

## INDEPENDENT SURVEYOR SERVICE CONTRACT

This Service Contract is made on the 20<sup>th</sup> day of February 2021 (hereinafter called the "Effective Date").

### BETWEEN

Pearl Horizon Consulting, a private company represented by Director of Programs Mr. Masood Ghory, (hereinafter called "**Client**")

### AND

Zahra Sediqi (hereinafter called "**Enumerator**")

Whereas, Client requires Filed Survey;

Whereas, Contractor has indicated its interest in and ability to provide the services;

Both parties agreed in terms and conditions set forth in this service contract as follows.

### 1. PURPOSE

The purpose of this contract is to provide quantitative surveying services for the Client's project, "Women in Banking" conducted at Kabul, Afghanistan.

### Duration of Service

The service shall commence on 20 February, 2021 and remain effective until 13 March, 2021. The Client at its sole discretion can extend the duration of the contract by providing written notice to the contractor.

### Scope of Work

The Independent Surveyor shall deliver the services elaborated below:

- Conduct data collection using the provided data collection tools by conducting fields visit of the relevant entities/institutions
- Conduct user feedback and private sector surveys, and develop reports accordingly
- Interview the identified participants of the project within the scope of research
- Document all the findings in the provided data collection tools
- Compile and sort filled data collection tools as directed by the supervisor
- Ensure collected data is accurately recorded
- Capture data using digital data entry technology provided
- Ensure anonymity of respondents and develop a relationship of trust and safe space during data collection exercise with respondents



- Identify and report any challenges faced that could affect the quality of the data.
- Take responsibility for project equipment that you may be entrusted with
- Report daily issues and challenges to the fieldwork coordinator
- Any other duties assigned by the project manager

### Reporting

The Independent Surveyor/Enumerator/ shall report to the Project Manager, Mohammad Jamil, and submit all the deliverables to the same individual.

### Independent Surveyor (Contractor) Fee and Payment

The Contractor bills the Firm a total gross amount of 300 (Three Hundred Afghani) per each per survey. The Firm shall make a payment to the Contractor after approval of the deliverables and acceptance of such deliverables by the funding agency. The Firm pays the Contractor within 30 working days of receiving an invoice and approval of the deliverables, whichever later, via bank transfer, preferably.

### Allowance:

The Firm will provide 200 AFN/day as a lunch allowance, 100 AFN/day as communication allowance, 300AFN/day as transportation allowance, and 500 AFN as Internet Allowance for overall survey duration (days). The firm does not provide any other allowances to the Consultant and the Consultant's gross payment is all-inclusive.

### Withholding Tax

The Firm will withhold any applicable taxes from the Consultant's gross pay as per the laws and regulations of the Islamic Republic of Afghanistan.

### Contract Termination

Either party may terminate this Contract by providing written notice if they are NOT satisfied with one another's performance and/or they fail to execute their responsibilities. In case of early termination, the Contractor will be entitled to receive payment for completed and approved deliverables only. In certain cases, the Firm reserves the right to immediately terminate the contract should the quality of service is poor and the result of monitoring is not satisfactory and/or breach of any of the terms of this Contract. .

### Force Majeure

Notwithstanding any other provision of this agreement to the contrary, the Firm shall not be liable to the Contractor for any failure to fulfill obligations hereunder if such failure is due to insecurity, labor dispute, fire, flood, political issues, act of God and any other cause beyond the reasonable control of the Firm. In the event of any such occurrence, the duration for this assignment shall be correspondingly extended.

### Insurance

The Firm is not obligated under this agreement to provide any insurance coverage to the Contractor. The Contractor is fully responsible for any incidents regardless of their cause during the terms of the Contractor's service to the Firm. The contractor is aware of the unpredictable security risks which may arise conducting the assignment and shall take appropriate measures to safeguard him/herself.





### Confidentiality

The Contractor acknowledges that by reason of their relationship, the Consultant may have access to certain pieces of information and materials relating to the Firm's organization, which may include organizational secrets, project information, lists and databases, software technology, ideas, and business secrets that are confidential and of substantial value to the Firm, and which value would be impaired if such information were disclosed to third parties. Consequently, the Contractor will not disclose any such information to a third party in any form whatsoever without the written consent of the Firm. The Contractor further agrees to take every appropriate precaution to protect the confidentiality of such information.

### Intellectual Property

The Contractor agrees that any intellectual property and all work results including the final report, presentation, ideas, recommendations, sources, contact lists, and any other work result shall be owned by the Firm and its funding agency, and the Contractor shall not use any such work result or intellectual property for any other purposes without the prior consent of the Firm.


### Undertaking

The parties agree to subscribe for the service on the above terms and conditions, including any amendments both parties may make from time to time to these terms and conditions. The parties acknowledge that they have read and understood the above terms and conditions set forth above.

For and behalf of:

  
\_\_\_\_\_  
(Date)

Masood Ghory  
Director of Programs  
Pearl Horizon Consulting (PHC)

  
\_\_\_\_\_  
(Date)

Zahra Sediqi  
Enumerator  
Tazkera #:

