**Terms of Reference**

|  |  |
| --- | --- |
| Projectcode | [Toolbox project number and/or Twinfield cost code] |
| Programme | [Description, country programme or department] |
| Assignment | [Tasks, do not include consultant name] |
| Date |  |

**Context**:

[briefly describe the context of the assignment, which programme or project is relates to]

**Aim of the assignment:**

[describe the objective or result expected]

**Description of tasks and deliverables**

|  |  |  |
| --- | --- | --- |
| **Tasks** | **Deliverable(s)** | **Time** |
| *[describe the (separate) specific tasks of the consultant]* | *[describe the exact expected deliverables related to the task, and indicate deadlines for tasks where relevant. Describe the key qualitative requirements.. There are usually more deliverables for one task]* | *[indicate period (days) foreseen* |
|  |  |  |
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|  |  |
|  |  |
|  |  |  |
| **Total** | |  |

**Skills and experience needed for the assignment**

[describe the key requirements you need when recruiting a consultant that can take up this assignment in terms of expertise, knowledge etc. ]

**Budget/rate**

[specify a maximum lump sum or maximum daily rate, and mention if this includes taxes (VAT/BTW) or not]

**Logistics**

[describe who will organize what in terms of travel arrangements, hotel reservations}

**Coordination**

[describe who manages the assignment at NIMD, contact person, need for communication etc.]

**Special conditions**

[Optional]