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| Date: 24 April 2024  Request for Tender  **For Proposals for “Consultancy Service” under a Framework Agreement for Proposal Writer**  Dear Sir/Madam,  IMS is hereby inviting interested bidders to offer its services to complete the assignment described in this Request for Tender. Please note the information on Tender Format and Selection Criteria below.  Please submit your tender clearly marked with:  **“N/A – to be registered when tender process has been closed”** by registered e-mail to: procurement@mediasupport.org  The deadline for receipt of your tender is: 4PM Copenhagen time zone, 20.05.2024.  Tenders received after the deadline **will** be rejected.  *If you do not receive a confirmation from IMS, please contact IMS for verification of receipt.*  Your tender shall be composed of a technical proposal and a financial proposal as per the following instructions and in accordance with the requirements specified in this Request for Tender:   * 1. Technical proposal, containing: * Proposed method of work for proposal developments * CV, specifying geographic, thematic and donor experience. * References   1. Financial proposal, containing: * Day rate fees   Your tender should be valid for no less than 30 days from the deadline for receipt of the tenders. IMS will strive to notify all bidders of the outcome of their tenders by 20 June 2024.  Framework agreements will be awarded to the Bidder(s) offering the best value for money with reference to the selection criteria.  By participating in this tender, the Bidder accepts IMS general conditions for Framework Agreements (Annex 1).  IMS reserves the right to reject a bid, if it without reasonable doubt, determines that the Bidder has engaged in corrupt, fraudulent, collusive, or coercive practices.  All enquires and questions should be addressed to [procurement@mediasupport.org](mailto:procurement@mediasupport.org).  Yours sincerely,  Maria Gerey Bak, Head of Fundraising | ADDRESS  IMS  (International  Media Support)  Nørregade 18  1165 Copenhagen K  Denmark  EMAIL  [info@mediasupport.org](mailto:info@mediasupport.org)  WWW  mediasupport.org |

**Request for Tender**

1. Introduction

Formed in 2001, IMS is a non-governmental and not-for-profit organization registered in Denmark, Copenhagen. IMS supports local media in countries affected by armed conflict, authoritarian rule, and political transition. In more than 35 countries, IMS helps to promote press freedom, strengthen professional journalism and ensure that media can operate in challenging circumstances. IMS is committed to safeguarding freedom of expression and related international human rights standards endorsed by the international community. IMS is a support mechanism for professional peers, independent media and other media related institutions, where professional journalism can be promoted.

IMS is mainly funded by public grants from the following institutional donors (listed in order of importance): the Swedish International Development Cooperation Agency – Sida, the Ministry of Foreign Affairs of Denmark – Danida, the Norwegian Ministry of Foreign Affairs, and the European Commission.

In the following, an individual or organization taking part in this tender is referred to as a “Bidder”. The successful winning bidder is referred to as “Supplier”. The Request for Tender (hereinafter “RFT”) contains compulsory requirements, which are designated by the term “must” in bold type. In order for a tender to be eligible for the award of a Framework Agreement, these compulsory requirements have to be fulfilled. The RFT also contain non-compulsory conditions, which are so designated by the term “should” in bold type. Such criteria are to evaluate and compare bids, in order to determine the most economically advantageous tender.

1. Objectives

IMS intends to enter into two to three (2-3) framework agreements Grant Proposal Writers with two to three (2-3) Supplier(s) that comply with the requirements stated in this RFT. IMS reserves the right to enter into more than three framework agreements. The scope of work and the period of the Framework Agreement of services are described in Sections 3-4 below. IMS expects an annual volume of approximately 5-6 assignments per year.

Following the signature of the framework agreement(s), and based on the nature of each assignment, IMS will assess the best qualified candidate to carry out the individual assignment and will sign an individual call of assignment with the selected supplier. IMS reserves the right to employ someone else, should no one from the pool of suppliers be qualified and/or available for the assignment.

