KAIRUKI UNIVERSITY–(KU)

CONSULTANCY AND CONTINUING EDUCATION SERVICES POLICY

APRIL, 2025

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LIST OF ABBREVIATIONS

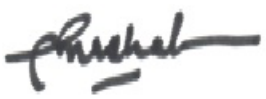
1. CCSCE - Coordinator for Consultancy Services and Continuing Education
2. CPD - Continuing Professional Development
3. CPDE - Continuing Professional Development and Education
4. DVCAC - Deputy Vice Chancellor Academic Affairs
5. DVCPFA - Deputy Vice Chancellor Planning, Finance, and Administration
6. HKMU - Hubert Kairuki Memorial University
7. KU - Kairuki University
8. MCT - Medical Council of Tanganyika
9. NGO - Non-Governmental Organization
10. OP&P - Operational Policy and Procedures
11. RSP - Rolling Strategic Plan
12. SoM - School of Medicine
13. SoN – School of Nursing
14. SSW – School of Social work
15. TNMC - Tanzania Nurses and Midwives Council
16. VC - Vice-Chancellor

PREFACE

Kairuki University (KU) underscores the significance of consultancy and continuing education services by explicitly reaffirming their importance in realizing its Mission and Vision, as outlined in the Five-Year Rolling Strategic Plan (RSP) 2023-2028. While the fundamental functions of any university typically involve teaching, research, and consultancy, it is evident that at KU, relatively little attention has been devoted to consultancy services and innovation as potential sources of revenue. The revised implementation strategy of KU RSP is focused on revitalizing and instilling a culture of doing consultancy, research, and innovation among its staff, particularly academic personnel who primarily devote most of their time in teaching activities. These policy revisions aim to encourage staff to allocate time for consultancy and service, thereby facilitating direct benefits for individual staff members, departments, and the university at large.

As stated in the introduction of the policy, consultancy services serve as an opportunity to enhance the visibility and reputation of the University among the public, while also serving as sources of income generation. To ensure effective coordination of these activities, in 2003, the Kairuki University (KU), formerly known as Hubert Kairuki Memorial University (HKMU) developed a Consultancy and Service Policy to provide guidance for the conduct of such activities within the university community. It is essential for all stakeholders to have a comprehensive understanding of the policy and procedures, and to recognize the importance and ownership of the policy as foundational elements of every consultancy activity.

Chapter one introduces the policy as well as addressing the importance of consultancy and services in enhancing the university visibility and sustainable national development. The document has outlined the importance of enhancing a consultancy culture at KU, the objectives of the policy and operational procedures. Chapter two addresses the importance of the Consultancy Policy within the context of the KU 2023-2028 Rolling Strategic Plan. Chapters three and four dwell on the modes of acquisition of consultancy services and categories of consultancies while chapters five and six elaborate on the proposed operational policy and procedures for different types of consultancies and the general guidelines on consultancies. The last chapter outlines the adopted implementation strategy of the policy. It is expected that all staff will find this document a useful tool in guiding their engagement in consultancy services.



Prof. Yohana Mashalla
Vice Chancellor
Kairuki University
March 2025

ACKNOWLEDGEMENT

The KU community extends its gratitude to the Board of Directors and KU Council for their timely update and processing of this policy document. The instrumental role played by all other participatory organs of KU in leading to the revisions and final approval of this policy is also greatly appreciated by KU Management.

Furthermore, heartfelt thanks are extended to all members of staff within KU who contributed their thought and time to the revisions of this policy. Your invaluable contributions are deeply cherished. Special appreciation is owed to Prof. Columba Mbekenga and Dr. Ezekiel Mbao who did the initial work of revising the policy; and the members of the KU Policy Development and Review Committee namely Dr. Boniphace Wandwi, Ms. Nancy Mwamfwagasi, Mr. Abraham Mwalugeni, Ms. Janeth Mwanga and Mr. January Karungula for their dedication and efforts in sharing ideas, leading to the completion of a revised version within the stipulated timeframe.

