**REPUBLIC OF UGANDA**

**RESEARCH STAFF /CONSULTANT/VOLUTEER AGREEMENT**

THIS AGREEMENT is made this……………day of………………..in the year………………….

**BETWEEN**

……………………………………………………………………………….of ………………………………….University

P.O. Box ……………………………(Hereinafter referred to as “the Contractor/PI”)

**AND**

Prof/Dr./Mr./Ms………………………………………………………………..of …………………………………………(Hereinafter referred to as “the Contractee/Research staff”)

Both the Contractor/Researcher and Contractee/Research Assistant are hereinafter referred to as “the Parties”.

**WHEREAS** the Contractor is desirous of working with the Contractee on the research project titled……………………………………………………………………………………………………………………………………

**AWARE** that this research is intended to enhance research that contributes to national development from The Development Analyst Limited

**WHEREAS** the Contractee presented himself/herself as the person who is competent and can work as a team with the contractor to accomplish the objectives of the research project and produce quality results

**NOW THEREFORE THE PARTIES** have agreed as herein below:-

**ARTICLE 1: COMMENCEMENT AND COMPLETION OF THE RESEARCH ACTIVITY**

The Contractee shall commence the research activities from …………………………..

Unless:

1. This agreement is terminated by mutual consent as stated below under article #6,
2. One of the parties breaches any part of this agreement.
3. This agreement shall terminate on the date of ……………..………….

**ARTICLE 2: FUNDING**

The funding shall be secured by the contractor for the research. The Contractee shall carry out the research activities as agreed upon by the both parties.

1. The contract GROSS amount is (Figures)…………………………………………(Words)…………………..............................................................................................................
2. The monthly GROSS (for regular staff) amount is (Figures)………………………………………………

**ARTICLE 3: MODE OF PAYMENT**

Payment shall be in accordance with either:

1. A monthly schedule (for regular contract staff)

OR

1. As per attainment of approved deliverables as outlined below for short-term research support staff:

|  |  |  |
| --- | --- | --- |
| **No.** | **Deliverable** | **%** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

**ARTICLE 4: STATUTORY PAYMENTS**

The Contractor shall NOT be held responsible for paying the statutory payments of PAYE and NSSF as these will be deducted at source.

**ARTICLE 5: BREACH OF AGREEMENT**

The grantee shall be required to refund all the funds expended on him/her fully or in part in case of non-performance or breach of this contract.

**ARTICLE 5: ACCOUNTING**

The grantee shall follow the financial regulations of the Company as stipulated in the The Development Analyst Financial Manual.

Transparent accountability and methods of work is a requirement.

**ARTICLE 6: TERMINATION**

Unless otherwise agreed in writing by the parties, this agreement shall be terminated upon the occurrence of any or all of the following:

1. By a mutual consent of both parties
2. If one of the parties breaches a fundamental term of this agreement.

IN WITNESS WHEREOF, the receptive parties have hereto executed this Agreement on the Day and Year first above written.

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNED on behalf of the Company :** | | **SIGNED on behalf of the Contractee:** | |
|  | |  | |
| Name: | | Name: | |
| Title: | | Title: | |
| Tel. Contract: | | Tel. Contract: | |
|  | |  | |
|  | **In the witness of:** | |  |
|  | |
| Name: | |
| Title: | |
| Tel. Contract: | |