

The Elsie Initiative Fund for Uniformed Women in Peace Operations (EIF)

PROJECT DOCUMENT - EIF 2026 Annual Budget - Secretariat Direct Costs (GST V2)

Project Title	Secretariat of the Elsie Initiative Fund for Uniformed Women in Peace Operations	
Project Name	Elsie Initiative Fund Secretariat Direct Project Costs 2026 MPTF Website 00118008	
Project POCs	Manager:	Deborah Warren-Smith deborah.warren-smith@unwomen.org
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Project Location	EIF Secretariat: UN Women HQ, New York, USA Funded Projects: Global	
Project Duration	Project Commencement Date: 1 January 2026 (continuation of Secretariat operations established in 2019) TOR V1: 21 March 2019 – 31 March 2024 TOR V2: Extended to 31 December 2025 with a commitment to extend to 31 March 2028 TOR V3: Extended to 31 December 2028	
Previous Direct Costs		
	3 October 2019	\$250,309
	10 June 2020	\$850,397
	22 March 2021	\$1,268,065
	13 June 2022	\$400,000
	6 April 2023	\$1,200,000
	28 February 2024	\$1,664,110
	4 March 2025	\$2,291,381
	Total to date	\$7,924,262
Type of submission	<input type="checkbox"/> New Project <input checked="" type="checkbox"/> Project amendment	
If a project amendment, select all that apply	<input checked="" type="checkbox"/> Project extension <input type="checkbox"/> Change in Project scope <input type="checkbox"/> Change of budget allocation between outcomes or budget categories of more than 15% <input checked="" type="checkbox"/> Additional Budget: Additional total amount: US\$ 2,281,252.26	

EIF Secretariat Direct Cost 2026	US\$ 2,132,011.46
UN Women Global Enabling Services (~1% of Secretariat Cost)	US\$ 19,160.00
UN Women 7% Indirect Support Cost	US\$ 149,240.80
Total Budget Requested	US\$ 2,281,252.26
EIF Monitoring and Evaluation Framework 1.0 (MEF)	Link
EIF MEF Outcomes the project is contributing to:	N/A
EIF MEF Outcome indicator the project is contributing to:	N/A

Project Signatures

Recipient Organisation	Name: Title: Signature: Date:	Nyaradzayi Gumbonzvanda ASG / Deputy Executive Director, Normative Support, UN System Coordination & Programme Results, UN Women [Redacted Signature] 13 February 2026
UN Steering Committee Co-Chair	Name: Title: Signature: Date:	Fatemeh Ziai Director of Coordination and Shared Services, Department of Peace Operations [Redacted Signature] 04/03/2026
Member State Co-Chair	Name: Title: Signature: Date:	

Section I: Executive Summary

The Elsie Initiative Fund for Uniformed Women in Peace Operations (the EIF) is a United Nations multi-partner trust fund hosted by UN Women, established to support country-led efforts to increase the full, equal and meaningful participation of uniformed women in United Nations peace operations. Since 2019, the EIF has supported institutional reform, evidence generation and operational change across a growing and diverse set of troop- and police-contributing countries.

The 2026 Secretariat Direct Costs Project supports the continued functioning of the EIF Secretariat in a global context marked by increased instability, operational pressures on peace operations, and constrained multilateral financing. In this environment, the EIF remains a critical mechanism for advancing commitments under the Women, Peace and Security agenda, while ensuring that reforms to enable women's participation are credible, context-specific and sustainable.

This Project Document sets out the resources required for the EIF Secretariat to deliver its mandate in 2026. The Secretariat provides governance and strategic advisory support to the Steering Committee and Technical Committee; manages EIF programming rounds and funding modalities; applies risk management and compliance processes; synthesises and communicates results and learning; and ensures effective internal coordination in line with UN and UN Women policies and standards. The Secretariat does not implement projects directly, but enables the quality, coherence and accountability of EIF-supported interventions.

