

## Frequently Asked Questions for Working with Consultants

### 1. How do I find a consultant?

Check with your colleagues. Word of mouth might be the best way to locate the best consultant for the assignment. You may also wish to check a database of consultants at [www.devex.com](http://www.devex.com). Please contact [info@developmentex.com](mailto:info@developmentex.com) to obtain a password. We encourage you to check references of consultants, including consultants CRS has used before.

### 2. What CRS paperwork do I need to complete to hire a consultant?

Three documents form the contract with the consultant:

- (a) Consultant Requisition
- (b) Scope of work
- (c) Consulting Agreement

These completed documents should be sent to Human Resources/Baltimore at [HRresponse@crs.org](mailto:HRresponse@crs.org) for processing.

Please see the main page, **Working with Consultants**, for more information on “Hiring a Consultant.”

### 3. Who should arrange the Consultant’s air travel?

This should be worked out with the consultant and managed by the host country program or office. The host country program may use MTS to make travel arrangements.

### 4. How does a Consultant get paid?

Based on the payment period terms in the contract, at the appropriate time, the consultant must submit an invoice to the host CRS office, detailing the work and period covered in the invoice.

For overseas consultants, please contact Phyllis Chapman-Gregory ([pgregory@crs.org](mailto:pgregory@crs.org)) for consultant work conducted in Africa or Ryan Adams ([radams@crs.org](mailto:radams@crs.org)) for consultant work conducted outside of Africa, who assist with payment processing.

If you are processing payment for your consultant, please send the following documents (scanned copies) to the attention of Accounts Payable using expense code 6204:

- Completed Check Request form.
- Invoice (not a timesheet)
- Receipts, as applicable
- Verification from hiring manager that the work was completed satisfactorily
- Copy of the Signed Consulting Agreement, Consultant Requisition and scope of work.

**5. What if we need to extend the contract or make any changes to the terms of the contract?**

The Amendment document, detailing any changes to the contract, should be completed by the hiring manager and sent to Human Resources/Baltimore, along with a copy of the contract, to [HRresponse@crs.org](mailto:HRresponse@crs.org).

**6. How far in advance of the consultancy should the consultancy documents be submitted to Human Resources/Baltimore?**

The consultancy documents should be sent to Human Resources/Baltimore at least one month in advance of the start date of the consultancy. This gives all parties time to negotiate the terms of the contract, to finalize the contract, and to make travel arrangements, with the contract in place, in advance of the consultancy start date.

**7. Can the Consulting Agreement be modified if a Consultant makes such a request?**

The details of the Consultant Requisition and scope of work are specific to each consultancy. However, the Consulting Agreement is a standard CRS Agreement that is used with all CRS consultancy contracts. Please share this Agreement with the potential consultant so that the consultant is aware of the standard Agreement that is an integral component of all CRS consultancy contracts. To request an addendum to the CRS Consulting Agreement could delay the signing of a CRS Consulting Agreement by two months or longer, which in some cases, may not be feasible.