Prof. Edda Vuhahula
Deputy Vice Chancellor Academic Affairs
Dar es Salaam

1.0 INTRODUCTION

1.1 Background

The KU vision captures explicitly the major expected functions of any university in the world. These functions include the transmission of knowledge through teaching, invention of new knowledge by conducting research and provision of service to the public through consultancy. In this case, an academic staff is obliged to perform those three core duties of the University, which determine the existence and sustenance of the University. The KU has at the same time developed a policy on Human Resources Management, which clearly apportions the average time to be spent by an academic staff member in teaching, research and consultancy.

1.2 Definitions of key terms relevant to this policy

"Consultancy"

This is the provision of technical advice through extensive analytical or exploratory work within a particular professional field to address clients' needs. Clients can be an individual, a company, or an institution other than the employee's institution. Consultancy is governed by a contractual agreement or other formal engagement documents between a consultant (an employee or group of employees or a department or a School/Directorate within KU) and the client. Most often, a consultancy service is a paid venture at a market rate, based on the triangulation of the nature of the client's task(s), the consultant expertise value and the KU institutional framework policies/guidelines.

"Consultant"

Kairuki University employee(s) (or individual(s) affiliated to KU with technical expertise who is/are tasked to undertake the consultancy activities by a consulting firm/client.

"Consulting Firm" or "Client"

An individual, a company or an institution other than KU, which is offering an opportunity for experts to undertake consultancy activities on contractual agreement with the KU consultant (or individuals affiliated to KU).

The following undertakings are not included within the definition of Consultancy at KU:

i. Teaching quality assessments
ii. Academic book publications
iii. Normal inter-institutional academic activities
iv. External Examination
v. Guest lecturing
vi. Conference attendance/presentations
vii. Private or public sector board appointments
viii. Ad hoc broadcasting or other interactions with the media
ix. Teaching evening and weekend classes and engagement in such other activities outside the normal university programs.
x. External committee membership

1.3 Consultancy and National Development

As one of the major functions of the University, consultancy is the principal mechanism by which universities transfer and apply knowledge for the public good. In offering consultancy services, experts make their knowledge available by offering specialist opinion, advising on technical issues, and solving problems for external parties. This contributes to the growth of the economy and towards addressing the needs of society more broadly. Consultancy is a prime example of an "outreach" activity through which, universities and colleges promote and support productive interaction with the community, business and industry.

Consultancies offer opportunities that contribute to enhancing institutional reputation and community recognition of the University's services and expertise they can offer to communities. Consultancy services also foster improved relationships with clients and create the potential for the university staff to augment their remuneration, as well as providing resources to faculties or departments which can be used to enhance delivery of quality teaching and more focused research capabilities.

It is crucial to note that consultancies involving research can lead to increased funding support for the University. These "flow-on" benefits extend to the entire university and are integral to the future development of KU.

1.4 Importance of Enhancement of the Consultancy Culture at KU

Kairuki University aims to encourage its staff to actively pursue and participate in research, engage in wide-ranging consultations, and partake in other activities that may benefit not only the individuals involved but also the University and the broader public. However, while the University acknowledges the benefits of such endeavors, it is equally committed to ensuring that they are conducted in a manner consistent with the principles of transparency, openness, trust, and free inquiry. These principles are fundamental to the autonomy and well-being of the University, as well as the responsible management of its business operations.

It is the policy of the University that its officers, i.e. academic, technical, administrative and research staff and others acting on its behalf have the obligation to avoid ethical, legal, financial and other conflicts of interest and to ensure that their activities and interests do not conflict with their obligations to the University or its welfare. The fundamental premise of this policy is that each staff member of the University has an obligation to act in the best interest of the University and must not let outside activities or outside interests interfere with that obligation. Essential to effective co-ordination,administration and adherence to this policy are:

i. Disclosure by staff to the designated university officers of outside activities and personal interests including financial interests, that might give rise to conflicts of interest and
ii. The ready availability of information and advice to universityofficers on any relevant consultancy services potential or opportunities.

1.5 Policy Development Principles

The guiding principles in developing this policy have emphasized the necessity for the University to be aware of activities conducted in its name, ensuring that these activities yield benefits for both the University and its staff. The policy and procedures also align

with recognized best practices, fulfilling the criteria recommended for university-related promotions and ensuring the University fulfills its obligation to comply with national policies and contribute to its development.

