



GRANT CONTRACT from 11.12.2023, № CM106_GE_2

PROJECT

History education at a time of war

Institute for Development of Freedom of Information (IDFI),
a non-profit organisation registered in Georgia (ID 204569617), represented by Executive Director
Giorgi Kldiashvili, address: 4, Niaghvari str. Apt. 18, Tbilisi, Georgia, further referred to as
"Coordinator"
and

Civil Society Forum e.V.,
a non-profit organisation registered in Germany, register number VR 35726 B (address: Badst. 44,
13357 Berlin, Germany), hereinafter referred to as the *"Forum"*, represented by Chair of the Board
Anikó Bakonyi, acting on the Articles of Association,

together referred as the *"Parties"*

agreed as following:

§1 – Purpose of the Contract / Content of the Project

This Contract between the Parties is drawn for the **coordination** of translation and proofreading from English to Georgian within the project "History education at a time of war" ("Project"), which is funded by the German Foreign Office under the Grant Agreement (Gz: F-PF-1-1-312.00 ÖPR 23 – 106).

§2 - Objectives to be provided under the Contract

The **Coordinator** undertakes the assigned activities on behalf of the Forum. The **Coordinator** will be responsible for the coordination of translating the Toolkit produced by the Confronting Memories programme from English into Georgian.

The rights and obligations of the **Coordinator** are strictly limited to the terms of this Contract. The contract will cover the activities conducted by the **Coordinator** from 28 November to 31 December 2023.

2.1 Under this Contract, the obligations of the **Coordinator** are as follows:

- a) Coordinate the translation and proofreading of the Toolkit (ca. 17,000 words) from English into Georgian with external service providers.
- b) Communicate and coordinate with service providers (translator, proofreader, and designer) to finalise the Toolkit for publication.
- c) Bind the toolkit in accordance with the designer's template.

2.2 The **Coordinator** will ensure timely provision of services, good quality of services, timely communication, information flow and transparency in regular reports to the **Forum**.

2.3 The **Coordinator** shall not disclose any non-public information or materials related to the project work due to this Contract without the prior agreement of the **Forum**. All financial and content related information must be treated as confidential unless the **Forum** decides differently.

2.4 Under this Contract, the **Forum** will:

- a) Provide the **Coordinator** with all relevant information and materials related to the Project during the contract's runtime.
- b) Give the **Coordinator** relevant feedback and consultation on the Project.

§3 – Budget and Reporting

3.1. For the provision of the above-described grant contract, the **Forum** will pay the **Coordinator/IDFI** the amount of **1,500.00 €** (one thousand five hundred Euros). The amount paid includes all fees for service providers and an honorarium for the coordinator, and includes VAT.

§4 - Payment

In accordance with the German Federal Legislation, when requesting the payment the **Coordinator** should indicate full name and address, both their own and that of the Civil Society Forum e.V. (Badstr. 44, 13557 Berlin, Germany), the activity provided, the dates of implementation, tax ID number and VAT ID number, number and date of the payment request, full reference of the bank account and address of the recipient's bank, with both IBAN and SWIFT/BIC code, VAT rate and amount and the total amount. In case the services under this Contract are exempt from VAT (or VAT is not applicable), the invoice must contain a reference to the legal norm (e.g., Tax code chapter) according to which the VAT is not applied.

Payment shall be made in full within two weeks after the submission and acceptance of the payment request by the contact person of the **Forum**.

§5 - Additions/Amendments

All changes that exceed the scope of this Contract shall be provided in written form, agreed and signed by the **Parties**.

§6 – Terms and Termination

6.1 This Contract shall enter into force upon signature by both Parties and shall remain in force until completion of all obligations of the Parties under this Contract.

6.2 In case the **Coordinator** is unable to provide the objectives agreed in this contract or the quality of those does not satisfy the standards required by the **Forum**, as agreed by the **Parties** beforehand, the contract may be terminated before the end of the agreed term (see 6.1). In such case the **Coordinator** shall be paid for the services already provided, based on the activities completed to the date of termination.

6.3 In case the **Coordinator** is no longer able to provide his services in person, the reasons will have to be provided in a written form to the **Forum**. In such case, the **Coordinator** shall provide the

Forum with at least one suggestion for a potential substitute that would be able to overtake the remaining tasks.

- 6.4 If the **Forum** is unable to complete the project by the end of the contract duration, through no fault of the **Coordinator**, the **Forum** shall compensate the **Coordinator** fully for the work actually done.
- 6.5 In case the Contract is terminated before the end of the agreed term (see 6.2-6.4), the financial settlement between the Parties is made by no later than 15 December 2023.

§7 - Place of Fulfillment and Jurisdiction

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- 7.1 The **Parties** undertake to take all reasonable measures to settle any disputes, if any should arise in the context of this contract, by mutual negotiations and agreement.
- 7.2 The **Parties** agree that in case it is not possible to settle the disputes arisen in the context of this contract by mutual negotiation, such disputes shall be resolved as stipulated by the laws and regulations of the Federal Republic of Germany.

§8 – Communication / Contact

For the purposes of this Contract, the contact person at the **Forum** shall be Kristina Smolijaninovaite (kristina.smolija@csf-ev.org).

Berlin, 11 December 2023

Anikó Bakonyi

Anikó Bakonyi
Chair of the Board
Civil Society Forum e.V.

Tbilisi, 10 December 2023

Giorgi Kldiashvili

Giorgi Kldiashvili
Executive Director
Institute for Development of Freedom of
Information



Payment Request

Date of the request for payment: December 11, 2023

For the attention of

Civil Society Forum e.V
Badstr. 44, 13357, Berlin ,Germany

Financial Unit

Name of the Project: History education at a time of war

Number of the Project: CM106_GE_2

Date of the Agreement: December 11, 2023

Name and address of the Organisation: Institute for Development of Freedom of Information

Request for payment number: 1

Dear Sir/Madam,

I hereby request prefinancing of **EUR 1,500** under the Agreement mentioned above.

The payment should be made to the following bank account:

Name of the requesting party: Institute for Development of Freedom of Information

IBAN: GE09BG0000000162729982

BIC/SWIFT: BAGAGE22

Name of the bank: Bank of Georgia JSC

I hereby certify on honour that the information contained in this request for payment is full, reliable and true, that the costs incurred can be considered eligible in accordance with the Agreement and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

Giorgi Kldiashvili

Executive Director

