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FOLLOW-UP TO DECISIONS AND RESOLUTIONS ADOPTED BY THE EXECUTIVE BOARD AND THE GENERAL CONFERENCE AT THEIR PREVIOUS SESSIONS

PART IV

HUMAN RESOURCES ISSUES

COMMENTS OF THE INTERNATIONAL STAFF ASSOCIATION OF UNESCO (ISAU)

SUMMARY

A. Use of contracts for non-staff personnel*, including those for consultants, over the period 2021–2022

Pursuant to item 9.2.7 of the UNESCO Human Resources Manual, the International Staff Association of UNESCO (ISAU) submits its comments on human resources issues (document 217 EX/4.IV.A Add.2).

**Hereafter, the term “non-staff personnel” is to be replaced by the term “affiliate personnel”.*



Job: 202303270

Introduction

1. The document presented clearly demonstrates that the Administration is fully aware of the essential role played by affiliate personnel, as well as of the uncertainty and lack of job security which they face. This uncertainty and lack of job security are the result of the frequent misuse of affiliate-personnel contracts by the sectors and offices, and of the relative passivity of central services, particularly the Bureau of Human Resources Management (HRM). ISAU believes that a solution to this situation must be found urgently, and that it is not appropriate to wait for the conclusions and recommendations “expected” of the Joint Inspection Unit of the United Nations system (JIU). Best practices in this area need to be implemented as soon as possible, even if this means adjusting them in accordance with the JIU’s recommendations.

2. In its document, the Administration states that “[a]s a source of time-limited and/or specialized support, affiliate personnel are a key component of UNESCO’s programme delivery”. This statement is ambiguous, however, as it confuses the nature of contracts with the use to which they are put. While it is undeniable that an organization needs a variety of contracts, some of which are designed to provide a degree of flexibility, it cannot misuse these contracts. Affiliate personnel are therefore a key component in UNESCO programme delivery, but this is not due to the limited duration of their contracts or the specialization of the contract holders. These contract holders work alongside holders of fixed-term contracts, often on similar tasks, essential to the fulfilment of the Organization’s mandate.

Workforce distribution and gender balance

3. Inertia seems to be the Administration’s hallmark in these matters, as is evident in the fact that the percentage of affiliate personnel has remained at 49%, the same level as in 2020.

4. HRM argues that, at UNESCO, the “trend remains similar to [that at] other United Nations system organizations”. However, nothing supports this percentage, which is actually four points higher than the United Nations average, according to 2014 data. That no progress has been made over the years, according to the graph provided by the Administration in paragraph 5 of its document, implicitly reveals the real problem here: indifference to working conditions and staff welfare. The very slight increases and decreases from one year to the next seem to be due solely to chance and external factors, and not to any action or policy to which the Administration has resolutely committed itself.

5. What is more, we note with concern that 73% of affiliate personnel serve in the field. In our experience, the high percentage of field contracts is in itself a symptom of the tendency to neglect the conditions of service of field staff and a sign of the fact that they feel overlooked. The accounts given by personnel to ISAU during its missions to field offices, as well as by colleagues who contact us, confirm that there is a climate of frustration and discontent linked to the job insecurity to which these people are exposed. That the meetings and sessions of UNESCO’s governing bodies take place at Headquarters should not obscure the fact that UNESCO’s presence is far from being limited to Paris.

6. In hopes of seeing this situation improve, we fully endorse the optimization of HRM’s structure and the streamlining of its functions with a view to supporting an increasingly decentralized workforce, recommendations made by the Division of Internal Oversight Services (IOS) in its evaluation report on the previous UNESCO Human Resources Management Strategy. In addition, we ask that these recommendations be **fully agreed to and implemented**. Increasing transparency in these matters is an essential objective, and it necessarily involves greater HRM involvement in the recruitment of affiliate personnel and in all decisions concerning said personnel.

7. With regard to gender equality, ISAU wishes to draw attention to the existing imbalance which often harms women. In fact, we note that the percentage of women holding service contracts was 51% in 2021 and 55% in 2022, while for the field offices in particular, the percentage was 57% in

2021 and 55% in 2022. It might be worth asking to what extent unconscious bias contributes to this imbalance.

Service contracts

8. We note that the language used by the Administration changes from one version of its document to the next. Whereas in its previous document it stated that service contracts “are used for” covering temporary activities or workloads, it now maintains that these contracts “are designed to” address temporary activities or workloads, which would support the fact that, in reality, they are not used in accordance with their regulatory purpose. In this connection, we deplore the approach according to which these contracts should “primarily” be used under conditions which are in fact those provided for in the Human Resources Manual (see paragraph 6 of the document under discussion). This word, used in an official document, creates an undesirable margin for manoeuvre and, what is more, makes for an endorsement of the misuse of these contracts.

9. While the criteria established in the Human Resources Manual with regard to the purpose of these contracts are very clear, some of the rules applicable to them no longer meet the demands of logic and fairness. Thus, the fact that service contracts must not exceed a total duration of 24 out of 36 months where they concern Headquarters, while no such condition exists for the field offices, inevitably creates greater inequality and job insecurity for field staff holding such contracts. We fail to see how the fact of pertaining to the field offices should ipso facto lead to such a difference in treatment in this area. It would therefore be advisable, and even necessary, to harmonize the conditions of service under these contracts, regardless of their holders’ duty stations.

10. The 4% increase in the number of service contracts in 2022 is cause for concern. In that connection, the reduction in costs, due to the reduction of spending at Headquarters, where the duration of contracts, which was very limited, shows the extent to which the issuing of this type of contract depends on the Organization’s financial position, and not on the nature of the responsibilities entrusted to the personnel in question. We can certainly understand the financial difficulties which the Administration can sometimes face. However, they should in no way be used as an excuse to accept the hiring of people on precarious contracts in order to meet needs unanimously recognized as permanent and essential to the fulfilment of UNESCO’s mandate. For the Administration, the fact that “[m]ost spending on service contracts [...] directly supports UNESCO’s programmes” seems to serve as justification. Here again, the language used by the Administration is aimed at creating confusion between the fact that service contracts meet flexibility needs and the fact that, in practice, they are used in a way which leads to certain personnel being treated as adjustment variables.

11. The same applies to consultant contracts, the number of which, in 2022, had decreased from the previous year. If this can be explained “by the budgetary pressures of inflation” and “by increased spending on service contracts”, it means, conversely, that their number will increase in proportion to the Organization’s financial situation. In our opinion, however, this is a question of policy, of a choice which must be made at the highest levels of management: will a better financial position mean the regularization of personnel in precarious situations or an increase in the number of affiliate-personnel contracts? With the return of the United States of America, the Administration’s choices will perhaps reveal its true aims.

