



## INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

### COMMISSIONING AGREEMENT No.

PROJECT AND WORK ORDER NUMBER:

PROJECT MANAGER:

#### 1. INTRODUCTION

- 1.1. International IDEA would like you to create and provide, and you would like to create and provide, the Deliverable (described below) which is intended to be part of a New Work devised and developed for publication by International IDEA.
- 1.2. The Deliverable will be provided in line with the Special Terms set out below and the annexes referred to in row 17 of the Special Terms (the **Agreement**).
- 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 (2) <b>full legal name and full legal name</b> together referred to as ( <b>Provider</b> ).
3. <b>Start Date</b>	<b>Date</b>
4. <b>Agreement Term</b>	The Agreement will be in force from the Start Date and unless terminated earlier in accordance with its terms, will continue in place until completion of the Services.
5. <b>Provider's Role</b>	<i>Please select one of the options below by ticking the appropriate check box.</i> <input type="checkbox"/> (1) Author of the Deliverable <input type="checkbox"/> (2) Lead Provider <input type="checkbox"/> (3) Co-Author(s) of the Deliverable <input type="checkbox"/> (4) Lead Author and Co-Author(s) of the Deliverable respectively <input type="checkbox"/> (5) Institutional Provider. The name of the Author(s) of the Deliverable is <b>full name</b> .
6. <b>Specifications for Deliverable</b>	Type (e.g. chapter, article, case study): <b>insert</b> Provisional title: <b>title name</b> Length (e.g. no of words, pages): <b>details</b> Language: <b>language</b> The Deliverable shall be developed as per the specifications in Annex B – Terms of Reference.

TERMS	KEY TERMS
7. <b>New Work</b>	The prospective work in which the Deliverable is intended to be included entitled: <b>name or description of new work</b>
8. <b>Timeline</b>	(1) Date of commencement of work on Deliverable: <b>date</b> (2) Date of delivery of the Deliverable: <b>date</b> (3) Date of delivery of the Additional Material: <b>date</b>
9. <b>Grant of Rights by Provider</b>	Provider transfers to International IDEA the rights set out in clause 16 of the General Terms to enable International IDEA to publish, distribute and make the Deliverable available in any form as part of the New Work, by itself or as part of any other work throughout the world in all languages and to sub-licence any such rights.
10. <b>Additional Material to be Provided by Provider</b>	Provider to give the following Additional Materials in accordance with row 8: (1) A biography of Provider of 100 – 150 words to include key information such as present position and employment, education, achievements or publications; (2) A complete list of the material taken by Provider from other sources for inclusion in the Deliverable (including Pre-existing Material); and (3) The original written permission(s) from owner(s) of the Pre-existing Material to include such material in the Deliverable. <b>Additional requirements: details</b>
11. <b>Pre-Existing Material</b>	This means any material produced prior to the Start Date and owned either by Provider or a third party that is proposed to be included in the Deliverable. As at the date of this Agreement, the Parties envisage the following Pre-existing Material being included in the Deliverable:  Owned by Provider: _____ ;  Owned by third party: _____ .  The Parties may, by written approval of International IDEA, agree to include additional Pre-existing Material in the Deliverable.
12. <b>Fee and Reimbursable Expenses</b>	For producing the Deliverable and granting all rights as per clause 16 of the General Terms, International IDEA will pay Provider: (1) a fee of: <b>currency and amount in figures and words</b> , inclusive of any applicable VAT or sales tax (2) reimbursable expenses up to a ceiling of: <b>currency and amount in figures and words (Ceiling)</b> as per Annex C – Budget.
13. <b>Payment Terms</b>	Invoices can be issued as per the following: (1) Fee: (i) on delivery and acceptance by International IDEA of the Deliverable: <b>currency and amount in figures and words</b> (ii) on publication: <b>currency and amount in figures and words</b> (2) Reimbursable expenses: <b>list type of expenses</b>

TERMS	KEY TERMS		
14. <b>Bank Details</b>	<p>International IDEA will transfer payments to Provider’s following bank account or to a replacement bank account that Provider notifies to International IDEA in writing:</p> <p><b>Bank Name:</b> name  <b>Bank Address:</b> address  <b>Account Holder:</b> name  <b>Account Holder’s Address:</b> address  <b>IBAN of Account No.:</b> No.  <b>BIC/SWIFT:</b> No.  <b>ABA/Routing number/FedWire/Sortcode:</b> insert  <b>Currency of Account:</b> currency</p>		
15. <b>Authorised Representatives</b>	<p>(1) The representatives of each Party authorised to sign the Agreement and any future amendments to the Agreement are:</p> <ul style="list-style-type: none"> <li>▪ name in their capacity as role for International IDEA.</li> <li>▪ name in their capacity as role for Provider.</li> </ul> <p>or their respective designated representatives.</p> <p>(2) For matters regarding the performance of the assignment, the authorised representatives of each of the Parties shall be: name and role for International IDEA and name and role for Provider, or their designated representatives.</p>		
16. <b>Communication Between the Parties</b>	<p>Any communication between the Parties shall be made at the following addresses:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b><u>International IDEA:</u></b>  Address:  Strömsborgsbron 1,  SE - 103 34  Stockholm, Sweden  Telephone: +46 8 698 37 00  E-mail: info@idea.int</p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p><b><u>Provider:</u></b>  Name: name  Address: address  Telephone: No.  E-mail: email</p> </td> </tr> </table>	<p><b><u>International IDEA:</u></b>  Address:  Strömsborgsbron 1,  SE - 103 34  Stockholm, Sweden  Telephone: +46 8 698 37 00  E-mail: info@idea.int</p>	<p><b><u>Provider:</u></b>  Name: name  Address: address  Telephone: No.  E-mail: email</p>
<p><b><u>International IDEA:</u></b>  Address:  Strömsborgsbron 1,  SE - 103 34  Stockholm, Sweden  Telephone: +46 8 698 37 00  E-mail: info@idea.int</p>	<p><b><u>Provider:</u></b>  Name: name  Address: address  Telephone: No.  E-mail: email</p>		
17. <b>Documents that make up Agreement</b>	<p>The individual documents that make up the Agreement are as follows:</p> <ol style="list-style-type: none"> <li>1. These Special Terms</li> <li>2. Annex A: International IDEA’s General Terms for Supply, Commissioning And Framework Agreements (including its appendix), accessible <a href="#">here</a></li> <li>3. Annex B: Terms of Reference <b>OR</b> Providers Proposal <b>OR</b> N/A</li> <li>4. Annex C: Budget <b>OR</b> N/A</li> <li>5. Annex D: Template Invoice</li> </ol> <p>If there is a conflict between the provisions of the different documents which form part of the Agreement, these Special Terms will take precedence over the Annexes, and an Annex appearing higher in the above list, will prevail over an Annex appearing lower in the list, to the extent of that conflict.</p>		
18. <b>Amendments to the General Terms</b>	N/A		

These Special Terms and the annexes referred to in row 17 above, including [International IDEA’s General Terms for Supply, Commissioning and Framework Agreements](#), govern the supply of the Services to International IDEA. By signing below, Provider agrees to supply the Services to International IDEA on these terms.

For and on behalf of **International**

**IDEA:**

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

For and on behalf of **Provider:**

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_