



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

## CONTRIBUTOR AGREEMENT No.

PROJECT/SUB-PROJECT AND TASK CODE:

PROJECT ARCHIVE REGISTRATION. NO.:

PUBLICATION REF. NO.:

PROJECT MANAGER:

This Contributor Agreement, consisting of the Special Conditions and the Annexes set out below, contains the terms and conditions on which International IDEA has requested and the Contributor has agreed to create and provide to International IDEA the Contribution (as defined below). The Contribution is intended to be part of a prospective work (the "Work" as described below) devised and developed for publication by International IDEA.

### SPECIAL CONDITIONS

[Where the articles in these Special Conditions (SC) refer to specific articles in the General Conditions (GC), the referred articles are mentioned in parenthesis in the title of the article.]

1. THE PARTIES:	(1) <b>The International Institute for Democracy and Electoral Assistance</b> , hereinafter referred to as " <b>International IDEA</b> ", and  (2) _____ hereinafter together referred to as " <b>the Contributor</b> ".
2. CONTRIBUTOR'S ROLE (GC 1.3):	[Please select one of the options below by ticking the appropriate check box.] <input type="checkbox"/> (1) Author of the Contribution <input type="checkbox"/> (2) Lead Contributor <input type="checkbox"/> (3) Co-authors of the Contribution <input type="checkbox"/> (4) Lead Author and Co-author(s) of the Contribution respectively <input type="checkbox"/> (5) Institutional Contributor. The name of the Author(s) of the Contribution is _____.
3. SPECIFICATIONS OF CONTRIBUTION (GC 2.1):	Type (e.g. chapter, article, case study, illustration): Provisional Title: Length (e.g. no of words, pages): Language: The Contribution shall be developed as per the specifications in Annex B – Terms of Reference.
4. WORK (GC 2.2):	The Contribution is intended to be included in the Work entitled:
5. TIMELINE (GC 2.4):	(1) Date of commencement: (2) Date of delivery of the Contribution: (3) Date of delivery of the Additional Material:
6. GRANT OF RIGHTS BY THE CONTRIBUTOR (GC 2.12):	The Contributor transfers to International IDEA the rights and for the term set out in Article 2.12 of the GC to enable International IDEA to publish, distribute and make the Contribution available in any form as part of the Work, by itself or as part of any other work throughout the world in all languages and to sub-licence any such rights.
7. FEE AND REIMBURSABLE EXPENSES (GC 3.1 and 3.2):	For producing the Contribution, International IDEA will pay the Contributor: (1) a fee of: (2) reimbursable expenses up to a ceiling of: _____, as per the Annex C – Budget.
8. SCHEDULE OF PAYMENTS (GC 3.3):	Notwithstanding the provisions of Article 3.3 in the GC, payments under this Agreement will be made upon submission of a valid invoice as per the following schedule: (1) Fee: (i) on delivery and acceptance by International IDEA of the Contribution: (ii) on publication: (2) Reimbursable expenses: (i) on delivery and acceptance by International IDEA of the Contribution: (ii) on publication:

<p>9. BANK DETAILS (GC 3.3):</p>	<p>International IDEA will transfer the funds to the Contributor's following bank account:</p> <p>Bank: Bank Address: Country: Telephone/ fax number: Swift/ABA/Sort Code: Currency of the account: Account number / IBAN: Name of the account holder: Address of the account holder:</p> <p>Any changes to the bank information during the period of the contract are subject to an addendum signed by both parties.</p>										
<p>10. ADDITIONAL MATERIAL TO BE PROVIDED BY THE CONTRIBUTOR (GC 2.3):</p>	<p>(1) A biography of the Contributor of 100 – 150 words to include key information such as present position and employment, education, achievements or publications;</p> <p>(2) A complete list of the material taken by the Contributor from other sources for inclusion in the Contribution; and</p> <p>(3) The original written permission(s) from owner(s) of the Copyright Material to include such material in the Contribution.</p> <p>Additional requirements:</p>										
<p>11. AUTHORIZED REPRESENTATIVES (GC 1.5):</p>	<p>(1) The representatives of the Parties duly authorized to sign the Agreement and any future amendments to the Agreement shall be:</p> <ul style="list-style-type: none"> <li>▪ for International IDEA: in his capacity as</li> <li>▪ for the Contributor: in his capacity as</li> </ul> <p>or their designated representatives.</p> <p>(2) For matters regarding the performance of the assignment, the authorized representatives of the Parties shall be: for International IDEA and for the Contributor, or their designated representatives.</p>										
<p>12. NOTICES (GC 1.6):</p>	<p>Any communication between the Parties shall be made at the following addresses:</p> <table border="0"> <tr> <td><b><u>International IDEA:</u></b></td> <td><b><u>The Contributor:</u></b></td> </tr> <tr> <td>Address: Strömsborg, SE - 103 34 Stockholm, Sweden</td> <td>Name: Address: Telephone:</td> </tr> <tr> <td>Telephone: +46 8 698 37 00</td> <td>Telefax:</td> </tr> <tr> <td>Telefax: +46 8 20 24 22,</td> <td>E-mail:</td> </tr> <tr> <td>E-mail: info@idea.int</td> <td>and</td> </tr> </table>	<b><u>International IDEA:</u></b>	<b><u>The Contributor:</u></b>	Address: Strömsborg, SE - 103 34 Stockholm, Sweden	Name: Address: Telephone:	Telephone: +46 8 698 37 00	Telefax:	Telefax: +46 8 20 24 22,	E-mail:	E-mail: info@idea.int	and
<b><u>International IDEA:</u></b>	<b><u>The Contributor:</u></b>										
Address: Strömsborg, SE - 103 34 Stockholm, Sweden	Name: Address: Telephone:										
Telephone: +46 8 698 37 00	Telefax:										
Telefax: +46 8 20 24 22,	E-mail:										
E-mail: info@idea.int	and										
<p>13. ANNEXES:</p>	<p>The following documents attached hereto shall be deemed to form an integral part of this Agreement:</p> <ol style="list-style-type: none"> <li>1. Annex A: General Conditions for Contributor Agreements – August 2007</li> <li>2. Annex B: Terms of Reference</li> <li>3. Annex C: Budget for the Services</li> </ol> <p>In the event of a conflict between the provisions of the different documents which form part of the Agreement, the Special Conditions shall take precedence over the Annexes, and Annex A shall take precedence over the other Annexes.</p>										
<p>14. GENERAL CONDITIONS:</p>	<p>The following amendments to the articles in the GC are hereby agreed and shall apply:</p> <p>14.1 By derogation from Article</p>										

IN WITNESS THEREOF, the undersigned, being duly authorized, have signed this Agreement in duplicate on behalf of the Parties on the date and at the place indicated below:

THUS DONE AND SIGNED AT \_\_\_\_\_

ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

For and on behalf of **International IDEA:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

THUS DONE AND SIGNED AT \_\_\_\_\_

ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

For and on behalf of **the Contributor:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

*Please note that the Agreement cannot be executed until the Contributor has delivered and International IDEA has received the original signed by both Parties.*