12. The data relating to the uninterrupted service duration of service contract holders (table 6 in the document under discussion) are particularly revealing of the objectives actually pursued through the use of these contracts by the sectors and offices. The presentation of these data calls for two comments. First, we regret that the criteria used for creating statistics, namely the number of years of service, are not the same as those used in document 217 EX/4.IV.C on the UNESCO Human Resources Management Strategy (see paragraph 10 of Annex III to said document). This reduces the utility of these data by making them more difficult to use and compare. Second, we have serious doubts about the veracity of the data provided. For example, the document in question states that as at 31 December 2022, **59 service contract holders** had **10 or more years** of uninterrupted service, whereas document 217 EX/4.IV.C states that **91 persons** had **more than 10 consecutive**

years of service at UNESCO as at January 2023. This difference needs to be explained by the Administration.

13. In any case, it is unacceptable to maintain that the duties performed by people with so many years of service at UNESCO are of a temporary nature. On the contrary, it should be recognized that they are essential and should earn the personnel concerned a fixed-term appointment. Their regularization must be a priority of the UNESCO HR Strategy which is being implemented over the next four years. In the light of such an objective, it would be advisable to consider these individuals, as well as those hired under Project Appointments (PAs), “internal” candidates for recruitment purposes.

14. The real solution lies in recruiting these personnel, which must be a priority for HRM, which bears full responsibility in this situation. Indeed, it is surprising, for example, that HRM, which is aware of the contractual circumstances of these individuals for each sector and office, should accept for these units the creation of new posts, supposedly intended for regular duties, while they are also employing people on a long-term basis and therefore for regular duties of the Organization. As indicated in the comments submitted by ISAU on document 217 EX/4.IV.C, the implementation of an end-of-service grant or separation payment is only a superficial solution to what is actually a very deep-seated problem. The succession and renewal of precarious contracts and the resulting job instability have a significant impact on our colleagues’ personal and family lives, as well as on their mental and physical health. In the same vein, the introduction of a global medical insurance plan is certainly welcome, but it will inevitably prove insufficient. Above all, it should not be seen as an acceptance, not to say encouragement, of existing practices as regards renewals of this type of contract. In all cases, it should be emphasized that these practices are indicative of management styles which are seriously flawed on account of their lack of concern for effectiveness, compliance with the rules and, last but not least, ethics.

15. Similarly, the revised service-contract policy is also insufficient. We of course welcome the improvements it has introduced, which, incidentally, we supported. However, we remain deeply concerned. On the one hand, the Administration took too long to develop and implement this policy. Requested by the Executive Board at its 202nd session, which took place in 2017, it did not enter into force until 2023, during which time our colleagues were subject to highly unfavourable conditions of service. We can only be struck by the lack of agility on the part of the Organization, where improvements are often too slow to be accepted and implemented. On the other hand, we feel that this revision does not really respond to the Member States’ request that the Director-General “develop a short- and mid-term policy to address the recurrent practice of employing non-staff both at Headquarters and in the field” ([202 EX/Decision 5.IV.A](#)). Unfortunately, we fail to see how the revised policy will solve the problem of long-term precarious contracts.

Consultant contracts

16. There is good reason to believe that better planning is needed when it comes to hiring consultants. Indeed, while the number of former staff members issued such contracts has fallen (see table 14 in the document under discussion), the number of people in this category – 18 – remains high, in our view. It is therefore necessary to step up efforts in this area. The establishment of a more modern, agile, competent and competitive UNESCO requires making room for young talent.

17. In terms of planning, we would also like to draw attention to the increase in the number of consultants who are nationals of countries in regional group I countries, the percentage of which went from 26% in 2020 to 32% in 2022. This observation prompts us to reiterate our request, already made before the Executive Board, that the Administration provide a summary containing an overview of UNESCO’s workforce, including Professional category posts, project appointments and affiliate personnel, from the perspectives of geographical distribution and gender equality, as well as of distribution at Headquarters and in the field. Moreover, a more detailed presentation, including information on the duration of the consultant contracts issued and the extent to which these contracts

are issued to the same people or not, would contribute even more to transparency and enable an accurate appreciation of the situation surrounding human resources at the Organization.

18. Finally, with regard to the remuneration of consultants, we find it hard to understand the Administration's reasoning. Indeed, the stated aim is to attract the best experts and specialists in an increasingly competitive working environment. However, in the face of this objective, remuneration rates have remained the same, or have even been reduced, since 2013. We therefore wish to ask: how does UNESCO intend to remain an attractive employer in a highly competitive global environment?

Conclusion

19. To conclude, we wish to express our surprise and disappointment over the draft decision presented to the Member States. With regard to the hiring of consultants, first of all, the Director-General is encouraged to "continue" her efforts to ensure better geographical distribution and gender balance. We agree with this invitation, but it seems clear to us that it must be accompanied by concrete follow-up and evaluation measures because otherwise it will once again be nothing more than wishful thinking.

20. With regard to the encouragement to "improve the conditions of service of affiliate personnel as appropriate", we fail to understand why the Administration has used the qualifier "as appropriate". The document presented to the Member States clearly indicates that many of our colleagues suffer as a result of conditions of service unworthy of an intergovernmental organization such as UNESCO. Such conditionality is akin to a delaying tactic, which is not appropriate. We ask that concrete, measurable progress be made.

21. Finally, we would like to see a more substantial decision. This means one which requests the Administration to regularize a certain number of holders of precarious contracts (for example, those with more than 10 years of service at UNESCO), or which, at least, requests the Administration to endeavour to reduce the use of these contracts, recalling, for example, the decision adopted by the Executive Board at its 202nd session.



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**FOLLOW-UP TO DECISIONS AND RESOLUTIONS ADOPTED BY THE EXECUTIVE BOARD
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PART IV

HUMAN RESOURCES ISSUES

SUMMARY

A. Use of contracts for non-staff personnel*, including those for consultants, over the period 2021–2022

Pursuant to 212 EX/Decision 5.IV.B, the Director-General submits the report on the use of contracts for non-staff personnel*, including those for consultants, over the period 2021-2022.

Decision required: paragraph 36.

**term “non-staff” to be referred to hereafter as “affiliate personnel”*



Job: 202302815

INTRODUCTION

1. This report is submitted pursuant to 212 EX/Decision 5.IV.B, reporting on the use of contracts for non-staff personnel, including those for consultants, over the period 2021-2022 at Headquarters and the field offices¹. In alignment with UNESCO's Human Resources Strategy for the period 2023-2027 (document 217 EX/4.IV.C), the term "non-staff" will no longer be used to describe individual consultants, service contracts and short-term contract holders, on the basis that the term "affiliate personnel" more appropriately describes their relationship to the Organization. A summary of the conditions of service of these contract modalities is presented in **Annex I**.

