



**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**  
**COOPERATION CONTRACT No.**

*Project and Work Order*

*Project Manager:*

**1. INTRODUCTION**

- 1.1. International IDEA would like you to cooperate with it [and the Additional Provider], and you would like to cooperate with International IDEA [and the Additional Provider], to implement the Services (described below).
- 1.2. The Services will be completed in line with the Special Terms set out below and the annexes referred to in row 17 of the Special Terms (the **Contract**).
- 1.3. Please read all these documents to understand your rights and obligations as a whole.
- 1.4. If there is any inconsistency between any of the terms of the Special Terms and those of the annexes, these will be dealt with as described in row 17 of the Special Terms.

**SPECIAL TERMS**

| TERMS                                     | KEY TERMS   |
|---|---|
| 2. <b>Parties</b>                         | (1) <b>The International Institute for Democracy and Electoral Assistance (International IDEA)</b> and<br>(2) [       ] ( <b>Provider</b> ) /and<br>(3) [       ] ( <b>Additional Provider</b> )  |
| 3. <b>Services</b>                        | The Parties agree to cooperate to implement the services entitled:[       ]<br>(as detailed in Annex B – Terms of Reference ( <b>Services</b> )).   |
| 4. <b>Start Date</b>                      | [       ]   |
| 5. <b>Contract Term</b>                   | The Contract will be in force from the Start Date and unless terminated earlier it will continue until the date that the Services have been completed and all obligations of each Party under the Contract have been performed ( <b>End Date</b> ). |
| 6. <b>Implementation Period</b>           | (1) Date of commencement of the Services: [       ]<br>(2) Date of completion of the Services: [       ]  |
| 7. <b>Submission of the Final Reports</b> | The final Financial Report and Narrative Report will be submitted within [       ]<br>[       ] of the end of the Implementation Period.  |



|                                 |  |
|---------------------------------|--|
| <p><b>13. Payment Terms</b></p> | <p>Without prejudice to paragraph 6 of Appendix 2 (Additional Terms for Cooperation Contracts) of the General Terms, payments under this Agreement will be made to the Provider /and the Additional Provider/ as per the following schedule:</p> <p>To the Provider:</p> <ul style="list-style-type: none"> <li>• intermediate payment(s) to the amount of [currency] [amount in figures and words], upon receipt and acceptance by International IDEA of the progress Report(s) and corresponding intermediate payment request(s) [please insert one line for each intermediate payment or delete if not applicable]</li> <li>• final payment covering any outstanding amounts, upon receipt and acceptance by International IDEA of the final Reports and and corresponding final payment request.</li> </ul> <p>[The schedule above is indicative and may be amended or replaced according to the specific requirements of the project, provided the relevant provisions in the General Terms are observed.]</p> <p>[To the Additional Provider:</p> <ul style="list-style-type: none"> <li>• intermediate payment(s) to the amount of [amount in figures and words], upon receipt and acceptance by International IDEA of the progress Report(s) and corresponding intermediate payment request(s) [please insert one line for each intermediate payment or delete if not applicable]</li> <li>• final payment covering any outstanding amounts, upon receipt and acceptance by International IDEA of the final Reports and corresponding final payment request.]</li> </ul> <p>[The schedule above is indicative and may be amended or replaced according to the specific requirements of the project, provided the relevant provisions in the General Terms are observed.]</p> |
| <p><b>14. Bank Details</b></p>  | <p>International IDEA will transfer the funds to the following bank account(s):</p> <p>For the Provider:</p> <p><b>Bank Name:</b><br/> <b>Bank Address:</b><br/> <b>Account Holder:</b><br/> <b>Account Holder's Address:</b><br/> <b>IBAN of Account No.:</b><br/> <b>BIC/SWIFT:</b><br/> <b>ABA/Routing number/FedWire/Sortcode:</b><br/> <b>Currency of Account:</b></p> <p>For the Additional Provider:</p> <p><b>Bank Name:</b><br/> <b>Bank Address:</b><br/> <b>Account Holder:</b><br/> <b>Account Holder's Address:</b><br/> <b>IBAN of Account No.:</b><br/> <b>BIC/SWIFT:</b><br/> <b>ABA/Routing number/FedWire/Sortcode:</b><br/> <b>Currency of Account:</b></p>   |



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

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

For and on behalf of **Provider:**

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

For and on behalf of **Additional  
Provider:**

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_