

# Short-term Consultancy Contract Form (Sample)

This **short-term consultancy contract** form sample is designed specifically for NGOs to formalize temporary professional agreements. It outlines key terms such as scope of work, duration, payment, and confidentiality, ensuring clarity and legal protection for both parties. Utilizing this template helps streamline the onboarding process and maintains compliance with organizational policies.

## 1. Parties

**Consultancy Provider:** [Consultant Name]

**NGO/Client:** [NGO Name]

## 2. Scope of Work

Description of Services: [Detailed description of the tasks and deliverables]

## 3. Duration

**Start Date:** [DD/MM/YYYY]

**End Date:** [DD/MM/YYYY]

## 4. Payment Terms

**Total Fee:** [Amount & Currency]

**Payment Schedule:** [e.g., Upon completion, Monthly, etc.]

## 5. Confidentiality

The consultant agrees to maintain strict confidentiality regarding all information obtained in the course of this contract and not to disclose such information to any third party without prior written consent from the NGO.

## 6. Termination

Either party may terminate this contract by serving a written notice of [Number] days to the other party.

## 7. Acceptance and Signature

### For NGO/Client

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For Consultant

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This is a sample template. Please adapt language and legal terms according to local laws and your organization's policies.*