**Annex 7A: Timesheet for individual expert within a Consulting contract**

|  |  |
| --- | --- |
| **Contract No.:** |  |
| **Consulting firm:** |  |
| **Expert name:** |  |

 **Date:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date**(dd.mm.yyyy) | **Consulting day** | **Travel day** | **Activities** | **Location of Assignment** (Commune/District/Province/City) | **DSA** | **Accommodation** |
|
|  |  | **[ ]**  |  | **[ ]**  |  |  | **[ ]**  | **[ ]**  |
|  |  | **[ ]**  |  | **[ ]**  |  |  | **[ ]**  | **[ ]**  |
|  |  | **[ ]**  |  | **[ ]**  |  |  | **[ ]**  | **[ ]**  |
|  |  | **[ ]**  |  | **[ ]**  |  |  | **[ ]**  | **[ ]**  |
|  |  | **[ ]**  |  | **[ ]**  |  |  | **[ ]**  | **[ ]**  |
| **…** | **…** | **[ ]**  | **…** | **[ ]**  | **…** | **…** | **[ ]**  | **[ ]**  |
| **In TOTAL** |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Confirmed by the expert:** |  |
| **Name, Signature** |  |

**Annex 7B: Timesheet overview for Consulting Firm**

|  |  |
| --- | --- |
| **Contract No.:** |  |
| **Consulting firm:** |  |
| **Contract duration:** |  |

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Expert** | **Declared by consulting firm** | **Corrected/Accepted by GIZ Project** | **Remark** |
| Total number of consulting days | Total number of travel days | Total number of consulting days | Total number of travel days |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **…** | **…** | **…** | **…** | **…** | **…** | **…** |
|  | **In TOTAL** |  |  |  |  |  |

|  |  |
| --- | --- |
| **Confirmed by the Consulting firm** | **Confirmed by project’s CTA or authorized person** |
| **Name, Signature, Company stamp** | **Name, Signature** |