



**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
PERFORMANCE CONTRACT**

Source of Financing: [] Regular Fund [x] Other Funds
 Funds Reserved on: 1 / 2 / 2018
 CPR Requisition No.: 324341

The Parties, the General Secretariat of the Organization of American States ("GS/OAS") and the Independent Contractor ("the Contractor"), identified as:

- a. Name: TRANSPARENCIA BRASIL
 b. Address: RUA TEODORO SAMPAIO, 1756 SAO PAULO, 05406150
 c. If Legal person (Corporation, Partnership, or Limited Liability Company), name and address of agent appointed to receive legal process:
 i. Name: Mancel Galdino Pereira Neto ii. Address: Alameda Itu 136 apt 73 CEP 01421000 São Paulo - SP

HEREBY AGREE AS FOLLOWS:

1. **Product or Service:** The Contractor shall furnish GS/OAS with the product or service ("the Work") described in the Terms of Reference attached as Annex I, which is an integral part of this Contract.
 a. The Project for which the Work is provided is The Department for Effective Public Management-19210
 b. The Place for delivery and/or performance of the Work is: Headquarters GS/OAS
 c. The Dates for delivery and/or performance of the Work are: From: February 9 2018 To: April 30 2018
 2. **Gross Compensation and Payments:** GS/OAS shall pay the Contractor the total sum of 15,000.00
 as the entire compensation ("Gross Compensation") for the Work, payable in (type of currency) USD
 a. Payment of Gross Compensation shall be made in amounts, upon the approximate dates, and upon completion of the following benchmarks, unless otherwise stated in the Terms of Reference.

| | <u>Benchmark</u> | <u>Estimated Date</u> | <u>Amount</u> |
|---------|------------------|-----------------------|---------------|
| - First | Product delivery | April 30 2018 | 15,000.00 |

- b. All payments are subject to Contractor's presentation of evidence of completion of the Work and to certification by GS/OAS's certifying officer that the Work is satisfactory. For purposes of this Contract, GS/OAS's certifying officer is:
 Name: Trigo, Maria Fernanda Title: Director
 GS/OAS may unilaterally change the certifying officer and shall notify Contractor of any such change.

3. **General Terms and Conditions:** The Parties are bound by the General Terms and Conditions set out in Annex II, which is an integral part of this Contract.

4. **Contract Modification:** This Contract may be modified only by a writing signed by the duly authorized representatives of the Parties, dated, and annexed hereto. Those representatives are:

For GS/OAS: Name: Trigo, Maria Fernanda Title: Director
 For the Contractor: Name: TRANSPARENCIA BRASIL Title: Independent Contractor

Each Party may change its duly authorized representative by advising the other by way of prior written notice.

Signed by the Parties, or their duly authorized representatives, as the case may be, on the date and in the place indicated below:

FOR GS/OAS
 Signature: [Signature]
 Name: Trigo, Maria Fernanda
 Title: Director Date: _____
 Place: _____

FOR THE CONTRACTOR
 Signature: [Signature]
 Name: PEREIRA NETO MANOEL GALDINO
 Title: EXECUTIVE DIRECTOR Date: 02-09-2018
 Place: Sao Paulo, SP, Brazil

ANNEX I
TERMS OF REFERENCE *

TERMS OF REFERENCE

For the development of the project "Apoyo a proyectos innovadores para desarrollar la actuación de mujeres negras en el uso de datos abiertos y reducir desigualdades raciales" developed in the context of
THE OAS FELLOWSHIP ON OPEN GOVERNMENT IN THE AMERICAS
With the support of a special fund from the Government of Germany

I. BACKGROUND

The OAS Department for Effective Public Management (OAS-DEPM) provides support to the organization's Member States in matters of public management. This includes developing and implementing technical assistance projects to strengthen institutional capacity of the public sector as well as training programs for public servants, policy studies and publications, and regional and hemispheric forums to exchange experiences and good practices. Among other activities, DEPM is committed to promoting transparency, access to public information, civic participation and collaboration between citizens and governments of the Americas. This task, which ranks high on the political agenda of the Member States, is based on the belief that the aforementioned values are the cornerstone for more open and democratic governments in the region.