1. Scope of Work

The scope of work consists of the following services:

1. Project design and proposal development: lead the overall process as writer, editor, and coordinator for the development and delivery of IMS project proposals as per guidelines for various donors, in coordination with program teams. This could include overseeing project development and design; coordinating the writing of project proposals; ensuring full applications of a high quality are finalized on time and ready for submission.

In addition to the services 1) above, IMS may also need to have the following, but not limited to, services performed:

1. Budgets development processes for submission to donors: this involves leading and coordinating with IMS program and finance teams to develop and ensure timely submission of competitive project budgets to donors.

As proposal development processes and timelines vary over time, the specific timing of each specific contracting period and the number of contracts under the Framework Agreement will vary over the life of the Agreement. Entering into a Preferred supplier agreement does not constitute any commitment or guarantee of volumes. Each call of assignment will have specific ToRs detailing background and justification, overall and specific objectives, expected outputs and scope of work.

1. Timing, Duration and Location of the Framework Agreement(s)

IMS aims at concluding Framework Agreement(s) to apply from 15 April 2024, and remain in force until 14 April 2027, i.e. for a period of 3 years. The Framework Agreement(s) will not be subject to any prolongation, unless motivated by operational reasons.

1. Evaluation Criteria

**5.1 Method of Work (maximum 20 points):**

The bidder **must** propose a method of work for how the bidder would approach and organize a generic proposal development process (including project development and proposal development process and approach, tools used, etc.) for a full application for a large institutional bi- or multi-later donor (EU Commission, US, SIDA, DANIDA). The bidder should include a proposed number of days that it would take for the development of the project (logframe/ToC, discussions with external partners) and writing/editing of a full application.

IMS will assess:

* the feasibility of the proposed method of work,
* the bidder’s understanding of the scope of work,
* the bidder’s ability and capacity to deliver the expected services, including the bidder’s experience working across different international donor processes,
* The proposed number of days to deliver the expected services.

A total maximum score of 20 points will be allocated to the method of work. The scoring scale is provided in Annex IV.

**5.2 CV(s) for each person on the bid, including the following details (maximum 30 points):**

* Experience in writing successful applications for major institutional donors, with information on:
  + Donor institutions for whom the supplier has developed proposals, such as EU, USAID, Danida, Sida;
  + Experience fundraising with private foundations and/or the private sector, if relevant.
  + The scope of the assignments including experience in development of results frameworks/LFAs, ToCs, budgeting;
  + The organizations with whom the supplier has worked;
  + The countries in which the supplier has developed project proposals;
  + Subjects/themes with which the supplier has experience, specifically detailing experience in media development and/or IMS programmes;
  + Team work – experience facilitating proposal development process with multicultural teams and working online.

**5.3 References Previous experiences (maximum 30 points)**

The bidder **must** submit at least five successful references of completed proposal development engagements during the last three years, meeting the following criteria:

* The client is/was a non-profit operating primarily internationally oriented within the fields of development cooperation and/or humanitarian work;
* The client’s operations are/were funded by grants from external donors e.g. Sida, the Danish Ministry of Foreign Affairs, the Norwegian Ministry of Foreign Affairs, USAID/DRL, the European Commission, or others.

For each successful reference, the following information **must** be submitted:

* Client
* Time period
* Type of engagement (scope of work)
* Title of proposal
* Budget size
* Name of donor

A total maximum score of 30 points will be allocated to previous experiences. The scoring scale is provided in Annex IV.

5.4 Financial proposal – fees and expenditures (maximum 20 points)

The tender shall contain a financial proposal with day rate fees in DKK or EURO. The fees included in the financial proposal will constitute the fees of the Framework Agreement to be signed with the successful bidder. The fees shall be including VAT.

To calculate the financial proposal, IMS will take the number of days proposed in the Method of Work (5.1) and multiply by the proposed day rate.

Travel costs and per diems required to perform any of the services listed under assignments covered by this RFT shall be paid for by IMS and are aligned with donor requirements and rates. Such costs shall therefore not be included in the tender.

IMS shall under **no circumstances** be responsible for any payments of social charges, personal income taxes, value added taxes (VAT), and other statutory contributions which may be imposed on the Supplier in relation to this Preferred supplier agreement.