The Results and Resources Framework reflects this enabling role and focuses on system-level and process-oriented results within the Secretariat's sphere of control. It complements the EIF Monitoring and Evaluation Framework, which measures project-level contributions to the Fund's impact. The requested budget for 2026 provides the capacity required for the Secretariat to respond to demand, support partners, and safeguard the performance and integrity of the EIF portfolio in a complex operating environment.

Section II: Relationship to the EIF Impact Levels

The Elsie Initiative Fund (the EIF) operates through two impact levels, as defined in its Terms of Reference and Theory of Change:

- (i) accelerating the pace of change towards the increased meaningful participation of uniformed women in United Nations peace operations; and
- (ii) expanding the evidence base on barriers to, and enablers of, such participation to inform policy and practice.

EIF-funded projects contribute **directly** to these impact levels through country-led interventions, implemented by Troop- and Police-Contributing Countries (T/PCCs), Participating United Nations Organisations (PUNOs), and other partners. The EIF Secretariat does not implement projects and is not accountable for achieving impact-level results.

Rather, the Secretariat contributes **indirectly** to the EIF's impact by enabling the conditions under which quality projects can be designed, approved, implemented, monitored and learned from in a consistent, transparent and risk-informed manner. This enabling role is captured through the Secretariat Results and Resources Framework.

Section III: Secretariat Contribution to the EIF Theory of Change

The EIF Secretariat supports the Fund's Theory of Change by ensuring that governance arrangements function effectively; funding modalities are managed in line with the EIF TOR; risks are identified and mitigated; results and learning are synthesised and communicated; and Secretariat operations comply with UN and UN Women policies and standards.

Through these functions, the Secretariat strengthens the integrity, coherence and performance of the EIF portfolio as a whole. While the Secretariat does not deliver impact-level change itself, its performance directly influences the quality, relevance and sustainability of EIF-supported interventions, and therefore the Fund's ability to achieve its intended impact over time.

For this reason, the Secretariat Results and Resources Framework focuses on system-level and process-oriented results that reflect the Secretariat's mandate and sphere of control, and complements—rather than duplicates—the EIF project-level Results Framework set out in the Monitoring and Evaluation Framework.

The EIF is hosted by UN Women and is aligned with the UN Women Strategic Plan 2026–2029, particularly its focus on advancing women's leadership and meaningful participation in peace and security decision-making, and on strengthening gender-responsive institutions. Through its support to country-led reform, evidence generation and institutional change, the EIF contributes primarily to Sustainable Development Goal (SDG) 5 (Gender Equality)—in particular target 5.5 on women's full and effective participation in decision-making—as well as SDG 16 (Peace, Justice and Strong Institutions). In line with United Nations system requirements, the EIF applies the United Nations Gender Equality Marker (GEM) at the programme level and is designed and implemented as a GEM 3 programme, reflecting gender equality and the empowerment of women as the principal objective of the Fund.

Section IV: EIF Secretariat Results and Resources Framework

The EIF Secretariat Results and Resources Framework reflects the Secretariat's enabling, governance and oversight role within the Fund. It articulates how the Secretariat contributes to the effective functioning of the EIF by providing strategic, technical, operational and administrative support, in line with the EIF Terms of Reference (TOR) and approved governance arrangements.

The framework is designed to capture the performance of the Secretariat, rather than the results of EIF-funded projects. Responsibility for achieving results related to women's participation in peacekeeping rests with Troop and Police Contributing Countries (TPCCs), participating United Nations organisations (PUNOs), and other implementing partners. These results are monitored and reported through the *EIF's Monitoring and Evaluation Framework (MEF)*, which applies at the project level and is distinct from the *Secretariat Results and Resources Framework*.

The Secretariat's contribution to the EIF theory of change is therefore indirect and facilitative. It focuses on ensuring that governance structures function effectively; programming rounds and funding modalities are managed in a transparent and consistent manner; risks are identified and mitigated; results and learning are communicated; and the Secretariat team operates efficiently, including in line with UN and UN Women policies and values.

Given the demand-driven nature of the EIF and the variable timelines associated with TPCC and partner engagement, the Results and Resources Framework emphasises performance-based, qualitative and system-level indicators that are realistic, measurable and attributable to Secretariat functions, rather than fixed numerical targets.

