Delegation of Duties Template for Service Providers & Contractors

The following template should be completed by the Service Provider/Contractor and included as an appendix to the initial Service or Works Agreement or, during the period of service provision and submitted to Fondation Botnar’s Assignment Manager for approval. It serves to define the delegation of duties in case the Service Provider/Contractor party is planning to provide the agreed services/works in cooperation with one or more additional parties or is prevented from fulfilling its obligations for other reasons.

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| **Delegation of Duties** | | | |
| Assignment Name |  | Agreement date |  |
| Effective date for delegation of duty |  | End date of delegation of duty | *[insert if applicable]* |
| Service Provider/ Contractor |  | Assignment Manager Fondation Botnar |  |
| 1. **Tasks & duties to delegate** | | | |
| *[Briefly describe the tasks and duties to be delegated]* | | | |
| 1. **Agreed outcome of the delegation** | | | |
| *[Describe the main goal and target of the duty delegation]* | | | |
| 1. **Reason for delegation of duty** | | | |
| *[Provide a summary of the reason(s) for proposing/requesting this delegation of duty and indicate the major cause]* | | | |
| 1. **Subcontracting company & contact** | | | |
| *[Insert the company, name and role of the subcontractor who will take over the task and duty]* | | | |

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|  |  |  |
| Name: [XXX] |  | Name: [XXX] |
| **[Service Provider/Contractor]** |  | **[Subcontractor]** |
|  |  |  |

Agreed

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|  |  |  |
| Date |  | Name: [Assignment Manager] |
|  |  | **Fondation Botnar** |