[Insert organisation name/logo]

# CONSULTING BRIEFING PAPER

**[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 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, which 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\****

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

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

## SECTION 6. [INSERT ORGANISATION NAME] CONTACTS

The primary contact for this project is:

**[Insert allocated staff member name]**

**[Insert role]**

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

Email: **[Insert email account]**

The secondary contact 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 traditional place 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]**