Assistance agreement template

**(CFW payment per time frame)**

### Project information

Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of households: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of individuals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Description of project

|  |
| --- |
| *Full description: be as specific as possible; quantify as much as possible; include details on who provides materials, where they are delivered to, who is responsible for transport, storage, distribution, supervision, etc.* |
|  |

Max. number of workdays: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract finish date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Max. number of unskilled workers: \_\_\_\_\_\_\_\_\_ Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_ Total: \_\_\_\_\_\_\_\_\_\_\_\_\_

Max. number of skilled workers: \_\_\_\_\_\_\_\_\_\_\_ Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_ Total: \_\_\_\_\_\_\_\_\_\_\_\_\_

Max. number of site supervisors: \_\_\_\_\_\_\_\_\_\_ Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_ Total: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total approved**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms of payment:** Payment will be made \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., once every two weeks). Payment rates are as follows: \_\_\_\_\_\_\_\_\_\_\_ a day for general labour; \_\_\_\_\_\_\_\_\_\_\_\_\_ a day for skilled labour; \_\_\_\_\_\_\_\_\_\_\_ a day for supervisors. The workday will begin at \_\_\_\_\_\_\_\_\_\_\_\_ and will finish at \_\_\_\_\_\_\_\_\_\_\_ with a one-hour break for lunch.

**Terms of agreement:** The length of this contract is fixed and the number of days of work that are paid may not exceed this fixed length, unless approved by the agency. The number of workers who will be paid to participate in this project is fixed and may not exceed this fixed limit unless approved. The workers who will be participating in this project should be determined before the start of the work and should not change throughout the course of the project. The activities to be conducted under this project are fixed and may not be altered without the approval of the agency.

### Community representatives

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Site supervisors

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Agency representative

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_