2. The present report is divided into four parts:

- Part 1 presents the overall distribution of the UNESCO workforce, expressed in full-time equivalent (FTE)² terms at Headquarters and in the Field.
- Part 2 covers Service Contract holders. Service Contracts are designed to address temporary activities or workloads which cannot be covered in the normal course of duty by regular staff members, in particular for programme delivery in the Field. These contracts represented 24% FTE of the total workforce in 2022. As a recognition of the importance and relevance of this contractual modality, which provides flexibility in programme implementation and delivery, UNESCO revised the conditions of employment of this personnel category in 2022. Paragraphs 12 – 15 outline the key enhancements introduced by the revised policy.
- Part 3 provides information on the contracts issued to individual consultants hired in advisory or consultative capacities, or to provide the expertise, skills and knowledge necessary for a specific service or product. These contracts represented also 24% in FTE of the total workforce in 2022.
- Part 4 covers short-term contracts (including interpreters and translators), issued to individuals performing one time support or intermittent tasks which require skills which are generally not available within the Secretariat. These contracts represented about 1% FTE of the workforce in 2022.

3. Since 2021, there are a number of positive highlights and trends in the use of affiliate workforce as follows:

- 73% of the affiliate workforce is in the Field, and in direct support of Field operations (Annex II, table 1);
- A total of 156 nationalities are represented in the affiliate workforce; in majority they are hired locally, in support of the principle that local expertise should be best used for local activities and operations;
- 55% of the Service Contract holders are women, and 49 % of the consultants;
- The spending on the affiliate workforce (all types of contracts) has decreased between 2021 and 2022 (by 7%).
- The hiring of former staff continues to be limited (0,5% of the contract holders in 2022);

¹ excluding category 1 institutes.

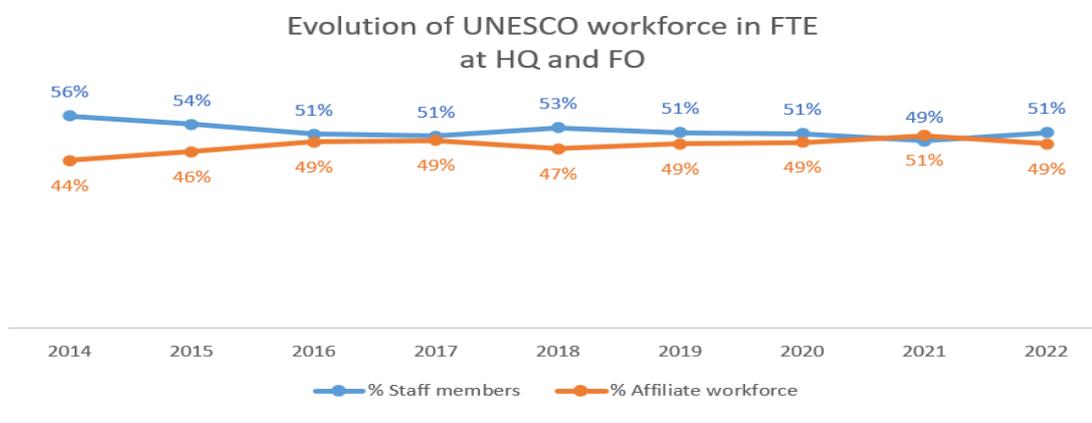
² the full-time equivalent is calculated by adding the number of full normal workdays worked for each type of contract during the calendar year and dividing the resulting sum by the number of days in the year in question.

- The conditions of service for the Service Contract Holders have been enhanced in 2022, in terms of remuneration structure and benefits. This has allowed to better align with other UN Agencies.

Part 1 - Overall distribution of the UNESCO workforce (Headquarters and Field Offices)³

4. In 2022, affiliate personnel accounted for approximately 49% of the total workforce in full-time equivalents (FTE): 24% Service Contract holders, 24% Individual Consultants, and 1% Short-term contract holders, 73% of which served in the field (cf. Annex II, Table 1).

5. The graph below reflects the continuous need for additional human resources to complement regular, fixed-term contract holders, whose numbers remained stable overall, with the affiliate workforce (in FTE) slightly decreasing at UNESCO between 2021 and 2022 (cf. Annex II, Table 2). This trend remains similar to other United Nations system organizations, where an average of 45% of the total workforce is considered affiliate personnel⁴.



Part 2 – Service Contract holders (SC)

Definition

6. Service Contracts are primarily to be used where tasks or services may be carried out by locally recruited individuals, to temporarily support activities or workloads which cannot be covered in the normal course of duty by regular staff members. For this reason, the minimum duration of a Service Contract is one month, and the maximum is 12 months, renewable. At Headquarters, Service Contracts cannot exceed a total duration of 24 months over a 36-month period; this does not apply to Service Contracts in the Field. Service Contracts are primarily issued to address administrative, IT, programme support, and project assistance needs.

Number of contracts and distribution by Sector

7. In 2022, the total number of Service Contract holders increased by 4% compared to 2021. The majority of Service Contract holders serve in Field Offices (79% in 2021 and 81% in 2022): Programme Sectors employ the highest number of SCs (61%), starting with the Education Sector (28%), followed by the Culture Sector (16%) and the Natural Sciences and Communication Sectors (6% each). 39% of SC holders were employed in administrative support (with 39%) (cf. Annex II, Table 3 a).

³ excluding category 1 institutes and the UNESCO Office in Brasilia (UBO)

⁴ Joint Inspection Unit (JIU) 2014 report: "Use of Non-Staff Personnel and Related Contractual Modalities in the United Nations System Organizations". A further JIU review on this issue is currently underway, results expected end 2023.

Spending

8. In 2022, the total expenditure on Service Contracts amounted to \$22.993 million (72% in the Field), compared to \$23.728 million in 2021 (69% in the Field). These costs include both the remuneration and social security contributions paid by the Organization. Some 71% of Service Contracts in 2022 were financed by voluntary funds, for a total of \$16.211 million with 29% (\$6.782 million) financed by regular programme funds (cf. Annex II, Table 4). The reduction in costs despite a slight increase in the overall number of SC holders from 2021 to 2022 is mainly due to the reduction of spendings at Headquarters where the duration of contracts in 2022 was very limited due to the financial situation (only 7% of all Service contracts were issued for more than 6 months).

9. Most spending on Service Contracts at Headquarters and the Field Offices directly supports UNESCO's programmes (cf. Annex II, Table 5).

Demographics

10. Annex III contains a breakdown by nationality. Women represented 51% of Service Contract holders in 2021 and 55% in 2022. Six Service Contract holders were former UNESCO staff in 2022 (0,5% of the SC holders), nearly the same figure as in 2021 (5 contract holders representing 0,4% of the total SC population).

Service Duration

11. In the Field Offices, 71% of Service Contract holders, under contract with the Organization as of 31 December 2022, have been working with UNESCO for less than 5 years; 22% for more than 5 years but less than 10; and 7% are employed for more than 10 years⁵ (cf. Annex II, Table 6). While striving to ensure that the Organization's core functions are performed by regular staff, the Secretariat has been working on solutions to protect both the long-term affiliate workforce and the Organization. The recently revised SC policy (see paras 12 to 14 below) introduced an end-of-service grant to address such cases. To note that at Headquarters, all Service Contract holders are under 5 years in service.

