



**KILIMANJARO CHRISTIAN MEDICAL
UNIVERSITY COLLEGE**

(A Constituent College of Tumaini University Makumira)

**CONSULTANCY POLICY, PROCEDURES
AND GUIDELINES**

SEPTEMBER 2024

POLICY INDEXING INFORMATION

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PREFACE

Welcome to Kilimanjaro Christian Medical College (KCMUCo). Let me introduce you to the KCMUCo Consultancy Policy. As an esteemed institution dedicated to excellence in education, research, and healthcare, we recognize the crucial role of Consultancy in achieving our mission. This Policy deals with consulting, where an employee is engaged by a third party on a personal fee-for-service basis to obtain professional knowledge, skills, or expertise. Consulting activity is one of the important means by which staff at KCMUCo can make available their knowledge and expertise to government, public and private sector organizations, community groups, and businesses. Such interactions benefit the College, as staff brings back to teaching, research, and other roles the insights, experiences, and contacts they have gained as consultants.

Consultancy work is an important means by which the College can leverage its extensive range of expertise to facilitate knowledge exchange and contribute to economic, social, and cultural transformation and development beyond the immediate boundaries of the academic environment. College management encourages engagement in such an enterprising activity.

This consultancy policy is fashioned within the College's mandate, vision, mission, and strategic thrusts. The document essentially provides direction, guidelines, regulation, and coordination of consultancy activities that will benefit the College and its staff, who may play various roles in securing, planning, and implementing consultancy services.

Consultancy undertaken by members of staff has many benefits for both the individual and the College, including contributing additional income, providing opportunities for industrial collaboration, improving personal skills, enhancing the College's reputation, enabling the College's knowledge transfer, and impacting the country's socio-economic development.

The Consultancy Policy for the College has been developed through a comprehensive and inclusive consultation process of various key internal and external stakeholders. The Policy serves as a catalyst that

promotes consultancy engagement, a culture of learning, supports professional growth, and enhances community engagement:

Whilst such activities are not without risk, the College is keen to encourage and support its staff to engage in such consulting in a professional and well-regulated manner, minimizing risks to individuals, the College, and its reputation.

The KCMUCo Consultancy Policy is a dynamic document that will evolve to meet the changing needs of clients and the University. We encourage all staff to familiarize themselves with it and engage in bidding and conducting consultancy activities. This Policy will be a valuable resource for staff and potential clients undertaking Consultancy at the College.

Prof. Ephata E. Kaaya

PROVOST

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ABBREVIATIONS AND ACRONYMS

CPD	-	Continuing Professional Development
CPE	-	Continuing Professional Education
DRC	-	Directorate of Research & Consultancy
D R&C	-	Director of Research and Consultancy
DPA	-	Deputy Provost Administration
DPAA	-	Deputy Provost for Academic Affairs
ELCT	-	Evangelical Lutheran Church of Tanzania
EoI	-	Expression of Interest
GSF	-	Good Samaritan Foundation
HEAC	-	Higher Education Accreditation Council
IPR	-	Intellectual Property Rights
KCMUCo	-	Kilimanjaro Christian Medical University College
KCRI	-	Kilimanjaro Clinical Research Institute
KPIs	-	Key Performance Indicators
M&E	-	Monitoring and Evaluation.
PDP	-	Professional Development Programme Course
TP	-	Technical Proposal
TCU	-	Tanzania Commission for Universities
TU	-	Tumaini University
TUMA	-	Tumaini College Makumira

GLOSSARY OF TERMS

“Consultancy” means work of a professional nature undertaken by college staff in their fields of expertise for external clients for which payment is usually made. Consultancy may be in College Consulting (internal or external) or Personal Consulting. It may include various activities such as materials testing, documentation and publication, professional and continuing education, and training and development. Unlike research, Consultancy does not have the prime purpose of generating new knowledge but rather its application in solving society's problems.

“College Consultancy” means a contractual arrangement for the provision, by the College, or an employee or group of employees of the College, of defined professional services other than research based on the Client's articulated need to a client (external party). This may involve using KCMUCo space, equipment, services, facilities, or staff time in return for a fee or some other form of remuneration. In College Consultancy Contracts, KCMUCo will agree with an outside body, which bears all the costs, including insurance, and accepts the liability should anything go wrong for which the outside body can obtain legal redress. College Consultancy is categorized as internal or external.

“Consultant” means any person who KCMUCo contracts to provide Consultancy or technical input to a consulting assignment.

“Consulting” means part-time service offered as technical or professional advice or practice/service. It involves using one's profession, capabilities, and reputation to further the agenda of a third party.

