



United Nations
International Civil Service Commission
Nations Unies
Commission de la fonction publique internationale

Title : Pricing Agent
Reports to : Survey Coordinator
Duty Station : Jakarta, Indonesia
Type of assignment : short-term consultancy
Duration : Two weeks in June 2021

Duties and responsibilities:

1. Pricing Agent will be required to conduct price data collection (ie. shops, stores, supermarkets, etc.) at outlets that are likely to be patronized by international staff or expatriates at the duty station. The sole purpose of the data collection is to compare current living costs at the duty station with those in New York and not for comparing one outlet's prices with those of other outlets at the duty station.
2. The following documents will be provided to you by the Survey Coordinator:
 - TWO copies of the **pricing form** for the entry of the prices collected for each of the items specified.
 - **A list of stores/outlets** (with complete addresses) to be used for price data collection.
 - **The questionnaire** on general market conditions in the duty station.
 - One **prescription medication pricing form** for each pharmacy, that can be dropped off and then picked up at a later time/date.
3. You may use one copy of the pricing form as a working copy from which you will transfer the information to the other (and cleaner) copy. Make sure that the information is identical in both copies. If you chose to use the prescription medication pricing form, ensure that all prices are copied into the larger pricing form. The entire period of the price data collection exercise should be entered on the COVER page of the pricing form. All prices should be collected within the same calendar month.
4. The names and addresses for the outlets to be visited will be provided to you by the Survey Coordinator.
5. You are encouraged to propose to the Survey Coordinator for approval, substitute outlets to replace these 'unusable' ones, on the basis of your knowledge of the local market, provided that this process will not impede the overall schedule of pricing activities or the quality of the collected data. However, outlets that you propose should be likely to be patronized by international UN staff or expatriates in general and can be used for item price collection only upon the approval of the local Survey Coordinator.
6. Total items to be priced is 232. Your goal is to collect prices for up to 5 brands from up to 5 outlets, for a total of 25 price quotations per item. However, this goal is difficult to attain,

due to the often-limited number of outlets and brands, as well as the tightness of the specifications for some items. In any case, it is desirable to obtain a **minimum** number of 5 price quotations for each item.

7. The items included in these pricing forms are standard and used worldwide for the UN common system. It is assumed that some items may not be available due to local conditions. If some items cannot be priced due to conditions specific to the duty station, please provide an explanation. For instance, woollen clothing such as items 019-05 (Men's suit, wool) and 020-05 (Women's blazer, mainly wool), might not be available in a country with a warm climate.
8. When the task is completed, please, return both copies of the pricing form and the completed questionnaire on local market conditions to the Survey Coordinator. The working copy of the pricing form will be retained by the Survey Coordinator at the local office and the clean copy sent to the ICSC, our office in New York, by the Survey Coordinator.

Qualifications:

1. An independent person with no past or present work experience with any of the organizations of the United Nations Common System and is not an immediate relative of a UN staff member (child, parent, spouse, etc.).
2. Has international shopping experience with knowledge of the local market.
3. Is preferably an expatriate who has lived at the duty station for at least one year.
4. Has the ability to get around the duty station to visit the outlets by either public transportation or his/her own means of transport if necessary.
5. Is conversant with English, French or Spanish to ensure proper interpretation of item specifications as provided on the pricing forms.
6. Is able to communicate effectively (preferably in the official language of the duty station) because the job requires interaction with outlet owners and workers.
7. Possesses a High School Diploma or equivalent.
8. Having experience in the field of statistics, economics, project management, auditing, accounting and/or finance is an additional asset
9. Is available to complete the job within the given time frame.

CV is to be sent to Angeline Paramita (angeline.paramita@undp.org) by COB Friday, 28 May 2021 (GMT+7)