Policy Revisions

12. In conformity with the 212 EX/Decision 5.IV.B, and in the context of the review of the HR contractual framework of the Organization, the Secretariat revised in 2022 the Service Contract policy which came into force as of 1 January 2023.

13. The revision took into account the policies of other UN Agencies, best HR practices, and audit recommendations with a view to improve employment conditions.

14. The key enhancements to the conditions of employment introduced in the revised policy included *inter alia*: paternity leave, enhanced sick leave entitlement, possibility of requesting a salary advance, introduction of danger allowance, exceptional special leave without pay, part-time employment, end-of-service grant, and a revised salary structure.

15. Further enhancements in line with external audit recommendations to ensure adequate social security and healthcare coverage for Service Contract holders in the Field are under review, notably a potential global medical coverage scheme. The need for a global insurance plan has been expressed on numerous occasions given the difficulties for staff and Offices in identifying appropriate local medical insurance schemes. The additional costs are estimated to be US \$520,000 per year representing a top-up to the current 5% of the salary contribution to medical insurance already payable by the Organization.

⁵ without any interruption of service on SC contracts.

Part 3 – Individual Consultant contracts

Definition

16. Individual consultant contracts are recognized specialists or authorities working either in an advisory or consultative capacity, or providing the skills, expertise and knowledge needed for the delivery of a specific service or product. They should possess specialist skills and knowledge not readily available within UNESCO, and for which there is a temporary, short-term need, rather than a continuing need.

17. This section presents data on consultant contracts concluded between 2021 and 2022 at Headquarters and the Field Offices. As in the reports for previous years, the data on contracts issued by the UNESCO Office in Brasilia (UBO) are presented separately⁶ (Annex IV) to provide a clearer picture of the contracts issued by the Field Offices as a whole.

Individual consultants in full-time equivalent

18. In 2022, consultants accounted for 24% of UNESCO's total workforce (in full-time equivalent terms). In comparison with 2021, there is an overall reduction (-14%) in the number of consultant contracts⁷ issued (Annex II, Table 7) with a significant reduction observed at the field level (-22%). This can be explained in part by the budgetary pressures of inflation, but also by increased spending on Service contracts noted above.

Spending

19. In terms of expenditure, the spending on consultant contracts decreased between 2021 and 2022 (-4%), particularly in the Field Offices (-15%). The field expenditures represented 56% of total spendings on consultant contracts in 2022, while they represented 62% in 2021. Field Offices thus account for more than two-thirds of the expenditure on consultant contracts (Annex II, Table 8).

Duration

20. The majority of individual consultant contracts are concluded for periods of less than three months, whether at Headquarters (69%) or in the Field Offices (61%). (Annex II, Table 9)

Distribution by Sector/Bureau at Headquarters and Field Offices

21. At Headquarters, most spending on consultants directly supports UNESCO's Programmes (cf. Annex II, Table 10). The Education, Natural Sciences, Communication and Information, Culture, and Social and Human Sciences Sectors accounted for approximately 66% of total expenditure at Headquarters in 2022 (67% in 2021). Three Sectors (Education, Natural Sciences and Culture) accounted for 62% of the contracts issued in 2022, and for 68% of total expenditure (HQ and Field).

22. In the Field Offices, 96% of overall spending on consultant contracts in 2022 concerned programme-sector activities, with the Education Sector accounting for approximately 52% of the overall spending.

Geographical representation and gender balance

23. Although consultants are not part of the geographical distribution quota, the policy on these contracts requires managers to take the geographical distribution and gender balance into account

⁶ due to the high volume of projects implemented with the Government and private-sector funding over various states in Brazil.

⁷ Several contracts may be issued to the same contract holder, but the overall duration is limited to 11 months in a consecutive 12-month period (whether on a full-time or part-time basis, and irrespective of the source of funding). The number of individuals offered consultant contracts (Annex II, Table 7a) was also decreasing during this period.

in the case of equal qualifications among candidates. Managers are encouraged to seek local expertise for local projects, wherever possible.

24. At Headquarters and the Field Offices combined, in 2022, 32% of consultants were from Group I countries, 6% from Group II, 18% from Group III, 16% from Group IV, 18% from Group V(a), 10% from Group V(b) (cf. Annex II, Table 11).

25. Table 12 in Annex II shows the nationalities of the consultants hired in 2022 by regional group in which the recruiting office is located confirming that the practice of local recruitment for local projects is indeed effective. For example, 84% of the consultants hired in Africa were nationals of Group V (a) countries, while 90% of the consultants hired at Offices in Central and Latin America were nationals of Group III countries. Annex III presents the number of consultants by nationality.

26. In 2022, 56% of the consultants hired at Headquarters were women (as compared with 55% in 2021). In the Field Offices, women accounted for 45% of the consultants hired (as compared with 43% in 2021). Overall, 49% of the consultants hired in 2022 were women, as compared with 47% in 2021 (cf. Annex II, Table 13).

Former staff

27. The number of former UNESCO staff members hired as consultants decreased from 25 in 2021 to 18 in 2022, with 8 former staff at Headquarters and 10 in the Field Offices. Overall, at Headquarters and the Field Offices, former staff accounted for between 0.7% and 0.6% of all the consultants hired in 2021 and 2022 (Annex II, Table 14).

"UNESCO experts" - Consultant contracts under the one-dollar-per-year arrangement

28. The "UNESCO expert" contracts, previously referred to as "one-dollar-per-year arrangement" are intended to be used in exceptional circumstances, such as when high-level personalities intervene in support of a UNESCO activity, in order to promote communication and visibility. Under this modality, three persons worked for UNESCO between 2021 and 2022.

Policy Revisions

29. In an increasingly competitive global environment, the Secretariat is currently reviewing the applicable rates for hiring individual consultants in order to be able to attract the very best experts/specialists to UNESCO. Since 2013, consultant rates have remained unchanged and the special measure i.e., 20% reduction to the fee element as a result of the financial situation of the Organization in 2012/13 continues to apply.

Part 4 – Short-Term Contracts

Definition

30. A short-term contract may be issued for a minimum duration of half a day and a maximum duration of 180 days per calendar year. Short-term contracts are generally issued for very short periods, often to provide half-day or one-day assistance related to the organization and hosting of events such as statutory meetings, conferences, performances and exhibitions as well as the provision of interpretation/translation services.

Number of contracts

31. In 2022, the number of short-term contract holders at Headquarters increased by 3% compared to 2021, from 392 to 403 (Annex II, Table 15), while still not reaching the pre-Covid period (487 short-term contract holders in 2019).

32. Short-term contracts were primarily issued by the Division of Conferences, Languages and Documents (ADM/CLD), accounting for the majority of short-term contracts.

