

1 Written and textform

The contract, any amendments and supplements to the contract and all material communications must be in written form, unless the parties have made different arrangements or a stricter form is prescribed by law. In the event of transmission by telecommunication to be deemed to be in written form, this transmission must take place via the eProcurement Tender Platform of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH as the contracting authority (hereinafter 'GIZ' or the 'contracting authority'). Insofar as text form is provided for in these Special Terms and Conditions, it shall consist of a readable declaration on a durable medium in which the person making the declaration is named.

2 Confidentiality

Any and all data relating to the contract as well as any other information, such as submitted documents and exchanged information, of which the contractor and its employees become aware in the course of performing the contract, must be treated as confidential during and beyond the term of the contract. The contractor must also observe the principle that such data and information may only be made accessible and disclosed to persons who absolutely need the information in order to perform their designated tasks ('need-to-know' principle). This provision applies even if such documentation and information has not been explicitly designated as secret or confidential. The contractor must not make documents and/or work results of any kind, including in particular, but not limited to, reports, accessible to third parties without prior approval in text form by GIZ. Third parties under this provision also include the ultimate commissioning party/client.

3 Requirement for GIZ's approval for publications

Any publications regarding the contract require prior approval in text form by GIZ, even after the contract has come to an end. A brief description of the contract and scope of activity for the contractor's PR purposes shall not require GIZ's approval.

A statement on the content of the contract and the key results constitutes a brief description for the purposes of these Terms and Conditions. The contractor must always express in an appropriate way that its activities are on behalf of GIZ, and must also name the ultimate commissioning party/client and any further financing parties.

4 Use of GIZ's corporate design

When designing materials relating to the contract which are intended for use with third parties (e.g. business cards, letterhead, emails, publications, presentations), GIZ's Corporate Design Center rules (<https://www.giz.de/cdc/en/html/59557.html>) and all other GIZ specifications must be followed. The design must also be agreed with GIZ and in the event of direct cooperation also with the responsible partner institution in the country of assignment.

5 Data protection

Within the framework of the contract, GIZ processes person-related data exclusively in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and other applicable data protection regulations. Such data are processed and stored by GIZ only to the extent necessitated by this contract. The contractor shall have the right to view, delete or rectify the data and can approach GIZ (datenschutzbeauftragter@giz.de) or the responsible government authorities in order to assert this right.

The contractor shall comply with the requirements of applicable data protection regulations and take measures to ensure such compliance by its employees.

The contractor warrants that data transmitted to GIZ have been processed in accordance with applicable data protection provisions and are free from any third-party rights that could prejudice the use of this data within the purpose of this contract. The contractor indemnifies GIZ against all claims arising from the violation of data protection regulations and shall reimburse GIZ for all costs incurred in connection with its corresponding legal defence or the imposition of government sanctions.

Should applicable data protection law contain special principles that must be adhered to when providing works and services (for example implementation of technical requirements in a privacy-friendly way by means of Privacy by Design and Privacy by Default), the contractor shall place particular emphasis on ensuring compliance with

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such principles.

Should the contractor process person-related data for GIZ within the meaning of Art. 28 GDPR, this processing shall be performed on the basis of an associated separate agreement.

6 Prevention of the financing of terrorism and compliance with embargoes

The contractor shall not use the remuneration received from GIZ to make any financial resources or other economic resources available, either directly or indirectly, to third parties that are included on a United Nations or EU sanctions list.

When executing the contract, the contractor may enter into and/or maintain business or contractual relationships only with third parties that are reliable and to whom no statutory ban on doing business or entering into contracts applies.

In executing the contract, the contractor shall also comply with embargoes or other trade restrictions imposed by the United Nations, the EU or the Federal Republic of Germany.

The contractor shall notify GIZ without delay and of its own volition if the contractor, a member of its official managing body and/or other administrative bodies, its shareholders and/or its employees should be placed on a sanctions list published by the United Nations or the EU. The same stipulation applies if the contractor should learn of an event that results in the inclusion of aforementioned individuals on such a list.

The contractor shall notify GIZ without delay and of its own volition of any violation of the provisions of the present section 6.

7 Obligations under the Code of Conduct

7.1 Code of Conduct for Contractors

The contractor shall guarantee with regard to its own business activities that it acts in accordance with the Code of Conduct for Contractors of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH ('Code of Conduct') (Annex 17). It warrants that it will appropriately address the provisions of the Code of Conduct along the supply chain if it establishes the existence of a human-rights or environment-related risk or is informed by GIZ of such a risk.

The contractor is obliged to hold GIZ harmless from third-party claims resulting from a breach of the Code of Conduct unless the contractor can prove that it is not responsible for the breach.