Consultancies encompass a broad range of activities; therefore, these guidelines are designed to assist University staff in applying the KU Consultancy and Continuing Education policy and procedures. They aim to help staff capitalize on the opportunities and address the challenges presented by consultancy activities, thereby expanding the University's funding base for research and teaching. The policy and procedures will enhance KU's contribution to the community while ensuring high-quality outcomes and providing adequate protection for the University and its staff against the commercial risks associated with undertaking consultancies without the necessary indemnity cover.

1.7 Objectives of the Consultancy Policy and Procedures

The University recognizes the important contribution consultancy work can make towards achieving its overall mission and the close relationship of consultancy work to research. Kairuki University expects its staff to undertake consultancy in the course of their employment, provided the necessary permission is obtained.

This policy is designed to:

i. Encourage staff participation in consultancy services, which brings opportunities and benefits to the University, its staff and its clients.
ii. Facilitate negotiations and determination of contracts that would bringsignificant benefits to the University and its staff.
iii. Provide a flexible management framework to cover the range of consultancy services and opportunities available within the University.
iv. Define the University's expectations of the types and manner of conduct of consultancy work to be undertaken by staff which involves or implicates the University.
v. Provide guidance to persons inside and outside the University as

to the range of consultancy and paid outside work which can be undertaken using the University's name, services, resources directly or by implication.

vi. Ensure that the consultancy assignments by members of the University staff are carried out in accordance with current award conditions and do not interfere with the proper functioning of the School, Directorate or Department of which the staff is a member.

2.0 CONSULTANCY WITHIN THE CONTEXT OF KU ROLLING STRATEGIC PLAN

2.1 Anticipated role of Consultancy and Continuing Education services Policy

The KU Rolling Strategic Plan 2023/24 - 2027/28 aims to transform the consultancy culture among staff, to shift from the current trend where staff seldom involve themselves in consultancy activities. The revised policy aims to encourage KU staff to engage more actively in consultancy services. This involves sensitizing them on the importance of consultancy work and fostering a culture where staff are more willing to participate in consultancy activities, developing a consultancy and services Operational Policy and Procedures (OP&P) and apply in rendering consultancy services. Apart from contributing points on academic staff promotion, the revised policy aims to improve the monetary incentives accrued by individual staff, departments, schools or directorate based on their ability to attract and engage in consultancy projects. It is envisaged that the University will establish an office of the Coordinator for Consultancy Services and Continuing Education (CCSCE) to co-ordinate consultancy activities within the office of the DVCAC. See Figs. 1, 2 and 3 that show the new KU organizational structure and the office of the DVCAC where the coordinating office for CCSCE is located.

The expected outcomes of the revised policy include increased university revenue, which will contribute towards sustainability of KU, strengthen the link between the University and the public and improve the general profile of the KU internally and externally.

2.2 Guiding Strategic Objective

The strategic objective number 5 outlined in its Five-Year RSP for 2023/24 – 2027/28 will guide KU Consultancy and Continuing Education Service policy. Initial outlined strategies are stated below (as extracted from the KU RSP 2023/24—2027/28 document). However, these strategies will be reviewed periodically.

Strategic Objective 5: PROMOTE RESEARCH, CONSULTANCY, AND INNOVATION

Target 5.1: Strengthen departmental capacity to conduct research from October 2023

Activities:

5.1.1Mapping of Departmental areas of Research specialization annually

5.1.2 Conducting training to Faculty on research skills and grant writing

5.2.3 Identify, formalize and consolidate Research clusters.

Target 5.2: Establish at least one research collaboration at the departmental level by December 2024

Activities:

5.2.1 Identify potential collaborators

5.2.2 Established research networks at department level by December 2024

Target 5.3: Increase the revenue acquired from research grants by December 2025

Activities:

5.3.1 Develop grant guidelines

5.3.2 Appoint/ recruit grant coordinator

Target 5.4 Strengthen consultancy services by 2027/2028

Activities:

5.4.1 Revise the Consultancy and service Policy,

5.4.2 Appoint or recruit the director of Consultancy Bureau,

5.4.3 Each Department develops, accredit and conduct at least 1 CPD

program per year.