Spending

33. Total spending on short-term contracts in 2022 was \$ 4 million at Headquarters, compared to \$ 6.2 million in 2021 (year of the General Conference and post-Covid resumption of activities in presential at Headquarters). This amount includes remuneration and social security contributions.

Conclusion

34. As a source of time-limited and/or specialized support, affiliate personnel are a key component of UNESCO's programme delivery. Affiliate personnel contracts do not carry with them the benefits and entitlements given to staff. While this makes the affiliate contractual modality more financially attractive for programme managers, UN System organizations have increasingly come to recognize the need to examine and update the conditions or service for these types of contracts. In this regard, the Joint Inspection Unit (JIU), as a follow-up to their 2014 report, is currently undertaking a review on '*the use of non-staff personnel in UN common system organizations*', the findings and recommendations of which are expected by end of 2023.

35. With this in mind, UNESCO will, alongside other UN System organizations, continue to review the conditions of service of the affiliate workforce and harmonize, with a view to addressing inequities that may exist.

Proposed draft decision

36. In light of the above, the Executive Board may wish to adopt a decision along the following lines:

The Executive Board,

1. Recalling 210 EX/Decision 5.IV and 212 EX/Decision 5.IV.B,
2. Having examined document 217 EX/4.IV.A,
3. Takes note of the data, analyses and qualitative information presented therein;
4. Encourages the Director-General to continue efforts to ensure wider geographical distribution and improved gender balance in the hiring of consultants, where qualifications are equal;
5. Encourages the Director-General to improve the conditions of service of affiliate personnel as appropriate, while being mindful of the related costs;
6. Invites the Director-General to continue reporting to it every two years on the use of the affiliate workforce.

ANNEX I

SUMMARY OF THE CONTRACTUAL MODALITIES FOR AFFILIATE WORKFORCE

	Purpose	Duration	Category	Social Security & Leave	Funding
Service Contract	Designed for temporary activities or increased workload, <u>locally</u> recruited individuals	Initial min 1 month Max 12 months Renewable (max 24 months in 36 consecutive months <u>at HQ</u>)	Support & Professional functions	Yes	Regular Programme and Voluntary funds
Individual Consultant Contract	Expertise for a specific product or service	Min 1 day Max 11 months in 12 consecutive months	Professional tasks	No	Regular Programme and Voluntary funds
Short-term contract	Short-term tasks of a support nature	Min ½ day Max 20 days Max 180 days in a calendar year	Support tasks	Yes	Regular Programme and Voluntary funds
Short-term contract for interpreters and translators	High-quality language services to support UNESCO's conference services.	Up to 6 months	Professional language services	Yes	Regular Programme and Voluntary funds

ANNEX II

**STATISTICS ON AFFILIATE PERSONNEL, INCLUDING THOSE FOR CONSULTANTS,
ISSUED AT HEADQUARTERS AND FIELD OFFICES
(excluding the UNESCO Office in Brasilia and Institutes)**

Part 1 - Overall UNESCO workforce estimated in full-time equivalent terms

Table 1 - Overall UNESCO workforce in 2022, estimated in full-time equivalent terms
*Excluding contracts issued by UBO and category 1 institutes

		HQ	% HQ	Field Offices	% Field Offices	Total	% per contract
Staff members (including FT, JPO, PA, Secondments, TA)		1,190	59%	815	41%	2,005	50%
Affiliate workforce	Consultants	355	38%	580	62%	935	24%
	Service Contract Holders	130	14%	798	86%	928	24%
	Short term contracts*	25	93%	2	7%	27	1%
	Total	510	27%	1,380	73%	1,890	49%

* incl. Interpreter/Translator

TOTAL	1,700	44%	2,195	56%	3,895	100%
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Table 2 - Evolution of UNESCO workforce estimated in full-time equivalent terms

Excluding UBO (Brazil) and Category 1 institutes

Table 2.1: Headquarters

	2021	2022	Evolution 2021-2022
Staff members	1,180	1,190	1%
% staff members	70%	70%	
Affiliate workforce	515	510	-1%
% affiliate workforce	30%	30%	
Total	1,695	1,700	0%

Table 2.2: Field Offices

	2021	2022	Evolution 2021-2022
Staff members	810	815	0%
% staff members	35%	37%	
Affiliate workforce	1,535	1,380	-10%
% Affiliate workforce	65%	63%	
Total	2,345	2,195	-6%

Table 2.3: Headquarters and Field Offices

	2021	2022	Evolution 2021-2022
Staff members	1,990	2,005	1%
% staff members	49%	51%	
Non-staff personnel	2,050	1,890	-8%
% non-staff personnel	51%	49%	
Total	4,040	3,895	-4%

Part 2 - Service Contracts

Table 3 a - Number of Service Contracts, by Sector/Bureau

	HQ				Field*				HQ and Field*			
	2021		2022		2021		2022		2021		2022	
	No. of SC contracts	%										
ED	58	12%	86	17%	468	30%	522	32%	526	25%	608	28%
SC	20	4%	32	6%	133	8%	97	6%	153	7%	129	6%
IOC	10	2%	6	1%	6	0%	11	1%	16	1%	17	1%
SHS	22	4%	28	6%	49	3%	65	4%	71	3%	93	4%
CLT	101	21%	96	19%	206	13%	244	15%	307	15%	340	16%
CI	8	2%	17	3%	105	7%	109	7%	113	5%	126	6%
Support	271	55%	229	46%	613	39%	600	36%	884	43%	829	39%
Total	490	100%	494	100%	1580	100%	1648	100%	2070	100%	2142	100%

* Excluding contracts issued by UBO and category 1 institutes

Table 3 b – Number of SC holders and number of contracts issued

	Number of SC		Evolution	Number of SC contracts		Evolution	Spending on SCs		Evolution
	2021	2022	2021-2022	2021	2022	2021-2022	2021	2022	2021-2022
HQ	241	232	-4%	490	494	+1%	7 417	6 527	-12%
%HQ	21%	19%		24%	23%		31%	28%	
Field*	901	958	+6%	1580	1648	+4%	16 312	16 466	+1%
% Field Office	79%	81%		76%	77%		69%	72%	
Total	1142	1190	+4%	2070	2142	+3%	23728	22993	-3%

* Excluding contracts issued by UBO and category 1 institutes

Table 4 - Spending on Service Contracts in 2021 and 2022, by source of funding (in thousands of dollars)

	2021					Total
	RP	%RP	EXB	%EXB	Total	
HQ	3 954	53%	3 463	47%	7 417	31%
Field*	5 673	35%	10 639	65%	16 312	69%
Total	9 626	41%	14 102	59%	23 728	100%

* Excluding contracts issued by UBO and category 1 institutes

	2022					Total
	RP	%RP	EXB	EXB%	Total	
HQ	2 456	38%	4 071	62%	6 527	28%
Field*	4 326	26%	12 140	74%	16 466	72%
Total	6 782	29%	16 211	71%	22 993	100%