1. Conflict of Interest

IMS defines a conflict of interest as a situation where a person involved with IMS or acting on behalf of IMS has a direct or indirect personal, financial, or business interest in a decision or action by IMS. Any existing or potential conflicts of interest concerning this RFT must be brought to the attention of IMS. IMS reserves the right to exclude a bid that is subject to a conflict of interest.

1. Selection criteria and evaluation method

IMS will apply a combined weighted average scoring method for evaluating the tenders. The maximum score for the technical proposal is 80 points. The scoring scale is provided in Annex IV.

The maximum score of 20 points for the financial proposal will be awarded the lowest priced tender. The financial proposals will be scored in proportion, to the lowest price, as follows:

Score for price proposal X = lowest price proposal \* maximum score / price of proposal X.

The selection criteria are as follows:

|  |  |
| --- | --- |
| **TECHNICAL PROPOSAL** | **MAX POINTS** |
| 1. **Proposed methodology** | 20 |
| * The feasibility of the bidder’s proposed method of work * The bidder’s understanding of the scope of work as presented in this RFT | 10  10 |
| 1. **CV** | 30 |
| * At least 5 years’ experience working with international NGOs/non-profits in project development and grant writing for public donors. * At least 3 years’ experience working in the field of democracy, human rights, governance, media development. * Proven experience working in multicultural teams and working/facilitating processes online. * Strong oral and written communications skills. * Relevant university degree | 9  9  5  5  2 |
| 1. **References** | 30 |
| * At least five successfully completed assignments during the last three years of the types described in the RFT, meeting the following criteria: * The client is/was a non-profit organisation, operating primarily internationally oriented within the fields of development cooperation and/or humanitarian work; * The grant proposal was for bi- or multi-lateral institutional donor e.g. Sida, the Danish Ministry of Foreign Affairs, the Norwegian Ministry of Foreign Affairs, USAID/DRL, the European Commission, UN Agency, or other; | 15  15 |
| **SUB TOTAL 1: TECHNICAL PROPOSAL (Total points)** | **80** |
| **FINANCIAL PROPOSAL** | **MAX POINTS** |
| The financial proposal will be calculated as the estimated number of days given by the supplier in the proposed Method of Work (5.1), multiplied by the day rate proposed by the supplier.  The maximum score of 20 points for the financial offer will be awarded the lowest priced tender. The financial offers will be scored in proportion to the lowest price, as follows:  Score for price proposal X = lowest price proposal \* maximum score / price of proposal X. | **20** |
| **SUB TOTAL 2: FINANCIAL PROPOSAL (Total points)** |
| **TOTAL MAX POINTS** | **100** |

1. Submission and format of tender

The tender shall be submitted to IMS electronically to [procurement@mediasupport.org](mailto:procurement@mediasupport.org) in any of the following formats: .docx, .pdf, .ppx, marked with “**N/A – to be registered when tender process has been closed”**.

The tender shall be composed of the following parts:

1. Technical proposal, containing:

* Proposed Method of work
* CV(s)
* References

1. Financial proposal, containing:

* Day rate

1. Questions

Questions regarding this request for tender can be sent via email until 12 May 2024. Please send questions to [mgb@mediasupport.org](mailto:mgb@mediasupport.org) with the subject line “Inquiry regarding Request for Tender N/A – to be registered when tender process has been closed”. Questions and answers will be published on the IMS website.

1. Ownership and Intellectual Property

Where a bidder’s proposal leads to a Framework Agreement between IMS and the Supplier, it is a requirement that IMS acquire all rights and sole property to any material produced under such a Framework Agreement.

1. Confidentiality

IMS acquires and retains the ownership of all tenders received. IMS will maintain the confidentiality of prices, terms and conditions of all tenders received.

1. Exclusion grounds

IMS reserves the right to exclude bids that are:

* Subject to a conflict of interest as defined in §6;
* Based on a misrepresentation of information required by IMS as a condition to participate in the Preferred supplier agreement or failure to supply this information;
* Submitted by bidders that are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* Submitted by bidders that are convicted of an offence concerning their professional conduct by a judgment, which has the force of res judicata;
* Submitted by bidders that are guilty of grave professional misconduct proven by any means, which IMS can justify.

