Scope of Work and Deliverables

**Date of Request: *[Month, XX, XXXX]***

**Purpose: *[Provide one sentence to summarize the consultancy/Work Order or RFP/Q activity: “The consultant will provide…. Partner X will do…. The vendor is expected to….]***

**Place of Performance:** ***[List Country/Destination here]***

**Period of Performance: *[Month, XX, XXXX – Month, XX, XXXX (including days of travel)]***

**Activity Manager:** ***[Name of JSI Activity Manager]***

**Activity Internal Project #: *[Internal project number corresponding to the activity code]***

***SERVICES/SCOPE OF WORK[[1]](#footnote-1): The Contractor shall use all reasonable efforts to perform the following services in accordance with the terms and conditions set forth in this agreement:***

1. **Background**

[Insert a concise (4-5 sentences) summary of the activity. This should provide context and help tie back into the project’s scope of work.]

**B. Objectives**

[Describes the activity in general, defines the purpose of the activity, explains why the activity is being undertaken and discusses how it relates to other activities (in country/project). Should be brief, approximately 1-2 paragraphs.]

**C. Activities**

[Explain the services to be provided and work that will be performed by the consultant/partner/vendor. Outline the responsibilities and expectations of the consultant/partner/vendor.]

**D. Deliverables and Schedule**

***The Contractor is responsible for the timely submission of the following deliverables, as part of the SOW:***

[Enter concrete deliverables into schedule, including description and due date (month/year – unless specific date is needed) for each deliverable. In case of consultants, indicate approximate Level of Effort (LOE) for the overall consultancy. In case of phased payments and multiple delivery dates, indicate LOE per deliverable. You may list these as a text or use the table below.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Del. No.***  | ***Deliverable Name*** | ***Deliverable Description*** | ***Due Date\**** | ***Total Deliverable Value*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\**Due dates subject to change subject to approval from the Activity Manager named in this scope*

***[For consultants on Daily Rate agreements only:]***The total LOE is approximately equivalent to ***[XXX]*** days.

All required deliverables and reports shall be submitted to the JSI Activity Manager listed on Page 1.

**E. Consultant Qualifications**

[If hiring a consultant, please provide a bulleted list of qualifications needed for the consultant to complete this Scope of Work. At the very least qualifications need to include level of education, years of work experience, relevant skills, and area of expertise. If additional qualifications are needed/relevant, please list those as well.]

1. JSI approval is required prior to any travel and payments associated with travel, travel-related tasks/responsibilities/deliverables or payments are contingent upon receiving JSI approval. [↑](#footnote-ref-1)