* Excluding contracts issued by UBO and category 1 institutes

	Evolution 2021-2022	
	RP	EXB
HQ	-38%	+18%
Field*	-24%	+14%
Total	-30%	+15%

* Excluding contracts issued by UBO and category 1 institutes

Table 5 - Spending on Service Contracts, by Sector/Bureau

	HQ				Field*				HQ and Field*			
	2021		2022		2021		2022		2021		2022	
	Spending on SCs (thousands of US dollars)	%	Spending on SCs (thousands of US dollars)	%	Spending on SCs (thousands of US dollars)	%	Spending on SCs (thousands of US dollars)	%	Spending on SCs (thousands of US dollars)	%	Spending on SCs (thousands of US dollars)	%
ED	1 036	14%	1 140	17%	5 504	34%	5 804	35%	6 540	28%	6 944	30%
SC	456	6%	507	8%	1 031	6%	850	5%	1 487	6%	1 358	6%
IOC	190	3%	75	1%	47	0%	68	0%	237	1%	143	1%
SHS	449	6%	328	5%	512	3%	388	2%	962	4%	716	3%
CLT	2 197	30%	2 040	31%	2 136	13%	2 191	13%	4 334	18%	4 231	18%
CI	168	2%	176	3%	1 261	8%	1 038	6%	1 429	6%	1 214	5%
Support	2 920	39%	2 261	35%	5 820	36%	6 127	37%	8 740	37%	8 388	36%
Total	7 417	100%	6 527	100%	16 312	100%	16 466	100%	23 728	100%	22 993	100%

* Excluding contracts issued by UBO and category 1 institutes

Table 6 – Years of uninterrupted service duration of Service Contract holders under contract with the Organization on 31/12/2022, at HQ and in the Field Offices

	HQ	% HQ	Field	% Field	Total
< 5yrs	147	100%	582	71%	729
5 -10 yrs			184	22%	184
>=10 yrs			59	7%	59
Total	147		825	100%	972

Part 3 - Individual Consultants and other specialists

Table 7 – Number of Individual Consultant contracts issued in 2021-2022

	2021	2022	Evolution 2021-2022
HQ	2 176	2 116	-3%
% HQ	40%	45%	
FO*	3 269	2 562	-22%
% FO*	60%	55%	
Total	5 445	4 678	-14%

*Excluding UBO and Institutes.

Table 7a – Number of Individual Consultants hired in 2021-2022

	2021	2022	Evolution 2021-2022
HQ	1 085	1 065	-2%
% HQ	30%	36%	
FO*	2 511	1 903	-24%
% FO*	70%	64%	
Total	3 596	2 968	-17%

* Excluding UBO and Institutes

Table 8 – Spending on Consultant contracts

**Table 8 – Spending on Consultant contracts (in thousands of dollars),
by location in 2021-2022**

	2021	2022	Evolution 2021-2022
HQ	14 183	16 077	13%
% HQ	38%	44%	
FO*	23 588	20 160	-15%
% FO*	62%	56%	
Total	37 770	36 237	-4%

* Excluding UBO and Institutes

**Table 8a - Spending on Consultant contracts in 2021 and 2022,
by source of funding (in thousands of dollars)**

	2021					2022					Evolution 2021-2022	
	RP	%RP	EXB	%EXB	Total	RP	%RP	EXB	%EXB	Total	RP	EXB
HQ	6,056	43%	8,127	57%	14,183	4,276	27%	11,801	73%	16,077	-29%	45%
FO*	7,429	31%	16,158	69%	23,588	2,738	14%	17,422	86%	20,160	-63%	8%
Total	13,485	36%	24,285	64%	37,770	7,013	19%	29,223	81%	36,237	-48%	20%

* Excluding contracts issued by UBO and Institutes

Table 8b - Number of Consultant contracts in 2021 and 2022, by value (in US\$)

	2021							2022				
	HQ	% HQ	FO	% FO	Total	% Total	HQ	% HQ	FO	% FO	Total	
Less than 5,000	1,295	60%	1,843	56%	3,138	58%	1,219	58%	1 404	55%	2,623	
5 000 to 9,999	459	21%	538	16%	997	18%	477	23%	488	18%	965	
25 000 to 49,999	356	16%	736	2%	1,092	20%	312	15%	542	21%	854	
10 000 to 24,999	46	2%	125	4%	171	3%	79	4%	88	3%	167	
50 000 and more	20	1%	27	1%	47	1%	29	1%	40	2%	69	
Total	2,176	100%	3,269	100%	5,445	100%	2,116	100%	2,562	100%	4,678	

Table 8c - Average value of consultant contracts in 2021-2022

	2021	2022	Evolution 2021-2022
HQ	6,518	7,598	17%
Field Office*	7,216	7,869	9%
Total	6,937	7,746	12%

* Excluding contracts issued by UBO and institutes

**Table 9 - Number of Consultant contracts in 2021 and 2022,
by duration of contract**

	HQ				FO				Total HQ and FO			
	2021	%	2022	%	2021	%	2022	%	2021	%	2022	%
Less than one month	1,095	46%	970	46%	618	19%	586	23%	1,713	31%	1,556	33%
1 to 3 months	480	22%	480	23%	1,273	39%	976	38%	1,753	32%	1,456	31%
3 to 6 months	422	19%	453	21%	888	27%	672	26%	1,310	24%	1,125	24%
More than 6 months	179	8%	213	10%	490	15%	328	13%	669	12%	541	12%
Total	2,176	100%	2,116	100%	3,269	100%	2,562	100%	5,445	100%	4,678	100%
Average contract duration (in months)	2,4		2,4		3,3		3,1		2,8		2,8	
Evolution for the period 2021-2022 (in months)	-0,1		-0,4		+0,2		+0,1		+0,1		-0,1	

* Excluding contracts issued by UBO and Institutes

Table 10a - Number of Consultant contracts and corresponding expenditure in 2021 and 2022, by Sector/Bureau (Headquarters)

	2021				2022			
	Number of contracts	%	Amount (thousands of US \$)	%	Number of contracts	%	Amount (thousands of US \$)	%
ED	416	19%	3,832	27%	402	19%	4,225	26%
SC	111	5%	1,262	9%	99	5%	1,388	9%
IOC	86	4%	1,205	8%	117	6%	1,685	10%
SHS	131	6%	1,301	9%	135	6%	1,632	10%
CLT	205	9%	1,846	13%	224	11%	1,999	12%
CI	115	5%	1,281	9%	124	6%	1,518	9%
Management and Support Services*	1,112	51%	3,455	24%	1,015	48%	3,631	23%
Total	2,176	100%	14,183	100%	2,116	100%	16,077	100%

*Management and Support Services: CAB, CPE, ETH, IOS, GBS, PAX, GBS and ADM

Table 10b - Number of Consultant contracts and corresponding expenditure in 2021 and 2022, by Sector/Bureau (Field Offices*)

