

TERMS OF REFERENCE (ToR) FORM:

Kindly share critic of your inquiry to get more detailed solution & support

1. GENERAL INFORMATION

- **Project** [Assignment, Task] **Title:**.....
- **Expected Start Date:**
- **Expected End Date:**
- **Primary Contact Person** [Name, Title, and Email Address]:
.....

2. BACKGROUND & RATIONALE

- **Context:** [Kindly provide a brief summary of the current situation, organizational history, or environment prompting this intervention]
.....
- **Problem Statement:** [Clearly state the specific issue, gap, or challenge this project/task aims to address]
.....

3. OBJECTIVES & PURPOSE (if applicable)

- **Primary Objective:** [Kindly State the overarching goal or main purpose of the assignment/task]
.....
- **Specific Objectives:**
 - [Specific Objective 1]
.....
 - [Specific Objective 2]
.....
 - [Specific Objective 3]
.....

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4. SCOPE OF WORK (if applicable)

- **In-Scope Activities:**

- [Activity 1]

.....

- [Activity 2]

.....

- [Activity 3]

.....

- **Out-of-Scope Activities:** [explicitly state what the consultant will **not** be responsible for doing]

.....

- **Target Audience & Geographic Boundaries:** [specify the geographic locations, target demographics of project/task]

.....

5. DELIVERABLES & TIMELINE

Deliverable ID	Description of Deliverable	Estimated Completion Date	Approval Authority
DEL-01			
DEL-02			
DEL-03			
DEL-04			

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6. ROLES & ACCOUNTABILITY

- **Governance Structure:** [Detail who manages or prefer to manage the project]

.....

- **Reporting Lines:** [The consultant will report directly to]

[Insert title/name, on a weekly/bi-weekly basis]

.....

- **Consultant Responsibility(s):**

.....

9. GUIDING PRINCIPLES & LEGAL REQUIREMENTS

- **Confidentiality:** All data, information, and assets shared during this assignment must remain strictly confidential and properties of the organization.
- **Intellectual Property:** All tools, reports, code, or materials developed under this ToR will belong exclusively to:

.....

- **Conflict of Interest:** Any real or potential conflicts of interest must be disclosed immediately upon discovery.

10. SIGN-OFF & APPROVAL

Approved By:

Name: _____

Title: _____

Signature: _____

Date: _____