The framework comprises one Outcome and three Outputs, covering:

1. Governance and Strategic Support
2. Programme Management, Oversight, Compliance and EIF Secretariat Effectiveness.
3. Results, Knowledge and Communications.

Together, these outputs describe the core functions through which the EIF Secretariat enables the Fund to operate efficiently, transparently and in accordance with its mandate.

Outcome Statement: The EIF Secretariat strengthens the enabling environment for the Elsie Initiative Fund to contribute to increased meaningful participation of uniformed women in United Nations peace operations, by ensuring strong governance, quality programming, risk-informed oversight and strategic visibility of results, in line with the EIF Terms of Reference and Theory of Change.

Outcome Indicators		Means of Verification		Assumptions	
<ul style="list-style-type: none"> EIF governance, programming and oversight processes function effectively, consistently and in line with the EIF TOR and Operations Manual Secretariat support enables timely, risk-informed programming decisions and strengthened visibility and communication of EIF results 	<ul style="list-style-type: none"> EIF TOR and Operations Manual; Steering Committee and Technical Committee records Annual EIF Progress Reports; Quarterly Newsletters, EIF communications products and web analytics 	<ul style="list-style-type: none"> Continued engagement with and support from Steering Committee members and UN Agencies, Funds and Partners Adequate resourcing of the EIF Secretariat and stable institutional environment 			
Output 1: Effective governance and strategic advisory support enable well-functioning EIF Steering Committee and Technical Committee decision-making					
Outputs	Indicators (Indicative)	Means of Verification	Key Activities		
Output 1.1: Governance and advisory support to EIF decision-making bodies is ensured	<ul style="list-style-type: none"> Steering Committee meetings convened in accordance with agreed schedule Technical Committee reviews coordinated and documented Decisions, actions and follow-up systematically tracked 	<ul style="list-style-type: none"> Meeting agendas and minutes Decision / action trackers Secretariat briefing and advisory notes 	<ul style="list-style-type: none"> Prepare and circulate Steering and Technical Committee documentation Coordinate meetings and follow-up actions Provide technical and strategic advice to support decision-making 		
Output 2: EIF funding modalities, programme management, compliance and Secretariat operations are managed effectively, consistently and in a risk-informed manner, supporting quality programming and accountability					
Outputs	Indicators (Indicative)	Means of Verification	Key Activities		
Output 2.1: EIF programming rounds and projects are managed effectively and consistently	<ul style="list-style-type: none"> Programming rounds launched and managed in line with EIF TOR LOIs and PRODOCs reviewed against EIF quality and eligibility criteria Approved projects onboarded and monitored 	<ul style="list-style-type: none"> Programming round guidance, timelines and related documentation LOI and PRODOC review and assessment records Project onboarding and monitoring trackers 	<ul style="list-style-type: none"> Manage EIF programming rounds across funding modalities (MOWIP, FPF, GSU Premium) Review LOIs and PRODOCs for quality, alignment, feasibility and risk Coordinate onboarding, monitoring and reporting in line with EIF procedures 		

