

Consulting services - Annual contract
concerning the Framework Agreement referenced below

Client:	Evangelisches Werk für Diakonie und Entwicklung e. V. for Brot für die Welt Caroline-Michaelis-Str. 1 10115 Berlin, Germany			
	Responsible work unit:		Point of contact:	
	Phone:		Email:	
Contractor:				
For consulting in:				
Subject of consultation:				
Individual order number:		Contract period:		
Regarding planning/calculation from:		Project-No:		
Regarding Framework Agreement No:		from:		

Estimation of maximum remuneration and maximum costs to be reimbursed					Total		
1	Maximum remuneration		Number of days	Fee/Day	Subtotal		
	Fee for A) Planning and implementation of face-to-face				- €	- €	
	Fee for B) Logistical organisation of the workshop				- €		
	Fee for time spent traveling A) Planning and			- €			
	Fee for time spent traveling B) Logistical organisation of			- €			
1.1	A) Preperation of XX country-specific workshops				- €	- €	
1.2	A) Implementation of XX workshops				- €		
1.3	A) Reporting and evaluation of XX workshops				- €		
1.4	A) Preperation and realisation of online follow-up				- €		
1.5	B) Logistical organisation in XX countries				- €		
1.6	B) Participant management in XX countries				- €		
1.7					- €		
1.8					- €		
2	Maximum costs to be reimbursed						
2.1	Overnight stays	Country	Number of overnight stays	Reimbursement per overnight stay in case of flat-rate billing	Reimbursement per overnight stay in case of billing against receipt (maximum)	Subtotal	Total
						- €	
2.2	Transport (flights, public transport, taxi)???						- €
2.3	Audit in XX countries						
2.4	to be completed in case further reimbursements are agreed						
Total of maximum remuneration + costs to be							- €

On the basis of the Framework Agreement the Client and the Contractor hereby agree that the Contractor will provide the consulting services within the above period. The services are provided in accordance with the above Framework Agreement and the rules set out therein. Prior to the conclusion of the individual contract, the Contractor must provide a planning and an informal offer with details of the expected time required and daily rates as well as any ancillary costs.

If the Client is obliged to withhold and pay VAT for the Contractor on the basis of the statutory provisions (reverse charge procedure), the Contractor shall issue an invoice only with the net amount (without German VAT) in accordance with the applicable statutory provisions. In addition, the Contractor is obliged to comply with the local regulations on income tax and value added tax and to pay the taxes to the local tax authorities insofar as the performance is taxable abroad.

	Place and date:	Signature:
For Client:		
For Contractor:		

Annex: offer and planning

