

**Qatar Development Bank (QDB)**  
**FREELANCE REMOTE CONSULTANCY AGREEMENT**  
**Gihan Ragy Thabet Soliman**

This Agreement is made on the 27<sup>th</sup> of Aug 2025 between:

1. **Qatar Development Bank**, hereafter designated as "QDB", whose registered address is P.O. Box 40816, Doha, Qatar; and,
2. **Gihan Ragy Thabet Soliman**, hereafter designated as the Back End Development Consultant, whose passport number is A31308597.

#### **1. Scope**

The Consultant shall perform the services as detailed in Appendix A (the "Services") as and when required by QDB, with due care, efficiency and diligence, in accordance with the applicable professional standards, and as per the specifications set forth in this contract.

#### **2. Price and invoicing**

The agreed upon price for the Services will be as detailed in Appendix B.

The Consultant shall submit to QDB its invoice(s), within thirty (30) calendar days after the stages specified in Appendix B. Upon the expiry of thirty (30) calendar days from the receipt of a correctly prepared and adequately supported invoice, QDB shall pay the invoice to the bank account nominated by the Consultant.

#### **3. Term**

This agreement is signed for an initial period of one (1) year commencing on the 1<sup>st</sup> of Oct 2025.

This period shall be referred to as the "Term". The Term may be automatically extended for one (1) year by QDB.

#### **4. Termination**

QDB shall have, upon written notice of 2 weeks, the right at any time to terminate the agreement, without recourse to court orders or judgments in which case the Consultant shall be entitled to payment for that portion of the Services that would have been completed in accordance with this agreement.

#### **5. Assignment and Subcontracting**

The Consultant shall neither assign nor subcontract the whole or any part of the Services without the prior written agreement of QDB.

The Consultant shall work from a remote location with QDB on 100% engagement of QDB working hours/month at QDB's discretion. However, given the nature of QDB's activities, QDB's management may utilize work shifts so that the organization is functional as necessary. The management is authorized to specify the start and end of the working hours by informing all staff in advance.

The Consultant shall report to Back End Development Lead, Digital & Technology, daily at dates and timings to be notified to the Consultant from time to time.

#### **6. Confidentiality**

Both parties agree that where either Party is in possession of information about the other that is by its nature confidential or is designated as such by the other (whether in writing or orally), including this agreement ("Confidential Information").

Each party undertakes to (i) keep it confidential; (ii) use it only in connection with providing and receiving the Services; (iii) reproduce and circulate it within each of ourselves only to the extent required to perform our respective obligations under the agreement and (iv) not to disclose it to any other person without the other's prior written consent.

These undertakings will not apply to any information that otherwise becomes generally publicly available, was possessed prior to the commencement of the Services (or prior to being designated as Confidential Information) or is lawfully acquired from a third party who is under no obligation of confidence or information which is or has been independently developed by the recipient.

#### **7. No Agency**

The Consultant shall act as an independent service provider with respect to the Services and shall not be deemed to be an agent or employee of QDB.

#### **8. Notifications**

The name and details of the parties shall be:

	<b>QDB</b>	<b>Consultant</b>
Name	Shibu Kuppelan	Gihan Ragy Thabet Soliman
Tel	+974 44300288	+21272377770
Email	skuppelan@qdb.qa	MASTER.STUDENT.FCI@GMAIL.COM

#### **9. Applicable Law and Settlement of Disputes**

The Consultant shall comply with all applicable laws, rules and regulations of any governmental or regulatory body having jurisdiction over the Services within the State of Qatar.



The Parties shall endeavor to settle amicably any dispute relating to the agreement and shall submit to the exclusive jurisdiction of the courts of Qatar for any dispute that cannot be so settled.

This agreement shall be exclusively governed by, construed and enforced in accordance with the laws of the State of Qatar.

**Signed for and on behalf of consultant.**

Name: Gihan Ragy Thabet Soliman  
Title: Back End Development Consultant

Signature: Gihan Ragy Thabet Soliman

**Signed for and on behalf of Client.**

Name: Amna Jassim Al Sultan  
Title: Executive Director of Digital & Technology

Signature: \_\_\_\_\_

**Signed for and on behalf of Client.**

Name: Essa Ali Al Kuwari  
Title: Vice President - Operations

Signature: \_\_\_\_\_

**Approved by**

Name: Abdulrahman Hesham Alsowaidi  
Title: Chief Executive Officer

Signature: 

## Appendix A: SCOPE OF WORK & DELIVERABLES

The roles and responsibilities are:

### **Operational:**

1. Collaborate with the Backend Lead and cross-functional teams to understand project requirements and translate them into technical specifications.
2. Develop and maintain server-side logic using Java and Spring Boot, ensuring performance, scalability, and security.
3. Build and maintain RESTful APIs and microservices architecture for seamless integration with front-end and third-party systems.
4. Write clean, maintainable, and well-documented code following coding standards and best practices.
5. Participate in code reviews, testing, and debugging to ensure high-quality deliverables.
6. Contribute to the development of reusable components and libraries for backend services.
7. Assist in deploying applications using containerization tools like Docker and platforms like OpenShift or other cloud environments.
8. Monitor and optimize application performance and troubleshoot production issues.
9. Maintain accurate documentation of systems, processes, and configurations.

### **Information Security:**

10. Ensure that all QDB information security policies and procedures are well understood and followed with due diligence.
11. Protect clients' personally identifiable information as per local privacy law & QCB regulatory requirements.
12. Classify and share information with the third party with due diligence.
13. Ensure the timely completion of cyber security awareness-related assignments from the internal information security team.
14. Report any suspicious information security incident/policy violation proactively.

### **Logistical requirements:**

- Maintain timesheet
- Periodic reports to Back End Development Lead, Head of Technology Engineering and Sr. Manager of Digital as required.

All technical clarification requirements as well as notifications, emails & your technical proposal are part of this contract.



## Appendix B: SCHEDULE OF RATES & PRICES

Sr.	Description	Frequency	Rate (QR) per month
1	Back End Development Consultant	Monthly	11,000 QR

### Total Package

The consultant is entitled to receive the above-mentioned amount monthly.

### Leave

The consultant is not entitled to any paid leave during this period.

### Banking Instructions

Bank Name: **National Bank of Egypt**

Bank Branch: New Maadi

Account Name: جيهان راجي ثابت سليمان

Account Number: 1955000350681100028

IBAN: EG280003019550003506811000280

SWIFT Code: **NBEGEGCX195**