“Internal consultancy assignment” means a situation where the College contracts its member to undertake consultancy service(s) for the College. Internal Consultancy may also involve developing a research project or consultancy project that may benefit the College in the future through the realization of research grants or consultancy assignments or improvement of operational guidelines, in which case the KCMUCo acts as a client.

“Community Service Consultancy” is a category of college consulting that covers any agreement for KCMUCo to provide advice or service to its local community. Staff engaging in Community Service Consultancy will be covered under the standard "College Consultancy Approval Process" and the "Contractual Terms and Conditions."

“Contracted Research” means research that originates from a specific request by a client (company, government, individual, or organization) and is paid for by the Client. Contracted research is distinguished from formal Consultancy and services to industry/public because it involves basic and/or applied research.

“Evening and part-time programmes” means training programmes conducted during the evenings or as part-time that can take two major forms: (i) Tailor made services to clients entailing needs assessment, development of curricula, programmes, and materials, delivery of training, monitoring or evaluation of the training for a specific client or group of clients, OR the services may relate to short or long courses, including academic degree programmes for schools and institutes or tertiary training institutions within or outside the university. Consulting units also do engage in tailor made training services. All these shall be treated the same way as the provision of consultancy services.

“External College Consultancy” means consultancy services provided to a third party (external to the College) by a College employee in the course of his/her employment with the College and where the nature of the task arises naturally from and is related to, his or her expertise and experience whilst also representing the College as a service provider. An external consultancy is one in which:

- (a) A College resource (human, physical, information, financial, etc.) of any kind is used in obtaining or carrying out the work and
- (b) Legal liability lies, in whole or in part, with the College as a service provider.

“Individual Consultancy” means a consultancy undertaken by a staff member in a private capacity and in their own time, for which there is no conflict of interest with the University's business or does not involve using any University Resources. In such case, there shall be no relationship between the College and the external party about the work being undertaken, and the employee shall make sure that any external party is aware of this. Individuals must ensure that their private Consultancy does not conflict with the College's interests or confidentiality obligations.

“Job solicitor” means bringing and facilitating the acquisition of Consultancy or contracted research to the University.

“Problem solving” means achieving a goal by overcoming obstacles, which is a frequent part of most activities. Consultants are engaged in solving complex issues in business and technical fields.

“Professional Development Programmes or Courses” means training programs or courses that help employees learn new skills or maintain certifications or licenses.

1.0 INTRODUCTION

1.1 Background

The Kilimanjaro Christian Medical College (KCMUCo) was established in 1997 as Kilimanjaro Christian Medical College (KCM-College) and functioned as a constituent College of Tumaini College (TU). The then Higher Education Accreditation Council (HEAC)—now Tanzania Commission for Universities (TCU)—granted the College a provisional registration certificate in 1998 and upgraded it to full registration in 2001.

KCMU College transformed to KCMUCo as per Part 4 of the Universities Act of 2005 and Article 3 of the KCMU College Charter and Rules of 2010, and the name changed to KCMUCo under the ownership of GSF

As part of its mandate, the College is expected to use its expertise to serve the community. One response to this mandate is the development of Policies and Procedures for Consultancy and Services.

1.2 Vision, Mission, and Core Values

Vision: KCMUCo aspires to be a transformative Christian Centre of excellence that provides evidence-based health training with sustainable resources.

Mission: To provide an enabling environment for innovative and quality teaching, research, and services responsive to national and global needs.

Core values: Love, Integrity, Transparency, Diversity, Creativity, Innovation, Excellence and Accountability.

1.3 Purpose and Justification of the Policy

One of the core functions of the KCMUCo is to provide specialized knowledge, skills, and expertise, including accepting and offering consultancy services. To provide such services, a policy is required to guide the various processes and make the provision of Consultancy an effective and productive undertaking for KCMC University, its staff, and the country. Thus, the aim of the Consultancy Policy is to do the following:

- (i) Encourage consultancy activities by KCMUCo staff.
- (ii) Ensure there is an appropriate mechanism to guarantee the quality and continuous flow of consultancy activities without affecting other services undertaken by the College staff.
- (iii) Ensure consultancy work generates income to support KCMUCo activities, including operational Budget and capacity development.
- (iv) Ensure sufficient and appropriate support to staff by the College in undertaking consultancy services and protect the interest of both parties.
- (v) Ensure equitable cost sharing in the use of College resources and brand.
- (vi) Protect the College's reputation, brand, and intellectual property rights.

1.4 Scope of the Policy

The Policy covers any work or activity undertaken by College academic staff in their field of expertise for clients in government, private sectors, or external agencies for which some financial return is provided in the form of professional fees or honorarium. Therefore, this Policy shall apply to the following:

- (i) All College departments, units, section academic/administrative departments, and other

institutional structures operate under the College's umbrella.