Figure 1: Overall KU Organizational Structure (Below)

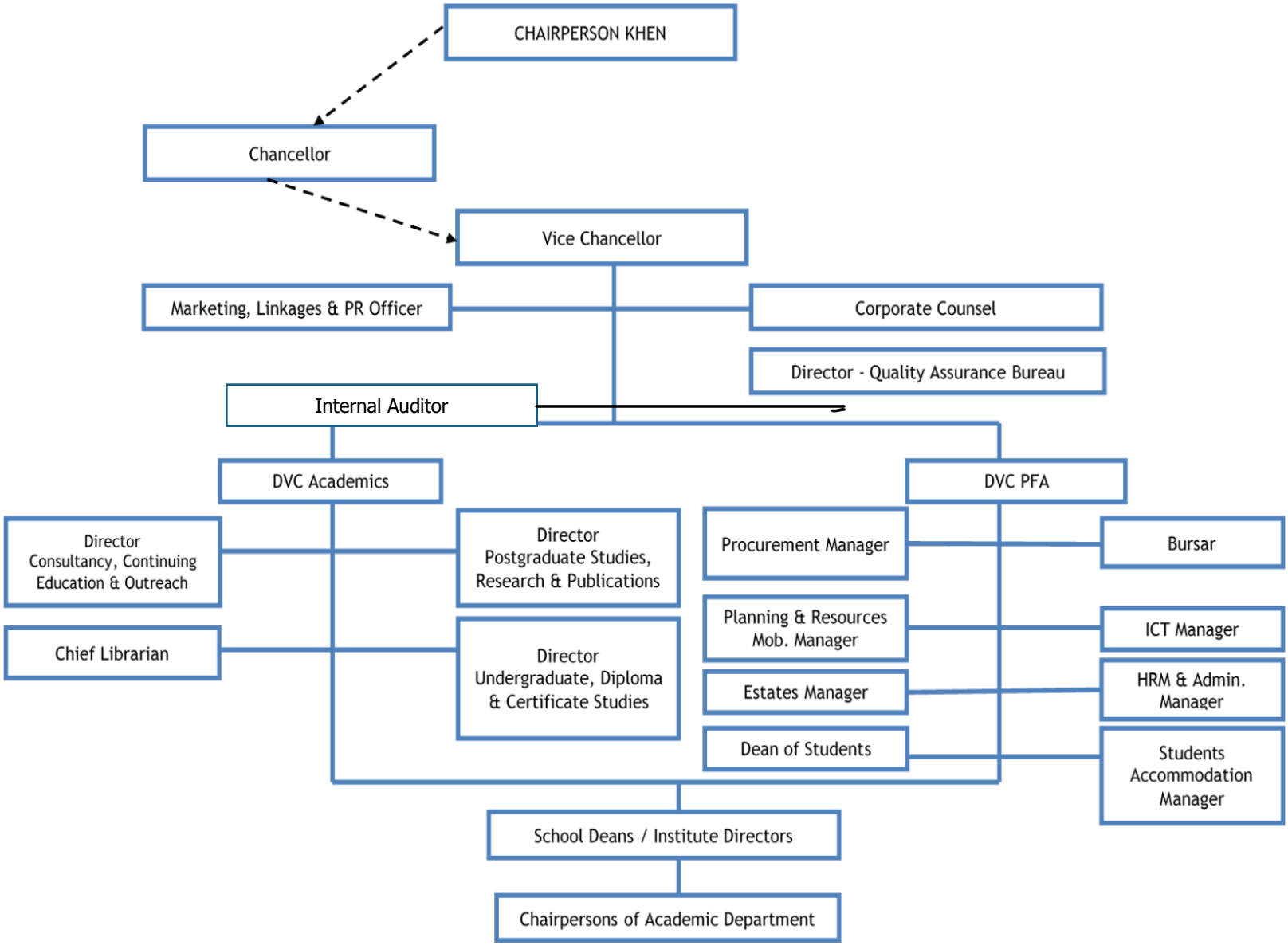

CHAIRPERSON KHEN
Chancellor
Vice Chancellor
Marketing, Linkages & PR Officer
Corporate Counsel
Director - Quality Assurance Bureau
Internal Auditor
DVC Academics
DVC PFA
Director Consultancy, Continuing Education & Outreach
Director Postgraduate Studies, Research & Publications
Chief Librarian
Director Undergraduate, Diploma & Certificate Studies
Procurement Manager
Bursar
Planning & Resources Mob. Manager
ICT Manager
Estates Manager
HRM & Admin. Manager
Dean of Students
Students Accommodation Manager
School Deans / Institute Directors
Chairpersons of Academic Department

