

## To All Contract / Claim / Variation / Change Management Experts Is a Retainer fee for interrupted –non-defined – missions justified?

### A\_ Situation Free Lance Contract

Do you have a Freelance or Individual Consultant contract with an assignment of say 10 months allotted over a 30 months implementation period.

However, a tentative mission schedule has NOT been agreed.

### B \_ ICC Recommendation

ICC recommends a Retainer Fee / Management Fee to be available on a 28 days' NOTICE for site visits and hearing. It helps to plan the time schedule of the Contract Specialist against the Project Schedule. The monthly Retainer Fee / Management Fee shall sum up three times of the daily fee.

Please refer to the Appendix, General Conditions of Dispute Adjudication Agreement, Section 6 [Payment]

Basic Honorarium = 900 Euro per service days @ 22 wd/m = 19.800 Euro p m.

Retainer Fee = 2.700 Euro per month / other call it Management Fee to be available.

The EU per diem rates (e.g. 200 € per presence day ) \* 30 days/month for **Field Missions** are not considered here.

### C \_ Homebased and Field based

Or how do you adapt / negotiate a layout with a proper monthly portion of home based time input to be able to get an update of all Contractual administrative issues on Site? Besides, people gets the impression, the Donor's intent to monitor compliance is serving as an Alibi function.

### D \_ Surcharge-Calculation "already prepared to come to site" without compensation

Description	DR	Dpm	MF	Mission Duration		Implementation Duration		
				MR	MD	TD-MD	TD	
Dimension	daily rate	sd/month	per month	per month	<b>10</b>	20	<b>30</b>	Months
Service Fee, daily rate DR	<b>850</b>	22	18.700		187.000			Euro
Retainer Fee 3*DR	v			2.550		51.000		Euro
Contract price	<b>v</b>				187.000	51.000	238.000	Euro
Surplus for "Retainer / Management Fee" / adapted daily fee	<b>1.082</b>				100%	<b>27%</b>	127%	Percentage
<b>Three Entry data</b>	<b>(1) daily rate DR</b>		<b>(2) field mission MD</b>		<b>(3) Total implemenation (m)</b>			
Z Enumerator				DR * times 3 * times (TD-MD)				51.000
N Denominator				DR * times Dpm (22 d) * MD				187.000
<b>tion / Surcharge variable</b>				SC = Enumerator div by Denominator				<b>0,27</b>

Adaption of the daily Fee/Honorarium due to Retainer/Management Fee sums up to 850 Euro per Basic Fee \* 1,27 surcharge => Honorarium of 1.082 € per DAY

Calculation sheet published under [www.ppe61.de/20.2+Surcharge.xls](http://www.ppe61.de/20.2+Surcharge.xls)

### E \_ Your comments are highly appreciated to [General@PPE61.de](mailto:General@PPE61.de)

Document published under [www.ppe61.de/20.2+Retainerfee.pdf](http://www.ppe61.de/20.2+Retainerfee.pdf)