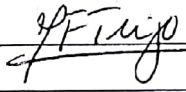
For this purpose, an Open Government Fellowship program has been developed that has brought together young decision-makers from across the Americas to exchange experiences and innovative practices of Open Government and forge a network of change agents in the region. In three editions since 2015, this program has contributed to more democratic governance and to enabling citizens to actively participate in their countries' political debates, shape public policy formulation and take part in the decision-making processes, with the aim of providing access to better public services and improving the citizens' overall living conditions. The purpose of the Fellowship is to create a network of change agents that gathers young leaders from the public sphere, civil society and the private sector for a targeted knowledge transfer within the region and to foster regional co-operation and exchange on Open Government strategies and experiences across the Americas.

The Fellowship program combines capacity development with leadership training, the development of projects, and networking elements. Once a year, 25 new fellows are selected to participate in the program. Each edition of the Fellowship comprises four modules: A two-week online course on Open Government strategies in the Americas; a first one-week meeting of the fellows in the US; a six-month project phase (home based, with mentoring and coaching); and a second one-week meeting of the fellows at a rotating location on Latin America. Graduates of the program become part of an active alumni network.

During the project phase, Fellows develop projects on a broad array of Open Government topics, ranging from Open Justice, Open Journalism, Local Government, Improving Human Rights in the region's Prison System through Transparency, Citizen Security, Monitoring Public Infrastructure Spending through Technology, Re-connecting Legislators to their Electorate, etc. The Fellowship's pilot phase (2015) and second edition (2016) have shown that these projects require seed-funding in their initial phase in order to be successfully implemented and to be able to develop the desired impact. The OAS supports the development of the Fellows' projects in multiple ways, such as an online coaching in co-operation with The GovLab at New York University, a structured expert- and peer feedback process on the feasibility and relevance of the projects, by providing mentoring and regular office hours as well as

* The same representatives of the Parties that sign the first page of the Form must sign and date at the end of each Annex.

FOR GS/OAS

Signature: 

Date: _____

FOR THE CONTRACTOR

Signature: Manoel Gilches Pereira Neto

Date: 02-09-2018

TERMS OF REFERENCE *
(Continuation)

establishing contacts with potential partners and donors.

However, the OAS has not been able to provide seed-funding for the Fellows' projects. In the past, therefore, in several cases important momentum has been lost when Fellows presented their project ideas but did not find financing sources to further develop, pilot or implement them, which in turn jeopardizes the impact and long-term success of the Fellowship itself. Therefore, a special fund has been created with the support of the Government of Germany to provide seed-funding to selected projects developed in the context of the OAS Fellowship on Open Government in the Americas. After call for applications to all OAS Fellows and a thorough evaluation process, seven projects have been selected to receive seed-funding.

II. PRODUCTS OF THE CONSULTANCY

The project will conduct capacity development and mentoring activities for afro-Brazilian women in the field of open data, an area traditionally very dominated by white Brazilians. At least 5 female activists will be selected to work on research, analysis or specific projects that combine open data with racial questions in Brazil. The project's deliverables consist in the presentations of the program's participants on their work developed during the training as well as a report summarizing the experience and learning on behalf of the consultant. It shall also include a brief summary of the workshops with documenting materials such as photos from the events, lists of participants, etc.

III. PAYMENTS AND TIME FOR DELIVERY OF PRODUCTS

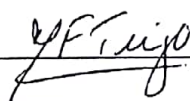
The total cost of the contract is fifteen thousand dollars (US\$ 15,000), which will be paid in two installments in February 2018. According to the Memorandum of Understanding between the OAS and the Government of Germany, the funds should be executed by February 28, 2018. All products mentioned above need to be completed by April 30, 2018.

IV. PLACE AND DATE FOR DELIVERY OF THE PRODUCTS

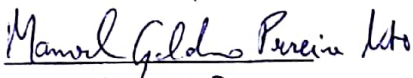
The consultant will provide her services mainly in Brazil. This is a product based contract. However, it is estimated that the time to complete the delivery of the products will be April 30, 2018.

* The same representatives of the Parties that sign the first page of the Form must sign and date at the end of each Annex.

