Development Tool: Sample contract template

[Provide a brief overview and background about your organisation and the programme you are hiring a creative agency to support. You should consider including the following: the organization leading the effort, other organizations involved and their roles, and information about the geographic location (e.g., country, state, city, region) where the programme will be focused. You may consider including information about the campaign aims and how the creative agency will support your team.]

**1. OBJECTIVE:**

 The Service Provider shall act as the lead organisation for the [insert programme name] responsible for [insert a brief description of what the creative agency will be responsible for – e.g., creative development, campaign and communications strategy] under the supervision of ​​​[programme manager or alternative primary contact]​**​**​ and shall provide the following Services:

**2. THE SERVICES:**

**General tasks:**

1) [general task 1]

2) [general task 2]

3) [general task 3]

**Additional tasks Include the following:**

[Insert the revised and finalised SOW, including the finalised list of deliverables]

[*Detail the payment schedule on one of the following tables*]

**Deliverables and Fee Payment Table:** (applicable for service-based approaches)

|  |  |  |
| --- | --- | --- |
|  **Deliverables** | **Date Deliverable Due** | **Fee Payable (if applicable)** |
| ​​Month X Work Report​  | ​​[date]​  |  |
| ​​Month X Work Report​   | ​​[date]​  |  |
| ​​Month X Work Report​   | ​​[date]​  |  |
| ​​Month X Work Report​   | ​​[date]​  |  |

**Deliverables and Fee Payment Table:** (applicable for deliverable-based approaches)

|  |  |  |
| --- | --- | --- |
|  **Deliverables** | **Date Deliverable Due** | **Fee Payable (if applicable)** |
| ​​Deliverable 1​  | ​​[date]​  |  |
| ​​​Deliverable 2​​   | ​​[date]​  |  |
| ​​Deliverable 3​   | ​​[date]​  |  |
| ​​​Deliverable 4​​   | ​​[date]​  |  |

**Written work reports:**

Together with each invoice, the Service Provider shall provide ​**​**insert name, ​​ insert title ​​**​**​ with a written work status report ​ using the template attached as Annex 3 ​, detailing the Services completed, the progress made on the Services to be delivered, the meetings held and their outcome and the number of days spent per Service.