## TEMPLATE SER 2-3: Terms of Reference for Services

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| --- |
| *Where you see:* **(Note:….)** *this is just a guidance for you and you shall delete these notes from the document.* *Where you see <…> please enter information.**Options are marked* (Option:…) *\*\*\*\**DELETE this Page prior to INCLUDING THE TOR IN THE REQUEST FOR PROPOSAL\**\*\*\** |

**Terms of reference**

* **Background information**

<Information of the country>

<General/relevant background information about the project, the organisation and the partner>

* **contract purpose and Expected results**

**Overall objective:**

<The overall objective of the project is>

**Purpose:**

<The purpose of this contract is>

**Results to be achieved by the Contractor:**

1.

2.

3.

* **(OPTION: ASSUMPTIONS AND RISKS)**

**(Note: an assumption could be that the security situation permits the work to be completed or the Government is willing to cooperate. A risk could be limited access to the area, country etc. Please delete this section if irrelevant to this contract)**

* **Scope of the Services**

<Project information including geographical area to be covered>

<The tasks to be carried out by the Contractor>

<The Management structure: who is responsible for this Contract and who will the Contractor report to>

* **timing, logisitics and facilities**

<When the Contract will commence and period of implementation>

<Location of where the Contractor will be based for the duration of the task>

<Facilities to be provided by the Contracting Authority e.g. office accommodation>

<Facilities to be provided by the Contractor>

* **(Option: KEY EXPERTS AND OTHER PERSONNEL)**

<Brief description. Please see Organisation and Methodology form>

**(Note: please delete if one Contractor only)**

* **(Option: SUB-CONTRACTORS)**

**(Note: please delete this section if irrelevant to the Contract)**

* **reporting**

<Report requirements; what, how and when>

<Language of the reports, no. of copies, and recipient>

* **QUALIFICATION REQUIREMENTS**

<List the required qualifications>

**(Note: do not include financial conditions (fees, reimbursable expenses and payments) in the Terms of Reference (these should be included in the Contract only))**