- (ii) All staff (academic and non-academic), temporary and permanent, involved in teaching, research, administration, and provision of any form of support to the core functions of the College. A pro rata basis may occur in case of part-time staff or other staff temporarily engaged by the College.
- (iii) All students registered within the College.
- (iv) All infrastructure, learning resources, governance/institutional setup, information dissemination structures, and social amenities belong to the College.

2.0 POLICY STATEMENTS

The College is committed to supporting external engagements that facilitate knowledge and technology transfer and contribute to economic and social impact. This external engagement takes many forms but may, in defined circumstances, be considered a "consulting" activity.

2.1 Coordination of Consultancy Services

- 2.1.1 Consultancy services at KCMUCo shall be registered and coordinated under the directorate of Research and Consultancy (DRC).
- 2.1.2 The College shall provide DRC with a clear mandate and capacity to coordinate, promote, regulate, and demand accountability for consultancy performance at the University and establish a database for consultancy activities.

Procedures

- (i) The DRC shall cause for the establishment of and maintain a consultancy register for all consultancy services (internal and external) for the KCMUCo.

- (ii) The DRC shall apply the following principles in coordinating and executing Consultancy:
 - (a) College staff shall be encouraged to participate in Consultancy as a way of generating income for both staff and the College and as part of community service and development.
 - (b) The service offered by staff shall be evaluated according to the standards for any other consultancy services.
 - (c) While evaluating the applications for consultancy services at KCMUCo, the college staff will be given priority.
 - (d) The services provided exclusively to KCMUCo by their staff shall be on terms agreed upon, including subsidized rates.
 - (e) If College facilities (including materials and support staff) are used, the College shall be reimbursed relatively.
 - (f) All staff undertaking College consultancy shall register their names and the nature of their expertise with the Director, who maintains the Register of College Consultants and Consultancies.
 - (g) That College consultancy shall comply with the University's External Project Quality Assurance Procedures and authorization levels.

2.2 Identification and Eligibility for a Consultancy

- 2.2.1 KCMUCo shall allow individual members of staff, directorates, departments, units, and faculties to solicit consultancy projects from clients freely provided the same are contracted through normal procedures of the College.
- 2.2.2 The DRC shall also solicit consultancy projects on behalf of KCMUCo and shall determine which individual members of staff, departments, units, and faculties should

participate in bidding and undertaking such consultancies.

- 2.2.3 The eligibility of a staff member to participate in and/or undertake Consultancy will depend on the entity's and/or individual expertise in relation to the work, the amount of work performed in the Consultancy, and whether consulting does not conflict with the staff member's core responsibilities or prejudice the wider interests of the KCMUCo.
- 2.2.4 The DRC shall engage experts outside the College and take Consultancy on behalf of the College in cases where no such expertise exists in KCMUCo. The terms and conditions of engagement will be arranged with the expert.

Procedures

- (a) In addition to individual departments, directorates, faculties, units, and individual staff members' initiatives, DRC shall actively search for and communicate consultancy opportunities as appropriate.
- (b) The College can source consultancy projects through its various units and individuals or advertise or send them as a request to individuals and various units within the College. KCMUCo shall market this service locally and internationally through various media, including:
 - (c) Mainstream printed and online media, including the KCMUCo website.
 - (d) Television and radio outlets.
 - (e) Exhibitions, expos, and trade fairs.
 - (f) Conferences.
 - (g) Corporate Social Responsibility events.
 - (h) Consultancy shall be acquired through the following channels:

- (i) Directorate of Research and Consultancy on behalf of the College
 - (ii) College entities such as faculties, departments, and units
 - (iii) Individual staff member who is not part of the team executing the Consultancy
 - (iv) Individual staff member who is part of the team executing the consultancy work.
- (i) Upon identifying a potential consultancy opportunity, the respective entity shall be required to communicate it to the DRC, proposing the steps to be taken to acquire it and, where applicable, suggesting potential team members.
 - (j) DRC shall form a specific Consultancy Committee for each Consultancy based on the nature and scope of the work. The committee shall include at least one representative of the entity in question or the staff member communicating the opportunity (for individual consultancies).
 - (k) The Consultancy committee will assess the viability of the project/task, the eligibility of the College or its entity, and the eligibility of the proposed staff member or team and propose/ endorse or recommend changes to the team composition. In the case of a team of staff members, the committee shall appoint a team leader.
 - (l) Where applicable, the DRC shall coordinate the bidding process (including the development of bid documents and other relevant documents) in collaboration with the proposed team members. Other College entities, such as the Procurement Management Unit (PMU), accounting department, or Legal office, shall be involved.