7.2 Preventive measures

The contractor must take appropriate measures to minimise the risk of breaching the provisions of the Code of Conduct. If GIZ identifies (new) risks during performance of the contract, additional preventive measures must be taken. GIZ is entitled to instruct the contractor to take specific measures.

7.3 Ensuring access to the complaints procedure in the supply chain

The contractor shall ensure unhindered access for all of its employees to the complaints procedure set up at GIZ. In particular, the contractor shall not undertake any actions that hinder, prevent or complicate access to the complaints procedure. This also applies to indications that human-rights or environment-related obligations have been violated due to the actions of an indirect supplier.

7.4 Ad hoc controls

GIZ is entitled to check whether the contractor complies with the provisions of the Code of Conduct if compliance risks have been identified and the contractor has been informed of them. The corresponding control measures must be appropriate and give due consideration to the contractor's justified concerns. The control measures that may be considered include demands for comprehensive disclosure, on-site checks by GIZ or a commissioned third party and mandatory certification in line with recognised standards. All control measures are restricted to compliance with human-rights and environment-related obligations.

7.5 Participation in training courses

If GIZ identifies compliance risks related to the Code of Conduct, the contractor shall be obliged at GIZ's request

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to take part in the training courses held by GIZ on compliance with the Code of Conduct and on appropriate measures to address the Code of Conduct in the further supply chain. Participation is not necessary if GIZ agrees and if the contractor confirms in writing to GIZ that it (i) complies with the provisions of the Code of Conduct and (ii) verifiably conducts its own training courses.

7.6 Obligations to provide information and documents

The contractor is obliged on request to procure and provide the information and documents that GIZ needs in order to meet all of the regulatory requirements resulting from the contractual relationship, e.g. requirements under the German Supply Chain Act (LkSG).

7.7 Legal consequences in the event of violations of the Code of Conduct

If the contractor breaches any of the obligations set out in the Code of Conduct, GIZ is entitled to suspend performance of the contract or to terminate the contract if the breach is not remedied after setting a reasonable deadline. There is no need to set a deadline in the event of a serious, persisting or repeated breach. In the event of termination, the contractor shall be entitled to remuneration for the services provided under the contract up to the date on which the termination takes effect. However, remuneration shall not be payable for services for which GIZ demonstrates that they are of no interest to it as a result of the termination. If the contractor breaches an obligation under the Code of Conduct, the contractor is additionally obliged to pay damages unless it can prove that it is not responsible for the breach. The payment of damages also includes appropriate compensation for reputational damage.

If the contractor breaches an obligation under the Code of Conduct, GIZ is furthermore entitled to exclude the contractor from future competitive award procedures for a period that is limited to the duration of the breach and to the extent appropriate.

The contractor is obliged to pay a contractual penalty for each breach of the Code of Conduct; the amount of this penalty (i) depends on the nature and severity of the breach, (ii) is established by GIZ after due consideration and (iii) does not exceed EUR 50,000. If a pecuniary advantage granted by the contractor as a form of bribery is greater than EUR 50,000, the contractor must pay a contractual penalty equal to this sum. Further rights of GIZ to claim damages shall remain unaffected. However, contractual penalties that have already been paid shall be deducted from such claims for damages.

8 Prohibition of monitoring of behaviour or performance

Monitoring the behaviour or performance of GIZ employees is prohibited, unless the contractor has received explicit permission from GIZ for the respective monitoring.

9 Services by the GIZ office in the country of assignment

If services are provided on site in the country of assignment, the contractor must ask the local GIZ country office what support it will provide for the relevant measure. The contractor must make use of these services if they are provided without charge. Otherwise the conditions for their use shall be agreed in text form between the contractor and the local GIZ country office.

10 Partner inputs

If agreements under international law (TC framework agreements/exchanges of notes), implementation agreements and supreme agreements are part of the contract, the contractor must make use of the partner inputs agreed in these agreements.

If the partner inputs pledged in the agreements under international law (technical cooperation framework agreements, exchanges of notes), implementation agreements and master agreements are not or only partly supplied, or not supplied on time, or if further input is provided, the contractor shall be obliged to notify GIZ without delay in text form and to describe the effects on the implementation of the measure. If partner inputs are not properly provided, the contractor shall make suggestions to GIZ for measures to be taken with due consideration of the advantages and disadvantages.

If the country office confirms that the planned partner inputs have not been supplied in due form, GIZ and the

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contractor will enter into supplementary agreements.

This also applies if further partner inputs lead to a reduction in the contractor's expenditures.

11 Assignment of experts

11.1 Key experts and other experts

The contractor shall assign experts in agreed key positions ("key experts") and other experts to provide works and services.

Key experts are experts who are identified by name in the contract.

