

Consultant / Contract Agreement

Nonprofit, NGO & Social Sector

Document type: Contract / agreement · Generated 26 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a consultant or contract-staff agreement — a clause-by-clause draft covering scope and deliverables, fees and TDS, timelines, confidentiality, IP to the NGO, safeguarding, independent-contractor status and termination. Use this to engage consultants and field staff. Have it reviewed by a lawyer.

Purpose of this tool & output

Engage consultants and field staff

How the output is used

Use the draft to engage consultants and field staff on scope, fees, deliverables and IP.

Who receives it

The NGO and the consultant/field worker — both sign; a copy each.

Fees & charges

On letterhead/stamp paper as needed; TDS applies on the professional fee.

Who should vet it

A lawyer, if the engagement is high-value or long-term.

Important cautions

AI-generated template; have it reviewed by a lawyer before signing.

Companion documents

- NGO Hiring Kit
- HR Policy / Handbook Builder
- Volunteer Management System
- Staff Training & Capacity Plan
- Performance Review Kit
- Attendance & Leave Policy

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

