



Working at the Global Fund

Information for Applicants: Being an On-Site Consultant

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Geneva, Switzerland

A guide to working at the Global Fund and living in Switzerland for those considering applying for, or in the process of negotiating, on-site, independent consulting positions

Contract and Payment

As an independent consultant, you are entered into the procurement system as a contractor and are therefore treated like any other supplier. Payment is made for services rendered, which you agree to in advance, along with specific deliverables (terms of reference) after the submission of a signed invoice.

The Consultancy Contract

Payments terms and conditions are set out in the purchase orders created by the Sourcing Department.

You would be paid a daily rate agreed upon during the contracting process. The Sourcing Department aims to establish daily rates based on the nature of the role and the experience and expertise of the consultant being hired, which vary by case. They may ask individual consultants to provide documentation to substantiate claimed rates.

The terms of your consultancy agreement would be governed by the contract you sign with the Sourcing Department, rather than through a contract of employment. However, some terms and policies that apply to Global Fund employees may also apply to independent consultants. These include reference checks to establishing whether any conflict of interest exists and your agreement to a Code of Conduct.

Consultants should review later sections of this document for information regarding Swiss taxes, insurance and other payments for which they may be liable. These costs should be considered when calculating annual income and expenses and inform your negotiations during the contracting process.

Contract Terms

Your contract would be based on a 40-hour working week. Independent consultants are not paid for overtime hours, though some roles require flexible hours. Certain departments that expect consultants to regularly work overtime have unofficial internal compensation policies and you should agree on these in writing in advance with your hiring manager.

Similarly, payment for independent consultants is solely for days worked. There is no payment for absence such as national holidays, Executive Director's compensatory days, annual leave or sick leave. Leave costs should be factored into the rate negotiated at the outset of your contract.

Facilities & Equipment

As on-site service providers, consultants may have access to certain Global Fund facilities, equipment and services – generally those that enable them to fulfill their function.

Travel to Work

There is a regular train service from Gare Cornavin to Vernier station just a five minute walk from the office. Bicycle racks are provided. On-site parking spaces are currently not available for consultants.

IT Equipment

You may receive electronic equipment if this is necessary to effectively fulfill your duties. Your manager would determine and request essential equipment. This may include a laptop or tablet.

Work Permit, Health Insurance and the Swiss Social Security System

Independent consultancy contracts assume that your legal, housing and tax affairs are in order and that you are responsible for fulfilling all requirements of a resident in Switzerland. This is a highly complex area, and one for which it is advisable to seek external, professional advice – some sources of which are below.

Work Permits

In order to work at the Global Fund in Geneva you need to have a Carte de Legitimation (CDL). The CDL serves as your work and residence permit, unless you are hired through an agency or paid through a salary host, and already hold a valid Swiss B/C work permit or passport. The CDL for consultants is type H (with no privileges nor immunities). It is only available for the person working at the Global Fund. Unfortunately, it cannot be requested for family members.

CDL's are only issued, for the duration of a contract, to individuals who live in Switzerland/ neighboring France and work on-site.

Once you have received a contract by Sourcing, the Human Resources Department will assist you in applying for a CDL. There are four main groups of applicants, with application requirements varying based on your situation at the time of recruitment:

1. Non-EU candidates residing overseas

Depending on your nationality, you will likely need to apply for a visa before coming to Switzerland, and to be able to apply for a CDL on your first day of work at the Global Fund. You can verify if you need a visa by [visiting this link](#).

If you belong to this category, you will have to provide the person organizing your contract with the phone, address and email of the Swiss Embassy through which you will apply for your visa, as well as a copy of your passport. They will prepare a statement called 'attestation' in support of your visa application. You will also need to contact the embassy to find out about the process, deadlines and documents required, and make an appointment, if needed, for your visa application.

2. EU citizens, Swiss nationals

You will need submit the below documents to HR.

3. Swiss work permit holders

Please note that in order to apply for a CDL, you will have to give up your current Swiss B or C work permit, unless you are hired through an agency or paid through a salary host. If you wish to stay in Switzerland, following the end of your contract with the Global Fund you will need to re-apply for your permit through the [Office Cantonal de la population et de migrations](#).

4. CDL holders

If you have a CDL through your current employer (international organization) you will need to return it and ask them to announce to the Swiss Mission the end of your employment with them.

