

DRAFT CONTRACT

SERVICE CONTRACT FOR EUROPEAN UNION EXTERNAL ACTIONS

FINANCED FROM THE GENERAL BUDGET OF THE UNION

Roma Entrepreneurship Development Initiative REDI Skopje
Crvena Voda no. 37/1, 1000 Skopje, North Macedonia

(‘The Contracting Authority’),

of the one part,

and

<Full official name of the contractor>

[<Legal status/title>]¹

[<Official registration number>]²

<Full official address>

[<VAT number>]³,

(‘the contractor’)

of the other part,

have agreed as follows:

PROJECT EU Support to REDI Phase II: Advancing Roma Entrepreneurs in the Western Balkans
and Türkiye; IPA III/2024/457-197

**CONTRACT TITLE: Local Associate for Facilitators of Enrolment/Mapping and Business
Facilitation** for the purposes of Project Implementation - EU Support to REDI Phase II: Advancing
Roma Entrepreneurs in the Western Balkans and Türkiye, in Kosovo

Identification number <IPA III/2024/457-197/0801/2-11>

(1) Subject

1.1 The subject of this Contract, Identification number < IPA III/2024/457-197/0801/2-11> (‘The Services’) is the engagement of a Local Associate to support the implementation of the project “EU Support to REDI Phase II: Advancing Roma Entrepreneurs in the Western Balkans and Türkiye” in Kosovo during the 2026–2027 period. This Contract governs the provision of outreach, beneficiary enrolment, and business facilitation services.

The services aim to strengthen REDI’s local presence by facilitating access to financial and non-financial support for Roma and Egyptian entrepreneurs and jobseekers, in coordination with relevant local stakeholders and institutions.

¹ Where the contracting party is an individual.

² Where applicable. For individuals, mention their ID card, passport or equivalent document number.

³ Except where the contracting party is not VAT registered.

1.2 The contractor shall execute the tasks assigned to them in accordance with the Terms of Reference Annexed to the Contract (Annexe II).

(2) Contract value

This Contract, established in EUR, is a global price contract. The Contract value is **7.360,00 EUR**.

(3) Order of precedence of contract documents

The following documents shall be deemed to form and be read and construed as part of this Contract, in the following order of precedence:

- The Contract Agreement;
- The Special Conditions
- The General Conditions (Annex I);
- The Terms of Reference [Including clarification before the deadline for submitting tenders and minutes of the information meeting/site visit] (Annex II)
- The Organisation and Methodology [Including clarification from the tenderer provided during tender evaluation] (Annex III);
- Other Relevant Forms and Documents (Annex VI);

The above listed documents make up the contract. They shall be deemed to be mutually explanatory. In cases of ambiguity or divergence, they shall prevail in the order in which they appear above. Addenda shall have the order of precedence of the document they are amending.

(4) Language of the contract

The language of the contract and of all written communications between the Contractor and the Contracting Authority and/or the Project Manager shall be English.

(5) Other specific conditions applying to the contract

The following conditions to the contract shall apply:

For the purpose of Article 42 of the General Conditions, for the part of the data transferred by the contracting authority to the European Commission:

(b) the data protection notice is available at

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

Done in English in three originals: one original for the contracting authority, one original for the European Commission, and one original for the contractor.

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name: Asib Zekir

Title: President

Signature:

Date:

SPECIAL CONDITIONS

These conditions amplify and supplement the general conditions governing the contract. Unless the special conditions provide otherwise, the general conditions remain fully applicable. The numbering of the articles of the special conditions is not consecutive but follows the numbering of the general conditions. Exceptionally, and with the approval of the competent European Commission departments, other clauses can be indicated to cover particular situations.

Article 2 Communications

2.1 Contracting Authority: Roma Entrepreneurship Development Initiative REDI Skopje

Crvena Voda 37/1, 1000 Skopje.

E-mail address: redimk@redi-ngo.eu

Contractor: XXX

Name: XXX

Address: XXX

E-mail address: XXX

- 2.2 An electronic system will be used by the contracting authority and the contractor for all stages of implementation including, inter alia, management of the contract (amendments and administrative orders), reporting (including reporting on results) and payments. The contractor will be required to register in and use the appropriate electronic exchange system to allow for the e-management of the contract. With regard to interim and final reports, if they are required according to Article 26 or to the terms of reference, the contractor will be expected to use the forms in the electronic system for encoding and submitting the reports.

