Service Contract

between

- hereinafter referred to as ‘the Contractor’ -

and

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn

Federal Republic of Germany

- hereinafter referred to as ‘GIZ’ -

The following contract is herewith concluded for the project
(brief project title)

Country: ECOWAS

Communication details (must be quoted in all correspondence and invoices)

Contract number: 81241681
Project processing number: 17.2065.5-003.00

Unit responsible for the budget
Organisational unit: E280
Responsible officer: David Sebela

Procurement and Contracting
Organisational unit: E280
Responsible officer: David Sebela

Financial processing of the contract
Responsible officer: Rene Rudius
1. **Terms of Reference**
   The Contractor undertakes to perform the services/achieve the results listed in Annex 1: Terms of reference.

2. **Contract Term and Assignment of Personnel**
   In order to perform the services, it is anticipated that during the period from .......... to .......... the Contractor shall assign the following experts:

   1. .......................... as ..........................
      from ............ to ............ in the home country up to ... expert months/expert days
      from ............ to ............ in the country of assignment up to ... expert months/expert days

   2. .......................... as ..........................
      from ............ to ............ in the home country up to ... expert months/expert days
      from ............ to ............ in the country of assignment up to ... expert months/expert days

3. **Procurement of Materials and Equipment**
   - Not applicable –

4. **Reports/Appraisals**
   The final report (section 1.9.2 of the General Terms and Conditions of Contract) shall be submitted to GIZ no later than ............... 

5. **Remuneration**
   Total remuneration of up to EUR (in words: .............. euros)
   shall be agreed for the services to be performed by the Contractor.
   The corresponding individual rates and bases for settlement are listed in the price schedule in Annex 3. The numbers referred to in this schedule correspond with the relevant sections of the General Terms and Conditions of Contract.
In addition to the remuneration, the VAT will be reimbursed by GIZ, provided the statutory requirements have been met. Annex 2 must be taken into account.

6. **Payments**

The remuneration agreed in section 5 of this contract shall be paid pursuant to section 5.20 of the General Terms and Conditions of Contract:

6.1 **Advance payment**

The **first payment** shall be effected pursuant to section 5.20.2 of the General Terms and Conditions of Contract not later than ..........., provided that the work commences no later than ............ **GIZ shall be informed in writing of the day on which work commences.** Payment shall be effected upon request for advance payment.

Advance payment pursuant to section 5.20.2 of the General Terms and Conditions of Contract

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This advance payment shall be offset pursuant to section 5.20.4 of the General Terms and Conditions of Contract.

6.2 **Final Invoice**

The final payment of EUR shall be effected pursuant to section 5.21 in accordance with 5.20 of the General Terms and Conditions of Contract following acceptance and submission of the final statement of account.

6.3 **GIZ shall reimburse the amounts paid out in local currency pursuant to section 5.22 of the General Terms and Conditions of Contract, on the basis of the European Commission’s list of exchange rates for converting EUR into other currencies, which is linked to the GIZ website or on submission of proof of purchase of the corresponding amount of foreign currency.**
7. **General Terms and Conditions of Contract**

7.1 GIZ’s General Terms and Conditions of Contract in the version of July 2018 with all annexes shall constitute a component of this contract. The Contractor hereby declares that it is familiar with the General Terms and Conditions of Contract.

7.2 The annexes specified in section 9 of this contract shall constitute components of this contract.

8. **Copies**

This contract is drawn up in duplicate. The Contractor shall receive one copy thereof.

9. **Annexes (Annex 5 can be downloaded from [www.giz.de/contract-annexes](http://www.giz.de/contract-annexes).)**

1. Terms of reference
2. Place of supply for VAT purposes
3. Price schedule
4. Annex PAGoDA (if necessary)
5. General Terms and Conditions of Contract (AVB) for supplying services and work 2018

Eschborn, Date: ........................................... Date: .............

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Name of the Contractor

................................................................. ................................................................. .................................................................

Contract Management Contract Management