FOR GS/OAS

Signature: 
Date: _____

FOR THE CONTRACTOR

Signature: 
Date: 02-09-2018

**ANNEX II
GENERAL TERMS AND CONDITIONS**

1. Contractor is neither an employee nor a staff member of GS/OAS and is not entitled to any of the rights, benefits, and emoluments of GS/OAS staff members.
2. Contractor undertakes to perform Contractor's functions under this Contract and to regulate Contractor's conduct in conformity with the nature, purposes, and interests of the GS/OAS. Contractor shall complete the Work in accordance with the highest professional standards and shall conform to all governmental pertinent laws and regulations.
3. Contractor accepts full legal responsibility for the Work, including all liability for any damages or claims arising from it, and agrees to hold GS/OAS and its staff members harmless from all such damages or claims. Contractor shall provide certificates of insurance coverage as GS/OAS may require for proof of ability to cover such liability.
4. Contractor does not legally represent GS/OAS, shall not hold himself out as having such powers of representation, and shall not sign commitments binding GS/OAS.
5. Contractor shall not have any title, copyright, patent, or other proprietary rights in any Work furnished under this Contract. All such rights shall lie with GS/OAS. At the request of GS/OAS, the Contractor shall assist in securing the intellectual property rights produced under this Contract and in transferring them to GS/OAS.
6. All information (including files, documents, and electronic data, regardless of the media it is in) belonging to GS/OAS and used by Contractor in the performance of this Contract shall remain the property of GS/OAS. Unless otherwise provided in the Terms of Reference (Annex I), Contractor shall not retain such information, and copies thereof beyond the termination date of this Contract, and Contractor shall not use such information for any purpose other than for completion of the Work.
7. Administrative Memorandum No. 90 "Information Systems Security Policy", Executive Order No. 95-07 "Prohibitions Against Sexual Harassment", and Executive Order No. 05-07 "Prohibition Against Workplace Harassment", are readily available at <http://www.oas.org/lceal/intro.htm>. Contractor certifies that he has read those documents and agrees to comply fully with them.
8. The Gross Compensation paid Contractor constitutes full consideration for the Work. It covers all fees, expenses, and costs incurred by Contractor in providing the Work, as well as Contractor's direct compensation for same.
9. Because Contractor is an independent contractor, GS/OAS is not responsible for providing social security, workmen's compensation, health, accident and life insurance, vacation leave, sick leave, or any other such emoluments for Contractor and his employees under this Contract. Contractor is solely responsible for providing those benefits, and the Parties have agreed upon the Gross Compensation hereunder to enable Contractor to satisfy that responsibility. At the request of GS/OAS, the Contractor will provide satisfactory evidence of workman's compensation and other insurance coverage that may be required for all its employees or such Contractors.
10. Contractor warrants that his performance of the Work will not violate applicable immigration laws, and Contractor shall not employ any person for the performance of this Contract where such employment would violate those laws.
11. Unless otherwise specified in this Contract, Contractor shall have the sole responsibility for making Contractor's travel, visa, and/or customs arrangements related to and/or required for the performance of this Contract, and GS/OAS shall have no responsibility for making or securing such arrangements.
12. This Contract shall be null and void in the event the Contractor is unable to obtain a valid visa and other permits or licenses necessary to complete the Work in the country where the Contract is to be performed.
13. Unless otherwise specified in this Contract, Contractor shall neither seek nor accept instructions regarding the Work from any government or from any authority external to the GS/OAS. During the period of this Contract, Contractor may not engage in any activity that is incompatible with the discharge of Contractor's obligations under this Contract. Contractor must exercise the utmost discretion in all matters of official business for GS/OAS. Contractor may not communicate at any time to any other person, government, or authority external to GS/OAS any information known to him by reason of his association with GS/OAS which has not been made public, except in the course of the performance of Contractor's obligations under this Contract or by written authorization of the Secretary General or his designate; nor shall Contractor at any time use such information to private advantage. These obligations do not lapse upon Contract termination. Failure to comply with these obligations is cause for termination of this Contract.



14. Unless specifically provided for in this Contract¹ in accordance with CPR Rule 5.13.1, the Contractor may not directly supervise a GS/OAS staff member or direct a project or mission that requires the Contractor to supervise GS/OAS staff members.

