



TECHNICAL ASSISTANCE

Writing the Contract and Workplan

To minimize the risk of misunderstanding, certain basic questions should be answered clearly in every technical assistance contract. The more effort put into the preparation of the contract, the less time and money will be spent resolving any disagreements. Usually, the Board of Directors will authorize the signing of the contract and each party should keep a signed copy.

Generally, the following list of items should be included in the preparation of a contract and workplan to engage a consultant.

- Name of the parties to the contract, giving the full legal names of both the individuals and the corporations which these individuals represent.
- Enumerate the objectives to be accomplished or tasks to be completed by the consultant as part of the workplan.
- Describe the process of evaluating the assistance and the form in which it will be presented, such as a written report or a verbal discussion.
- Identify any special considerations or additional requirements pertaining to the work.
- Specify the amount of compensation to be paid to the consultant and the conditions under which it will be paid.
- State the date it will go into effect.
- Set a date by which the work is to be completed.
- List the conditions under which the contract can be terminated.
- Sign and date the contract.