<p>Output 2.2: Risk management, compliance and accountability are applied systematically across EIF operations</p>	<ul style="list-style-type: none"> EIF risk register maintained, regularly reviewed and used to inform decision-making Project risks assessed including HRDDP & HACT Significant risks escalated to SC when required 	<ul style="list-style-type: none"> EIF risk register and risk library PRODOC risk matrices and related documentation Steering Committee decision and endorsement records 	<ul style="list-style-type: none"> Maintain and update EIF risk tools Review and assess project risks, including human rights, fiduciary and operational risks Escalate significant risks to appropriate decision-making bodies in line with EIF governance arrangements
<p>Output 2.3: A capable, inclusive and well-functioning Secretariat team is maintained</p>	<ul style="list-style-type: none"> Performance management completed on time Mandatory UN and UN Women trainings completed New staff and consultants inducted using EIF tools Effective Secretariat coordination mechanisms maintained 	<ul style="list-style-type: none"> Performance review records Training completion certificates Induction materials Team meeting notes 	<ul style="list-style-type: none"> Conduct regular performance management and feedback Ensure completion of mandatory training Implement EIF induction and ongoing team coordination processes
<p>Output 3: Results, knowledge and communications on the EIF are generated, managed and disseminated effectively to strengthen transparency, learning and advocacy</p>			
<p>Outputs</p>			
<p>Output 3.1: EIF results, learning and visibility are communicated to stakeholders. This function is supported by a time-bound, output-based Research and Knowledge Management Consultant, who synthesises evidence and lessons from the EIF portfolio into policy-relevant knowledge products and learning activities, and led by a dedicated Communications Analyst who leads and coordinates EIF communications, advocacy, project announcements and targeted EIF campaigns.</p>	<p>Indicators (Indicative)</p> <ul style="list-style-type: none"> Annual EIF Progress Report submitted within MPTFO timelines Quarterly newsletters and website updates produced EIF communications strategy implemented EIF knowledge products and project pages developed and disseminated 	<p>Means of Verification</p> <ul style="list-style-type: none"> Published reports and newsletters EIF website and analytics Communications plans and products 	<p>Key Activities</p> <ul style="list-style-type: none"> Produce annual and quarterly communications / reporting products Maintain EIF website and project pages Develop knowledge products & learning materials Disseminate EIF results and learning to donors, T/PCCs, UN partners and other stakeholders Support targeted EIF communications and advocacy campaigns

Section V: Governance and Management

Under the direction of the UN Women Chief, Peace, Security and Resilience, the EIF Technical Secretariat is composed of specialised technical and operational personnel responsible for the day-to-day management, oversight and support of the Fund's operations, in line with the EIF Terms of Reference and UN Women policies and procedures.

EIF Manager provides overall strategic leadership, accountability and coordination for the Secretariat, ensuring that governance arrangements, programming rounds, risk management and external engagement are delivered in line with the EIF Terms of Reference and UN Women policies. The role serves as the primary interface with the Steering Committee, Technical Committee, donors and senior UN Women leadership, and ensures the coherence, quality and integrity of the EIF portfolio.

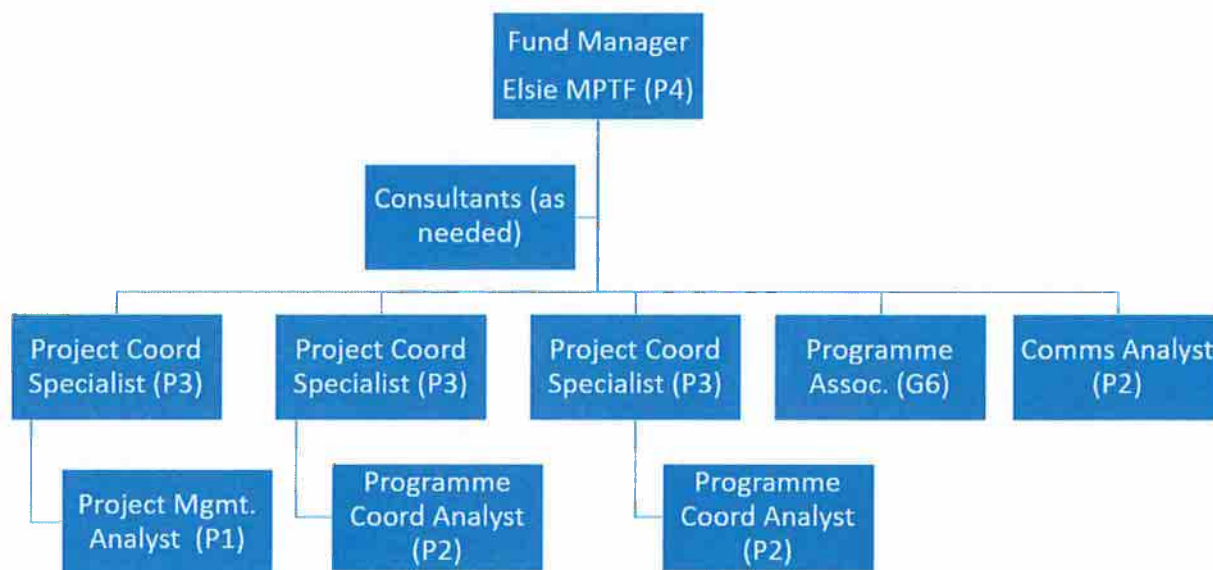
Project Coordination Specialists (three positions) provide substantive technical support across the EIF project lifecycle, including security sector and institutional analysis, gender-responsive project design, and assessment of proposed interventions against EIF eligibility, quality and feasibility criteria. They support the development and review of results frameworks, monitoring approaches and risk matrices, and provide ongoing technical guidance to partners to strengthen implementation, learning and sustainability.