For the assignment and replacement of other experts, the contractor shall submit an implementation proposal in text form to the person at GIZ who is responsible for the commission (stating the nominated expert, Terms of Reference, duration of assignment and number of expert-days) for approval.

11.2 Qualifications and requirements for the assigned experts

The contractor shall be obliged to assign only such experts as are trustworthy and capable of performing the tasks allocated to them, who have the necessary professional and local knowledge, and are adequately informed of and prepared for the security situation in the country of assignment. The contractor shall ensure that the experts it assigns to work on the contract are suitably informed about the contractual provisions on information security. If participation by the contractor and/or its experts in special preparatory courses is agreed, the preparation period shall not form part of the period of assignment.

11.3 Assignment times

The assignment times of the contractor and assigned experts shall be determined by the requirements of the measure and the conditions in the country of assignment.

11.4 Compliance with contractual obligations

The contractor shall ensure that the experts it assigns comply with the relevant provisions of the contract.

If a key expert is not present to perform the assigned works and services and GIZ terminates the contract as a result, then such termination shall be deemed to be the responsibility of the contractor.

11.5 Replacement of an expert at GIZ's request for a compelling reason

GIZ may demand the replacement of an expert if there is a compelling reason for doing so. In particular, a compelling reason is deemed to exist:

- (a) if it becomes clear that the expert does not meet the requirements in terms of health, language skills, professional or personal qualifications or the requirements under 11.2 above;
- (b) if the expert's conduct is detrimental to the interests of the Federal Republic of Germany or of the ultimate commissioning party/client, or is the subject of complaint for understandable reasons by the government of the country of assignment or the partner institution;
- (c) if the expert contravenes the duties to be imposed on him/her by the contractor despite having been required by the government and/or partner institution in the country of assignment to conduct himself/herself in accordance with his/her duties, or if GIZ has complained about the expert's conduct to the contractor.

The contractor shall bear all additional costs incurred due to a need for a replacement for a compelling reason, as well as any additional expenses arising for replacement personnel. If an expert is replaced following a complaint by the government of the country of assignment or the partner institution, the contractor bears these costs only if it or its expert is responsible for the cause of complaint. If the contractor or its expert is not responsible for the cause of complaint, GIZ shall reimburse the unavoidable expenses incurred in connection with the replacement.

12 Special obligations for performance of the contract in the country of assignment

If services are to be provided in the country of assignment, the following provisions (Sections 12.1 - 12.7)

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shall apply:

12.1 Principles of conduct

The contractor shall be obliged to comply with the applicable stipulations of the respective agreements under international law (technical cooperation framework agreements, exchanges of notes), implementation agreements and master agreements relating to the measure, provided these stipulations are part of the contract.

The contractor is further obliged to seek good cooperation with the authorities in the country of assignment. For the duration of the contract, the contractor shall refrain from any interference whatsoever in the internal affairs of the country of assignment, in particular with regard to its politics, religion, manners and customs. The contractor must bear in mind that a task is being performed in the context of international cooperation or international education work with a partner country of the Federal Republic of Germany. The contractor shall be intent on maintaining friendly relations between the country of assignment and the Federal Republic of Germany.

Neither the contractor nor the assigned experts shall be permitted to pursue any interests unrelated to the measure in the country of assignment while executing the contract. This provision also applies to the assumption of extracontractual activities in the country of assignment, unless GIZ has been informed of these in advance. The contractor and the assigned experts are further obliged to adapt their personal conduct to the local conditions. This rule also applies to relatives accompanying the assigned experts.

12.2 Cooperation with other institutions

The contractor and the assigned experts are obliged to cooperate with the German mission abroad, specialists working in the country of assignment and the representatives of the Federal Republic of Germany working in the country of assignment, and also, where relevant for performance, with representatives and experts of multilateral or other organisations.

12.3 Notification of travel dates

Every journey by assigned experts to and from the country within the framework of the provision of works and services must be reported to GIZ in text form in advance.

12.4 Protective measures, health requirements and necessary insurance policies

The contractor shall be responsible for ensuring that it and its assigned experts meet the health requirements for the country of assignment. The contractor shall in particular be obliged to arrange the necessary vaccinations. The contractor must ensure adequate insurance cover (in particular health, repatriation and accident insurance). The contractor must provide evidence of compliance with this provision on request by GIZ. If GIZ offers a security briefing, the contractor and assigned experts are obliged to attend.

12.5 Obligation to notify in country of assignment

After arrival in the country of assignment, the contractor and assigned experts must contact GIZ in the country of assignment and notify it of the duration and location of their stay and contact details. If there is no GIZ office in the country of assignment, the contractor coordinates notification before departure with GIZ's person responsible for the commission.

