

Vacancy Announcement No. ICSC/06/2026

Deadline for submission of applications: **30 September 2026**

Short-term Individual Contractor

Cost-of-Living Division

International Civil Service Commission, New York

Number of available posts: 2

Level of post: Consultant, level B

Location: Madrid (Spain) based

Duration of assignment: 5-16 October 2026, with a variable (up to 10) number of working days, to be determined upon finalization of the contract

Overall setting

The International Civil Service Commission (ICSC), which is based in New York, was established by the United Nations General Assembly to regulate and coordinate the conditions of service of the United Nations common system. The Cost-of-Living Division of the ICSC maintains the Post Adjustment System (PAS) to ensure that no matter where United Nations common system staff work, their net remuneration has a purchasing power equivalent to that at the base of the system, New York. For this purpose, the Cost-of-Living Division organizes the periodic collection of data through cost-of-living surveys in accordance with a specific methodology.

Under the overall direction of the Chief of the Cost-of-Living Division and working with an assigned statistician focal point of the Cost-of-Living Division, the Individual Contractor will have the role of **Price Survey Consultant** and assist the focal point in conducting a price survey in Madrid, including in-person visits to stores, collection from outlets' websites, phone calls, or other modalities as per provided guidelines.

Duties and responsibilities

Under the overall guidance of the pricing team lead, the consultant will be responsible for the following duties:

- Support the pricing teams to strategically plan and collect prices from the list of stores/outlets provided by the Survey Coordinator
- Provide context to the pricing teams about the local market conditions

- Support the pricing teams to ensure that collected prices conform to the approved list of outlets and adhere to item specifications
- Review the outlets to be priced accurately with the pricing teams
- Provide guidance on suitable outlets if there was need to replace outlets
- Support the pricing teams in gaining access to the outlets and obtaining permission from the store managers

Qualifications and Selection Criteria

The following are the qualifications expected of a Price Survey Consultant. He or she:

1. Is an independent person with no recent or present work experience with any of the organizations of the United Nations Common System in Spain and is not an immediate relative of a UN staff member (child, parent, spouse, etc.).
2. Has shopping experience with knowledge of the Madrid market.
3. 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.
4. Is conversant with English and Spanish to ensure proper interpretation of item specifications as provided on the pricing forms.
5. Possesses at least a High School Diploma or equivalent.
6. Having experience in the field of statistics, economics, merchandise or inventory management is an asset.
7. Having experience in price collection or experience in a statistical agency is an additional asset.
8. Is available to complete the job within the given time frame.

Duration and payment

The contract is for a duration of **up to 10 days of work**, the exact number to be determined before the beginning of the price survey, which will commence on 05 October and conclude on 16 October 2026. The fee for this consultancy service is **EUR 300 per day**, to be paid upon satisfactory completion of the contract and certification by the focal point of the number of days worked, in accordance with the contract to be signed by the consultant.

ALL APPLICANTS: Please provide an updated curriculum vitae, along with a brief cover letter and send it to icsc-dropbox@un.org.