	2021				2022			
	Number of contracts	%	Amount (thousands of US \$)	%	Number of contracts	%	Amount (thousands of US \$)	%
ED	1,501	46%	12,407	53%	1,277	50%	10,521	52%
SC	496	15%	3,448	15%	355	14%	3,003	15%
SHS	205	6%	1,173	5%	130	5%	1,056	5%
CLT	654	20%	3,742	16%	510	20%	3,434	17%
CI	297	9%	1,826	8%	222	9%	1,438	7%
Management and Support Services*	116	4%	992	4%	68	3%	708	4%
Total	3,269	100%	23,588	100%	2,562	100%	20,160	100%

* excluding data concerning UBO and institutes

Table 11 - Number of Consultants and corresponding contract expenditure, by Regional group, 2021 and 2022

	HQ							
	Number of Consultants				Amount (thousand(s) of US dollars)			
	2021	%	2022	%	2021	%	2022	%
Group I**	692	64%	649	61%	9,587	68%	10,181	63%
Group II	36	3%	46	4%	460	3%	696	4%
Group III	126	12%	120	11%	1,693	12%	2,011	13%
Group IV	102	9%	117	11%	1,137	8%	1,513	9%
Group Va	79	7%	75	7%	790	6%	929	6%
Group Vb	50	5%	58	5%	516	4%	748	5%
Total	1,085	100%	1,065	100%	14,183	100%	16,077	100%

	Field Offices							
	Number of consultants				Amount (thousand(s) of US dollars)			
	2021	%	2022	%	2021	%	2022	%
Group I**	392	16%	299	16%	5 751	24%	5 316	26%
Group II	114	5%	121	6%	514	2%	493	2%
Group III	593	24%	429	23%	4 598	19%	3 993	20%
Group IV	431	17%	366	19%	3 759	16%	3 653	18%
Group Va	633	22%	452	24%	5 718	18%	4 063	20%
Group Vb	348	14%	236	12%	3 248	14%	2 641	13%
Total	2,511	100%	1,903	100%	23,588	100%	20,160	100%

	TOTAL (HQ and FO)							
	Nombre de consultants				Montant (milliers de dollars)			
	2021	%	2022	%	2021	%	2022	%
Group I**	1,084	30%	948	32%	15,337	41%	15,497	43%
Group II	150	4%	167	6%	974	3%	1,189	3%
Group III	719	20%	549	18%	6,290	17%	6,004	17%
Group IV	533	15%	483	16%	4,896	13%	5,165	14%
Group Va	712	20%	527	18%	6,508	15%	4,992	14%
Group Vb	398	11%	294	10%	3,765	10%	3,388	9%
Total	3,596	100%	2,968	100%	37,770	100%	36,237	100%

Group I: Europe and North America (incl. USA & ISR); Group II: Eastern Europe; Group III: Latin American and the Caribbean; Group IV: Asia and Pacific; Group V (a): Africa; Group V(b): Arab States.*

Table 12 - Nationality of Consultants hired in 2021 and 2022, by Regional group corresponding to the hiring office

		Regional group* where office is located					
		Europe and North America (incl. HQ)	Central and Latin America	Asia and the Pacific	Africa	Arab States	Total
Consultants' regional groups	Group I**	60.6%	9.8%	15.9%	13.0%	15.6%	29.6%
	Group II	5.4%	-	17.7%	0.1%	0.8%	5.1%
	Group III	10.7%	89.6%	0.8%	0.7%	0.2%	19.2%
	Group IV	11.2%	0.2%	65.2%	0.9%	2.5%	15.7%
	Group Va	7.0%	0.2%	0.3%	83.8%	0.7%	19.4%
	Group Vb	5.1%	0.1%	0.1%	1.5%	80.2%	11.0%
	Total	100%	100%	100%	100%	100%	100%

*Group I: Europe and North America (** incl. USA & ISR); Group II: Eastern Europe; Group III: Latin American and the Caribbean; Group IV: Asia and Pacific; Group V (a): Africa; Group V(b): Arab States

Table 13 - Number of Consultants hired in 2021 and 2022, by gender

	HQ		FO*		TOTAL	
	2021	2022	2021	2022	2021	2022
F	602	592	1,086	849	1,688	1,441
% F	55%	56%	43%	45%	47%	49%
M	483	473	1,425	1 054	1,908	1,527
Total	1,085	1,065	2,511	1,903	3,596	2,968

* Excluding data concerning UBO and institutes

Table 14 - Number of Consultant contracts issued to former UNESCO staff members, 2021 and 2022

	2021			2022		
	Individual consultants	Retired Staff	% Retired staff	Individual consultants	Retired Staff	% Retired staff
HQ	1,085	8	0.7%	1,065	8	0.8%
Field	2,511	17	0.7%	1,903	10	0.5%
Total	3,596	25	0.7%	2,968	18	0.6%

Part 4 : Short-Term Contracts (STCs)

Table 15 - Short-term contracts (STCs) at Headquarters

	2021	2022	Evolution 2021-2022
No. of contract holders	392	403	+3%
No. of contracts	4,483	4,006	-11%
Contract expenditure (in thousands of US dollars)	6,210	4,070	-34%
No. of days of employment per contract holder (average over the year)	33	25	-8 days

ANNEX III

DISTRIBUTION OF CONSULTANTS AND SERVICE CONTRACTS BY NATIONALITY

Nationalities	2021		2022	
	Individual consultants	Service-contract holders	Individual consultants	Service-contract holders
Afghanistan	4	53	13	47
Albania	-	-	2	-
Algeria	15	3	5	2
Andorra	2	-	1	-
Angola	5	3	1	2
Argentina	74	6	62	7
Armenia	1	-	1	-
Australia	44	2	39	2
Austria	6	-	3	-
Azerbaijan	3	1	2	-
Bahamas	3	-	-	-
Bahrain	1	-	-	-
Bangladesh	10	10	8	10
Barbados	2	-	3	3
Belarus	1	-	1	-
Belgium	21	3	22	1
Belize	2	-	1	-
Benin	10	1	10	3
Bhutan	1	-	-	-
Bolivia (Plurinational State of)	6	1	6	-
Bosnia and Herzegovina	13	4	10	4
Botswana	3	-	2	1
Brazil	33	3	28	1
Bulgaria	2	2	1	2
Burkina Faso	23	4	14	3
Burundi	3	6	3	9
Cabo Verde	3	-	-	-
Cambodia	14	18	15	21
Cameroon	62	54	35	52
Canada	72	-	60	-
Central African Republic	5	-	1	-
Chad	13	12	6	14
Chile	83	17	64	19
China	56	22	47	27
Colombia	55	2	27	4
Comoros	3	-	-	-
Congo	18	8	16	5
Costa Rica	16	6	14	6
Côte d'Ivoire	54	20	31	19
Croatia	2	-	2	-
Cuba	26	17	21	22