The contractor and/or its assigned experts must register themselves and any accompanying family and household members with the German mission abroad or the responsible embassy. In the case of an assignment for an uninterrupted period of more than four months, the partner institution must also be notified and the measure number and/or title and the names, professions and dates of arrival for the experts in question must be provided as well.

After arrival in the country of assignment, the expert heading the measure must also present himself/herself to the responsible German mission abroad without delay in coordination with the GIZ country office. The expert shall inform the German mission abroad of the contractor's tasks and activity in the country of assignment under the contract awarded. Any extensions of the assignment must be reported in the same manner.

At the end of the assignment it is necessary to deregister from the relevant offices.

12.6 Security precautions and crisis management

Before the outward journey, the contractor shall provide the experts, as well as each of their family members and other persons living with them in the household and who are travelling to the country of assignment, with a copy

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of the instruction sheet on security precautions and emergencies and crises abroad (Annexes 2 and 3 to these Terms and Conditions). The contractor shall ensure that it and the persons listed above comply with the regulations set out in the instruction sheet.

The contractor shall be obliged to provide information to GIZ on request at any time with respect to the assigned experts and their family members who are currently residing in the country of assignment under the contract with GIZ, using the specified data sheets (Annexes 4 and 5 to these Terms and Conditions). These data must be reported within six hours of informal request by GIZ directly by fax to GIZ's crisis officer (krisenbeauftragter@giz.de, fax: +49619679-7321).

To ensure rapid local response in emergency and crisis, it is recommended that the contractor and the assigned experts enter the most important information in a Personal Data Sheet (Annex 5 to these Terms and Conditions) and deposit this with GIZ in the country of assignment for the term of the assignment.

The contractor shall be obliged to register with GIZ's Emergency Mass Notification System (EMNS) during its period of assignment abroad. The contractor will receive the necessary access data for this from the GIZ country office in the country of assignment, or else can submit a request for these data via emns@giz.de. To the extent possible, GIZ shall integrate the contractor and its experts into the security system utilised in the country of assignment.

In the context of security precautions and crisis management measures, personal data associated with the contractor and the assigned experts shall be collected, processed and stored, and also shared in a crisis situation with the German mission abroad or other German Federal Government agencies assigned to deal with such a crisis. All data will be deleted after the assignment is completed.

12.7 Conduct in a crisis

GIZ may order immediate departure from the country of assignment if political reasons or crises make this necessary. In a crisis the contractor and the assigned experts must obey GIZ's instructions without delay to leave the country if necessary and possibly participate in evacuation measures. In the event of a withdrawal from the crisis area, any official return is subject to prior approval by GIZ in text form.

If the contractor and/or the assigned experts do not comply with the obligations under this provision, GIZ may suspend payments to the contractor and may demand that the contractor reimburse any additional expenses incurred by GIZ and/or the German Federal Government as a result of such failure to comply. In this event GIZ shall also be entitled to terminate the contract for a reason for which the contractor is responsible.

13 Force majeure

Force majeure is an unavoidable event (e.g. natural disaster, outbreak of diseases and epidemics, serious unrest, war or terrorism) which is unforeseeable by human judgement and experience, cannot be avoided or rendered harmless by reasonable economic means and under application of the utmost care, and which prevents one of the parties to the contract from rendering the contractually agreed services. If an event originates from the sphere of responsibility of one of the parties to the contract, this shall not constitute an event of force majeure.

If force majeure arises, the contractual obligations, insofar as they are affected by the event in question, shall be suspended for as long as it remains impossible to render the services because of this situation, provided that a party to the contract notifies the other party to the contract about the force majeure event without undue delay. In this case, the contractor is obliged to take all measures to keep its expenses caused by the force majeure event as low as possible and to document them.

If the provision of services becomes permanently impossible due to the force majeure event or if the force majeure event lasts for more than three months, both parties to the contract are entitled to terminate the contract without further notice. GIZ's rights of termination as stipulated in Section 15 of the EVB-IT Standard Business Terms for IT Services remain unaffected.

In the event of interruption or termination based on force majeure, the services rendered and all proven, necessary and unavoidable expenses of the contractor shall be invoiced according to the contract prices. GIZ may refuse to reimburse expenses in accordance with this provision if the contractor does not provide GIZ with sufficient evidence or documentation of its expenses and the measures taken to reduce them, or the contractor does not do so promptly without having good reason for late submission of the evidence or documentation. Expenses shall

only be reimbursed for a period of up to three months, which commences on the first day of the interruption.

If, due to force majeure and with GIZ's consent, the activity is continued at a location other than the place of assignment, the contractually agreed fee shall continue to be paid. The other remuneration items will continue to be paid in the contractually agreed amount for a period of up to three months unless they are or can be saved, or the resources are used elsewhere.

