



## Special Service Agreement

No 105/07

MEMORANDUM OF AGREEMENT MADE THIS 28 day of November 2007 between the United Nations Development Programme (hereinafter referred to as "UNDP") and Mr. Carsten Hoymann Olsen (hereinafter referred to as "the Individual contractor") whose address is \_\_\_\_\_.

WHEREAS UNDP desires to engage the services of the Individual contractor on the terms and conditions hereinafter set forth, and:  
WHEREAS the Individual contractor is ready and willing to accept this engagement of services with UNDP on the said terms and conditions,  
NOW, THEREFORE, the Parties hereby agree as follows:

**1. Nature of services**

The Individual contractor shall perform the following services as described in the Terms of References attached hereto as (*Annex I*).

Duty Station(s): Skopje.

Itinerary: n/a.

If travel is required and authorized by UNDP, and an airline ticket is not provided by UNDP, the Individual contractor is entitled to reimbursement of airfare for the above itinerary, upon presentation of used ticket stubs in an amount not to exceed the economy class fare or excursion fare, if applicable. The Individual contractor will receive a daily subsistence allowance at United Nations authorized base rates when traveling outside: Copenhagen. Other necessary travel related expenses approved by UNDP, may be reimbursable on the basis of UNDP's current practice and authorized rates.

**2. Duration of Agreement**

This Agreement shall commence on the 06 day of January 2008, and shall expire upon satisfactory completion of the services described above, but not later than the 30 day of April 2008, unless sooner terminated in accordance with the terms of this Agreement. In this period the subscriber is to have 33 working days. This Agreement is subject to the General Conditions for SSA which are posted at www.undp.org.mk and are incorporated herein by reference (*Annex II*).

**3. Consideration**

As full consideration for the services performed by the Individual contractor under the terms of this Agreement, UNDP shall pay the Individual contractor upon certification by the UNDP Programme Officer that the services have been satisfactorily performed, the sum of daily fee US\$ 600.- (Six Hundred US Dollars) i.e. total of 19,800.- (Nineteen Thousand and Eight Hundred US Dollars Only) for maximum of 33 working days + plus actual DSA rate for Skopje during the filed visit (for the first 60 days US\$ 143.-) and the actual cost of three (3) air tickets as indicated above and terminal expenses. Such sum shall be paid on a:

☐ Daily  
☐ Monthly

☐ Weekly  
☒ Lump Sum

Currency: US\$ Total fee: 19,800.- for max 33 working days +  
+ DSA + 3 air tickets + terminals

Where two currencies are involved, the rate of exchange shall be the United Nations Operational Rate of Exchange on the day the UNDP instructs its bank to effect the payment(s). The fee is payable on satisfactory completion of the Agreement. For payment in installments, certification of satisfactory performance at each phase is required.

PHASE	AMOUNT

**4. Rights and Obligations of the Individual contractor**

The rights and obligations of the Individual contractor are strictly limited to the terms and conditions of this Agreement, including its Annexes. Accordingly, the Individual contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, as expressly provided in this Agreement. The Individual contractor shall be solely liable for claims by third parties arising from the Individual contractor's own negligent acts or omissions in the course of performing this Agreement, and under no circumstances shall UNDP be held liable for such claims by third parties.

- ☐ The Individual contractor has submitted a Statement of Good Health and confirmation of immunization;  
☐ The Individual contractor is not required to submit a Statement of Good Health and confirmation of immunization.

**5. Beneficiary**

The Individual contractor selects \_\_\_\_\_ as beneficiary of any amounts owed under this Agreement in the event of death of the Individual contractor while performing services hereunder.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

By signing below, I, the Individual contractor acknowledge and agree that I have read and accept the terms of this Agreement, including the General Conditions for SSA set forth on the Annex 2 which form an integral part of this Agreement, and that I have been provided with a copy of, have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".

AUTHORIZING OFFICER: \_\_\_\_\_ DATE \_\_\_\_\_  
United Nations Development Programme

Ms. Maria Luisa Silva Mejias  
UNDP Resident Representative

SUBSCRIBER: \_\_\_\_\_ DATE 11.12.07

Carsten Hoymann Olsen \_\_\_\_\_