

Standard Form Conditions for International Consultants

Peter Bowbrick

Copyright © Peter Bowbrick, www.bowbrick.eu, peter@bowbrick.eu 07772746759. The right of Peter Bowbrick to be identified as the Author of the Work has been asserted by him in accordance with the Copyright, Designs and Patents Act.

Try negotiating these. If you are dealing with business clients, try incorporating them into the Institute of Management Consultants' standard terms and contract.

These conditions should be read as part of any contract made with the consultant.

1. These conditions apply to the employment of _____ on the following project:
2. The fee rate quoted is _____ per calendar day, which is to say every day from the day the consultant leaves home to the day he or she arrives home.
3. If the basis of calculation of the fee is changed, to a five day or six day week for instance, the fee rate shall be adjusted so that the consultant gets the same total return over the period of the contract.
4. Subsistence allowances will be the full rate paid by the EU, the World Bank, FAO, etc as appropriate. In the event that no such body is involved in the contract, the EU rate will

be paid.

5. Subsistence will be paid into the consultant's bank account before departure. For a contract of more than one month this may be paid in instalments, but always in advance: the consultant will never pay his or her own subsistence and recover the money later.
6. If the consultant is travelling with a computer or special equipment, excess baggage of 20kg will be paid for by the employer.
7. The employer is responsible for all costs related to the project including air fares, taxis, travel, office expenses, telephone calls other than personal calls, taxis and meals and accommodation for counterparts when appropriate.
8. The employer will pay the cost of a taxi to the nearest airport. In the event of another airport being used, the employer will pay the cost of a taxi or other means of transport at the consultant's discretion.
9. The consultant will invoice monthly. Payment is due within one month of receipt of the invoice
10. In view of concerns expressed by Government about the safety of some airlines (arising from poor maintenance, insufficient funds for maintenance, and flight paths over war zones etc.) The consultant may without giving a reason refuse to fly on any airline or flight route.
11. The consultant will not agree to be put up for the same job by another firm without first consulting you. In return you undertake that you will put him or her up for the project, and will not put in a proposal with somebody else's name instead.