# TERMS OF REFERENCE

GENERAL PROJECT STATEMENT

*Project Title*

STUDENT NAMES PHONE NUMBERS E-MAIL ADDRESSES

**Background**

* Description of the project (goal, purpose, outcomes)
* Contribution of the job contract to the project

**Purpose of the task being contracted**

* Main purpose, key audience(s) and expected outputs
* Formal decisions that the task supports and planned use of outputs from the task

**Scope and methodology**

* Overall scope of the work
* Desired type of analysis, approach and methods, particularly what is expected in terms of participatory approaches

**Issues to be covered**

* Delimitation of themes in relation to the purpose of the task
* Extent to which cross-cutting issues (gender, poverty, empowerment) are to be dealt with

# RESOURCE REQUIREMENTS

This is a preliminary statement of the resources required in order to complete the project. The estimate is based on knowledge of the project to date and will likely be revised later on as the project requirements are better

understood.

It includes:

. People (how many, who, when and for how long, associated cost)

. Equipment (what pieces, when, and for how long)

. Office space

. Financial capital (if required by the project)

**Schedule**

* Starting date, timing of interim analysis, deadline

**Stakeholders to be involved**

* Who should be involved: authorities, institutions, groups, individuals, funding agency, cooperating institution, steering committee
* How people/groups will be involved

**Consultant qualifications**

# PROJECT OBJECTIVES

These are action-oriented statements which describe the major project components (milestones) that need to be realized in order for the project goal to be achieved.

Project objectives need to be SMART:

. Be **specific** in targeting an objective.

. Establish a **measurable** indicator(s) of progress.

. Be assignable to someone for completion.

a. Reflect what can realistically be achieved within the budgeted time and resources (**realistic**).

. State when the objective can/is to be achieved (time-based).

This section will also include the **PROJECT DELIVERABLES** or those items that will be submitted to the client including interim and final reports, presentation, etc.

# SUCCESS CRITERIA

These are key measures of successful project execution which have been solicited from the Client, the Faculty Sponsor and other project stakeholders.

In addition to overall measures of success, each project deliverable should have a corresponding measure(s) identifying successful completion.

# PROJECT ASSUMPTIONS

Project assumptions are those factors that we anticipate are true in order for the plan to be valid (i.e. securing people or equipment, acceptability of previously completed work). It is critical that all assumption be stated explicitly to be evaluated and accepted by the client, advisor and students.

# PROJECT RISKS

Project risks are potential events that, if they occurred, would have a detrimental effect on the project. Risk is always evaluated by considering the combination of likelihood of occurrence and severity of the consequence. This section should also include some form of high level response for each major risk.

# CONFIDENTIALITY AGREEMENT

In consideration for the organization’s agreement to participate in this Directed Studies, the undersigned students, engaged stakeholders and LvBS Staff, each agree that we will not disclose any information about the organization’s operation and students projects, in any way whatsoever that has come to us by way of our participation in the project..

LvBS policy requires that a copy of the final report be kept in a confidential file maintained by the Department/Program Head.

Any variance from this policy will require prior written permission from the Client.

# APPROVAL BY ACADEMIC SPONSORE

Signature:

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPROVAL BY ACADEMIC BOARD

Signature: Signature:

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## APPROVAL BY LvBS

Signature: Date:

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## AGREED BY THE STUDENTS

Signature: Signature:

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Date: Date: