



Individual Contractor Agreement

15 Aug 2025

Individual Contractor Agreement: 0230773-1138-L1-00

Between the United Nations Office for Project Services (hereinafter referred to as “UNOPS”) and William Finlay Lamb (hereinafter referred to as the **“Individual Contractor”**) whose email is:

Email: william.lamb@pik-potsdam.de

Notices sent to the above e-mail address shall be deemed to have been received by the Individual Contractor on the day it was sent.

A. CONTRACT DOCUMENTS

This Individual Contractor Agreement (hereinafter referred to as “Agreement”) shall be constituted of the following documents, which shall take precedence over one another in case of conflict in the following order:

- (i) This document (which shall have the highest precedence);
- (ii) Annex A: Terms and Conditions of UNOPS Individual Contractor Agreement;
- (iii) Annex B: Terms of Reference;
- (iv) All policies and instructions in the UNOPS Legislative Framework that are expressed to be applicable to UNOPS individual contractors, as they may be revised from time to time. For the avoidance of doubt: the foregoing also applies to policies and instructions issued after the date of this Agreement, including those that affect the Individual Contractor’s fee and entitlements (in which case any payment to a third party on account of the Individual Contractor shall be deemed to be part of the fee paid to the Individual Contractor).

This Agreement supersedes the contents of any negotiations and/or prior agreements, whether oral or in writing, pertaining to the subject of this Agreement.

B. INDIVIDUAL CONTRACTOR TO PROVIDE DOCUMENTS SPECIFIED BY UNOPS

No legally-binding contract shall come into existence until the Individual Contractor provides to UNOPS:

- (i) all documents specified in the UNOPS communication forwarding this document for the Individual Contractor’s signature; and
- (ii) a copy of this document duly signed by the Individual Contractor.

UNOPS reserves the right to withdraw this document at any time before a legally-binding contract comes into existence.

C. PARTICULARS

The Individual Contractor is engaged by UNOPS under this Agreement as an International Individual Contractor to provide specialist services. The following is the Schedule of Particulars referred to in Annex A of this Agreement:

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SCHEDULE OF PARTICULARS

1.	Date Individual Contractor shall commence providing Services (Refer to Annex A para 2.2): 15 Aug 2025
2.	Date Individual Contractor must complete Services by (if applicable) (Refer to Annex A para 1.1 and para 1.2): 01 Jan 2026
3.	Duty station(s) (Refer to Annex A para 2.1): Berlin, Germany (Home-based Lumpsum)
4.	Functional Title (Refer to Annex A para 2.1): Lead Author, IICA 1
5.	Individual Contractor's fee (Refer to Annex A para 3.1): USD 5000.00
6.	Entitlement to absence due to illness without reduction in fee (Refer to Annex A para 5.1): Not eligible.
7.	Entitlement to annual leave (Refer to Annex A para 5.2): Not eligible.
8.	Entitlement to parental leave (Refer to Annex A para 5.3): Not eligible.
9.	Work on weekends and UN holidays (Refer to Annex A para 5.4): The Individual Contractor is not required to work during week-ends and UN official holidays.
10.	Overtime compensation (Refer to Annex A para 5.5): None
11.	Service incurred Injury, Illness, Disability and Death (Refer to Annex A para 5.6 for the conditions and coverage applying to your contract type): The Individual Contractor shall not be covered by UNOPS against injury, illness and death, except when travelling pursuant to the Agreement at the expense or direction of UNEP United Nations Environment Programme for the implementation of the Agreement (except for private motor vehicle transportation requested solely for the convenience of the contractor) and when performing the Services at an office or work location defined by UNEP United Nations Environment Programme (in which cases the Individual Contractor shall be covered under a group insurance policy and the payments under said insurance policy shall be the Individual Contractor's sole compensation in respect of injury, illness and death during such travel or performance).
12.	Death and Permanent Disability Insurance: The Individual Contractor shall not be covered by UNOPS against death and disability other than if specified in section 11.

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13.	Malicious Acts (Refer to Annex A para 5.7): The Individual Contractor shall be covered by the Malicious Acts Insurance Policy (MAIP) as long as the Individual Contractor (i) complies with all UN safety and security directives and any other relevant policies, instructions and procedures and (ii) is on official business.
14.	Health insurance (Refer to Annex A para 5.8): Health insurance is not provided by UNOPS. The Individual Contractor is responsible for obtaining adequate health insurance for the entire duration of the contract. The insurance must cover treatment at the duty station and any location that the Individual Contractor may travel to on mission and must cover medical evacuation.
15.	Provident Fund (Refer to Annex A para 4): None

In the event of any inconsistency between the descriptions in this column and Annex A, Annex A shall prevail

D. SPECIAL CONDITIONS

The following Special Conditions shall apply notwithstanding any other provision in this Agreement:

Special Conditions (General):

None

Special Conditions (Payment Notes):

None



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Special Conditions (Travel Notes):

None

Special Conditions (Operational Arrangements):

The applicable leave policy is that of UNEP United Nations Environment Programme as it may be amended from time to time.

This contract is issued on behalf of UNEP United Nations Environment Programme pursuant to an agreement between UNEP United Nations Environment Programme and UNOPS for the provision of administrative services by the latter to the former. Your contractual rights and responsibilities are with UNEP United Nations Environment Programme and not with UNOPS. Except where the context requires otherwise, all references to “UNOPS” shall be construed as references to UNEP United Nations Environment Programme

E. MEDICAL CERTIFICATION AND INDIVIDUAL CONTRACTOR'S ACKNOWLEDGEMENT

Unless expressly provided otherwise in the Special Conditions above: The Individual Contractor is solely responsible for receiving clearance from a medical doctor to provide the Services (and also for any travel required to provide the Services). The clearance shall include confirmation that the Individual Contractor has had the appropriate inoculations for any country/countries to which the Individual Contractor is to travel. By signing this Agreement, the Individual Contractor confirms having received such clearance. The Individual Contractor hereby agrees to indemnify UNOPS in respect of any claims, liabilities, losses and expenses, including the cost of any medical evacuations that result from any breach of the foregoing by the Individual Contractor.

This document was created by Kexin Chen, and approved by Farouq Samih Ismail HERZALLA, Head of Support Services for and on behalf of the United Nations Office for Project Services.

The Individual Contractor acknowledges that he/she has read, and agrees to, the terms and conditions of this document, Annex A (*Terms and Conditions of UNOPS Individual Contractor Agreement*) and Annex B (*Terms of Reference*).

William Finlay Lamb

Date

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