



Reference/Log No.: _____

Category B

Individual Consultancy Contract

The International Organization for Migration (IOM), hereinafter referred to as "the Organization", represented by _____¹
and _____²
hereinafter referred to as "the Consultant", have agreed as follows:

1. The Consultant will carry out, under IOM's supervision, the outputs and deliverables specified in the attached **Terms of Reference (ToR)**, which are an integral part of this Contract (hereafter "the Outputs"). The rights and obligations of the Consultant are those specified in; i) this individual consultancy contract; ii) IN/84 Rev. 1 Selection and Engagement of Consultants; and iii) Annex 3 General Terms and Conditions for Consultancy Contracts.
2. The Consultant is engaged as an/a: ☐ International Consultant³ ☐ Local Consultant⁴
3. The place(s) of duty shall be _____⁵
The Consultancy work is to be: ☐ performed at IOM premises⁶ ☐ home-based
4. This Contract shall commence on _____ and end on _____.⁷

The Outputs must be satisfactorily completed as outlined in the Consultant's ToR and must be fully completed by the Contract's expiration date. IOM will not be expected to compensate the Consultant for any additional days worked or for any additional time spent, unless agreed in advance in writing by both parties.

5. The fee due to the Consultant under this Contract shall be as follows:

[Select either option 1, 2, 3 or 4]

☐ Option 1

A) ☐ Single Instalment

The total fee under this contract is:

_____ ⁸ _____⁹

The payment of the above fee is contingent on the satisfactory delivery by the Consultant of the Outputs outlined in the ToR. The payment shall be initiated within _____¹⁰ days after IOM's receipt and approval of the agreed outputs/services.

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B) ☐ Multiple Instalments

The total fee of _____¹¹ _____¹²

shall be paid in accordance with the following deliverables:

1. _____¹³
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

For payment of the above instalments, certification of satisfactory performance and/or delivery of Outputs at each phase is required.

☐ Option 2 – Daily Fee

A total fee of _____¹⁴ _____¹⁵

per working day, for a maximum of _____ days for the duration the of the contract.

The fee is payable to the Consultant in respect of confirmed working days. For partial days, the amount payable shall be pro-rated based on the number of working hours within the period.

☐ Option 3 – Hourly Fee

A total fee of _____¹⁶ _____¹⁷

per working hour, for a maximum of _____ hours for the duration the of the contract.

The fee is payable to the Consultant in respect of confirmed working hours.

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☐ Option 4 – Unit Cost

A total fee of _____¹⁸ _____¹⁹

per _____²⁰

The payment of the above fee is contingent on the satisfactory delivery by the Consultant of the Outputs outlined in the ToR. Payments shall be initiated only after IOM's receipt and approval of the agreed Outputs.

6. The fee due shall be paid to the personal bank account indicated by the Consultant below. This fee shall be final and not subject to revision.

7. [Select either option 1 or 2]

☐ Option 1 – If no travel or daily expenses are to be paid by IOM

The fee stated in paragraph 6 above shall cover all travel and other expenses of the Consultant and shall constitute the only financial entitlement which shall be disbursed to the Consultant by IOM.

☐ Option 2 – If travel or daily expenses are to be paid by IOM

Should the Consultant be required to travel by the Organization, the Consultant will be provided with transportation or reimbursed for the cost of their travel following advance agreement and in accordance with IOM's travel policies, including IN/6. If required to undergo official duty travel (TDY) outside their duty station, the Consultant

☐ will not receive a Daily Subsistence Allowance (DSA)

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according to IOM's established rates, during their stay in the place of duty while on TDY.

8. By signing below, the Consultant:

- (a) acknowledges and agrees that they have read and accepted the terms of this Contract and its relevant documents incorporated by reference, which form an integral part of this Contract.
- (b) attests that they have not been convicted of any criminal offence and that they have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.
- (c) attests that they did not separate from IOM, an organization of the United Nations common system, or any other previous employment, for any of the following reasons: abandonment of post, misconduct, dismissal, non-renewal or termination of appointment for unsatisfactory service, and/or resignation pending investigation or disciplinary action.
- (d) attests that they are not engaged in any other activities that give rise to a conflict of interest with their duties and obligations to IOM.

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9. [Select either option 1 or 2]

☐ Option 1 – Visas and/or work permits are required

The Consultant understands and agrees that entry into effect of the Contract is conditioned on the relevant visa/work permit being obtained within _____ week(s) after its signature by both Parties.

☐ Option 2 – Visas and/or work permits are **NOT** required

The Consultant

Name: _____

Signed: _____²²

Date: _____

For the International Organization for Migration

Name: _____²¹

Title: _____

IOM Office: _____

Signed: _____²³

Date: _____

For the Consultant to complete:

Consultant's bank details

Bank Name	
Bank Address	
Bank Account Name	
Bank Account Number	
BIC	
IBAN	

