

## CONSULTANT CONTRACT BETWEEN THE AGENCY AND

### ADD SAFEGUARDING INVESTIGATOR NAME

*(Hereinafter referred to as the "Consultant")*

Whereas the Consultant agrees to undertake the assignment defined within the agreed to terms and deliverables provided by (ADD the Agency staff responsible for this contract), located in ADD CITY, ADD COUNTRY, the parties enter into the following contract.

1. The Agency agrees to the Consultant the following:

The consultant has agreed to provide their consultancy services to conduct an internal investigation under the Terms of References (ToRs) detailed below.

2. During the course of this contract, the Consultant and the Agency shall abide by the terms of this agreement and other organizational policies applicable to consultants, as included in the Agency Human Resources Policies and Procedures Guide, and as amended from time to time.
3. The assignment and any material gathered for its preparation shall remain the property of the Agency for its exclusive use unless otherwise stipulated in the Terms of Reference. All information regarding the internal affairs and operations of the Agency is privileged and must be kept **confidential**.
4. The Consultant shall not assign her/his rights, duties or obligations under this contract without having received prior written consent to such assignment from the Agency.
5. During the course of this contract, the Consultant will not be an official representative or an Employee of the Agency. However, the Consultant shall not engage in any activity while retained by the Agency for an overseas assignment that may compromise or conflict with the Agency's interests overseas. For example:
  - (1) The Consultant shall not use her/his position as an Agency consultant for personal gain in any financial, professional or occupational activity in the overseas country or region to which the Consultant may be assigned.
  - (2) The Consultant shall not engage in any political activity which by its nature will necessarily identify the Agency with "party politics".
6. The Agency reserves the right to terminate the contract at any time and for any reason by giving notice in writing requiring the Consultant to stop performing the work or any part thereof, in which event the Consultant shall have no claim against the Agency by reason of such termination other than payment of expenses actually incurred by the Consultant pursuant to the Contract and payment of N/A days' pay in lieu of notice. The Agency also reserves the right to terminate the contract for cause at any time and without notice or payment in lieu of notice.



- 7. The commencement date of this contract is ADD date. This contract will terminate either in accordance with the provisions of Article 7 of this Agreement, or upon completion of the work requested by the Agency or not later than ADD date.
- 8. All notices required to be delivered to the Consultant under this contract shall be deemed to have been properly delivered when delivered personally or by mail or telecommunication to the following company and address:

ADD Consultant name  
ADD Consultant email and phone

### 9. GOVERNING LAW

This contract shall be governed by and interpreted in accordance with the laws of the Province of ADD province, ADD country.

### 10. AUTHORITY

This contract is not binding unless approved by an authorized representative of the Human Resources Department of the Agency.

### 11. ACCEPTANCE OF TERMS AND CONDITIONS OF THIS AGREEMENT

Signed in: \_\_\_\_\_, in the province / state of: \_\_\_\_\_, Country: \_\_\_\_\_,

This \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
ADD Consultant name

\_\_\_\_\_  
ADD Agency staff

\_\_\_\_\_  
(Witness for Consultant)

### ADD Terms of References

Date of contract: ADD DATE