

## **Section 3-A: Terms of Reference (TOR)**

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### **DEATH AND DISABILITY INSURANCE**

#### **1. BACKGROUND**

The International Renewable Energy Agency (IRENA) is an intergovernmental organization that supports countries in their transition to a sustainable energy future and serves as the principal platform for international cooperation on renewable energy. With 160 Members, including 159 Member States and the European Union, IRENA promotes the global adoption of all forms of renewable energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity.

IRENA Staff Regulation 7.2 requires the Director-General of IRENA (hereinafter “Director-General”) to establish a social security scheme to provide compensation to the staff members of IRENA in the event of death, injury or illness attributable to the performance of official duties on behalf of IRENA.

IRENA Staff Rule 107.2 provides that a staff member, or his or her surviving spouse or dependent, shall be entitled to compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the Agency, in accordance with Rules established by the Director-General.

In order to implement the above-mentioned Staff Regulation and Staff Rule, the Director-General promulgated **Directive 2012/1 of 14 February 2012** (hereinafter “the Directive”), which sets out the regime under which a staff member, or his or her surviving spouse or dependent, shall be entitled to compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the Agency (also referred to as “service-incurred” illness, injury or death)

#### **2. SCOPE OF INSURANCE**

The criteria for determination of entitlement to compensation and the methodology for determination of the quantum of compensation are set out in the Directive, a copy of which is attached to this Request for Proposals as **Section 3-B**. The relevant provisions of these Terms of Reference apply together with the provisions of the Directive, provided that in case of discrepancy or inconsistency between provisions of the Directive and provisions of these Terms of Reference on a same subject matter the former prevail.

IRENA shall determine which of its employees are staff members eligible for insurance under its applicable regulations, rules and policies. The current number of posts by level which will be subject to the insurance policy, as of 15 April 2019, are listed in the table below.

***The Directive and these Terms of Reference shall be an integral part of any contract resulting from the Request for Proposals.***

<b>Position Level</b>	<b>Number of Staff (active)</b>	<b>Number of Staff (under recruitment)</b>	<b>Total<sup>1</sup></b>
ASG	1	0	1
D-2	0	0	0
D-1	4	0	4
P-5	13	4	17
P-4	23	6	29
P-3	35	2	37
P-2/1	34	1	35
<b><i>Sub-total Professional and above</i></b>	<b><i>110</i></b>	<b><i>13</i></b>	<b><i>123</i></b>
GS-4	6	0	6
GS-5	11	2	13
GS-6	16	0	16
GS-7	0	0	0
<b><i>Sub-total General Services</i></b>	<b><i>33</i></b>	<b><i>2</i></b>	<b><i>35</i></b>
<b>Total</b>	<b>143</b>	<b>15</b>	<b>158</b>

### **3. ABOUT IRENA PENSIONABLE REMUNERATION**

**\* IRENA requires that proposals for coverage are based on a percentage rate of the pensionable remuneration.**

As established in the relevant Staff Regulations and Rules, “pensionable remuneration” at IRENA is linked to the pensionable remuneration scale of the organizations of the United Nations common system of salaries, allowances and benefits. For positions at the Professional

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<sup>1</sup> The total number is subject to change as a result of subsequent new appointments and separations.

and higher categories, pensionable remuneration is denominated in US dollars on a scale approved by and is available from the International Civil Service Commission (ICSC) at <http://icsc.un.org>. For General Service positions, pensionable remuneration is denominated in the local currency of the duty station and the most recent scales are available from the United Nations Secretariat at [http://www.un.org/Depts/OHRM/salaries\\_allowances/salaries/g\\_s.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/g_s.htm). The Agency operates in three duty stations: Abu Dhabi (the headquarters), Bonn and New York.

#### **4. SERVICE- INCURRED ILLNESS, INJURY OR DEATH**

In addition to the Directive, the following provisions apply for the determination of entitlement to compensation. A death, injury or illness is service-incurred if it is directly attributable to the performance of official duties on behalf of IRENA, in that it occurred while engaged in activities and at a place required for the performance of official duties.

(i) Incidents on the IRENA premises: if an incident occurs on IRENA premises, the resulting injury, illness or death may be service-incurred, unless at the time of the incident the staff member is engaged in an activity outside the scope of the staff member's official duties;

(ii) Incidents off the IRENA premises: if an incident occurs away from the IRENA premises, the resulting injury, illness or death may be service-incurred if such death, injury or illness would not have occurred but for the performance of official duties, and if the incident occurred in any of the following circumstances:

a. During duly authorized official travel;

b. In the course of the staff member's travel by reasonable means of transportation and on a direct route, by time or distance, between his/her place of work and residence. A direct route is deemed to commence upon departure from, or be terminated on arrival at, IRENA premises or the property line at the designated place of work or the property line of the staff member's place of residence, such residence including yards, lawns, driveways, garages, stairways, entrances, elevators, basements, hallways or common areas, without deliberate deviation from such route except for such deviations that are not motivated merely by the personal interest of the staff member necessary but are reasonably justified by the employment of the staff member, the essential requirements of everyday life or another legitimate reason<sup>2</sup>;

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<sup>2</sup> Examples of such permissible deviations are:

- if the place of work can be reached more quickly by taking a longer route, e.g., in case of unusually heavy traffic;
- to take the staff member's child to or from his/her school or nursery;
- to take a dependant or parent to or from a health facility;
- to drive to and from the place where the staff member habitually takes his/her meals;
- to drive a colleague between his/her residence and IRENA premises;
- to arrange for flowers or other items for a staff party;
- to go to a medical appointment;
- to draw money from a cash dispenser;
- to buy food or medicines.

c. While the staff member is at a location required for the performance of official duties or in transit by direct route by time or distance to or from such a location, without deliberate deviations from such direct route except for such deviations that are not motivated merely by the personal interest of the staff member but are reasonably justified by the employment of the staff member, the essential requirements of everyday life or another legitimate reason<sup>3</sup>.

(iii) An incident that occurs during the following types of official travel may be service-incurred only in cases in which the incident occurs during travel between the departure location and the destination location, as set out in the applicable travel authorization and itinerary:

- a. Home leave travel;
- c. Family visit travel;
- d. Education grant travel by the staff member in lieu of the child's travel;
- e. Medical evacuation travel not related to a prior service-incurred injury or illness; or
- f. Medical evacuation upon request by the staff member to his or her home country.

(iv) A death, injury or illness may be service-incurred if a staff member is on official travel in an area involving special hazards, as documented and addressed by authorized IRENA officials and the underlying incident occurred as a direct result of such hazards.

*Intentionally left Blank*

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<sup>3</sup> See footnote 2.