

March 01, 2016

**VERIFICATION OF EMPLOYMENT**

**TO WHOM IT MAY CONCERN:**

The information listed below certifies the employment status of the indicated former World Bank Group staff member as recorded in official records.

Please note that Short Term Consultant appointments are limited to 150 days per fiscal year.

Name: **Merodio Gomez, Paloma**  
Title: **Consultant**  
Organization: **IFC**  
Department: **CDIIS**  
Appointment Type: **HCON ST**  
Duty Station: **WASHINGTON, DC**  
Date of Appointment: **06/01/2013**  
End Date of Appointment: **06/30/2013**



Prabhakaran TKV  
HR Service Delivery Representative  
Human Resources Operations Team

# The World Bank

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT  
INTERNATIONAL DEVELOPMENT ASSOCIATION

WORLD BANK OFFICE, JAKARTA

JSEB Tower 2, Jl. Jend. Sudirman Kav. 52-53, Jakarta 12190  
Telephone: (62-21) 52993000 • Facsimile: (62-21) 52993111

April 25, 2012



DocId 000208: STC/STT LoA

Ms. Paloma Merodio Gomez

UPI: [REDACTED]  
[REDACTED]  
[REDACTED]

**P.O. Number:** [REDACTED]

Dear Ms. Merodio Gomez:

1. I am pleased to offer you a Short Term Temporary appointment to the Staff of the World Bank Group for an assignment with TWIEA Unit. Your Task Team Lead (TTL) for this assignment will be Mr. Deviarandy Setiawan, who is responsible for determining your Terms of Reference and for providing guidance, supervising, and confirming the completion of your work. We expect to need your services for about 360 (three hundred sixty) hours during the period of June 01, 2012 to July 31, 2012 in Indonesia.
2. In the event the World Bank Group finds it necessary to cancel the assignment or to shorten its duration, the World Bank Group reserves the right to adjust the terms of the assignment as necessary. Your appointment will terminate accordingly, unless it is extended or a new appointment is made. The World Bank Group has no obligation to extend the appointment or to offer a new appointment, even if your performance is outstanding, but it may do so if agreed to in writing before the time of the expiration of the appointment.
3. The World Bank will make every effort to give you as much notice as possible of any change to your appointment. In the event the World Bank finds it necessary to extend the terms of this assignment, every effort will be made to accommodate your interests.
4. Notwithstanding any provisions of this letter of appointment, your appointment may be terminated if the World Bank's office to which you are assigned is closed. In such a case, the Bank will make every attempt to give you reasonable notice of termination of this appointment.
5. If you are a former World Bank Group staff member, limitations on your reappointment are specified in Staff Rule 4.01.
6. Your Terms of Reference are attached. By signing this letter of appointment, you agree to carry out your appointment in accordance with these Terms of Reference.

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7. Your appointment is subject to local recruitment and is subject to the conditions of employment of the World Bank Group. During this assignment you will be considered a World Bank Group staff member and will be subject to the Staff Rules in effect at the time you are appointed and as they may be amended from time to time. Please note that the manager of the unit to which you are assigned for is Ms. Almud Weitz.
8. Please note that it is your responsibility to obtain the appropriate visa or work authorization (if applicable).
9. Your remuneration will be at the rate of IDR. 125,000 net of tax per hour. Please provide complete payment information on your local bank account to Accounting Unit (EACIFACCT), who will be handling the administration associated with this appointment. After your start date you may request settlement of remuneration owing to you online at <http://strequest.worldbank.org>.
10. Short Term Temporaries are eligible for overtime. Please note that payment of overtime is applicable after you have worked 40 (forty) hours per week, as approved by your manager. If the period of overtime work is less than one-half hour, no payment will be made.
11. Travel may be authorized by the World Bank in connection with this assignment. The policies regarding travel and subsistence are governed by the World Bank Group's Operational Travel Policy (Administrative Manual Statement 3.00). The World Bank Group requires all Short Term Consultants and Short Term Temporaries to obtain Country Clearance prior to departing on mission. If you are travelling within 5 days of signing this contract, you must send a copy of your itinerary, contact information while on trip (mobile phone/email), and trip purpose to Country Clearance Officers assigned to each country on your itinerary. Please contact your manager to facilitate the clearance prior to your travel.
12. While you are in authorized travel status on official World Bank Group business on this assignment, you will be covered by the World Bank Group's Accidental Death and Dismemberment Insurance, limited medical insurance and Accompanying Baggage insurance policies. The World Bank Group also provides Worker's Compensation insurance. Please note that these insurances will not cover you while on vacation or other personal trips before, during, or after an assignment with the World Bank Group. You are therefore advised to carry personal insurance covering such occasions.
13. The automatic beneficiary designation contained in the World Bank Group's Accidental Death and Dismemberment Insurance policy indicates that payment for loss of life of the consultant will be made to the spouse, if living 10 days after the death of the insured; otherwise, to the estate of the insured. However, if a written designation of a different beneficiary is filed with the World Bank Group (in the specific country office) payment will be made to that beneficiary. You may obtain a form for designating a beneficiary (Form F01603 Designation of Beneficiary for CO Staff) at <http://go.worldbank.org/TPY6ZVXBT0>.
14. The World Bank Group Emergency Contact System is used to contact a relative or friend in the event of an emergency. Please provide us with contact information by accessing <http://go.worldbank.org/TPY6ZVXBT0>. You should receive a confirmation email within 24 hours. If you do not have electronic access, please contact your TTL.