In cases of force majeure, GIZ and the Contractor are obliged in accordance with the principles of good faith to adapt their contractual services in line with the modified circumstances, e.g. with respect to the performance period, output content and – if required – remuneration.

14 Information and reporting obligations

14.1 Reporting obligation

The contractor shall punctually submit to GIZ the reports specified in the contract according to type and frequency, in the agreed form and language and in the stipulated format. Unless otherwise agreed in the contract, the contractor shall prepare the reports in German and forward them in electronic form (both in a format that is MS Word-compatible and as a PDF document) to GIZ.

If the contractor's primary task is to produce one or more studies or appraisals, the reporting requirements set out at 2.3 above do not apply (with the exception of 2.3.5).

14.2 Required content

All reports and the associated documents must clearly indicate the ultimate commissioning party/client, any other financing parties and GIZ as the contracting authority. The reports must be concise and limited to information directly relevant to the contract. The reports should state the degree to which objectives are achieved. They must be dated and hard copies need to be signed. Any sources and references must be stated.

14.3 Interim reports and final report

The final report is due at the latest when the contract period ends. Where a contract has a term of at least 12 months, interim reports are due every twelve months. The partner institution must be involved in writing the reports.

Upon request by GIZ, the key sections of reports must be forwarded to the partner institution in the country's official language or an agreed common language.

14.4 Special reports

In addition to number 7 of the EVB-IT Service Terms and conditions, this applies:

The contractor shall inform GIZ without delay on substantial changes in the risk assessment of the measure, a justified suspicion of corruption in connection with the performance of the contract, the occurrence of events that have an unintended negative effect on human rights (including the rights of women, children and young people), on the environment and climate, on fragile situations and those marked by conflict and violence, and gender equality. Further important reasons are any other important changes with regard to time factors and financial, technical or development-policy aspects during the performance of the contract, as well as risks to the safety or health of assigned staff.

14.5 Obligation of the contractor to report on the status of the contract

GIZ shall be entitled to review the progress and results of the performance of the contract at any time, including the project accounts and any special accounts connected to the project. The contractor must keep the necessary records available and provide the necessary information for this purpose. At the request of GIZ the contractor shall also provide information to other institutions or persons and organisations commissioned by GIZ as well as making audits possible, and agreeing to cooperate appropriately in any such audits.

14.6 Reporting information security incidents

The contractor shall inform GIZ (informationsecuritymanagement@giz.de) without delay and in an appropriate

form of any information security incidents that (also) concern GIZ information.

An information security incident is an event that could negatively impact information security, for example through unauthorised inspection/disclosure of information (loss of confidentiality), modification of information (loss of integrity) or deletion of information/disruption of access to information (loss of availability).

15 Procurement

15.1 Principles of procurement

The contractor may only place orders with completely reliable, qualified and competent subcontractors under cost-efficient conditions and on the basis of competition. When conducting procurement, the contractor must ensure transparency, equality of treatment, the suitability of tenderers and sustainability. As far as possible, at least three offers should be obtained.

The contractor's obligations to provide works and services shall remain unaffected in the event that the contractor commissions third parties to provide subcontracted works and services. Any subcontracting of works and services by the contractor to third parties shall require GIZ's prior approval in written form unless the contract stipulates that such work or services be procured by the contractor. In addition to clause 8.2 of the EVB-IT Standard Business Terms for IT Services, the contractor shall undertake to ensure that the subcontractors it uses comply with the provisions of these Terms and Conditions.

15.2 Warranty agreements

The contractor shall be under an obligation to enter into warranty agreements with the suppliers which do not place it in a less advantageous position than other clients in comparable transactions. At the request of GIZ, the contractor must assign its claims arising from the contracts with the suppliers to GIZ and support GIZ in asserting any such claims.

15.3 Treatment of equipment

The contractor must treat equipment with all due and customary care and diligence and label items as specified by GIZ. Private use of these items by the contractor and its experts is not allowed.

Temporary private use of official vehicles may be agreed in writing with the GIZ country office in justified exceptional cases in return for reimbursement of the costs. Such authorisation for the private use of official vehicles can also be revoked at any time.

15.4 Inventories

The contractor must comply with the Regulations of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on the taking of inventories of materials and equipment by the contractor (Annex 7 to these Terms and Conditions). The contractor must take an inventory of all items of equipment and replacement parts with an individual purchase price of more than EUR 1,000, unless they are handed over to the partner institution immediately upon their arrival in the country of assignment. Inventories must be taken of aggregates and individual items which belong together (e.g. chairs for a training room, laboratory burners and reagents), even if the individual items cost less than EUR 1,000. Inventories must be taken of equipment with an individual purchase price below EUR 1,000 if multiple items are purchased (e.g. computers, office furniture).