Programme Coordination Analysts (two positions) provide analytical and technical support to EIF programming cycles, including the preparation and review of project documentation, support to results-based design, and tracking of performance, risks and governance decisions. Their work supports the consistent application of gender-responsive and results-based approaches across projects and contributes to effective monitoring, reporting and Secretariat coordination.

Communications Analyst provides dedicated technical capacity for communications, advocacy and visibility related to the EIF, supporting the implementation of the EIF communications and advocacy strategy. The role is responsible for coordinating project and programme announcements, producing and disseminating communications and knowledge products, supporting donor visibility and engagement, and drafting briefing materials, speeches and advocacy content for UN Women leadership and EIF stakeholders, including in support of broader UN and UN women peace and security advocacy and external engagement ensuring that results and learning from the EIF portfolio are communicated effectively and consistently.

Project Management Analyst (one position) provides technical support to project management and oversight functions, with a focus on monitoring frameworks, financial coordination, reporting and compliance with UN Women and EIF requirements. The role supports the operationalisation of project design and monitoring arrangements, including documentation, tracking and follow-up on implementation progress, risks and results across the EIF portfolio.

Operations Associate provides essential operational, financial and administrative support to the EIF Secretariat, including detailed budget analysis, review and quality assurance of project budgets, in close coordination with Project Coordination Specialists and Programme Coordination Analysts. This function is critical to ensuring that project financial plans are coherent and compliant with UN Women rules and procedures, thereby strengthening programme quality, risk management and accountability across the EIF portfolio.



Linkage between Secretariat Functions, Results Framework and Budget

The EIF Secretariat staffing structure supports the implementation of the Results and Resources Framework across the three Outputs. The EIF Manager provides strategic leadership and accountability across **Output 1: Governance and Strategic Support** and **Output 2: Programme Management, Oversight, Compliance and Secretariat Effectiveness**, with oversight responsibility for **Output 3: Results, Knowledge and Communications**. Project Coordination Specialists, Programme Coordination Analysts and the Project Management Analyst constitute the core programme management and technical capacity underpinning **Output 2**, through management of programming rounds, quality assurance of project documentation, monitoring arrangements and ongoing technical support to partners, while also contributing to **Output 1** through preparation, coordination and tracking of decision-making processes. The Communications Analyst, together with time-bound research and knowledge management capacity, supports **Output 3** by synthesising evidence, disseminating results and learning, and strengthening donor visibility, advocacy and leadership communications. Secretariat operational support underpins **Output 2** and enables compliance with UN Women financial, administrative and internal control requirements across all Secretariat functions. Together, these functions are reflected in the personnel, contractual services, operating and programme support cost categories set out in Annex B.

The roles and functions described above support the implementation of the EIF Secretariat Results and Resources Framework set out in Section IV.

Section VI: EIF Budget

This budget covers the direct costs required for the effective functioning of the Elsie Initiative Fund Secretariat in 2026, in line with its mandate under the EIF Terms of Reference and approved governance arrangements. It supports the Secretariat’s core functions, including governance and advisory support to the Steering Committee

and Technical Committee; management and oversight of EIF funding modalities; risk management and compliance; results, knowledge and communications; and Secretariat team effectiveness.