2.3 Consultancy Costing and Budgeting

- 2.3.1 DRC shall conduct expert meetings in collaboration with the accounts office to review and determine professional charges for consultancy services.
- 2.3.2 Budgeting for Consultancy shall include professional fees, reimbursable costs (direct costs such as per diems, travel, fuel, car hire, etc.), taxes, and overhead/indirect costs.
- 2.3.3 The overhead for consultancy projects shall be **20%** of the total direct costs, including professional fees.
- 2.3.4 If the client-specified procedures for financial proposal preparation do not include overhead costs, the overhead costs shall be included in the professional fees.

Procedures

- (a) Consultancy Team Leaders and/or individuals responsible for preparing financial proposals for consultancies shall be required to obtain clearance from DRC by submitting the proposals to DRC for scrutiny before submission.
- (b) Among other things, the DRC or designated officer shall check the proposal against compliance with this Policy.

2.4 Approval and Contracting for Consultancy Projects

- 2.4.1 The mandate to enter into contractual terms with clients for consultancy services shall remain with the office of the Provosts unless otherwise delegated to other entities by the Provost, in which case the delegate shall sign on behalf of the Provost.

- 2.4.2 The DRC shall represent the College in preparing all contracts in collaboration with clients and shall oversee the Provost's signing of them.
- 2.4.3 The DRC shall register all consultancy works described in the Policy operational procedures.
- 2.4.4 Approval of consultancy assignment shall be subject to the following:
- (i) The assignment is in the interest of the College and the nation.
 - (ii) The consultancy work is within the staff member's field of expertise, relevant to his/her teaching or research duties, and does not interfere with the staff member's normal discharge of duties
 - (iii) The full market rate is recovered for the work, or else the College derives other benefits.
 - (iv) Staff members undertaking College Consultancy have access to a range of College services, including financial and legal advice and ongoing support.
 - (v) All overhead costs are fully recovered.
 - (vi) Equity is considered in undertaking consultancy projects without affecting the competition for such bids.
 - (vii) Intellectual property rights and conflict of interest have been well declared and addressed.

Procedure

- (a) When soliciting consultancies, the Team leaders and the DRC-appointed Consultancy committees shall carefully assess the project against the eligibility for approval criteria. In case of non-

compliance, the committee shall make suggestions for amendment and improvement.

- (b) The Provost may delegate the mandate to enter into consultancy arrangements prescribed in the College Delegations Policy.

2.5 Optimal Utilization of Resources

2.5.1 The College shall set up a mechanism for:

- (i) Motivating staff members to work under the College framework for Consultancy
- (ii) Sanctioning for non-compliance,
- (iii) Promoting and supporting a culture of ethics and professionalism in the College administration and implementation of consultancy work.

Procedures

- (a) The DRC shall sensitize and encourage staff to comply with the College consultancy policy.
- (b) Institute a mechanism that will ensure transparency in reporting incomes from consultancy services and prepare quarterly reports on income generated, consultants engaged, assignments accomplished, and associated clients for submission to DRC and higher college organs.
- (c) DRC shall continue seeking consultancy opportunities and availing them to more staff to enhance the value of DRC to staff at a personal and institutional level.
- (d) DRC shall continually scout the market to monitor changes in rates.
- (e) Nurture linkages and a spirit of information sharing, human resource capacity, and

- infrastructure among departmental/faculty consultancy coordinators.
- (f) DRC shall establish a mechanism for motivating and rewarding consultancy performance at institutional and individual levels.
 - (g) Staff members involved privately in dollar-value consultant activities outside of the College consultancy framework but using College resources (e.g., time, stationery, and facilities) shall be made to compensate the College at the rate of fees that the DRC would have charged if such an assignment had been contracted to the College.
 - (h) The College shall not accept responsibility for staff members' legal liability, professional indemnity, or worker compensation in relation to any work undertaken as a private consultancy.
 - (i) DRC shall create a college-wide awareness of ethics and a professional code of conduct on matters affecting the consultant-client relationship, the production, and originality of work outputs, respect for acknowledgment of human and other information sources, etc.

2.6 Capacity Development for Consultancy Services

KCMUCo shall seek to maintain adequate capacity of staff and facilities for undertaking consultancy services.

Procedure

- (a) DRC shall Undertake a needs assessment to establish the human resources and facility requirements for consultancy activities.