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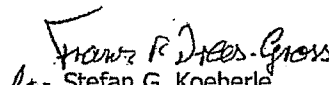
15. Additional details about policies and procedures relating to Short-Term appointments are set forth in the guide "G00050 Notes for Short-Term Consultants and Short-Term Temporaries."
16. Unless otherwise provided in your Terms of Reference, all intellectual property rights in or relating to any works produced during the course of your appointment shall belong to the Bank. All materials produced or acquired under the terms of this appointment - written, graphic, film, magnetic tape, or otherwise - shall belong to the World Bank. The World Bank retains the exclusive right to publish or disseminate in all languages reports arising from such materials. The rights and duties provided for in this paragraph shall continue indefinitely, notwithstanding your termination of employment and agreed Terms of Reference.
17. You also agree that all knowledge and information not already within the public domain which you may acquire from the World Bank or its employees or by virtue of your assignment shall for all time and for all purposes be regarded by you as strictly confidential and held by you in confidence, and shall not be directly or indirectly disclosed by you to any person whatsoever excepting with the World Bank's prior written permission. You further agree that you will comply with the World Bank's Information Security Policy, as set forth in AMS 6.21.
18. You are responsible for being familiar with the conflict of interest rules, contained in Staff Rules 3.02 and 3.03, that apply to you and members of your immediate family during your employment with the Bank and for two years after termination of your assignment.
19. While employed as a Short Term Consultant, you and members of your immediate family may not be employed by member governments or other entities on World Bank Group financed projects during the period of your employment with the World Bank Group, if this work is for the same country. In addition, for a period of two years after termination of this assignment, you should not seek or accept work connected with projects or operations that were of direct concern or make use of material acquired during this assignment, unless the prior consent of the World Bank has been obtained, as per Staff Rule 3.02.
20. Current and former Bank Group staff, regardless of appointment type held, are ineligible to be Bank Group vendors or subcontractors to Bank Group vendors, whether as sole proprietors or independent contractors, during their appointment and for a period of twelve months ("Cooling Off Period") from the termination date of their Bank Group appointment. This Cooling Off Period also applies to companies in which a current or former Bank Group staff member is an owner, principal, director or officer, or holds a financial interest. The Cooling Off Period also applies to companies with which close relatives (spouses, parents, full and half siblings, children, aunts, uncles, nieces, nephews and domestic partners) of current or former Bank Group staff are owners, principals, directors or officers, or hold a financial interest. In the context of the Cooling Off Period, "financial interest" does not include negligible stock holdings in entities listed on the S&P 1200. Additional information regarding these restrictions may be found at <http://go.worldbank.org/TPY6ZVXBT0>.
21. Should you have any questions about this offer of appointment or its terms and conditions, please do not hesitate to communicate with Ms. Pantja S. Widdarini, Human Resources Officer.

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22. Short Term Temporary may not start work or travel until all pages of the signed Letter of Appointment have been submitted.

23. Please indicate your acceptance of this offer of appointment and your understanding of its terms and conditions by signing and returning all pages of the letter of appointment, not just the signature page to HR Unit (HR INDONESIA). By signing your Letter of Appointment, you also acknowledge that you have received, read and understand its enclosures.

Sincerely yours,

  
for Stefan G. Koeberle  
Country Director, Indonesia

**Acceptance:**

I certify that, if I am not a citizen of the country of which I am undertaking the assignment, I will obtain a valid visa and valid work authorization which allows me to be employed by the World Bank Group for the duration of this assignment. I will not commence this assignment until I have satisfied this requirement.

I hereby accept my appointment to the staff of the World Bank Group, under the terms and conditions of employment set forth in my letter of appointment and the policies and procedures of the World Bank presently in effect and as may be amended from time to time. I recognize that in the event of a conflict between this Letter of Appointment and the Staff Rules, the Staff Rules will prevail.

I certify that my employment with the World Bank Group under the terms of this letter of appointment and the Terms of Reference does not violate any law or employment regulations or policy to which I am subject. I certify that I will advise the HR Service Center of any close relatives employed by the World Bank Group.

I certify that if I am a United States national, I have so advised the World Bank Group for income tax reporting purposes, even if I am also a national of another country. I understand that as a U.S. citizen, I am responsible for paying federal taxes, state income taxes and payroll taxes (social security and Medicare taxes at the self-employment rate).

I certify that if I become a United States citizen during my employment with the World Bank Group, I will report this to the World Bank upon naturalization. I understand if I become a U.S. citizen, I will be responsible for paying federal taxes, state income taxes and payroll taxes (social security and Medicare taxes at the self-employment rate).

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I certify that if I travel during the length of this contract I will obtain Country Clearance as stated in AMS 3.00 before I depart.

I have received, reviewed, and understand the World Bank Group's Staff Principle 3 – "General Obligations of Staff Members," and Staff Rules 3.01, 3.02 and 3.03. I certify that my employment with the World Bank Group under the terms of this letter of appointment and the Terms of Reference does not violate the provisions of this Principle and these Rules.



Signature

1 June 2012

Date

Principles of Staff Employment, Principle 3

Staff Rules 3.00-3.06

Code of Ethics

Administrative Manual Statement 3.00 – Operational Policy

Administrative Manual Statement 3.10 – Operational Policy Expense reimbursement

G00050 Notes for Short Term Consultants & Short Term Temporaries

Attachments:

Terms of Reference

