

Contract for Professional Services **UNOPS-EUPROPlus-2023-S-43**

INSTRUMENT OF AGREEMENT

This Contract is made on the [insert] day of [insert month] 20[insert].

Between

(1) The United Nations Office for Project Services (“UNOPS”), a subsidiary organ of the United Nations, (“UNOPS”); and

(2) [insert name], a [insert type of company e.g. limited liability] company incorporated under the laws of [insert name of country] and having its registered address at [address], [insert name of city and country] (the “Contractor”), together with UNOPS, the Parties.

1. Scope of the Services.

- 1.1. UNOPS intends to retain the Contractor for the implementation of certain services regarding Training programme for students and young journalists.
- 1.2. The Contractor has represented to UNOPS that it has the appropriate experience, expertise, licences, and resources to undertake the Services and has agreed to undertake the Services in accordance with the Contract.
- 1.3. In reliance on the Contractor’s representations UNOPS has entered into the Contract.
- 1.4. The Contract sets out the terms and conditions upon which the Contractor will undertake the Services.

2. Entry into force. Time limits.

- 2.1. The Contract shall enter into force upon its signature by both Parties.
- 2.2. The Contractor shall commence the performance of the Services not later than [insert date] and shall complete the Services [Note to be deleted: choose either (a) “within [insert number of [calendar/working] days or months] of such commencement” or (b) no later than [date]”].
- 2.3. All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

3. Contract documents.

- 3.1. The following documents, listed in the order of priority, are deemed to form and be read and construed as part of the Contract, having superseding effect over any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract:

- 3.1.1. The Special Conditions included in Annex 1;
- 3.1.2. The UNOPS General Conditions of Contract for the provision of Services included in Annex 2;
- 3.1.3. This Instrument of Agreement;
- 3.1.4. UNOPS' solicitation document, reference **RFP/2023/48358**, dated **[insert date]**, and subsequent amendments and clarifications, not attached hereto but known to and in the possession of both parties, including the Schedule of Requirements, attached hereto as Annex 3;
- 3.1.5. The Breakdown of Costs included in Annex 4;
- 3.1.6. The Contractors' proposal [reference **[insert reference number]**, dated **[insert reference date]**, as clarified by the agreed minutes of the negotiation meeting [dated **[insert meeting date]**], both documents not attached hereto but known to and in the possession of both parties.

4. Performance of the Services.

- 4.1. The Contractor shall perform and complete the Services described in Annex 3 with due diligence and efficiency and in accordance with the Contract.

- 4.2. The Contractor shall provide the services of the following key personnel:

Name	Specialization	Period of service
[insert name]	[insert specialization]	[insert period of service]
[insert name]	[insert specialization]	[insert period of service]

- 4.3. Any changes in the above key personnel shall require prior written approval of the Director, **[insert name of Director] RO/OC UNOPS**.
- 4.4. The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.
- 4.5. The Contractor shall submit to UNOPS the deliverables specified hereunder according to the following schedule:
 - **Inception Report** – A detailed work plan for implementation of assignment, including outline of the possible risks and a mitigation plan, eligibility criteria and evaluation grid for the selection of training applicants, as well as a database of local media. The Inception narrative report submitted to and approved by EU PRO Plus Programme.
 - **1st progress report** – Prepared after conducting a Call for Applications and selection of young journalists and students for the anticipated trainings. The report should include a detailed report on the selection process, as well as evaluation recommendations. The first progress report submitted to and approved by EU PRO Plus Programme.
 - **2nd progress report** - prepared after the trainings that include: 4 Trainings in Reporting on EU delivered: 2 in Šumadija and Western Serbia and 2 in South and Eastern Serbia. 4 Trainings in Modern journalism techniques delivered: 2 in Šumadija and Western Serbia and 2 in South and Eastern Serbia. The second progress report submitted to and approved by the EU PRO Plus Programme.

