

TOPIC 4

TERMS OF REFERENCE FOR CONSULTANCY SERVICES

4.1 TERMS OF REFERENCE (TORs)

This refers to a document or statement that defines the background, objectives and purpose of the proposal. It is also referred to as the scope of work or mandate. It defines the objectives and the scope of evaluation, outlining the responsibility of consultancy teams and provides a clear description of resources available.

Contents of Terms of Reference

- The background of the assignment including the various necessity of the procurement.
- Terms of Reference should contain the objectives to be achieved by the procurement.
- The deliverables expected from the person to be awarded the tender.
- The qualifications necessary for the person to be awarded the tender.
- The duration of the assignment.
- Any other relevant information as may be required by the tender.

4.2 Example

The Terms of Reference (TORs) for a consultancy

Aims and objectives of the consultancy

- To assess the level of compliance with PPAD 2015 and recommend the best way forward
- To assess a likely value for money for large procurements and advise accordingly
- To establish price benchmarks for items to be procured

Scope

- Prepare a price benchmark for each item
- Determine the level of compliance of the entire procurement process with the Act
- Independently assess the reasonableness of the quoted prices by potential vendors

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J Ma



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