



TERMS OF REFERENCE GUIDELINES	
Contract Name:	Assignment Number:
Client/Country:	TORs prepared by:

Background;

- Provide general context
- Provide assignment specific information
- Identify documentation that is relevant to understanding the background information where appropriate

Purpose & objectives

- State the overall purpose of the assignment
- State the specific objectives of the assignment

Scope & tasks

- State the scope of work and where needed describe what is not part of the assignment
- Describe the methods to be used in the assignment, for example.
- Describe the specific tasks to be undertaken, for example, a train the trainer workshop for 20 participants, mentor 20 trainees, a 3 day strategic planning exercise etc.

Deliverables/outputs

Inputs:

- Give details about specific counterparts
- Describe other important stakeholders
- Describe the role and composition of a project/assignment task team/steering committee if needed

TA selection criteria

- List the skills and experience of the consultant/s needed for the assignment. Include: qualifications, technical skills, number of years of relevant work experience, a description of the seniority of consultant needed, language skills and any specific details related to availability, for example, must be able to work in Windhoek for 4 weeks.
- Describe the sourcing policy for this assignment

Time & scheduling

- State the start and finish date of the assignment
- State whether there is any flexibility in these dates
- State any other important deadlines for interim deliverables such as the date when a draft report is first required

Budget

- A budget stating the number of days of consultant time needed and daily rates
- Budget for other costs related to the consultant appointment including transport, accommodation, per diem
- Budget for other items as necessary, for example, workshop costs

General

- If the ToRs are still draft then it is important to state this
- State who the consultant/s will reporting to and any other issues related to accountability
- Clearly indicate a deadline for application