- **3rd progress report** - prepared after the Traineeship and Study Tours that include: Selection of Local media and young journalists and students for traineeship programme; One month paid traineeship; Selection of young journalists and students for the Study tours; Organisation of 2 Study tours. The third progress report submitted to and approved by the EU PRO Plus Programme.
- **Final Report** – Prepared after execution of a single three-day workshop and equipment awards i.e. at least seven days before the end of proposed implementation period. The narrative final report must also have a strong section on the results of the trainings, traineeship and study tours programmes, conclusions drawn and recommendations for the future EU PRO Plus Programme cooperation with students, young journalists and local media from Šumadija and Western Serbia, and in South and Eastern Serbia, submitted to and approved by the EU PRO Plus Programme.

4.6. All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by MAIL to the address specified in clause 6.1 below.

5. Price and payment.

- 5.1. In full consideration for the complete and satisfactory performance of the Services in accordance with the Contract, UNOPS shall pay the Contractor a fixed contract price of [insert currency and amount in figures and words].
- 5.2. The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.
- 5.3. Payments effected by UNOPS to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNOPS of the Contractor's performance of the Services.
- 5.4. UNOPS shall effect payments to the Contractor within thirty (30) calendar days of the date of receipt of the relevant original invoice, subject to the acceptance by UNOPS of the Services reflected in the said invoice. Payments will be made by UNOPS by transfer to the bank account specified by the Contractor in the "oneUNOPS Supplier Profile" form. UNOPS shall bear the charges imposed by its bank. The Contractor shall bear any other bank charges pertaining to such bank transfer. The original invoice shall be submitted by the Contractor to the address specified in clause 6.1 below, upon achievement of the corresponding milestones and for the following amounts:

Milestone	Amount	Target date
Approved Inception report	15%	Up to 30 days from the start of contract implementation period
Approved First progress	15%	Up to 70 days from the start

report and completed activities of the phase 1		of contract implementation period
Approved Second progress report and completed activities of the phase 2	30%	Up to 130 days from the start of contract implementation period
Approved Third progress report and completed activities of the phase 3	30%	Up to 220 days from the start of contract implementation period
Approved Final report	10%	Up to 240 days from the start of contract implementation period

- 5.5. The Contractor shall submit original invoices for the work done every [insert period of time or milestones].
- 5.6. Progress and final payments shall be effected by UNOPS to the Contractor within thirty (30) calendar days of the date of receipt of the relevant original invoice, subject to the acceptance by UNOPS of the Services reflected in the said invoice. Payments will be made by UNOPS by transfer to the bank account specified by the Contractor in the “oneUNOPS Supplier Profile” form. UNOPS shall bear the charges imposed by its bank. The Contractor shall bear any other bank charges pertaining to such bank transfer. The original invoice shall be submitted by the Contractor to the address specified in clause 6.1 below, together with whatever supporting documentation of the actual costs incurred as required under the Breakdown of Costs or as it may be required by UNOPS. In addition, such payments shall be subject to any specific conditions for reimbursement contained in the Breakdown of Costs.

6. Notifications.

- 6.1. For the purpose of notifications under the Contract, the addresses of UNOPS and the Contractor are as follows:

For UNOPS:

[Insert name of RO/OC Director]

Director

[RO/OC.....]

UNOPS

Address

Ref. _____ / _____ / _____

[Insert contract reference and number]

Phone: [Insert phone number]

Fax: [Insert fax number]

Email: [Insert email address]

For the Contractor:

[Insert name, address, phone, and fax/email]

7. Good faith.

7.1. The Parties undertake to act in good faith with respect to each other's rights and obligations under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

IN WITNESS WHEREOF, the Parties have caused the Contract to be executed by their respective duly authorised representatives as of the date first written above:

SIGNED FOR AND ON BEHALF OF:

UNOPS

The Contractor

Name:[insert name of authorised signatory of UNOPS]

Title:[insert title in capital blocks]

Date:[insert date]

Name: [insert name of authorised signatory of The Contractor]

Title: [insert name in capital blocks]

[insert title in capital blocks]

Date:[insert date]

ANNEX 1: Special Conditions

N/A

ANNEX 2: UNOPS General Conditions of Contract for the provision of Services

<https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

ANNEX 3: Schedule of Requirements

[Add here the Schedule of Requirements]

ANNEX 4: Breakdown of Costs

[Add here the Breakdown of costs. Remove Annex if not relevant]