1. Processing of personal data

IMS will process the personal data included in tender documents and communications received from bidders.

1. Attachments

* Draft Framework Agreement – specific and general conditions and call-off order (Annex I)
* Tender evaluation scoring scale (Annex III)

#### **Annex 1**

#### **Draft Framework Agreement**

**Instructions to candidates: At this stage of the Request for Tender this document is for your information and intended to make you aware of the contractual provisions. The information missing in this document will be filled in when a Contractor has been selected, and the “draft” Contract will then become the “final” Contract” between the Contracting Authority and the successful Contractor.**

|  |  |
| --- | --- |
| *Between* | *and* |
| International Media Support (IMS) | [Insert name of person/company] |
| Nørregade 18  1165 Copenhagen K  Denmark | Address |
| CVR No.: 26487013 | Registration number: |
| Telephone: +45 8832 7000 | Contact person: |
|  | Mobile phone: |
|  | E-mail: |
| (hereinafter referred to as “IMS”) | (Hereinafter referred to as “the service provider”) |

**PART 1. SPECIFIC CONDITIONS**

1. **ASSIGNMENT**

The service provider is hereby Framework agreemented by IMS to fulfil the tasks of Grant Proposal Writing [……..]. The scope of work constitutes the following services:

* ….

Under the provisions of this framework agreement, upon the request of IMS, the service provider shall undertake individual assignments as defined in a call-off order.

This framework agreement does not contain any guarantee for volume or number of assignments.

1. **FRAMEWORK AGEREEMENT PERIOD**

The Framework agreement period is 2024.

The Framework agreement will not be subject to any prolongation, unless motivated by operational reasons.

1. **FEE AND ELIGIBLE EXPENSES**

If an assignment under this framework agreement contains eligible expenses, these must be reasonable, relate to the agreement, and fall within the agreement period.

***OUTPUT BASED***

The daily fee for ……………………………is listed below:

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1. **PAYMENT CONDITIONS**
   1. **Social charges, taxes, etc.**

The service provider shall be responsible for all payments of social charges, personal income taxes, value added taxes (VAT), and other statutory contributions which may be imposed on the service provider in relation to this framework agreement. IMS shall under no circumstances be required to make any such payments.

* 1. **Payment of fee**

Payments will be transferred to the bank account of the service provider as follows:

* 1. **Payment of eligible expenses**

**Eligible expenses to be reimbursed:**

Eligible expenses are subject to reimbursement upon submission of the annexed expense report with original receipts, i.e. actual expenses documented by invoices / receipts from a third party for all the items purchased and covered by the IMS funds, including communication expenses. For flight costs to be eligible, boarding card stubs or digital captures of electronic boarding cards must be submitted as proof of travel.

1. **TERMS OF ENGAGEMENT**

A call-off notice will be issued by IMS for each assignment to be performed by the service provider under this framework agreement. The call-off notice contains the scope of work for the individual assignment and it can have a terms of reference attached to it. The call-off notice will become effective when it has been signed by both parties.

1. **ANNEXES**
2. Call-off notice

**PART 2. GENERAL CONDITIONS**

1. **DELEGATION OF RESPONSIBILITES**

The Service provider may not assign or delegate any of the assignments or responsibilities relating to this Framework agreement to another legal entity, without the written consent of IMS.

It is the responsibility of the Service provider, that any individual or entity, to whom the Service provider delegates the assignments or responsibilities related to this Framework agreement, complies with terms of this Framework agreement.

1. **TRAVEL**

All international travel for IMS must be approved prior to departure. Upon approval, IMS Travel Guidelines will be sent to the service provider. By signing this Framework agreement, the service provider confirms that the IMS Travel Guidelines, including standards and maximum rates specified therein, will be strictly adhered to.

