



SERVICE AGREEMENT CONTRACT

“Provision of i.e Training participants”

CD91443S084-1.1.2-01

Vol. 01

January 01, 2026

Parties

This Service Agreement Contract hereinafter referred to as “Agreement” is entered into and made effective as of 01.01.2026 throughout 30.06.2026 by and between the following Parties:

Noun

Represented by: Shireen Nasr Saeed
Office Address: Rif Dimashq/ Sahnaya

Hereinafter referred to as “NOUN”

Service Provider

Represented by:
Office Address:

Hereinafter referred to as the “Service Provider”

The Service Provider and NOUN have agreed to the following terms and conditions:

Provision of Services**1. Terms of Reference**

- 1.1 Developing detailed project implementation plans aligned with organizational strategy
- 1.2 Coordinating and supervising the execution of project activities to ensure timely delivery
- 1.3 Monitoring project progress and adjusting plans as necessary to achieve objectives
- 1.4 Preparing periodic narrative and progress reports (monthly, quarterly, annual) for internal and external stakeholders
- 1.5 Managing project budgets in coordination with the finance team and ensuring compliance with donor requirements
- 1.6 Identifying project risks and developing mitigation strategies
- 1.7 Ensuring adherence to organizational policies and donor regulations throughout the project lifecycle
- 1.8 Facilitating team meetings, capacity building, and performance evaluations of project staff Assign a qualified and licensed driver with experience in passenger transportation.
- 1.9 Documenting lessons learned and best practices for future programming
Coordination with departments The other is to ensure financial integration between programs and activities.

1.1.1. NOUN Policies

- 1.10 The Service Provider shall at all times comply with NOUN policies.

Required Qualifications

- 1.11 *Please refer to Annex (1): Required Qualifications*

Application Procedure

- 1.12 Interested candidates are requested to submit their CV and relevant documents to the following email address:

job@nuonforpeacebuilding.org

- 1.13 *We thank all applicants for their interest; however, only shortlisted candidates will be contacted.*