

## Service Agreement

### *Between:*

Foundation for Local Autonomy and Governance (FLAG), office in Tirana, Albania, legally represented on this agreement by Mr. Artan Rroji, Deputy Director of FLAG and Head of DELTA (Managing of Local Economy through Planning Techniques), hereafter referred to as "FLAG",

### *and*

Z/j \_\_\_\_\_ born on \_\_\_/\_\_\_/\_\_\_/ in \_\_\_\_\_  
Albania, hereafter referred to as the "the interviewer".

## The parties agree that:

### 1. Main clause:

1.1. This agreement is a document that has as an objective offering of interviewing services for businesses as well as defining the service that the Interviewer will provide for FLAG and the payment that will be received by Interviewer from FLAG upon doing this service.

This survey is being realised as part of a DELTA programme, implemented by FLAG in cooperation with Korça Municipality.

### 2. THE PARTIES AGREE TO:

#### 2.1. The Interviewer:

2.1.1. The interviewer will offer its interviewing services to 15 businesses in Korça Municipality, in the period of 24 to 28 March, 2004.

2.1.2. The interviewer will participate in the training offered by FLAG in implementing a survey that shall take place inside the building of Municipality of Korça.

2.1.3. The interviewer shall conduct the survey in line with directions given by FLAG specialists and shall show correctness in its contact with businesses.

2.1.4. The interviewer shall initially distribute questionnaires for 15 businesses and after will conduct a survey with 5 businesses a day – as required by the plan of survey offered by FLAG.

2.1.5. The interviewer, in the morning of a successive day, must hand in the questionnaires of the previous day, to Mrs. XXXX XXXX, in charge of the office for development of Municipality Korçe.

2.1.6. In exchange for this service, the interviewer shall receive from FLAG a payment of XX US\$ for every questionnaire.

2.1.7. The payment will be paid in one rate and will only be made on receipt of a finished questionnaire to Mrs. XXX XXX.

2.1.8. The interviewer shall promptly inform Mrs. XXX XXXX for any problems that may arise during the course of survey.

2.1.9. Non-completion of the survey for reasons of illness or other, without prior authorisation from FLAG, will render this agreement invalid and it shall free FLAG from any liability.

## 2.2. FLAG

2.2.1. FLAG offers to the Interviewer a survey plan for businesses.

2.2.2. FLAG shall make a payment within a week from handing in of filled questionnaires to Mrs. XXX XXX and after verifying that the questionnaires have been filled conform requests and methodology of FLAG.

2.2.3. FLAG offers to the interviewer training on the methodology of survey.

2.2.4. FLAG shall hand in (consign) to the interviewer: the list of businesses surveyed by the interviewer together with additional businesses, copy of questionnaire for every business and the report's formulation pack.

## 3. End Clauses

3.1 This agreement shall not, in any case, serve as precedent for other, and further, relationship between the Interviewer and the FLAG.

3.2. This agreement may terminate from any of the parties at any time and for any reason, at the written notice of the interested party.

3.3. This agreement does not constitute a work contract, therefore, neither of the two parties may interpret it as such and exert any rights that may come out of such a contract.

3.4. This agreement with all its rights and obligations is subject to Legal System of Republic of Albania.

3.5. Any matter that can bring to a disagreement, shall become subject of consultation between the parties. If this proves unsuccessful, the matter can be taken to a court.

Signed in Korçë, today on 24th of March, 2004.

Deputy Director of FLAG

Interviewer

Artan Rroji