Figure 2: Organisational Structure of the DVCAC's Office

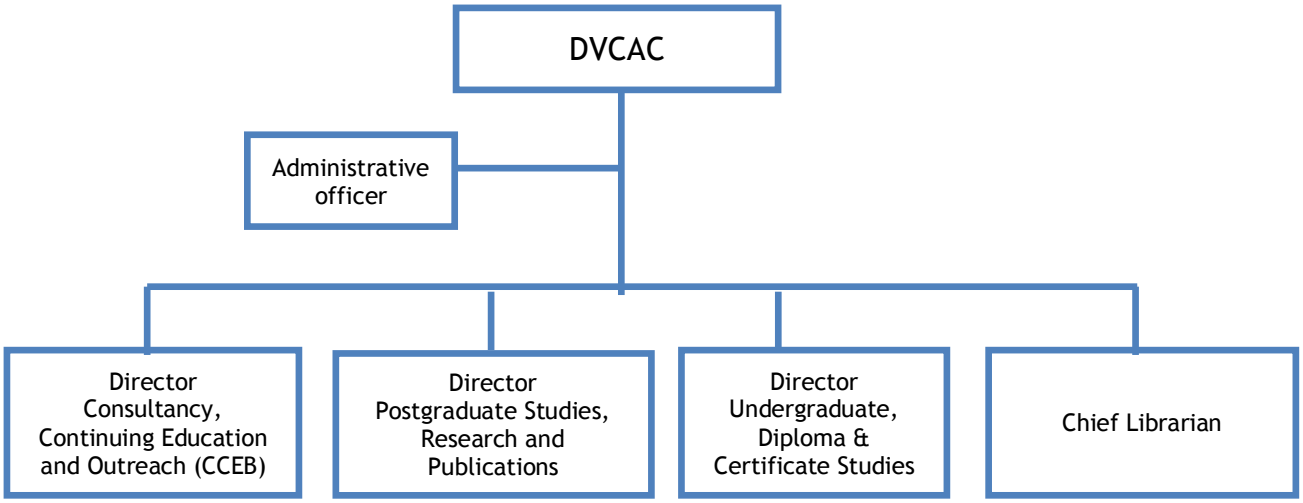
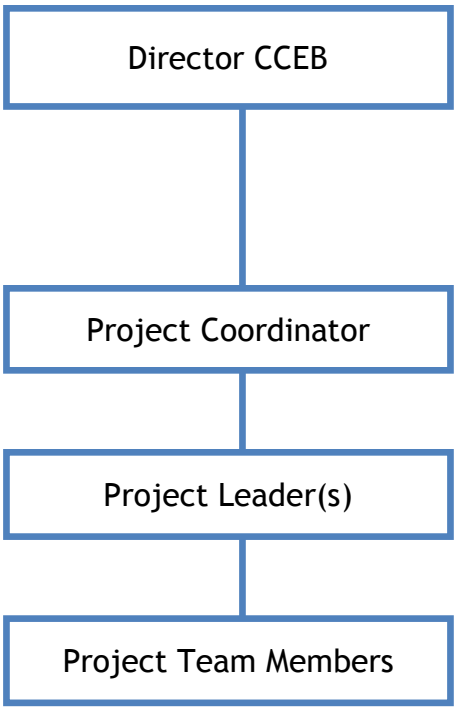


Figure 3: Consultancy, Continuing Education and Outreach Bureau (CCEB)



3.0 MODES OF ACQUISITION OF CONSULTANCY

3.1 Schools, Directorates, Departments, Consultancy units and individuals should solicit for projects as outlined in the flow chart on Fig. 2.2 but for the purposes of protecting institutional interests, only the Deans/ Directors or the office of the Coordinator Consultancy and Continuing Education (CCSCE) will be authorized to sign the Contract. In other instances, contracts may be signed by the VC/DVCAC on behalf of KU depending on the nature of the contract. In any case, registration numbers will initially be issued by CCSCE only but later will also be issued by Schools when the volume will justify. The schools/ directorates shall carry out quality control before reports are sent to the clients via the CCSCE.