If you are a non-EU citizen you need to ensure you submit the CDL application through us within two months following the end of your previous employment. Otherwise you will be requested to return to your home country to apply for a work visa (refer to section 1 of work permits).

Applying for a CDL

If you are hired as a consultant by the Global Fund, you will be able to apply for a CDL on your first day by submitting the following documents to HR:

- Duly completed Legitimation card application
- Copy of your signed Purchase Order indicating your contract duration
- One recent passport photo with your name on the back
- One copy of your passport
- One copy of your visa (only for Non-EU candidates residing overseas)
- Your original Swiss work permit (only for Swiss work permit holders)
- Confirmation from you that your previous employer made the relevant announcement to the Swiss Mission (only for CDL holders)

Salary Hosting

A salary host is an agency that acts as an 'employer' and manages all employment related deductions on behalf of individuals holding a valid Swiss work permit or passport. If you take on a salary host, the Global Fund would contract your services through the salary host. The arrangement would allow you to accrue paid leave and cover you for accidents at work, paid sick leave, maternity and disability benefits.

Salary hosts charge the consultant an administration fee for managing the relationship and these rates can vary from 5 – 15%. Organizations that also act as recruitment agencies provide this 'salary hosting' service but their administration fee is generally much higher.

You can ask the Sourcing Department for a list of pre-approved salary hosts.

Health Insurance

Switzerland requires all residents to have [health insurance](#). Consultants are responsible for acquiring their own insurance coverage according to Swiss law. Insurance plans may range from 400 – 800 CHF per month.

You may wish to use [comparis.ch](#) or a health insurance broker. You may be asked to provide evidence of having appropriate medical insurance before your contract is issued. Without medical insurance your contract may be revoked.

Social Security Benefits

The Swiss social security system, known as [AVS or AHV](#) covers retirement, disability, accident insurance and maternity benefits. To verify your eligibility to contribute to the Swiss social security system as well as the process to follow please contact the AVS [Central Compensation Office](#).

As the Global Fund is exempt from the application of Swiss laws, it does not pay AVS employer costs for independent consultants. Agency-employed consultants are covered by their employer and will have employee payments taken from their salary.

Unemployment (chômage)

Individuals paying Swiss taxes and AVS are eligible for [unemployment benefits](#) after one year of work. Some independent consultants may not be covered by these benefits. You should verify your eligibility.

Some countries have a bilateral agreement with Switzerland which allow you to continue contributing to your home country social benefits if abroad for a defined period of time.

Taxes

Generally, Swiss law requires CDL-H holders to pay local taxes.

However, the specifics of an individual's situation will determine if they are tax domiciled in Switzerland and should pay taxes in their country of residence or country of nationality. You can get an idea of your income tax obligation through these sites but it is advisable to speak to a professional tax advisor for more detailed information:

- [Expatica.com](#)
- [Comparis.ch](#)

Agency-employed consultants and those using a salary host are taxed directly with deductions being made directly from their salary, as per Swiss law. Please get in touch with the Swiss Tax authorities from [Geneva](#) / [Vaud](#), depending on the Canton you live, to verify your liability for taxes and the process to follow to declare/pay them.

Renting an apartment

When looking for an apartment in Geneva, keep in mind that rental applications are generally unsuccessful if:

- Your monthly salary is less than three times the monthly rent
- Your purchase order/work contract is shorter than the lease

Cost of Living in Geneva and Switzerland

The cost of living in Geneva, and Switzerland generally, is high. Recent rankings, including [this from Mercer](#), place Geneva amongst the most expensive cities in the world for expatriates.

Various tools exist, including the Swiss government's official [DFAE site](#), and the [Salarium](#) calculator, to help you budget.

Legal disclaimer

This guide has been prepared by the Global Fund for information purposes only. It does not supplement or replace the contractual terms and conditions applicable to each consultancy agreement. In individual cases, these terms and conditions may include provisions which are not covered by this guide, or that differ from the information provided in this guide. In case of any discrepancy, applicable contractual terms and conditions prevail.

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Each consultant is advised to seek professional counsel with regards to relevant matters covered in this guide, including but not limited to taxation, insurance, residency and social security matters. The Global Fund provides no advice with regards to such matters, and makes no representation regarding the validity or suitability of information provided in this guide with respect to individual cases.