

T27

Standardised Short Contracts

Summary: This tool includes information on small-scale contracting and presents two standardised short contract documents – the FIDIC Short Form of Contract and the NEC3 Engineering and Construction Short Contract. These contract templates are not available within this toolbox for free, but can be used to simplify the development of contracts.

Application Within the Planning Process:

Step 7: Implementation of the Action Plan

Related Tools:

T26 Bidding Documents for Construction Services

T28 Contents of a Community Contract

Purpose Contracts for minor scope of works (i.e. small-scale contracts for works with limited complexity) should be simple, clear and transparent while covering all the fundamental requirements to ensure the rights and obligations between client (employer) and contractor. By using standard documents time is saved during preparation instead of redrafting the conditions for each project. Furthermore, the wording is clearly understood and these standardised conditions have often been tested in court so that the legal interpretation is known. The purpose of this tool is to present available standardised short contracts which can be used as templates.

How to use this tool? General information on small-scale contracting is given in **Document D27.1**. It includes sections on contracting methods (pp. 11-16) and contract implementation (pp. 66-79). If you want to set up a minor scope contract we recommend to use either the FIDIC Short Form of Contract (**Book B27.1**) or the NEC3 Engineering and Construction Short Contract (**B27.2**). For more information on the contents of these publications and where to purchase them (for approx. 30 USD) see **Links L27.1-L27.3**.

Tool T28 deals with community contracts and their application. **T26** provides guidance on how to develop bidding documents and which points should be included.

Resources**Document D27.1:**

ILO (undated). *Small-Scale Contracting. Module II - Contracts Management*. International Labour Organization. Geneva, Switzerland.

[D27.1.pdf](#)

Further Reading**Book B27.1:**

FIDIC (1999). *Short Form of Contract. First Edition*. Fédération Internationale des Ingénieurs-Conseils. Geneva, Switzerland. 34 Pages.

**Book B27.2:**

NEC (2005). *NEC3 Engineering and Construction Short Contract*. NEC. London, UK. 30 Pages.

Links

[Link L27.1:](#) FIDIC Bookshop: Short Form of Contract

[Link L27.2:](#) NEC: Engineering and Construction Short Contract

[Link L27.3:](#) NEC: Engineering and Construction Short Contract Guidance Notes