1. **TRAVEL INSURANCE**

International travel insurance is provided by IMS. This insurance only covers activities related to this Framework agreement. Travel in current, registered country of residence or employment is not insured by IMS. If the service provider already has separate travel and safety insurance, the service provider must inform IMS thereof.

1. **SAFETY**

If the consultancy involves travel IMS will provide information on safety procedures. By signing this Framework agreement, the service provider accepts the IMS safety procedures and any subsequent safety instructions by IMS. Failure to comply with the IMS safety procedures or instructions will constitute a breach of Framework agreement.

1. **CONFLICT OF INTEREST**

The service provider warrants that there is no separate interest, either current or reasonably foreseeable, which will create a conflict of interest related to this Framework agreement.

Should a conflict of interest arise or be foreseen by the service provider, the service provider must immediately bring this to the attention of IMS and cease the affected activities.

1. **MANDATE**

The service provider shall not engage in activities or enter into agreements that commit IMS to any expenses or courses of action without having obtained the prior written consent of IMS. The service provider is liable for any obligations including financial obligations that might pertain from such activities.

1. **ETHICS**

No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted - neither directly nor indirectly - as an inducement or reward in relation to activities funded under this Framework agreement, incl. tendering, award or execution of Framework agreements. Any such practice will constitute a material breach of the Framework agreement and be grounds for such additional action, civil and/or criminal, as may be appropriate. At the discretion of the donor(s), a further consequence of any such practice can be the definite exclusion from any tendering for projects, funded by the donor(s).

1. **BANK ACCOUNT**

To ensure timely bank transfers, IMS requires the service provider to submit an official letter, payment instruction for inward remittances or ‘certificate of bank details’ from his/her bank. The service provider is responsible for providing IMS with correct and accurate bank details, including any changes to the bank details that should occur during the Framework agreement period.

Any bank charges related to the return of amounts to IMS or bank search for transferred amounts due to inaccurate information will be deducted from the final transfer to the service provider. IMS is not liable for bank fees deducted by the service provider’s bank or corresponding banks, pertaining to the service provider’s receipt of transfers.

1. **PAYMENT CONDITIONS**

The Service provider shall be responsible for all payments of social charges, personal income taxes, value added taxes (VAT), and other statutory contributions which may be imposed on the service provider in relation to this Framework agreement. IMS shall under no circumstances be required to make any such payments.

1. **TITLE TO EQUIPMENT**

IMS shall retain ownership of any equipment and/or supplies furnished by IMS. Such equipment shall be returned to IMS in an acceptable condition no later than at the termination of this Framework agreement. The Service provider shall be liable for equipment determined to be damaged or degraded beyond normal wear and tear.

1. **DATA PROTECTION**

In this Framework agreement the scope and range of “data processing” is defined by Article 4(2) of the General Data Protection Regulation (EU) 2016/679 (“GDPR”). Where the service provider acts as an autonomous Data Controller, the service provider must ensure compliance with relevant laws that govern data processing.

1. **INTELLECTUAL PROPERTY RIGHTS, CREDITS, AND EDITORIAL RESPONSIBILITY**

IMS shall have the ownership of the intellectual property rights (IPR) to any materials produced and/or other results of this Framework agreement, reports and other related documents, notwithstanding the incorporation of IP and/or materials previously produced by the Service provider.

At the request of the Service provider, IMS shall credit the Service provider for the involvement in creating the IPR.

The Service provider warrants that there will be no incorporation of any material that would affect any intellectual rights of third parties.

IMS is not responsible for any opinions, beliefs, or viewpoints expressed by the Service provider.

1. **CONFIDENTIALITY**

Information about IMS’ partners, programmes, personnel or financial issues shall be treated as confidential by the service provider. This shall also apply after the termination of the Framework agreement.

Both during and after the Framework agreement period, the service provider will, when asked, return to IMS any confidential information related to IMS and/or any property of IMS.

The above includes any employees, Framework agreementors, sub-suppliers etc. that the service provider has used.

