Please note that Assignment Grant will be discontinued as of 1st July 2016 and replaced by Settling-in Grant.

What is Assignment Grant?

Assignment Grant is an entitlement paid to eligible staff members on initial appointment or reassignment to a new duty station. The purpose of the grant is to provide staff with a reasonable cash amount to help cover costs incurred during relocation, such as pre-departure expenses and initial costs of establishing a household.

Who is eligible to receive Assignment Grant?

Assignment Grant is normally payable to International Professional staff members who have traveled beyond commuting distance to take up their appointment with UNICEF. In order to receive this grant, this appointment-related travel must be authorized and paid by the Organization.

How is the Assignment Grant calculated?

The grant provided depends on a number of factors: the type of contract and duration of appointment, the classification level of the duty station, and the installation of any eligible dependent family member.

There are two different components of the Assignment Grant:

- The Daily Subsistence Allowance (DSA) portion, which is based on a daily rate established for each duty station by the International Civil Service Commission, and;
- The Assignment Grant Lump Sum (AGLS), which is equivalent to one month’s net base salary plus the corresponding post adjustment for the location.

Eligible staff members on temporary appointment will generally receive the following Assignment Grant:

* 15 days DSA for assignments of less than 6 months
* 30 days DSA for assignments of 6 months or more
* There is no AGLS payable for staff on temporary appointment, nor are they eligible to receive any assignment grant on behalf of any of their family members.
Eligible staff members on permanent and continuing appointment, and fixed-term appointments of one year or more will receive the following Assignment Grant:

* 30 Days DSA and one month’s AGLS.

* In addition, they may receive an additional 30 days DSA at 50 per cent of the applicable rate for any eligible dependent family members who are installed at the duty station at UNICEF’s expense. For field duty stations, an additional month of AGLS may be payable to staff who were installed and whose service at the same duty station is extended up to three years or longer.

**When is the Assignment Grant paid?**

The DSA portion of the Assignment Grant is generally paid upon arrival at the duty station. Payment of the AGLS is included the first month’s salary.

**What happens if I am paid Assignment Grant and do not complete the assignment?**

In the event that an assignment is cut short and a staff member does not complete the qualifying period of service at the duty station, the Assignment Grant Lump Sum can be recovered on a prorated basis. The DSA portion, however, will not be recovered.

**Key references:**

UN Staff Rule 7.14 – Assignment Grant

CF/Al/2010-002 – Assignment Grant

**Websites:**


**Disclaimer:** This fact sheet is intended for informational purposes only. The UN Staff Rules and official UNICEF policy documents are the authoritative documents on this topic.