15. Contractor shall not openly participate in campaign activities for or otherwise openly support and or promote any candidate for elected positions in the OAS; nor shall Contractor use the facilities of the GS/OAS and/or its staff provided to him under this Contract to support and promote the candidacy of any candidate for an elected position in the OAS.

16. GS/OAS may terminate this Contract for cause with five days notice in writing to the Contractor. Cause includes, but is not limited to: failure to complete the Work in accordance with professional standards or to otherwise deliver conforming goods and services; failure to meet deadlines; conduct which damages or could damage relations between the OAS and a member state; fraudulent misrepresentation; criminal indictment; sexual harassment; workplace harassment; bankruptcy; conduct incommensurate with the requirements for participation in OAS activities; and breach of any of the provisions of this Contract.

17. Either party may terminate this Contract for unforeseen circumstances by giving at least thirty days notice in writing to the other. Unforeseen circumstances include, but are not limited to, modifications to the Program-Budget of the OAS; lack of approved funds in the OAS Program-Budget for the corresponding program or project; failure of a donor to provide fully the specific funds which were to finance this Contract; an act of God; and the Secretary General's or a member state's desire to discontinue the Work.

18. In the event this Contract is terminated with or without cause, Contractor shall submit to GS/OAS all of the Work completed and shall receive payment for only that portion of the Work completed to the satisfaction of GS/OAS up until the date of termination.

19. Contractor certifies that:

- a. Neither the Contractor nor any of its senior officers and employees, on the date of the signing of this Contract, is a relative of any GS/OAS staff member above the P-3 level or of a representative or delegate to the OAS from a OAS Member State. The term "relative" includes spouse, son or daughter, stepson or stepdaughter, father or mother, stepfather or stepmother, brother or sister, half brother or half sister, stepbrother or stepsister, father or mother-in-law, son or daughter-in-law, brother or sister-in-law.
- b. He is not incompetent to enter into this Contract, is not on trial in a criminal court of any of the member states, and has never been convicted of a felony or of any crime involving dishonesty, fraud or theft in any member state.
- c. Completion of the Work shall not interfere with the completion of work for which he is responsible under any other contract with GS/OAS.

20. Contractor shall not employ a staff member of GS/OAS or a relative of a staff member as defined in Paragraph 19 (a) above to perform the Work nor shall Contractor permit any staff member of GS/OAS or any relative of the staff member, as defined in that Paragraph, to receive any personal financial benefit deriving from this Contract or the Contractor's contractual relationship with GS/OAS.

21. Contractor shall not assign this Contract or any element thereof, without the prior written consent of GS/OAS.

22. Upon written notice by either Party to the other, any dispute between the Parties arising out of this Contract may be submitted to either the Inter-American Commercial Arbitration Commission or the American Arbitration Association, for final and binding arbitration in accordance with the selected entity's rules. The law applicable to the Arbitration proceedings shall be the law of the District of Columbia, USA, and the language of the arbitration shall be English.

23. Nothing in this Contract constitutes an express or implied waiver by GS/OAS of its privileges and immunities under the laws of the United States of America or international law.

24. This Contract shall enter into effect on the date on which it is signed by both Parties. Provided, further, that this Contract shall have no legal effect until it has been signed by both Contractor and a duly authorized representative of the GS/OAS.

1. Any such provision must comply with the requirements of CPR Rule 5.13.1 in Executive Order No. 05-04, Corr. No. 1 at <http://www.oas.org/legal/english/gensec/EXOR0504CORR1.doc>



25. The law applicable to this Contract is the law of the District of Columbia, USA.
26. This Contract, including Annexes I-III, constitutes the entire agreement between the Parties, and any representation, inducement, or other statements not expressly contained herein shall not be binding on the Parties and shall have no legal effect.
27. The masculine terms employed in this Contract should be understood to apply to males, females and legal persons; singular pronouns should be understood to apply to the plural, when appropriate.

FOR GS/OAS

Signature: _____

[Handwritten Signature]

Date: _____

FOR THE CONTRACTOR

Signature: _____

Manoel Gomes Pereira Neto

Date: _____

02-09-2018