

Terms and Conditions:

Following terms and conditions would apply for the conduct of assignment by the hired expert(s):

1. The selected expert will enter into a contract with SAARC Energy Centre for the conduct of study.
2. The Expert(s) will report to the Director, SAARC Energy Centre and will remain in close contact with *SEC* Programme Coordinator deputed for this particular Assignment.
3. E-mail will be the preferred mode of communication between expert(s) and SEC.
4. SEC will pay modest honorarium to the expert(s) after completion and acceptance of the final report of task given.
5. For conduct of the assigned study SEC will give access to the expert(s) of all data available with it. This shall include all SEC publications, reports/publications held in SEC library and data bank. Other than this, collection of all additional data/information for the purpose of this study will be the sole responsibility of the expert(s).
6. Expert(s) will design and structure the study by taking into account, but not limiting himself to, Background and Introduction, Objectives and the TORs as described in the Concept Paper.
7. The consultant/expert will submit the progress of assignment/study report on fortnightly basis to SEC for timely feedback and mutual coordination.
8. The expert(s) will submit the completed draft report within four months of the signing of contract. SEC shall evaluate the draft report for it being reasonably satisfactory and notify the expert(s) of its determination as the approval of the draft report. Any weaknesses/short-comings pointed out by SEC shall be addressed accordingly by the expert(s) in the draft report.
9. SEC will send the draft study report to the SEC's professionals review and comments. The Expert(s) will incorporate the comments/suggestions of the professionals to finalize the assignment/study report.
10. After finalization of the study report, the expert(s) will submit following:
 - (a) Three print copy of Final Assignment/Study Report.
 - (b) An electronic copy of Final Study Report (in MS Word as well as in PDF format).
 - (c) A Power Point presentation covering the important features of the Final Report.
 - (d) Any useful software related to conduct this project and/or software developed by Expert(s) will be handed over to the SEC including a 03-day hands-on training for SEC's professionals in the premises of SEC.