



## SAMPLE REQUEST FOR TERMS OF REFERENCE FOR FIRMS AND INDIVIDUAL CONSULTANTS

*[The TOR must clearly state the relevant background, origin and nature of the Assignment; specify the scope and type of services to be performed by the consultant or service provider, and include timelines incorporating commencement and completion dates. The TOR must be comprehensive and include the schedules, quality standards, tasks and milestones/performance benchmarks that the consultant or service provider must meet in providing the services under the contract. The skills and experience required of the consultant in providing the services, the different tasks to be performed, the method and the expected outcome, and any reports or other forms of output to be delivered under the contract must be set out. On the other hand it must not be too detailed as it is the consultant or service provider that must provide the details. The TOR must have the following contents].*

1. Background/origin, nature of the Assignment \_\_\_\_\_
2. Goals and Objective(s) of the Assignment \_\_\_\_\_
3. Scope of Services, Tasks (Components) and Expected Deliverables (Examples)
  - 3.1 Activities, Components and Tasks \_\_\_\_\_
  - 3.2 Proposed Method of execution [indicate if downstream work is required]
  - 3.3 Expected deliverables
  - 3.3 Capacity building, if any, [indicate if training is a specific component of the assignment]
4. Team Composition and Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the Key Experts)
5. Reporting Requirements and Time Schedule for Deliverables
  - The following should be listed at the minimum:
    - Format, frequency, and contents of reports;
    - Number of copies, and requirements to electronic submission (or on DVD). Final reports shall be delivered in DVD in addition to the specified number of hard copies;
    - Dates of submission;
    - Persons (indicate names, titles, submission address) to receive them; etc.
  - If no reports are to be submitted, state here “Not applicable.”]
  - If the Services consist of or include the supervision of civil works, the following action that require prior approval by the Client shall be added: “Taking any action under a civil works contract designating the Consultant as “Engineer”, for which action, pursuant to such civil works contract, the written approval of the Client as “Employer” is required.”
6. Client’s Input and Counterpart Personnel
  - Services, facilities and property to be made available to the Consultant by the Client: \_\_\_\_\_ [list/specify]
  - Professional and support counterpart personnel to be assigned by the Client to the Consultant’s team: \_\_\_\_\_ [list/specify]

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