The Coordinator, Consultancy Services and Continuing Education (CCSCE) Schools, Institutes, Departments, consultancy units and individuals must produce quarterly reports to the University on Consultancy activities performed by their member of staff within that period.

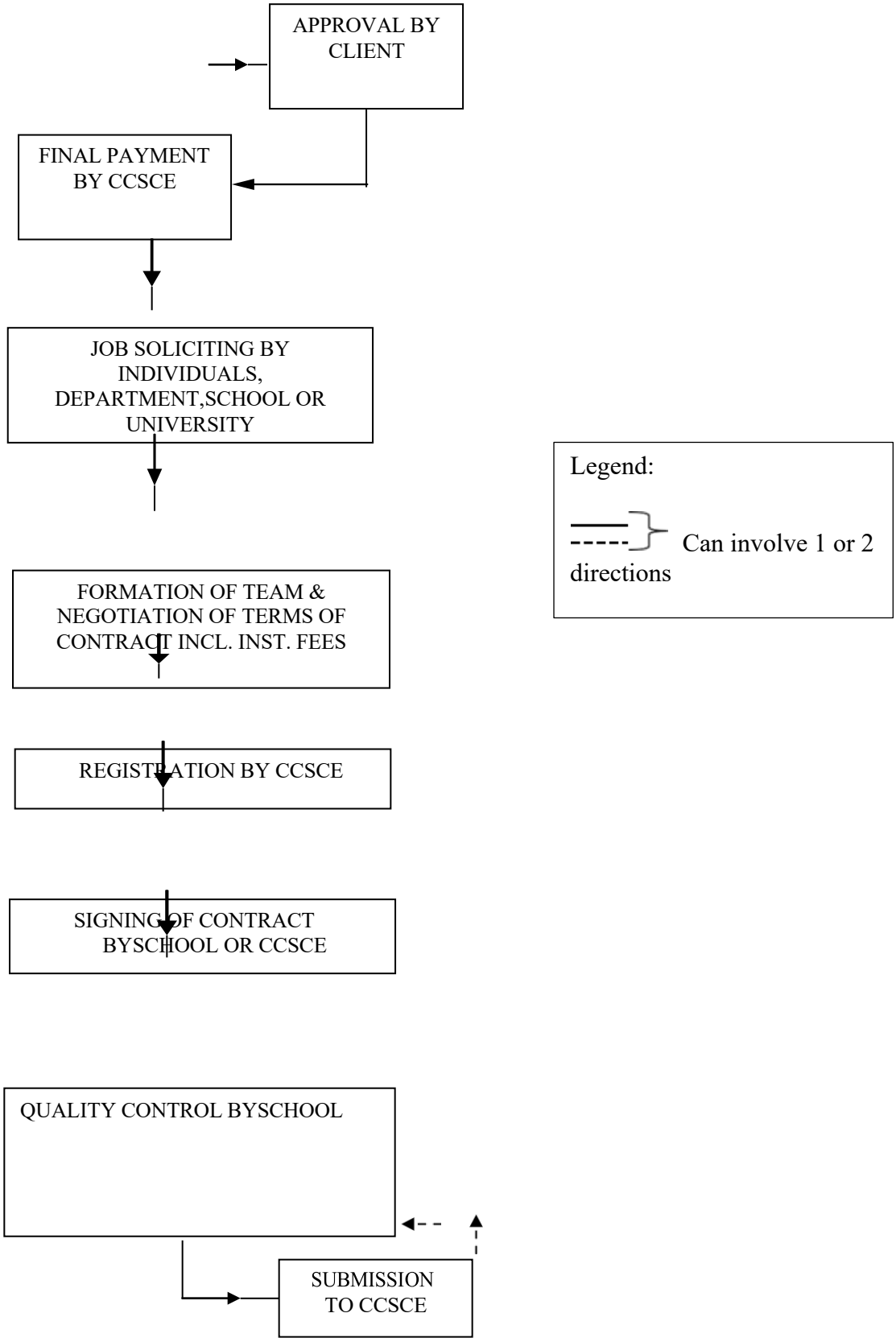

APPROVAL BY CLIENT
FINAL PAYMENT BY CCSCE
JOB SOLICITING BY INDIVIDUALS, DEPARTMENT,SCHOOL OR UNIVERSITY
FORMATION OF TEAM & NEGOTIATION OF TERMS OF CONTRACT INCL. INST. FEES
REGISTRATION BY CCSCE
SIGNING OF CONTRACT BYSCHOOL OR CCSCE
QUALITY CONTROL BYSCHOOL
SUBMISSION TO CCSCE
Legend:
Can involve 1 or 2 directions

