Settings in Word:

Page margins: left 2cm, top 2cm, right 5cm, bottom 2cm

Space above header 1cm, space below footer 1cm

Border around text area

Settings for the frame in Word

Width 60% of margin, here 60% of 5cm = 3cm

Height: absolut 2cm.

Do not resize with text, padding 0.5cm, fill solid, line 2pt

Position horizontal: left of right margin

Position vertical: 4cm from page.