[Insert organisation name/logo]

# CONSULTING BRIEFING PAPER TEMPLATE

**[Insert name of project]**

**[Insert date of briefing paper]**

## SECTION 1. INTRODUCTION

**[Insert description of your organisation, including goals and general services information]**

Further information about **[insert organisation name]** and its programs is available on the organisation website at **[insert organisation website].**

**[Insert organisation name]** is seeking a consultant to **[name of project or service being sought].**

## SECTION 2. BACKGROUND

**[Insert background as to how and why this project or service is being sought, the context in which it sits and any other relevant information]**

## SECTION 3. PROJECT DESCRIPTION

### 3.1 Aim of the project

The aim of this project is to **[insert description of what you want the consultant to do].**

### 3.2 Scope of the project

**[Outline who or what this project/service relates to, what is not included in the scope, what are some key considerations for this project/service]**

### 3.3 Key project deliverables

The project will:

* **[List the project/service deliverables in a practical sense]**
* **[List the project/service deliverables in a practical sense]**
* **[List the project/service deliverables in a practical sense]**

***🖌Note\****

In this section it is relevant to include delivery of a draft product/document, allowing your organisation to read/review and provide suggestions to amend the product/document. At the same time, a final report presentation could be worthwhile if the project is to support Board members or staff members.

*\*Please delete note before finalising this document.*

## SECTION 4. MANAGEMENT OF THE PROJECT

### 4.1 Project timeframe

The project/program is expected to be completed by **[insert date]**. Timeframes for the key deliverables are:

|  |  |
| --- | --- |
| **Deliverable detail** | **Timeframe** |
| **[Insert project deliverable]** | **[insert date]** |
|  |  |
|  |  |
|  |  |

***🖌Note\****

*During this process, negotiations might occur and final dates agreed with the consultant must be detailed in the consultant contract*

*\*Please delete note before finalising this document.*

### 4.2 Project accountability

The consultant is accountable to **[insert organisation name]** for completing the contract project deliverables within the agreed timeframe.

**[Insert organisation name]** is responsible for ongoing management and monitoring of the project, and for reporting to the Board of Directors.

### 4.3 Budget

**[Insert organisation name]** will pay the consultant the agreed contract price of **[insert amount in $AUD]** (GST inclusive).

This fee covers all costs incurred by the consultant in completing the project, including:

* Office and communication expenses
* Project development and delivery expenses
* Travel and accommodation expenses
* **[insert other item included in the consultant fees]**

### 4.4 Payment Schedule

In order for payment to be provided, the consultant will provide **[insert organisation name]** with a dated tax invoice detailing:

* the contractor’s name, address and ABN
* the **[insert name of the project]**
* bank account details for payment by electronic funds transfer
* **[insert other requirement from your organisation]**

Payment will be provided as follows:

|  |  |  |
| --- | --- | --- |
| **Date** | **Payment detail** | **Amount $AUD** |
| **[Insert date]** | **[Insert payment detail for example: 10% initial payment on singing this agreement]**  | **[insert amount]** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **GST** |  |
|  | **TOTAL** |  |

***🖌Note\****

*Some payment details for consultant could include:*

*-25% at the completion of each deliverable*

*-Final payment when providing all agreed deliverables to a standard satisfactory to the organisation.*

*\*Please delete note before finalising this document.*

## SECTION 5. ATTACHED DOCUMENTS

To inform your decision, please find attached/enclosed the following documents:

* **[List attachment number and name]**
* **[List attachment number and name]**
* **[List attachment number and name]**

***🖌Note\****

*Any material that will support the consultant in understanding the requirements of the contract, such as background papers, draft resources are essential to achieve positive outcomes with consultants.*

*\*Please delete note before finalising this document.*

## SECTION 6. [INSERT ORGANISATION NAME] CONTACTS

The primary contact officer for this project is:

**[Insert allocated staff member name]**

**[Insert role]**

Phone: **[Insert number]** Mobile: **[Insert number]**

Email: **[Insert email account]**

The secondary contact officer for this project is:

**[Insert allocated staff member name]**

**[Insert role]**

Phone: **[Insert number]** Mobile: **[Insert number]**

Email: **[Insert email account]**

Mailing address:

**[Insert organisation name]**

**[Insert street address]**

**[Insert suburb, state and postcode]**

## SECTION 7. SELECTION OF A CONSULTANT

**[Insert organisation name]** will select an appropriate consultant to undertake this project based on the following:

* **[Outline criteria]**
* **[Outline criteria]**
* **[Outline criteria]**