Cyprus	2	-	1	-
Czechia	2	-	2	-
Democratic Republic of the Congo	19	19	15	16
Denmark	4	3	4	1
Djibouti	1	-	-	-
Dominica	-	1	-	1
Dominican Republic	5	-	1	-
Ecuador	18	11	13	14
Egypt	40	24	30	22
El Salvador	7	-	4	-
Equatorial Guinea	-	3	-	-
Eswatini	1	1	3	1
Ethiopia	20	8	17	9
Fiji	5	-	2	-
Finland	5	-	5	-
France	329	123	294	108
Gabon	19	10	20	14
Gambia	4	2	4	2
Georgia	3	-	4	-
Germany	45	11	39	13
Ghana	17	13	13	13
Greece	12	1	10	2
Guatemala	43	7	18	7
Guinea	3	3	4	3
Guyana	-	-	1	-
Haiti	20	12	20	12
Honduras	9	1	6	-
Hungary	2	1	2	1
Iceland	-	-	1	-
India	53	17	61	23
Indonesia	21	25	14	30
Iran (Islamic Republic of)	12	9	12	9
Iraq	14	37	16	35
Ireland	17	-	10	2
Israel	5	-	4	-
Italy	89	19	91	23
Jamaica	16	5	16	7
Japan	13	2	10	3
Jordan	24	18	19	18
Kazakhstan	31	13	22	12
Kenya	35	12	36	22
Kuwait	3	-	1	-
Kyrgyzstan	26	1	21	1
Lao People's Democratic Republic	4	-	5	-
Latvia	2	-	2	-
Lebanon	75	20	73	21
Lesotho	-	1	2	1
Liberia	5	2	5	2
Libya	2	-	2	-
Lithuania	4	-	2	-
Madagascar	26	14	32	10

Malawi	12	5	8	3
Malaysia	7	-	11	-
Maldives	-	-	1	-
Mali	24	34	18	40
Malta	1	-	2	-
Mauritania	8	2	12	2
Mauritius	7	-	3	-
Mexico	138	19	100	20
Mongolia	9	-	2	-
Montenegro	1	-	2	-
Morocco	43	13	37	16
Mozambique	17	11	17	15
Myanmar	31	16	37	13
Namibia	11	7	5	9
Nepal	31	16	29	12
Netherlands	18	5	15	4
New Zealand	5	1	7	1
Nicaragua	1	1	2	-
Niger	10	-	5	-
Nigeria	52	9	27	9
North Macedonia	1	-	2	-
Norway	4	-	7	-
Oman	3	-	-	-
Pakistan	22	19	19	18
Palau	1	-	-	-
Palestine	45	16	18	17
Panama	3	-	1	-
Paraguay	7	1	2	1
Peru	98	12	92	17
Philippines	28	4	21	5
Poland	5	2	6	-
Portugal	16	5	16	2
Republic of Korea	18	3	11	4
Romania	3	1	5	2
Russian Federation	23	4	8	3
Rwanda	4	-	5	-
Saint Kitts and Nevis	-	-	1	-
Saint Lucia	1	-	-	-
Samoa	3	1	3	1
Sao Tome and Principe	-	-	1	-
Saudi Arabia	3	-	2	-
Senegal	38	14	28	14
Serbia	5	-	8	1
Seychelles	1	-	-	-
Sierra Leone	4	1	4	-
Singapore	3	-	5	-
Slovenia	1	-	1	-
South Africa	27	2	24	3
South Sudan	17	9	14	10
Spain	84	16	69	18

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Sri Lanka	4	1	2	1
Sudan	60	7	28	6
Suriname	1	-	-	-
Sweden	7	-	6	1
Switzerland	13	4	11	4
Syrian Arab Republic	10	2	6	3
Tajikistan	5	-	7	4
Thailand	36	37	28	32
Timor-Leste	5	6	3	5
Togo	14	3	13	3
Tonga	1	-	-	-
Trinidad and Tobago	6	-	2	-
Tunisia	28	6	29	8
Türkiye	4	1	5	-
Tuvalu	1	-	-	-
Uganda	20	2	9	1
Ukraine	3	1	12	3
United Kingdom of Great Britain and Northern Ireland	155	5	133	5
United Republic of Tanzania	26	10	20	12
United States of America	140	4	118	4
Uruguay	22	12	30	4
Uzbekistan	67	21	85	22
Vanuatu	1	-	1	-
Venezuela (Bolivarian Republic of)	12	-	8	3
Viet Nam	31	14	27	15
Yemen	18	1	14	1
Zambia	8	3	8	9
Zimbabwe	61	26	42	40
<i>Nationalities missing</i>	15	-	10	-
Total	3,550	1,142	2,936	1,190

ANNEX IV**UNESCO OFFICE IN BRASILIA (UBO)****Consultant contracts****Number and amount**

1. Table A shows that 610 consultant contracts were issued by the UNESCO Office in Brasilia in 2022, 9% less than in 2021. Spending (in US\$) in 2022 was \$8.167 million, was 10% higher than in 2021.

Table A**Number of consultant contracts and corresponding amount - UBO, 2021-2022**

	2021	2022	Evolution 2021-2022
Number	670	610	-9%
Amount (Expenditure in thousands of dollars)	7,443	8,167	10%

Source of funding

2. Table B shows that in 2022, 98% of overall spending on consultant contracts was financed using extrabudgetary funds (EBF).

Table B**Spending on consultant contracts, by source of funding - UBO 2021-2022**

	2021		2022	
	Spending (in thousands US\$)	%	Spending (in thousands US\$)	%
RP	195	3%	175	2%
EBF	7,248	97%	7,992	98%
Total	7,443	100%	8,167	100%

Contracts by value

3. Table C shows that 95% of consultant contracts issued in 2022 were for an amount lower than \$25,000, as compared with 99% in 2021. Meanwhile, there were two contracts for an amount higher than \$50,000 (as compared with 1 in 2021).

Table C

Number of consultant contracts by value - UBO, 2021 and 2022

	2021		2022	
	Number of consultant contracts	%	Number of consultant contracts	%
Less than 5,000	121	18%	84	14%
5,000-9,999	173	26%	130	21%
10,000-24,999	368	55%	363	60%
25,000-49,999	7	1%	31	5%
50,000 and higher	1	0,1%	2	0,3%
Total	670	100%	610	100%

Duration of contracts

4. Table D shows that 3% of the consultant contracts concluded in 2022 were of a duration shorter than three months, as compared with 5% in 2021. Meanwhile, 91% were of a duration longer than six months (as compared with 89% in 2021).

Table D

Number of consultant contracts by duration - UBO, 2021 and 2022

	2021		2022	
	Number of consultant contracts	%	Number of consultant contracts	%
Less than 1 month	0	0%	0	0%
1 to 3 months	36	5%	19	3%
3 to 6 months	40	6%	35	6%
Over 6 months	594	89%	556	91%
Total	670	100%	610	100%