- (b) DRC shall implement continuing education in consultancy skills through tailor-made training programs to impart new skills and knowledge. It shall also promote strategic international exposure and linkages to stimulate consultancy interest among staff who lack consulting skills.
- (c) DRC shall coordinate consultancy skills training for staff who need more consulting skills.
- (d) The College shall put in place effective maintenance schemes for facilities and equipment.

2.7 Market and Marketing

2.7.1 The College, through DRC, shall:

- (i) Support and facilitate a unified marketing of its consultancy potential, including capacity profiles for DRC.
- (ii) Support and facilitate initiatives aimed at networking with other consultants both inside and outside the country to maximize success rate in bidding and,
- (iii) Set up a system of reconnaissance and foresight of upcoming consultancy assignments in the country, elsewhere in the region, and beyond.

Procedure

The College shall strive to:

- (i) Establish a separate budget line to market the College's potential and capabilities for consultancy assignments.
- (ii) Revive and continuously update online promotional means such as website and internal database on consultancy activities and expertise.

- (iii) Develop marketing materials for DRC and staff profiles and update the consultancy directory.
- (iv) Initiate networking with other consultants inside and outside the country to maximize success rate in the bidding process.
- (v) Set up a mechanism for scouting consultancy assignments countrywide, including establishing contact persons in different Government organizations, industries, and development partners who will assist in providing information and hints on consultancy assignments in the pipeline.
- (vi) Map consulting capabilities at the College and prepare a database of consultants based on their experiences and real expertise rather than just academic qualifications and
- (vii) Impart marketing skills to staff members through special training courses in the marketing of consultancy capabilities to fully utilize consultants and increase the consultancy volume at the University.

2.8 Anti-Bribery Legislations and Consultancy Services

Any Expression of Interest (EOI) or Technical Proposal (TP) submitted to the Client, whether solicited or unsolicited, shall contain the KCMUCo declaration of Anti-Bribery as per the Procurement Act provisions, College Procurement Policy and Procedures, and College Fraud and Corruption Management Policy and Procedures, and fully signed by the Head of the originating Unit as shown in **Appendix 1**.

2.9 Handling of Consultancy Services Overhead funds

- 2.9.1 Overhead funds accrued from consultancy services shall compensate for indirect costs incurred for the service provision. The funds shall be distributed to various units of the College based on how the Consultancy was acquired and handled.
- 2.9.2 DRC shall determine and propose a fair distribution of the overheads from time to time.

3.0 Monitoring and Evaluation of the Policy.

The College shall:

- (i) Put in place an effective mechanism for consultancy quality assurance involving monitoring, evaluation, and reporting; and
- (ii) Ensure consultancy provision not only satisfies clients and the College's stakeholders but also contributes significantly to improving the quality of life among the target communities.

Procedure

DRC shall establish procedures and tools for monitoring and evaluating the Policy to ensure the quality and compliance of consultancy services with the College's strategic plan.

4.0 Roles and Responsibilities

4.1 Responsibility of Staff

- (i) All staff members, faculties, schools, institutes, departments, sections, and units in the College's service who want to undertake Consultancy shall disclose this by registering for Consultancy by the DRC.

- (ii) Failure to disclose a consultancy project/activity to the College shall constitute an offense. Any College entity that fails to inform the Vice-Chancellor about a consultancy project it undertakes shall pay **20%** of the personnel cost of the project as a penalty to the College through the Unit. All other provisions in this Policy shall still apply.
- (iii) Staff undertaking consultancies shall be required to:
- (iv) Clearly define any College facilities or resources to undertake the consulting activity and arrange for the cost to be produced through DRC.
- (v) Determine whether professional indemnity insurance is needed, and either provide a copy of the insurance documentation or give a written statement as to why a cover is not required. Form No 1 should be used for this purpose. It must be completed and provided to the Director before any consulting activity is undertaken

5.0 Non-Compliance with this Policy

Compliance with this Policy shall be mandatory. In the event of non-compliance with its directives, staff members will be subjected to disciplinary action and the misconduct rules as set out in their terms and conditions of employment.

