

Scope of Work for International Consultancy Engagement

Date: [Insert Date]

To: [Consultant's Name]
[Consultant's Address]
[City, State, Zip Code]

Subject: Scope of Work for [Project Name]

Dear [Consultant's Name],

We are pleased to formally engage your services for the [Project Name] in accordance with the following scope of work:

1. Project Overview

[Provide a brief overview of the project and its objectives.]

2. Scope of Work

[Clearly outline the tasks and deliverables expected from the consultant.]

3. Timeline

[Specify the timeline for the project, including start and end dates.]

4. Payment Terms

[Detail the payment structure and any milestones for payment.]

5. Reporting and Communication

[Indicate how and when progress reports will be shared.]

6. Confidentiality

[Include any confidentiality clauses relevant to the engagement.]

We look forward to working together on this project. Please confirm your acceptance of this scope of work by signing below.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]

Acceptance:

Signature: _____

Date: _____