**Scope of Work**

***Title of Project***

**Reference Number: *XXXXX***

# **Purpose**

# *State in one sentence/paragraph the purpose of required assistance*

# **Background**

*Explain the situation/project(s), problems, issues*

# **Objectives**

*List the objectives of the work*

# **Activities**

*List the activities planned for achievement of above objectives*

# **Deliverables/Outcomes**

# *List specific deliverables/outcomes expected by the end of the visit (results of objectives/activities)*

# **Place of Performance**

# *Where SOW activities will take place*

# **Period of Performance**

# *SOW start and end dates*

# **Conditions**

# *Any specific conditions related to payment or time-line of deliverables*

# **Reporting to:**

List manager name, title, contact details.

# **Tentative Schedule**

List any proposed travel schedule, other important dates.