



Name and address of Approved Contractor

date

ACS Ref:x

Dear name

NZAID Approved Contractor Scheme - Contract of Assignment

Programme: insert

Assignment: insert

The New Zealand Agency for International Development (NZAID) is pleased to offer you a Contract under our Approved Contractor Scheme in terms of our Standing Offer dated **enter date**. This Contract is subject to the provisions and standard terms and conditions contained in the Standing Offer.

Details of the assignment to be undertaken and services to be provided, including the price, are contained in the attached Schedules.

If you agree to provide the services set out in this contract, you should:

- (1) sign and date both copies of this contract
- (2) initial every page of the contract including the Schedules, and
- (3) return one copy of the completed contract, including the initialled Schedules, to the Manager, Contracts Unit, NZAID in the envelope provided.

If you are currently employed you must also provide a letter from your employer agreeing to your undertaking this work.

No binding legal relations are created between you and NZAID unless, and until, this contract has been properly executed by both parties.

We look forward to receiving the return of a duly signed contract and look forward to working with you.

Yours faithfully

Insert name of initiator
for Executive Director

SIGNED FOR AND ON BEHALF OF THE APPROVED CONTRACTOR

I confirm that I have read, understood and agree to be bound by this contract, together with the terms and conditions which apply to it, as detailed in the Standing Offer, and agree to undertake the assignment and provide the services on behalf of, and as instructed by NZAID.

signature

full name in capital letters

date

SCHEDULE ONE
SERVICES TO BE PROVIDED

Name of Project: enter details

Assignment: enter details

1 Background to assignment

enter details

2 Desired project outcome

enter details

3 Tasks to be undertaken by the Contractor

enter details

5 Quality indicators or key performance indicators

The Consultant shall ensure that the assignment is carried out with all due diligence, efficiency and economy in accordance with the time specified in this Contract, observing sound management and technical practices, and complying with professional consulting standards recognised by international professional bodies.

6 Key dates

list key dates and milestone events

7 Reporting requirements

The Consultant shall report to NZAID as follows:

Set out type of reporting required and due report dates

8 Milestone(s) to be achieved by the Contractor

specify each milestone event, describe satisfactory completion & confirm due date(s)

SCHEDULE TWO
PAYMENT FOR SERVICES

INSTRUCTIONS TO USER: convert agreed budget quote to **FIXED PRICE** or **HYBRID** payments

1 **Fixed price lump sum (outputs based contract)**

- 1.1 The total amount payable by NZAID to the Approved Contractor shall be a fixed lump sum price of NZ\$ **insert figure** (plus GST if applicable).
- 1.2 Payment will be made upon the satisfactory completion of all services to which they relate, and delivery against milestone(s) is achieved by the Contractor, subject to clauses 8 and 9 of Schedule 2 of the Standing Offer.

| milestone # | fixed price | GST | total (inc GST if applicable) | due date |
|--------------------------|--------------------|------------|--|-----------------|
| 1 | XXXX | XXXX | XXXX | insert date |
| 2 | XXXX | XXXX | XXXX | insert date |
| total fixed price | | | NZ\$ XXXX | |

OR

1 **Fixed price Fees plus disbursements at cost (hybrid contract)**

- 1.1 The total amount payable by NZAID to the Approved Contractor shall be a fixed lump sum price in respect of fees in the sum of NZ\$ **insert figure** (plus GST if applicable), plus actual and reasonable disbursements incurred at cost.
- 1.2 Payment will be made upon the satisfactory completion of all services to which they relate, and delivery against milestone(s) is achieved by the Contractor, subject to clauses 8 and 9 of Schedule 2 of the Standing Offer.

| milestone # | fees due | GST | total (inc GST if applicable) | due date |
|--------------------------|---------------------|------------|--|-----------------|
| 1 | XXXX | XXXX | XXXX | insert date |
| 2 | XXXX | XXXX | XXXX | insert date |
| total fixed price | | | NZ\$ XXXX | |

- 1.3 The following expenses will be re-imbursed to the Contractor after they have been incurred, and upon production of receipt(s):

| expense | detail | cost | GST | quantity | agreed estimate |
|---|--------|------|-----|----------|------------------|
| travel | | | | | |
| travel related costs | | | | | |
| accommodation costs | | | | | |
| meal allowance | | | | | |
| incidentals | | | | | |
| total cost of expenses shall not exceed (inclusive of GST) | | | | | NZ\$ XXXX |

- 1.4 An advance of NZ\$XXXX is payable on signing this contract and will be deducted from subsequent invoice(s) submitted by the Contractor. (if no advance is payable delete this sub-clause)

2 Basis of Payment

- 2.1 Payment shall normally be made within twenty (20) working days of presentation of a correctly rendered invoice at the dates specified in clause 1 above, and subject to satisfactory completion of services and clauses 8 and 9 of Schedule 2 of the Standing Offer.
- 2.2 Each invoice must be set out in accordance with the NZAID invoice template, and contain the following details:
- (a) name of project
 - (b) Approved Contractor reference number
 - (c) correctly stated amount(s) due
 - (d) detail of any GST applicable
 - (e) all claims for expenses supported by relevant receipts.
- 2.3 Each invoice must be addressed as follows:

Payments Officer
 Financial Services Unit
 New Zealand Agency for International Development
 Private Bag 18-901
 Wellington