



**Accreditation Education Research & Scientific Service Center,
Nepal**

Agreement between AERSSC and Assessor

Document No. – AERSSC 35

Issue No.: 11

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Amendment No.: 0

Amendment Date:



This Agreement is made on the _____ of _____ in the year 20 _____ between Accreditation Education Research & Scientific Services Centre (AERSSC), Nepal hereinafter called the "1st party"
And Mr/Ms S/o
..... Address.....
hereinafter called the "2nd Party”

WITNESSETH: that the 1st party and 2nd party undertake and agree as follows:

ARTICLE A-1 The Work

(A) The 1st Party shall:

- (a) Designate CEO, AERSSC on its behalf to deal with 2nd party
- (b) Satisfy itself about the suitability of the assessor to be hired.
- (c) hire 2nd party as assessor through a formal letter of invitation in confirmation of his/her appointment for a short duration and for a specific task/responsibility
- (d) send the letter of offer to the 2nd party well in advance which shall mention the duration of the assignment and the amount of remuneration /facilities along with the Plan of payments
- (e) specify the terms and conditions of reference to the 2nd party

(B) The 2nd party shall:

- (a) Perform all the work as an assessor in the assessment of the CAB as required by the Terms of the Contract
- (b) Do and fulfill terms and conditions indicated by this Agreement, and
- (c) Undertake the work as per the policies and procedures of AERSSC

ARTICLE A-2 Contract Documents (Terms & Conditions: Ref Article A-1)

The 2nd party shall;

- a) Formally confirm acceptance of an offer to work as an assessor for the CAB.
- b) accept terms and conditions of payments/facilities offered by 1st party
- c) accept all terms & conditions pertaining to the work assignment
- d) Declare that it has no partnership/consultancy or any other conflict of interest with the CAB for which the assignment is offered/undertaken.
- e) available for the period of assessment
- f) Undertake travel to assess the CAB by air/land as per eligibility under administrative rules.
- g) participate in briefing meetings, opening meetings and during on-site assessment
- h) assess judiciously the documents, traceability status, and technical ability of the CAB by witnessing tests/interviews/discussions, collecting objective evidence of performance with the assessee
- i) Avoid any arguments/conflicts with the assessee or other team members.
- j) Not overdo and try to impose his/her views on the assessee.
- k) Prepare a comprehensive report of findings of assessment of his/her area in a stipulated time.
- l) Submit the report in the stipulated time.
- m) examine the corrective actions submitted by the assessee and submit report

ACCREDITATION EDUCATION RESEARCH & SCIENTIFIC SERVICE CENTER, NEPAL		
Prepared & Reviewed By:	Approved By:	Page No.
CEO, AERSSC	Chairman CAAB, AERSSC	2 of 3



ARTICLE A-3: Payments

The 1st party shall pay for;

- a) Travel
- b) Stay
- c) Compensation/remuneration as per norms
- d) The payments shall be made after the report of assessment is submitted.

ARTICLE A-4 Disputes

All disputes shall be settled amicably by discussion. The Chairman, CAAB of AERSSC shall have a final word. His decision shall be binding on all parties.

IN WITNESS WHEREOF both the parties hereto have executed this Agreement/contract.

SIGNED, SEALED AND DELIVERED

In the presence of:

1st party (AERSSC CEO):

2nd party (Assessor)

Signed

Signed

Name and Title

Name and Title

Date

Date