1. **SOCIAL MEDIA AND ADVERTISING**

The Service provider is not to engage in social media as a representative of IMS unless the specific mandate has been given by IMS’ Communications Unit or through the job description. Furthermore, the Service provider is encouraged to consider if certain social media activity may reflect negatively on IMS.

The Service provider shall not advertise or otherwise make public the fact that he is a service provider to IMS without specific approval from IMS. Nor shall the Service provider use the name of IMS in connection with his business or otherwise. Non-observance of these conditions shall entitle IMS to cancel the Framework agreement, or any part thereof, and to hold the Service provider liable for any subsequent damages suffered by IMS.

1. **TERMINATION OF FRAMEWORK AGREEMENT AND FORCE MAJEURE**

This Framework agreement may be terminated by four weeks written notice by either party.

In case of material breach of Framework agreement, force majeure or any other unforeseen situation rendering it impossible for either party to perform its obligations according to this Framework agreement, IMS may terminate the Framework agreement with immediate effect.

In the event of termination by either party, all advanced payments as per the date of termination are to be returned to IMS together with complete reporting for services delivered/activities implemented for the period up until the date of termination.

1. **BREACH OF FRAMEWORK AGREEMENT**

In case of non-compliance with the provisions of this Framework agreement, IMS shall notify the service provider in writing - informing the service provider that continuing lack of compliance constitutes a breach of Framework agreement. The notification shall state the nature of the non-compliance as well as what section/provisions of this Framework agreement the breach relates to.

From the date of receiving a written notification stating a breach of Framework agreement, the service provider must - within a period of 10 calendar days - comply with all Framework agreement obligations and produce written documentation to IMS that any error, breach and/or non-compliance with this Framework agreement has been corrected. If the service provider fails to do so, this will constitute a material breach of this Framework agreement that entitles IMS to terminate the Framework agreement with immediate effect according to section XIV below.

1. **MATERIAL BREACH OF FRAMEWORK AGREEMENT**

In case of the service provider’s material breach of Framework agreement, willful misconduct or gross negligence of obligations under this Framework agreement, IMS shall have the right to terminate the Framework agreement with immediate effect and the service provider shall indemnify IMS in accordance with general principles of Danish law.

In case of material breach of this Framework agreement IMS shall have any and all remedies available to it under general principles of Danish law. IMS, at its sole and exclusive discretion, shall be entitled to enforce claims (including the right to claim a refund of all payments made and indemnification of losses related to the breach of Framework agreement).

1. **SETTLEMENT OF DISPUTES**

If any dispute arises relating to the implementation or interpretation of this Framework agreement, the parties shall seek to reach an amicable solution.

Any dispute that cannot be solved amicably shall be settled according to Danish laws and regulations and shall be settled at IMS venue: Copenhagen District Court, Nytorv 25, 1450 Copenhagen K.

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| --- | --- | --- |
| Date: [INSERT DATE] |  | Date: [INSERT DATE] |
| [Name of IMS signatory] |  | [Name of Service provider/Signatory] |
|  |  |  |

**DRAFT CALL-OFF ORDER**

|  |  |
| --- | --- |
| *Between* | *and* |
| International Media Support (IMS) | [Insert name of company or individual] |
| Nørregade 18  1165 Copenhagen K  Denmark | Address |
| CVR No.: 26487013 | Registration number: |
| Telephone: +45 8832 7000 |  |
|  |  |
|  |  |
| (hereinafter referred to as “IMS”) | (Hereinafter referred to as “the service provider”) |

**PART 1. SPECIFIC CONDITIONS**

1. **ASSIGNMENT**

This call-off order is established in reference to the Framework agreement IMS- [insert the Framework agreement number]. The Framework agreement defines the duties and obligations of IMS and the service provider. For the purpose of carrying out this assignment all conditions in the Framework agreement apply and remain unimpaired. In the event of discrepancies between the call-off order and the Framework agreement, the Framework agreement shall prevail.

1. **SCOPE OF WORK**

The purpose with this assignment is to [insert a short description of the assignment. The purpose with the assignment must fall within the scope of the Framework agreement].