Personnel costs represent the largest share of the budget and include Secretariat staff, **including programme management, communications and operations functions**, and time-bound, output-based consultancy support required to deliver specialised functions such as research, knowledge management and learning. Contractual services and operating costs support communications, reporting, stakeholder engagement, and the day-to-day administration of the Fund.

Travel costs are limited and relate primarily to essential engagement linked to governance, oversight, donor relations and knowledge-sharing, in line with UN Women travel policies. Programme Support Costs are applied in accordance with UN Women's new cost recovery arrangements.

GST V2 UPDATED as of 3 Feb 2026 Elise Initiative Fund Project# 00117584 2026 Budget

<u>UNDG Account Categories</u>					Budget account code	2026 Budget	Calculation
1. Staff and other personnel costs	Location					\$ 2,003,115.46	
P4 Proforma Cost (Fund Migr) FTA	NY	Salary and Post Adjustment Costs - Int'l Professional (IP) Staff			67400	\$ 276,093.00	12 months
		Rent (see Note 1)			73100	\$ 14,000.00	12 months
P3 Proforma Cost (Project Coord Specialist) FTA	NY	Salary and Post Adjustment Costs - Int'l Professional (IP) Staff			67400	\$ 233,255.00	12 months
		Rent (see Note 1)			73100	\$ 14,000.00	12 months
P3 Proforma Cost (Project Coord Specialist) FTA	NY	Salary and Post Adjustment Costs - Int'l Professional (IP) Staff			67400	\$ 233,255.00	12 months
		Rent (see Note 1)			73100	\$ 14,000.00	12 months
P3 Proforma Cost (Project Coord Specialist) FTA	NY	Salary and Post Adjustment Costs - Int'l Professional (IP) Staff			67400	\$ 233,255.00	12 months
		Rent (see Note 1)			73100	\$ 14,000.00	12 months
P2 Proforma Cost (Programme Coord Analyst) FTA	NY	Salary and Post Adjustment Costs - Int'l Professional (IP) Staff			67400	\$ 193,007.00	12 months
		Rent (see Note 1)			73100	\$ 14,000.00	12 months
P2 JPO (France)	NY	Salary and Post Adjustment Costs - Int'l Professional (IP) Staff			67400		12 months
P2 Proforma Cost (Comms Analyst) FTA	Nairobi	Salary and Post Adjustment Costs - Int'l Professional (IP) Staff			67400	\$ 165,927.13	11 months
		Rent (see Note 1)			73100	\$ 12,833.33	11 months
P1 Proforma Cost (Project Management Analyst) FTA	NY	Salary and Post Adjustment Costs - Int'l Professional (IP) Staff			67400	\$ 159,650.00	12 months
		Rent (see Note 1)			73100	\$ 14,000.00	12 months
G6 Proforma Cost	NY	Salaries Costs - GS Staff			61200	\$ 142,124.00	12 months
		Rent (see Note 1)			73100	\$ 14,000.00	12 months
P3 Proforma Cost (Knowledge Management) Consultant	remote	International consultants			71200	\$ 108,000.00	11 months+