The electronic management of the contract through the aforementioned system may commence on the date on which implementation of the contract starts, as described in Article 19 below, or at a later date. In the latter case, the contracting authority will inform the contractor in writing that he will be required to use the electronic system for all communications within a maximum period of 3 months.

Article 4 Subcontracting

- 4.9 Subcontracting is allowed.

Article 7 General obligations

- 7.8 If any activities include visibility matters, these activities must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission. Visibility and Communication activities to be determined and agreed with the Contracting Authority in advance.

The Contractor shall perform the services with due professional care, efficiency, and diligence, in full compliance with the terms of this Contract and REDI's policies and procedures. The Contractor shall ensure timely implementation of all agreed activities, proper coordination with REDI and relevant stakeholders, and accurate reporting in accordance with the established monitoring and evaluation framework. The Contractor shall maintain confidentiality of all project-related information, respect ethical standards and non-discrimination principles, and ensure that all activities are carried out in a transparent and accountable manner.

Article 12 - Liabilities

- 12.2 For contracts of amount below one million EUR: in some cases capping contractors liability to one million EUR may be disproportional compared to the content of this contract. This is especially the case where the financial risk is low, for instance for technical assistance or studies. If you find it necessary to set a cap lower than that referred to in the general conditions, add the following clause:

By way of derogation from Article 12.2, paragraph 2, of the general conditions, compensation for damage resulting from the contractor's liability in respect of the contracting authority is capped at the amount of the contract.

Article 19 Implementation of the tasks and delays

19.1 The start date for implementation shall be 01/06/2026.

19.2 The period for implementing the services is within 8 months from the start date;

Article 26 Interim and final reports

The contractor shall submit progress reports as specified in the Terms of Reference.

Article 27 Approval of reports and documents

27.5 As specified in the Terms of Reference.

Article 28 Expenditure verification

28.2 As specified in the Terms of Reference.

Article 29 Payment and interest on late payment

29.1 Payments will be made in accordance with the following:

Tranche	Amount	Timing	Conditions / Indicators Required
1. Contract signature Tranche 1	€1.472	June/July 2026	Contract signed + initial work plan defined + familiarization with REDI's M&E and CRM systems. Minimum achievement of 10% of KPIs
2. Performance Tranche 2	€1.472	After 2 months of service delivery	Achievement of 35% of KPIs
3. Performance Tranche 3	€1.472	After 4 months of service delivery	Achievement of 50% of KPIs (see below)
4. Performance Tranche 4	€1.472	After 6 months of service delivery	Achievement of 75% of cumulative KPIs and supporting of project progress report.
5. Final Tranche	€1.472	After 8 months of service delivery	Achievement of 100% of KPIs.

29.5 Payments will be made in EUR in accordance with Articles 20.6 and 29.4 of the general conditions into the bank account notified by the contractor to the contracting authority.

Article 30 Financial guarantee

30.1 For a contract amount equal to or below EUR 60 000. By derogation from article 30 of the general conditions, no pre-financing guarantee is required.

Article 40 Settlement of disputes

40.4 Any disputes arising out of or relating to this contract which cannot be settled amicably shall be referred to the exclusive jurisdiction of the courts of North Macedonia.

40.4 Any disputes arising out of or relating to this contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of the Republic of North Macedonia applying the national legislation of the contracting authority.

Article 42 Data protection

1. Processing of personal data related to the implementation of the contract by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

2. To the extent that the contract covers an action financed by the European Union, the Contracting Authority may share communications related to the implementation of the contract, with the European Commission. These exchanges shall be made to the Commission, solely for the purpose of allowing the latter to exercise its rights and obligations under the applicable legislative framework and under the financing agreement with the Partner country – contracting authority. The exchanges may involve transfers of personal data (such as names, contact details, signatures and CVs) of natural persons involved in the implementation of the contract (such as contractors, staff, experts, trainees, subcontractors, insurers, guarantors, auditors and legal counsel). In cases where the contractor is processing personal data in the context of the implementation of the contract, he/she shall accordingly inform the data subjects of the possible transmission of their data to the Commission. When personal data is transmitted to the Commission, the latter processes them in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC⁴ and as detailed in the specific privacy statement published at ePRAG.

Article 43 Further additional clauses

N/A

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⁴ OJ L 205 of 21.11.2018, p. 39.