15.5 Procurement documentation

The contractor shall ensure adequate documentation of all procurements. In the case of materials and equipment, this must be done in accordance with the following list:

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- the request for materials and equipment;
- the reasoning for the chosen procedure;
- the enquiries; • the tenders;
- documented evaluation of tenders and justification for contract award;
- the order;
- confirmation of performance or receipt of goods stating the performance date;
- the invoice/where relevant transport documentation; any correspondence relating to this transaction.

GIZ is entitled to ask for the complete documentation of procurements at any time. The documents must be provided to GIZ within seven working days of receipt of the request.

15.6 Handover of items of equipment

The contractor is obliged to hand over the equipment – as agreed in the contract – to the contractually designated institution either after its arrival in the country of assignment or upon completion of the measure, to transfer ownership to the institution, to have the handover certified on the form provided by GIZ for this purpose (Annex 8 to these Terms and Conditions) and to submit this to GIZ at the latest with the final invoice. If acceptance of handover is refused, the contractor is obliged to notify the GIZ project office or country office without delay. If refusal of handover becomes final, the contractor must provide credible evidence of this to GIZ at the latest with the final invoice.

In cases where work is performed solely in the Federal Republic of Germany, on completion of the work the equipment must be handed over to GIZ or to the institution specified by GIZ in the contract.

15.7 Compliance with relevant procedures for export from the European Union

If the contractor is responsible for the transport of the goods to the location of use, it shall ensure compliance with the relevant procedures and provisions in respect of foreign trade and payments when exporting the equipment.

16 Keeping of GIZ-related records

The contractor must keep contract-related records and work results, including financial records, for ten years after the end of the service provision. These must be handed over if requested by GIZ.

At the end of the contract, without delay and without needing to be prompted, the contractor must return all other documents, aids, materials or items received from GIZ that were not handed over permanently to the contractor for the intended purpose. This provision also applies to all copies.

In the cases outlined above, the handover should follow a procedure specified by GIZ. GIZ is also entitled to require the complete or partial secure (i.e. non-reconstructible) deletion or destruction of such items. If requested, the contractor must provide evidence to GIZ of deletion and of the deletion method used, e.g. in the form of a written declaration. No additional remuneration will be paid.

This provision does not affect any statutory retention duties and periods.

17 Use of end devices

When using end devices as part of its work to implement the contract, the contractor shall ensure that the place of use is appropriately secure and that unauthorised third parties cannot use them. Arrangements must also be in place (e.g. privacy filters) to ensure that unauthorised third parties are not able to see any GIZ-related information.

18 Pricing

When commissioning GIZ, the Federal Republic of Germany requires that Regulation PR 30/53 on the Prices for Public Contracts of 21 November 1953 – Bundesanzeiger (Federal Gazette) No. 244 of 18 December 1953 – with the Guiding Principles for Pricing on the Basis of Prime Costs is applied, including for the indirect provision of works and services. As a result, even those commissions executed by subcontractors for GIZ may accordingly be subject to price auditing by the competent price authority.

The price specified in the contract is a maximum amount; as a general rule, any costs in excess of this shall not

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be reimbursed.

In addition to the contractually agreed price the contractor may, where applicable, invoice value-added tax (VAT) at the statutory rate. As stipulated by GIZ, the contractor is obliged to cooperate so that GIZ can be exempted from or claim back VAT in the country of assignment on the basis of national regulation or under international law.

Section 21.6 contains a number of provisions on the reimbursement of VAT charged by third parties or other indirect taxes in the country of assignment.

19 Price reductions

Rebates, discounts, refunds, tax concessions or refunds and all other price reductions obtained by the contractor in providing works and services, the costs of which are reimbursed by GIZ, must be availed of and passed on to GIZ or deducted from the invoice.

20 Travel expenses

20.1 Air travel expenses and other transport costs

Air travel and other transport costs are reimbursed to the extent agreed in the contract, generally as a lump sum and in exceptional cases against presentation of evidence.

Air travel expenses are incurred for the outward and homeward journey of the contractor or contractor's experts to and from the country of assignment and for other contractually agreed official international, regional and domestic flights. Experts can choose to use a different mode of transport in the interest of sustainability, provided the use of such a mode of transport is possible and indicated by the situation.

The lump sum is to be calculated on the basis of a reasonable fare that meets generally accepted principles of economy. Providers that allow changes in bookings should be chosen. Advantage must be taken of any air fare reductions.

20.2 Per-diem allowance

The per-diem allowance covers the additional cost of subsistence to the contractor or the contractor's experts during an assignment away from their regular domicile and/or seat of business for a period as of a one-day business trip.

