du suivi & de l'évaluation, de la géographie, de la science des données, santé publique/nutrition ou autre domaine connexe.

Experiences souhaitées:

- Avoir 5 ans d'expérience de travail dont au moins 3 ans dans les domaines du suivi et l'évaluation des projets et programmes de résilience ou de changement climatique.
- Solides compétences techniques en matière de suivi utilisant le cadre logique.
- Maîtrise de la communication orale et écrite du Français.

Connaissances linguistiques:

- Avoir un très bon niveau en français
- Avoir une connaissance de l'anglais

Connaissances et compétences :

- Capacité à tenir des registres exacts et précis, bonne organisation
- Capacité à interpréter et à analyser une variété de données et à résoudre les divergences.
- Capacité à faciliter la communication avec les équipes et les partenaires, y compris la capacité à contribuer à la mise en œuvre efficace des projets et programmes.
- Expérience de l'utilisation des ordinateurs, notamment de Microsoft Office, en particulier Microsoft Word, PowerPoint et Excel.
- Capacité à entreprendre des analyses statistiques.
- Expérience de l'utilisation de SPSS ou STATA.
- Bonne connaissance et expérience de travail avec des logiciels de collecte de données tels que ODK et / ou autres
- Expérience dans la collecte des données sur les résultats des projets et programmes de résilience ou de changement climatique, la réalisation d'analyse quantitative et qualitative et la communication à l'équipe de gestion, aux partenaires et aux autres intervenants.
- La connaissance des activités et des procédures du PAM dans le pays est un atout.
- Expérience dans l'utilisation des systèmes et des normes de suivi et évaluation du PAM est un atout.



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- Une expérience avérée des capacités et des pratiques en matière de renforcement des capacités du personnel sur le terrain est souhaitable.
- Bonnes compétences en matière d'analyse, de résolution de problèmes et de rédaction de rapports, et capacité de communiquer clairement des idées à l'oral et à l'écrit.

NOS VALEURS AU PAM

- Intégrité
- Collaboration
- Engagement
- Humanité
- Inclusion

ANNEX B

SERVICE CONTRACT CONDITIONS OF SERVICE

This annex contains conditions of service applicable to the service provided by the Subscriber under the Service Contract, in addition to those described in the Contract itself. For further description of the rules governing the administration of these conditions of service, the respective RB/CO may be contacted.

1. Remuneration

Remuneration under the Contract is paid in monthly lump sums; no payments shall be made beyond those provided in the Service Contract, including this Annex B. The base remuneration is established on the basis of the level of responsibility of the assignment, and the experience and competencies of the Subscriber, using a remuneration scale that is developed with reference to the local labour market.

- The pay is agreed upon between the Subscriber and the managing unit at the time of formalizing the Contract. It is not adjusted in the course of the contract period, except as provided in point (b) below.
- The remuneration will be adjusted mid-contract in cases when the SC Remuneration Scale has been revised upward at the duty station. The pay adjustment will be effective with the payroll following the month in which the revised salary scale was published.
- Monthly remuneration may include a Dangerous Duty Station Supplement (DDSS). Subscribers who serve (or are on mission status) in locations where dangerous conditions prevail as reflected on the HR incentives website, are to be paid a DDSS. DDSS is payable based on presence at the duty station irrespective of whether the subscriber reports to duty. Subscribers on maternity, paternity, annual or sick leave continue to be eligible as long as they remain in the duty station. It is also payable up to a maximum of seven consecutive calendar days for time away from the duty station on official duty travel. Payment ceases from the eighth day of official duty travel. Where Subscribers travel on mission to another location that qualifies for DDSS, they will receive DDSS at the rate of that location instead of the rate of their parent duty station.



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DDSS is not payable for days spent away from the duty station in conjunction with annual leave or any type of special leave including weekends and holidays falling during that period.

DDSS shall be paid at the Danger Pay rate and currency established at the duty station for locally recruited staff members. It is paid as a monthly lump-sum. For periods of less than one month, the daily rate is calculated by dividing the annual amount by 365 days and multiplying the daily amount by the number of days actually spent at the duty station. DDSS is payable for a minimum of one day and is not prorated on an hourly basis. It is paid for the period during which the location is designated as a dangerous duty station and is lifted when dangerous conditions are deemed to have abated.

d) **A daily subsistence allowance (DSA)**, at a rate established in the CO or RB, will be paid when the Subscriber, authorized in advance, is required to travel beyond commuting distance from the usual place of work.

2. Duration of service

The Contract is issued without any expectancy of extension. However, if an extension is mutually agreed upon, an additional period (or periods) of up to one year may be approved.

3. Other conditions

a) **Medical clearance:** The effectiveness of this Contract is subject to a satisfactory medical clearance by the designated UN examining physician or other physician recognized by the RB/CO. If the Subscriber has not obtained a medical clearance, the Subscriber's contract may be terminated.

b) **Hours of work** are per the established working-hours in the office to which the Subscriber is assigned.

c) **Overtime:** The Subscriber will be compensated for overtime only when overtime has been requested and approved by the Subscriber's supervisor. Compensation shall be in the form of (1) cash on the basis of one and half the normal rate or (2) compensatory time off, subject to exigencies of service, on the basis of one and half the normal rate. Compensatory time off must be used within four months following the month in which the overtime work is done, otherwise it is forfeited. The overtime pay applies to Subscribers engaged at SC1 to SC7 levels.

d) **Medical evacuation:** Subscribers are not eligible for medical evacuation except in cases of service incurred injuries and when a WFP Medical Officer has certified that the Subscriber is in life threatening condition and there is no adequate medical care available in the duty station.

e) **Official holidays:** The RB/CO will declare (10) official holidays per year.

f) **Annual leave (vacation)** will be accrued at a rate of [insert] days of paid leave per month (subject to a minimum of 1.5 days per month). All annual leave must be taken within the period of the Contract. However, in case of a Contract extension or renewal for an additional period, the Subscriber is allowed to carry over an accumulated annual leave to a maximum of 24 days. Unused leave at the end of service is not commutable to cash.

g) **Sick leave:** Paid sick leave will be accrued at a rate of [insert] days per month (subject to a minimum of 1 day per month). Any absence of more than three consecutive working days must be supported by a medical certificate. Unused sick leave will be carried over upon contract extension but may not be carried over upon contract renewal. Unused sick leave is not commutable to cash at the end of the contract. The



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service contract cannot be extended for the purposes of allowing the Subscriber to exhaust his or her sick-leave entitlement.

h) **Parental Leave for birth mothers****Maternity leave:** Paid parental leave for birth mothers maternity leave will be granted up to [insert] weeks at full pay (subject to a minimum of 16 weeks). A certificate from a duly qualified physician indicating estimated date of confinement and "fitness" to work must be submitted. In cases when the SC expires during the period of maternity parental leave, the contract will be extended/renewed to allow the Subscriber to avail of the full maternity parental leave entitlement. This provision will not apply if the termination by WFP results from abandonment of functions, violation of the terms of contract, improper conduct, unsatisfactory performance or failure to comply with Security Directives.

i) **Parental Leave for non-birth parents****Paternity leave:** Paid parental leave for non-birth parents whose spouse/recognized domestic partner gives birth to a child Paid paternity leave will be granted for a period of up to 4 weeks. The Subscriber must have had at least 6 months of uninterrupted service under Service Contract modality with WFP at the time of the birth of the child to qualify for Paternity parental leave. The paternity parental leave must fall within and be taken during the Contract period. The paternity parental leave is limited to once a year regardless of the number of children born during that year, and the maximum number of requests is six.