6.0 POLICY GUIDELINES

6.1 Acquiring and Registration of Consultancy Guidelines

6.1.1 Projects Acquired by Director of Research and Consultancy

Consultancy projects acquired by the DRC for the College shall be submitted to the DRC Committee to analyze viability and practicability and identify appropriate faculty/ individuals with the relevant expertise. These will be examined using the stages

shown below. Processing will consider the need for the work's speed, quality, and efficiency. The following stages apply:

- Stage 1:** The project is received at the entry point (i.e., DRC). DRC forms a committee to assess the viability of the College and propose an appropriate team/entity to undertake it.
- Stage2:** The DRC communicates the opportunity to the respective entity
- Stage 3:** The Head of the respective Unit expresses intent to the DRC to carry out the project after having identified the team and resources to execute the project.
- Stage 4:** The project team leader prepares a technical and financial proposal for submission to the Client through DRC.
- Stage 5:** Preparation and signing of the contract agreement between DRC and the Client. Unless otherwise specified by the Client through the bidding process, the agreement shall include the following standard KCMUCo payment schedule for Consultancy fees: 50% at the initial stage, 30% upon submission of a draft report, and 20% after acceptance of the final report.
- Stage 6:** The Project Team Leader and the key participants in the project sign the contract with DRC
- Stage 7:** DRC allocates a registration number to the consultancy project. The Director informs the Bursar's office about the incoming project, and the incoming project account is filed with the accounts office.

Stage 8: The Project Team Leader implements the project with the assistance of other consultants and support staff. DRC monitors the progress of the project and approves fund disbursements.

Stage 9: The DRC assesses the quality and completeness of the draft report before submitting it to the Client for comments.

Stage 10: The project Team Leader amends the report on receipt of comments from the Client in line with the Client's comments.

Stage 11: DRC submits the final project report to the Client, who follows project closure procedures, including the final disbursement of funds.

6.1.2 Projects Acquired by Individual College Units

Consultancy projects acquired through the Faculties/Schools, departments or units, or Heads of Department/Unit Coordinators shall be transmitted to the DRC for analysis of viability, practicability, and appropriateness.

Stage 1: The Project is received at the entry point. It is then passed to the DRC together with relevant information that will assist the DRC in assessing viability and identifying the appropriate consultants to undertake the project. This will include proposed steps to secure the opportunity, required resources, a proposed team of consultants, and, where there is a lack of internal expertise, proposed external experts.

Stage 2: DRC, in collaboration with the Head of the College unit (Dean/Head of Department/Unit Coordinator),

forms a committee to assess the project viability and appropriateness

Stage 3: DRC communicates feedback to the Head of the Unit, including the final appointed/ endorsed Team leader and members.

Stages 4 through 11: The project flow from stages 4 through 11 shall be similar to that used to acquire projects directly through DRC.

6.1.3 Projects Acquired by Individual Staff Members.

Consultancy projects acquired through individual staff, including retired College staff (who will execute them), shall be submitted to the DRC for analysis of viability, practicability, and appropriateness.

Stage 1: The Project is received at the entry point and then passed to the DRC for assessment.

Stage 2: The Director, in collaboration with individual staff members (including retired College staff who wish to continue working under the College), will constitute a small committee, including the respective member, to conduct the assessment, identify the team leader, and propose steps to undertake for acquiring the project.

Stages 3: DRC communicates the decision to the staff member and/or the appointed Team leader (if the staff member is not the team leader).

Stages 4 through 11: The project flow from stages 4 through 11 shall be similar to that used to acquire projects directly through DRC.

6.1.4 Projects Acquired by Staff but Not Executing Them

Consultancy projects acquired through an individual staff member who will not participate in executing the project will first be submitted to the DRC for analysis of viability, practicability, and appropriateness.

Stage 1: The Project is received at the entry point and then passed to the DRC for analysis.

Stage 2: The Director forms a committee to analyze the opportunity. The committee shall include the staff member reporting the opportunity. The committee shall assess and propose the consultancy team and a team leader.

Stages 3: The DRC communicates the feedback to the team leader.

Stage 4 to 11: The project flow from stages 3 through 11 shall be similar to that used to acquire projects directly through DRC.

6.2 Guideline on Budgeting for Consultancy Projects

6.2.1 The Budget for consultancy projects shall reflect the current market cost for transportation, office space, computer facilities, equipment, accommodation, and other project items, such as the use of College facilities and services and payment to personnel involved in Consultancy, which shall include night, transport, and field allowances as well as other costs associated with the project.

6.2.2 The Budget shall include fee categories such as reimbursable costs, professional fees, taxes, and overhead/indirect costs.

- 6.2.3 The Team leader or the person in charge of the Consultancy shall determine the number and level of effort to be committed by each person/consultant expected to undertake the task and prepare a formula/schedule to be applied to distribute the direct/reimbursable costs and professional fees.
- 6.2.4 Before agreeing to participate in conducting the consultancy task, each consultant must see and agree to the amount and schedule of payments.
- 6.2.5 The overhead for consultancy projects shall be **20%** of the total direct costs.