Per-diem allowances are paid for both expert-days and other days necessitated by the contract that are spent in the country of assignment (e.g. weekends, holidays, days spent in the country of assignment due to illness). Information on such days is stored in a separate section of the time record.

The per diem is not paid if GIZ or the partner institution or a third party commissioned by it covers the costs of subsistence during a conference or event for which a business trip was undertaken.

20.3 Overnight accommodation allowance

The overnight accommodation allowance covers the cost to the contractor or the contractor's experts of accommodation on an assignment away from their regular domicile or seat of business if an overnight stay is necessary.

Overnight accommodation allowances are only paid if the contract necessitates an overnight stay. Information on such stays is stored in a separate section of the time record.

The overnight accommodation allowance is not paid if accommodation is provided without charge by GIZ, the executing agency/agencies of the measure, the partner institution or other third parties involved in implementing the contract.

20.4 Other travel expenses

Other travel expenses related to the contract (domestic and foreign travel) are reimbursed up to the contractually stipulated number and quantity, generally as a lump sum and in exceptional cases upon presentation of evidence. The category of other travel expenses related to the contract also includes certain expenses such as the cost of obtaining a visa.

Travel between the residence and workplace constitutes a private journey and the associated costs are not

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deemed to be 'other travel expenses'.

21 Other costs

21.1 Subcontracts

For subcontracts the actual costs incurred shall be reimbursed within the contractually agreed scope on production of proof.

21.2 Equipment

GIZ shall reimburse the costs of items of equipment and replacement parts including transportation and insurance costs in accordance with the agreed procurement list on presentation of the following documents:

- invoices received/purchase receipts;
- shipping documents including the necessary or prescribed export documents;
- handover record (Annex 8 to these Terms and Conditions).

For procurements exceeding EUR 1,000, a justification and evaluation of the procurement procedure must also be shown on GIZ's award note (Annex 9 to these Terms and Conditions). The provisions described under 2.5 of these Terms and Conditions are to be taken into account here.

21.3 Workshops, training

The costs of contractually agreed workshops organised by the contractor and training events for the partner institution shall be reimbursed on production of proof.

21.4 Other costs

Costs not included in Sections 20.1 to 20.4 of these Terms and Conditions shall be reimbursed as lump sums or against proof, to the extent contractually agreed.

21.5 Flexible remuneration item

Where a flexible remuneration item is contractually agreed, the contractor shall be permitted to exceed the contractually agreed quantities up to the amount of the flexible remuneration item, taking into account the contractually agreed individual rates and bases for invoicing. The flexible remuneration item covers costs only for items listed in the price schedule.

Use of the flexible remuneration item must be approved in text form by GIZ before the costs in question are incurred.

21.6 VAT charged by third parties or other indirect taxes in the country of assignment

On production of proof, GIZ shall reimburse the contractor for VAT and other indirect taxes due and paid in the country of assignment in accordance with legislation as a result of invoices received from its contractual partners.

This provision shall apply only if, due to national or international regulations, the contractor or its contractual partners is not eligible for an exemption or reimbursement (primarily by deducting the input tax) in the country of assignment. The contractor shall confirm whether this is the case when presenting its invoices to GIZ.

21.7 Offsetting costs

On submission of the final invoice, overruns on individual remuneration items may be offset against omitted or reduced items of remuneration if GIZ has approved the offsetting in text form before the costs in question are incurred. GIZ's approval is not required for offsetting up to 1% of the total contract value, or a maximum of EUR 5,000 for each remuneration item.

An increase in the individual rates or agreed prices is not possible. Lump-sum payments cannot be offset.

22 Terms of payment, invoicing for service contracts**22.1 Presentation of invoices**

The contractor shall bill GIZ for its works and services using invoices that meet all applicable legal requirements. The legal requirements for invoices depend on which VAT law the contractor is subject to. VAT shall only be reimbursed if the value-added tax in question is a statutory tax on works and services contained in the invoice.

Up until 26 November 2020, the contractor shall be able to submit invoices using GIZ's invoice form in the original (Annex 14 to these Terms and Conditions) or by using GIZ's invoice submission platform to submit an electronic invoice that complies with the CEN standard for electronic invoicing.

From 27 November 2020, invoices are to be submitted electronically exclusively via GIZ's invoice submission platform. Exceptions have to be agreed upon with GIZ.

22.2 Advance payments and settlement plans

Advance payments and settlement plans are governed by provisions contained in the special conditions of contract or the contract/contract award letter and their annexes.

