Counterpart International received questions regarding the templates listed in Section 3 of the RFQ. Please see below for details.

- **Employment contract** – Approximately 4 pages, detailing the position and duties of the employee, term of employment, compensation, deductions and tax withholding, benefits, termination of employment, data ownership, confidentiality, conflicts of interest, anti-corruption, governing law, and other provisions.

- **Consulting contract** – Approximately 16 pages, detailing the term, consultant’s obligations, compensation and method of payment, inspection and acceptance, offsets, termination, notices, nature of relationship, conflicts of interest, gifts/gratuities/payments to third parties, compliance with Law and Donor Requirements, ownership of work product, confidentiality and non-disclosure, general and special indemnification, assumption of risk, return of property, non-competition, force majeure, governing law, assignment/subcontracting, claims and disputes, operating standards, severability, waiver, privacy policy, modification, and execution of agreement.

- **Counterpart Employee Handbook** – Approximately 28 pages, detailing recruitment, hiring and termination of employment; wages, hours and payroll practices; attendance and leaves of absence; personal conduct and ethics; and benefits and holidays.

- **Grant agreement** – Approximately 31 pages, detailing the purpose and objectives of the grant, budget and payment, reporting provisions, procurement, grantee fiduciary responsibilities, financial records, substantial involvement, prior approvals, monitoring, disputes, termination and suspension, governing law and arbitration, liability, indemnification, independent status, notices, modifications, branding and marking, terrorism financing, intellectual property ownership, language, subawards, child safeguarding, and operating standards.