6.3 Timing and Duration of Consultancy Assignments

- 6.3.1 KCMUCo Staff can conduct consultancy assignments throughout the year. However, permission must always be sought from respective Deans and Heads of Units, in line with the existing KCMUCo employment guidelines and regulations.
- 6.3.2 Teaching and research must be given priority over all other activities by the academic, technical, and administrative staff of the College.
- 6.3.3 The individual consultants, faculties, departments/units to whom projects are assigned must assume full professional responsibility once the agreement between DRC and the Client has been signed. DRC may (as shall be advised by relevant College organs) register an insurance cover for professional indemnity against liabilities.
- 6.3.4 Once appointed, project team leaders must ensure that the project is officially executed in accordance with the time schedule and to the quality of satisfaction of the Client and follows the laid-down financial regulations in respect of the fees and disbursement formulae.

6.4 Payment Procedures and Contract

The following stages indicate the procedure of effecting payment once the contract has been signed:

- Stage 1:** The Project Team Leader prepares a fee claim for the relevant assignment specified in the signed contract agreement.
- Stage 2:** The DRC certifies the payment claim, which is then submitted to the Deputy VC or the Bursar for authorization.
- Stage 3:** The Accountant prepares an appropriate invoice for the Client's payment claim as per the contract agreement. He/she submits the invoice to the Director, who then forwards it to the Client.
- Stage 4:** DRC shall release relevant payment to the consultants.

6.5 Obligation to Complete Contract Assignment

Members of staff who enter into a contract agreement with DRC are obliged to accomplish the assignment as specified in the terms of the contract. Defaulters will be obliged to pay the full cost of the contract assignment and its consequences.

6.6 Disbursement of Funds for the Consultancy Service

- 6.6.1 During and after undertaking a consultancy, DRC shall endorse the disbursement of funds based on requests from the Team leader (through the accounts office) by the prior agreed-upon formula/schedule.
- 6.6.2 Only reimbursable costs shall be paid before the task is completed. Professional fees shall be paid upon satisfactory completion of the task and after the Client is satisfied with the service and the final report is accepted. Exceptions to this procedure must be agreed upon with the DRC and documented in writing.
- 6.6.3 Taxes shall be deducted directly by the accounts office.

6.7 Distribution and Utilization of Overhead Shares

6.7.1 Procedure for Distribution of Shares

- (i) Overhead funds accrued from consultancy services shall be distributed to cover indirect costs incurred by the respective college entities and shall be referred to as University, faculty, and departmental/ Unit shares.
- (ii) For consultancy projects acquired and implemented directly through DRC or activities undertaken by individual staff and handled directly through DRC, 50% of the total indirect cost shall be allocated to the DRC account, and the remaining 50% will be assigned to the College's central accounts.
- (iii) For Consultancy Projects acquired and/or handled by individual college units (Faculty/Department, etc.), 40% shall go to the respective Unit, 10% to DRC, and the remaining 50% to the college central account.
- (iv) When a consultancy has been solicited by an individual staff member not participating in the execution of the task, a "job solicitor" remuneration shall be paid to the respective individual at a rate of 20% of the gross indirect cost before distribution to various entities. The remaining amount shall be distributed as shown or (ii) or (iii) above.

6.7.2 Procedure for Utilization of Shares

- (i) The use of DRC shares shall be on activities and expenditures geared towards strengthening the capacity for research and consultancies and any other indirect costs incurred during preparation for and/or administrative support for consultancies, including motivation of supporting staff, or as shall be deemed necessary by the Director and authorized by the VC.

- (ii) Faculty, departmental, and unit shares shall be spent on activities guided by College Financial Regulations, on indirect costs incurred during the Consultancy, and/or expenditures deemed important for enhancing and promoting the departmental capacity for consultancies, including motivation of supporting staff, as shall be authorized by the VC, who is the College's Accounting Officer.
- (iii) Job solicitor shares/remuneration shall be treated as personal and spent as such.
- (iv) The following exceptions shall hold for the Job Solicitor concept:
 - (a) DRC and DRC officials shall not be eligible for this incentive scheme. Their primary task is to solicit and look for different jobs and services.
 - (b) The DRC shall verify to ascertain the person who has done the soliciting.
 - (c) The job solicitor should be clearly identified and included in the contract between the project leader and DRC where necessary.
 - (d) If the job solicitor is an office bearer within the College (i.e., Coordinators of Unit, Heads of Department, Deans, Directors, VC or VC or Provost) and they bring a job related to their field to DRC, then the soliciting share shall be divided equally between the office bearer and the respective Unit they are heading; and
 - (e) There shall be severe penalties for abuse of the scheme and cheating, including barring the so-called "solicitor" from active College Consultancy activities for some time.

