

Appendix 4 – Letter of Engagement - Consultant

Pursuant to this policy a letter or contract of engagement for a consultant should include:

- the original specification for the engagement detailing a description of the purpose, terms of reference and scope of the engagement;
- the tender, quote or bid submitted;
- reference to any correspondence or negotiations between the parties related to the engagement;
- identify any potential conflicts of interest;
- clear disclosure of any intellectual property and how the information may be used.
- the agreed fee and method of payment;
- the basis if any for the fee and any variations;
- a requirement for the consultant to comply with the University's policy on Equal Employment Opportunity and Anti-Discrimination.
- provision for termination;
- the time period for the engagement;
- selection criteria on the base for selecting the successful consultant, where applicable;
- the personnel confirmed by the consultant to work on the project;
- include details of any required format and number of copies of the final report, where applicable;
- the guarantee provided by the consultant in respect of adequate and proper completion of the proposed work;
- penalty clauses where applicable; and
- any agreed documentation to be provided prior to final payment for the engagement.