22.3 Securities for advance payments

If an advance payment is to be made, GIZ shall be entitled to demand that the contractor present proof of its creditworthiness or the existence of a line of credit in the corresponding amount, or else to provide securities. GIZ may also require provision of securities retroactively for advance payments effected and as yet unsettled if it considers that a deterioration of the contractor's financial circumstances or similar circumstances jeopardise the performance of contractual obligations or repayment of the advance payment.

If the contractor provides security, it shall be obliged to do this by way of a guarantee or surety in accordance with the specimen forms (Annex 11 to these Terms and Conditions) issued by a bank recognised by GIZ.

22.4 Final invoice, final payment

The contractor shall be obliged to submit the final invoice without delay, and in any event not later than six weeks after the contractual end of the period of assignment. The final invoice may be submitted before the end of the contractually agreed term once the work or services have been completed. The invoice must contain all the contractor's claims for remuneration, be verifiable and contain all the necessary information (with all the necessary receipts/vouchers). Final payment is made on submission of the final invoice in due form and performance by the contractor of all contractual obligations.

Any amounts overpaid by GIZ must be repaid to GIZ by the contractor without delay after invoicing.

If an advance payment was made and the contractor does not submit the final invoice within 15 days despite a reminder by GIZ, the contractor shall be obliged to repay the advance payment.

23 Price adjustment

This sub-section applies only to contracts with an original service period of at least two years and provided that:

- the service period is extended by exercising an option or by agreement between the contracting parties and
- separate remuneration has not already been agreed in the contract for optional extensions.

The remuneration may be increased to the following rule:

The increase must be reasonable and not contrary to market trends relevant to the service, and it may not exceed 3% of the contractually agreed remuneration.

24 Extending the performance period and expanding the scope of works and services

In deviation of Section 21 of the EVB-IT Standard Business Terms for IT Services, the following shall apply: all amendments that entail changes in the specification of inputs, as well as the replacement of key experts and other major modifications to the contract, shall be agreed by the parties in the form of written contract supple-

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ments. Changes in the specification of inputs concern, for example, changes in the performance period, the expansion of the scope of works and services, changes to personnel requirements and/or changes in remuneration.

Cost-neutral extensions of the performance period without changes in the specification of inputs and the replacement of experts who are not key experts do not call for a written contract supplement and can be agreed in text form.

25 Interruption at GIZ's request

GIZ may at any time, e.g. for policy reasons, order a complete or partial interruption of the activity. In this case, the contractor must take all necessary measures to keep their expenses as low as possible.

If the interruption lasts for more than three months, the contractor may terminate the contract.

In the event of interruption or termination, the services rendered up to that point and all proven necessary expenses incurred by the contractor up to the end of the interruption shall be invoiced at the contract prices. All further claims are excluded.

26 Prohibition of assignment by the contractor

The contractor shall not be entitled to assign claims under the contract unless it has obtained GIZ's prior written approval.

27 Partial invalidity

Should individual provisions of this contract be or become invalid or unenforceable, the validity of all other provisions under the contract shall remain unaffected. The invalid or unenforceable provision is to be replaced by a valid and enforceable rule, the effects of which most closely replicate the economic objective which was pursued by the contractual parties with the invalid or unenforceable provision. This shall apply accordingly if it emerges that the contract has gaps or omissions.

28 Place of jurisdiction

The exclusive places of jurisdiction are Bonn and Frankfurt/Main if the contractor is a merchant or a legal entity or special fund under public law, or does not have a general place of jurisdiction in the Federal Republic of Germany. The same shall apply if, after entering into the contract, the contractor relocates its domicile or seat or habitual residence from the Federal Republic of Germany to a location abroad, or if its domicile or seat or habitual residence is not known at the time of instituting proceedings. GIZ may also institute proceedings against the contractor before the competent court for the domicile or seat of the contractor or its habitual residence.

29 Annexes

Further regulations and information can be found in the following documents:

1. [not applicable]
2. Information sheet on security precautions
3. Contact information in the event of an emergency or crisis (to be completed by the contractor)
4. Reachability form (to be completed by assigned experts)
5. Personal data sheet (optional, may be completed by assigned experts)
6. [not applicable]
7. GIZ rules for inventoring and handing over equipment and materials
8. Handover record
9. Award note
10. [not applicable]
11. Guarantees
 - 11.1 Performance guarantee (template)
 - 11.2 Advance payment guarantee (template)
 - 11.3 Defects liability guarantee (template)
12. [not applicable]
13. Invoice forms
14. [not applicable]

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- 15. [not applicable]
- 16. Report formats (in German only)
- 17. Code of Conduct for GIZ Contractors

The relevant forms, documents and explanations of the above annexes to the Terms and Conditions can be found on the GIZ website www.giz.de • Doing business with GIZ • Procurement and Financing • Contracts for services and construction as well as development partnerships: Contract management, invoicing and accounting procedures (To overview page).