7.0 RELATED LEGISLATIONS.

This Policy will be implemented closely with:

- (i) Universities Act No. 7 (2005) and its Regulations.
- (ii) The Employment and Labour Relations Act, Revised Edition of 2019
- (iii) KCMUCo Charter and Rule, 2010
- (iv) KCMUCo Staff Regulations and Conditions of Service (2022).
- (v) Financial Policy and Procedures, 2020
- (vi) Financial Regulations 2021
- (vii) Research Policy
- (viii) Publication Policy
- (ix) Code of Conduct
- (x) Client Charter
- (xi) Communication Policy
- (xii) Conflict of Interest Policy
- (xiii) College Overhead Policy.

8.0 POLICY STATUS

This is a new policy

9.0 NEXT REVIEW DATE.

The Policy shall be reviewed after every five (5) years or when deemed necessary to ensure its relevance and effectiveness.

10.0 APPROVAL DETAILS

This Policy was recommended by the KCMUCo Academic Committee (CAC) on 06th September 2024.

This policy is approved by the TUMA SENATE this 25th day of September 2024.

Submitted by:

Prof. Ephata E. Kaaya

PROVOST

KCMUCo

Date: 25th September 2024

Approved by:

Rev. Prof. Dr. Joseph W. Parsalaw

CHAIRPERSON

TUMA SENATE

Date: 25th September 2024

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Annex 1: Consultancy Clearance Form

KCMC UNIVERSITY UNIVERSITY OF RESEARCH AND CONSULTANCY

CONSULTANCY CLEARANCE FORM

Part A (To be completed by the applicant)

I/We, the undersigned, wish to obtain clearance to undertake consultancy project(s)/ service(s) for (Name of Client).....

From (start date).....to (completion date)..... by the rules and regulations stipulated in the Consultancy Policy Document of the KCMC University.

Signed on my personal behalf/ on behalf of;

Name _____ of
(Staff/Faculty/School/Institute/Department/Directorate/Centre/Section/Unit)

.....
Name of Initiator /Lead Consultant

Signature.....Date.....

Part B (To be completed by the authorizing officer)

The above-named Staff/Faculty/ School/Institute/ Directorate/Centre/Section/Unit of this College is/are hereby granted/not granted clearance to undertake the above consultancy project(s)/service(s) for the above-named Client (s) by the Consultancy Policy of the University. The applicant is hereby permitted /not permitted to use the Consultancy Registration Certificate Number of the College obtainable from the Directorate of Research and Consultancy.

Name of authorizing officer: _____

Signature _____ Title _____ Date _____

Annex 2: Consultancy approval form

CONSULTANCY APPROVAL FORM (Attach a copy of the proposal with this form)

1. Name of the Consultancy Applicant: _____
2. Designation: _____
3. Date of Birth/Retirement: _____
4. Department/Centre: _____
5. Name of the Co-Applicant (if any): _____
6. Designation: _____
7. Date of Birth: _____
8. Department/Centre: _____
9. Title of the consultancy project: _____
10. Duration of Consultancy, From _____ To _____
11. Agency from which Consultancy taken: _____
12. Total funds requested, including salaries without overhead charges: _____
13. Overhead charges asked: _____
14. Whether the account of the earlier Consultancy completed and finally closed: If not, the reasons for the same: _____
15. Information to be provided by the Consultancy Applicant
 - (i) Total number of ongoing consultancy assignments:
 - (ii) Total number of consultancy assignments completed in the last ten (10) years

I understand that the College will not provide funds for the work, equipment, salaries, or contingencies. Any extra space for the Consultancy must be settled within the Department; the College may not provide any additional space.

The Consultancy Applicant and Co-Applicant will follow the norms for operating the framed rules from time to time as communicated by the Dean of Consultancy.

Signature of the Consultancy Applicant: _____

Signature of the Co-Applicant (if any): _____

Chairperson of the Department Signature: _____

Annex 3: Consultancy rates at College (2023/2024 - 2024/2025)

The costing and Billing of consultancy services must be done in the form of person-days to all Academic, academic Support and administrative staff based on academic rank, administrative level, qualification, and professional expertise

Table 1: Consultancy Rates for Academic and Administrative Staff

S/N	Qualification/rank	Consultancy rate Rate/day (\$ tax inclusive)	International rates/day (\$ tax inclusive)	Rates per hour
1	Professor	350	600	40
2	Senior Lecturer	250	500	35
3	Lecturer	200	450	25
4	Assistant Lecturer	150	300	20
5	Tutorial Assistant	100	200	15
6	Supporting staff (PhD), Senior Staff	150	250	20
7	Other Junior supporting staff	100	150	15
8	Enumerator/Data entry clerks	50-80	80-100	15