Figure 4: Flow Chart for processing of KU-Consultancy Projects/Jobs

4.0 TYPES OF CONSULTANCIES

4.1 Private Consultancy

A consultancy undertaken for a fee or other consideration by a staff member in his or her personal capacity as an individual or through a partnership, private company, trust or any similar entity which is not part of his or her employment duties as a member of the University.

A private consultancy could include professional advice or services, expert witness, testimony and other activities which will require the staff member to cover his/her own professional indemnity insurance and to enter contracts which specifically exclude the University from any responsibility for the performance of the consultancy or for the quality of its outcomes. Private consultancy will not involve the use of university resources except by way of an explicit contract between the consultant and the University, which will remove any possibility of university liability for the consultancy.

4.2 University-Registered Consultancy

A university-registered consultancy includes all professional activities performed in the University's name, and which involves the use of university resources and infrastructure. University consultancy may include activities which can be performed under contract and classified as contracted research and development. University consultancy may also include commissions for the preparation of subject and course material suitable for use in flexible delivery programs where the preparation can be done without affecting the workload expected of the staff member and is commissioned by a third party. University-registered consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to: routine laboratory and other testing of materials, devices, products or produce; analysis of data collected either by the consultant, the University or an

external agency; surveys, including market and opinion surveys; quality control; field trials; the provision of professional advice including possible expert witness advice; the provision of professional services such as design, legal, medical and allied health and participation in fee-paying non-award courses. These activities will be characterized by the existence of a manageable risk to the University under the terms of the contract whose generic format can be seen in **Appendix 1**.

4.3 Position-Related Consultancy

A position related consultancy includes those professional activities, which are performed as a direct condition of the staff member's contract of employment with the University. This would include clinical and/or professional practice on a private basis or under contract to an external agency if the practice is a condition of the contract of employment with the University.

4.4. Community Service

Community Service is that consultancy or professional advice-related activity undertaken by members of staff for charity, community or public purpose. Where a member of staff of the University undertakes community service consultancy or is offered membership of the Board of any organization as a result of their area of expertise and position in the University, whether for a fee or any form of payment or not, they must seek the permission of the Vice-Chancellor before taking up such a position. Failure to this, they may be deprived of the possibility to assist those communities at the time of critical need of their inputs.

4.5. Internal Consultancy

This refers to a service to be provided by a member of staff or part of the University to another part (office) within the University. Such consultancy will either be part of the duties of the member and will not attract a fee for service unless it comes under the internal charging scheme of the University for which nominal honoraria as guided by an operational policy and procedures on remuneration to be prepared by DVCPFA and approved by the Board of Directors of KU. This will apply for duties that are either outside the staff regular deployment or demand an extra call of duty.

Recommendation - At least 10% of the Net Amount received as consultancy fee /charge to be rendered to the University.

4.6 Continuing Professional Development (CPD)

This refers to any short course, whether fulltime or part time that are stablished by academic staff or units, approved by the KU senate and Professional Bodies such as MCT, TNMC etc. delivered by academic entities at KU.

5.0 OPERATIONAL PROCEDURES FOR DIFFERENT TYPES OF CONSULTANCIES

5.1 Procedures for Private Consultancy

5.1.1 Private Consultancies will neither be registered nor will the related publications be considered for promotion of KU staff.

5.1.2 Private consultancy shall not establish a real or potential conflict of interest between the staff member and the University or involve practices, which are contrary to the best interests of the University.

5.1.3 As a rule, no university facility (including power, space, equipment, consumables, telephone facilities, University trademarks such as letterhead, brands etc. or University Intellectual Property) shall be used to fulfill the requirements of the private consultancy.