1. **ASSIGNMENT PERIOD**

The assignment period is [Insert start date] to [Insert end date].

1. **FEE AND ESTIMATED ELIGIBLE EXPENSES [**Insert currency code**]**

The total budget may only be exceeded upon written approval from IMS.

If the agreement contains eligible expenses, these must be reasonable, relate to the contract, and fall within the contract period.

***[CHOOSE OUTPUT BASED OR TIME BASED, BASED ON WHAT IS AGREED IN THE FRAMEWORK AGREEMENT. DELETE THE NON-CHOSEN OPTION]***

***OUTPUT BASED***

|  |  |
| --- | --- |
| Total fee for deliverable / dailys fee | [Insert amount according to Framework agreement] |
| Eligible expenses *(If none, delete)* | [Insert amount] |
| Total budget (fee + expenses) | [Insert total] |

***TIME BASED*** *(IMS purchases an amount of time spent working towards a less clearly defined output)*

The maximum number of standard working days is [Insert number of days]

A standard working day is 8 hours. Working hours must be recorded daily in the annexed time sheet. No more than 8 hours can be recorded per day. Time sheets must be signed by the service provider.

The daily fee is [Insert daily fee as agreed in the Framework agreement]

|  |  |
| --- | --- |
| Total fee | [Insert amount] |
| Eligible expenses *(If none, put 0)* | [Insert amount] |
| Total budget (fee + expenses) | [Insert total] |

1. **PAYMENT CONDITIONS**
   1. **Social charges, taxes, etc.**

The service provider shall be responsible for all payments of social charges, personal income taxes, value added taxes (VAT), and other statutory contributions which may be imposed on the service provider in relation to this Framework agreement. IMS shall under no circumstances be required to make any such payments.

* 1. **Payment of fee**

***[PAYMENT SHOULD GENERALLY BE MADE, WHEN IMS HAS RECEIVED THE AGREED DELIVERABLES]***

Payments will be transferred to the bank account of the service provider as follows:

*Example:*

|  |  |  |
| --- | --- | --- |
| ***Milestones*** | ***Installment*** | ***Amount*** |
| *Signing of the contract* | *50%* | *5000* |
| *IMS receival of all deliverables* | *25%* | *2500* |
| *IMS approval of all deliverables* | *25%* | *2500* |
| ***Total fee*** | ***100%*** | ***10000*** |

* 1. **Payment of eligible expenses**

***[IF NO ELIGIBLE EXPENSES, DELETE “PAYMENT OF ELIGIBLE OF EXPENSES” SECTION]***

***[IF ELIGIBLE EXPENSES, CHOOSE A OR B, AND DELETE NON- CHOSEN OPTION]***

**Eligible expenses to be paid in advance:**

The annexed expense report must be provided with original receipts, i.e. actual expenses documented by invoices / receipts from a third party for all the items purchased and covered by IMS. For flight costs to be eligible, boarding card stubs or digital captures of electronic boarding cards must be submitted as proof of travel.

Any excess advances will be balanced against the final payment or shall alternatively be returned to IMS via bank transfer.

***B)***

**Eligible expenses to be reimbursed:**

Eligible expenses are subject to reimbursement upon submission of the annexed expense report with original receipts, i.e. actual expenses documented by invoices / receipts from a third party for all the items purchased and covered by the IMS funds, including communication expenses. For flight costs to be eligible, boarding card stubs or digital captures of electronic boarding cards must be submitted as proof of travel.

1. **DELIVERABLES**

The below deliverables must be submitted to IMS as follows:

|  |  |
| --- | --- |
| **DEADLINE** | **DELIVERABLE** |
|  | *Examples:* |
| *Insert date* | *Output(s) as defined in the ToR* |
| *Insert date* | *Brief narrative report* |
| *Insert date* | *Signed time sheets* |
| *Insert date* | *Expense report* |

|  |  |  |
| --- | --- | --- |
| Date: [INSERT DATE] |  | Date: [INSERT DATE] |
| [Name of IMS signatory] |  | [Name of Service provider signatory] |
|  |  |  |