P2 Consultant - Planning and Coordination Analyst	remote	International consultants	71200	\$	40,716.00	12 months, 3 days a week @ \$ 5,655 / month
HRDDP Consultant x 5	remote	International consultants	71200	\$	55,000.00	\$11,000 per HRDDP
Consultant - Translation & Graphic Design	remote	International consultants	71200	\$	12,000.00	as required for EIF documents, templates and official correspondence
Settle in grant for P2 (Comms Analyst) FTA		Settle in grant	64300	\$	40,000.00	Settle in grant including one month DSA, one month's salary + post adjustment, relocation shipment cost and travel cost
2. Supplies, Commodities, Materials				\$	1,236.00	
DeepL (online translation tool) (DWS)		Information Technology Supplies	72400	\$	276.00	Annual Charge
WordPress annual subscription-website (DWS)		Information Technology Supplies	72400	\$	372.00	
Mailchimp annual subscription (DWS)		Information Technology Supplies	72400	\$	588.00	billed monthly @ \$49/month
Adobe Acrobat (paid until Feb 2027)		Information Technology Supplies	72400	\$	-	
4. Contractual Services				\$	56,500.00	
Project External Evaluations		Contract Company	74100	\$	24,000.00	IAW EIF MEF: 3 T/PCCs
HACT Micro-Assessments x 2		Contract Company	74100	\$	10,000.00	\$5000 (average) per HACT
External Audits and Spot Checks		Contract Company	74100	\$	21,000.00	\$5,000 per audit x 3; \$3,000 per spot check x 2
Translation Services - Procurement x 6		Contract Company	74100	\$	-	30 hours @ \$250 for 4 languages (FR / SP / AR / EN) (9 webinars locked in for 2026)
Advocacy - Printing Fliers & Banners		Contract Company	74100	\$	1,500.00	
5. Travel / Events				\$	52,000.00	
EIF Project Evaluations (Travel)		Travel - EIF Staff	71600	\$	30,000.00	3 visits @ \$10,000 each (one person - Zambia, Sout Sudan, Sierra Leone)
Training / Workshop Travel		Travel - Training/ workshop/conference expenses	71600	\$	12,000.00	4 x Conferences (2 Regional; 2 Global)
Training / Workshop Travel		Travel - Training/ workshop/conference expenses	71600	\$	10,000.00	4 x Travel (Washington DC to NY)
7. Direct Cost - UN Women Global Enabling Services				\$	19,160.00	
Travel Services fees (9%)		Procurement HQ/UNDP	71600	\$	1,890.00	UN Women 9% service fees for travel services (based on ticket amount) (deducted directly from EIF COA)
Procurement Virtual Services fees (4%)		Procurement HQ	74100	\$	2,200.00	UN Women 4% service fees for procurement services (based on contract amount) EIF receives invoice
Note 2: Post/Contract Extension (annual charge where 12 month contract and available funding)		UN Women Global Enabling Services (GES) Charge		\$	1,575.00	

Consultant Management		UN Women GES	\$	1,887.00
Payment Management		UN Women GES	\$	2,701.00
Donor Reporting		UN Women GES	\$	468.00
Micro-purchasing		UN Women GES	\$	104.00
Request for Proposal		UN Women GES	\$	3,132.00
Contract Amendment		UN Women GES	\$	509.00
Procurement		UN Women GES	\$	1,790.00
Travel		UN Women GES	\$	1,782.00
Supplier Profile Management		UN Women GES	\$	1,122.00
Subtotal			\$	2,132,011.46
6. Indirect Cost (Indirect Support Cost (7% charged by UN Women)	75100		\$	149,240.80
TOTAL (Amount Requested from EIF Steering Committee)	-		\$	2,281,252.26

Note 1: Additional 2026 Rent cost, not included in UNDP proforma cost

Note 2: New in 2026: UN Women GES cost + Indirect Support Cost = 8% of EIF Secretariat annual operating costs

Note 3: Annual post proforma includes:

- (i) Salary (net salary portion, International Professional (IP) post adjustment);
- (ii) Recurring costs [Dependency allow., Contrib. to UNJSPF, Step increment/pension, Contrib. to med. ins., Mobility, Rental subsidy, Non-family d/s Service allowance, Danger Pay, Personal security measures (where applicable)];
- (iii) Non Recurring costs (Annual leave, Relocation grant & Assignment allowance, Med. evacuation, Reimb. for income tax, Education Grant and Home leave);
- (iv) Centrally Managed Costs through Payroll Reserve accounting [such as security (3% or 5% for DE d/s), Learning (0.35%), ICT (1.5%) plus \$824.28 license cost, UN System Jointly Financed activities (2.3%), MAIP (0.35%) and Appendix D (0.3%), After service liabilities - health insurance (ASHI 1%) and End of Service (EOS 4.5% for IP only)], separation reserve (1.2%), and payroll processing fee (\$22.41 for GS per month and \$64.38 for IP per month)