

Consulting Agreement with Local / Regional Authorities

This Agreement is made and entered into this (date) of (month), (year), by and between (hereinafter – *name of Authority*) and (hereinafter - **the Consultant**).

WHEREAS, the Authority wishes to receive business consulting services (hereinafter - "**the Consultation**") on the matters decided upon together with (hereinafter: "**the Business Development Manager**");

WHEREAS, the Consultant declares that he has the relevant qualifications, know-how, experience, licenses and resources necessary to consult the Authority, all in accordance with the terms as set out below in this Agreement;

NOW, THEREFORE, it is agreed and stipulated between the parties as follows:

1. The Consultant undertakes as follows:
 - 1.1. To prepare a consultation work plan, tailored to the Authority, which will include the steps to be taken to support and facilitate the Consultation to the Authority, respectively. The work plan will be approved by the Business Development Manager.
 - 1.2. To assist the Authority in implementing the work plan.
 - 1.3. In the event that the Consultation is provided on an hourly basis, it must not exceed the maximum number of hours specified by the Authority (hereinafter "**the Client**")
2. The Authority undertakes to act vis-à-vis the Consultant, all as stated in the Rules and Regulations and in accordance with that stated in Appendix I to the Rules and Regulations of MAOF Business Development Services in Local Space (Application for Business Development Services from the Small and Medium Business Agency).
3. The parties agree that the provisions of this Agreement shall be subject to the directives and plans of the Small and Medium Business Agency (hereinafter "**the SMBA**"), as shall be published from time to time.
4. Consideration
 - 4.1. The Authority undertakes to directly pay the Consultant his share in return for the Consultation, on the basis of consultation that is provided in practice and is approved by the operator and the Client. This consideration shall be according to the rate set out in SMBA regulations.

- 4.2. The Consultant shall receive payment from the Authority only after the consultation has been provided in practice, unless otherwise specified in SMBA regulations.
- 4.3. The consideration is final and no amount will be added to it, including travel expenses and / or compensation in respect of the cancellation of meetings on the part of the Authority.
5. The Authority undertakes to provide the Consultant with any information, data or document in its possession that the Consultant may require in order to properly carry out his work under this Agreement.
6. The Consultant undertakes to maintain confidentiality and to not pass on any knowledge and / or document pertaining to the Consultation under this Agreement, to any other entity and / or any other body, except to the Client and / or to the SMBA, or to another body at the Authority's prior instruction to the Consultant in writing. The Consultant shall make no use of the professional knowledge he is exposed to while working for the Authority.
7. If certain conditions or circumstances arise that prevent the Consultant from executing the work assigned to him by the Client, the Consultant shall cease to provide the Consultation under this Agreement, and shall notify the Authority and the Client thereof.
8. The Authority shall be entitled to ask the Client to replace the Consultant and / or terminate the Consultant's work, provided that it informs, in writing, the Consultant and the Client of this in advance and in a reasoned manner.
9. The Consultant is obliged to invest his experience, knowledge and expertise in improving the situation of the Authority.
10. The Consultant shall be personally and solely responsible for providing the Consultation, and may not include other employees from his office or subcontractors in executing the Consultation.
11. The Consultant shall ensure to provide consultation in accordance with the directives and guidelines of the Business Development Manager, and shall provide the consultation in good faith, in a fair and honest manner, and shall refrain from actions or creating situations that may create a conflict of interests.
12. The Consultation shall be executed in the Authority's offices and facilities, unless the Authority agrees it be executed in a different place. There is the option to carry out 20% of the Consultation hours via video calls, subject to the discretion and approval of the Business Development Manager and the consent of an Authority representative.
13. The address of the parties for the purpose of this Agreement is as stated therein.

14. In witness thereof the parties hereto have duly signed this Agreement.

Name of Consultant:

ID Number:

Address:

Name of consulting company:

Company ID Number:

Bank details:

Date:

Signature: _____

Name of Authority:

Name of Authority representative who is an authorized signatory:

Signature of Authority representative who is an authorized signatory:

Signature of the Authority's Treasurer or anyone acting on his behalf:

Date:

Stamp of the Authority: _____