5.1.4 The cost of the use of any facility (where applicable) will be reimbursed on a full cost-recovery basis under the terms of a written agreement between the staff member and the University. The staff member's Head of Department may sign such an agreement on behalf of the University and copies must be lodged with the Deputy Vice Chancellor Academic Affairs who will maintain a register of such agreements.

5.1.5 The consultancy proposal will include, but not limited to the following:

i. A brief description of the consultancy services, including commencement and completion dates.
ii. Details of external parties to which services are provided.
iii. Details of all parties involved.

iv. Financial information including costing and pricing details.

v. Description of performance, management and quality control provisions.

vi. A declaration of the estimated time input to be taken by staff in providing the consultancy service.

vii. Signed agreement by the staff member(s) providing the consultancy services.

5.1.6 There will be no insurance cover by KU for private consultancy.

i. Authorization by the Head of Department and Dean including a statement that the staff concerned are satisfactorily performing theirduties in accordance with their contract of employment.

ii. Signed agreement by the Deputy Vice Chancellor Academic Affairs.

iii. The agreed distribution of private income or allocation of any benefit arising from the consultancy to the academics/consultants and KU.

A proposal that meets conditions (5.1.5) will be given a university registration number by CCSCE viz: *KU/CCSCE/School e.g. SSW, SoN or SoM /No./Year.*

5.2 Procedures for University Registered Consultancies

5.2.1 University registered consultancy services will be contracted with an external party through the office of the Deputy Vice Chancellor Academic Affairs or School Deans. All legal contractual responsibility rests with the University and professional indemnity insurance cover is provided to staff members.

5.2.2 Staff members will inform or apply for approval in writing to his/her Head of Department to undertake a university registered consultancy. Variations or alterations to approved consultancy contracts will be notified in writing to the Head of Department. Staff members whose employment contracts require them only to inform rather than seek approval to undertake university Consultancies must still

provide the relevant details as set out in section 5.2.3 of this policy.

The distribution of private income or allocation of any other benefit arising from the consultancy to the academics/consultants is to be negotiated with the Dean/Director at the time of the application. The Dean/Director will provide the Deputy Vice Chancellor Academics (through CCSCE) with details of such benefits arising from the University consultancies on an annual basis.

5.2.3 The CCSCE shall ensure that the University's interests are promoted, and appropriate records are kept. The most important here will be the 10% institutional overhead fee.

5.2.4 All university registered consultancy projects must have an overhead provision of 10% as specified in this policy. The overhead share will be split to University, School/Directorate and Department at 40: 30: 30 ratios.

5.2.5 The CCSCE will maintain a register of Consultancy contracts and report quarterly to the Deputy Vice Chancellor Academics on approved consultancies.

5.2.6 The University Bursar shall ensure that financial claims are consistent with the contract, issue the invoices (upon request from the consulting staff member) via CCSCE and ensure the remittances are distributed according to the contracts and are within University policy. A request to issue an invoice must be raised by the consulting staff member and be forwarded to the Bursar for the issues of an invoice vide CCSCE.

5.3 Procedures for Position Related Consultancy

5.3.1 If a staff member, under the terms of the contract of employment with the University, undertakes clinical and/or professional work associated with their discipline during office hours, such work will be regarded as undertaking position-

related consultancies.

5.3.2 Staff members undertaking position-related consultancy related to clinical and/or professional practice must undertake the consultancy in a way that does not affect the execution of their academic responsibilities to the Department or School. For example, if a staff member offers such service within the University premises but well outside hours of his/her employment; this shall be treated as a consultancy less any associated direct and indirect costs.

5.0 Procedures for Community Services

5.0.1 Community services will be contracted through the University departments. The contracted community services will have to be approved by the Deputy Vice Chancellor Academics after the following have been provided to the University:

i. A brief description of the anticipated community services.

ii. Details of the external parties involved in the consultancy e.g. NGO or public body.

iii. Approved annual budget or project budget.

iv. Written confirmation from the Head of the Academic Department and the Dean that undertaking the community service will neither lead to the staff member failing to attain the minimum duration of their deployment, nor interfere with the staff member's regular duties in the University.

v. Signed agreements from the staff member to provide the advisory consultancy service,

vi. These will not attract any university overheads share.

5.1 Procedures for Continuing professional development and educational services

5.1.1 Continuing professional development and educational (CPDE) services shall include short courses, seminars and workshops designed and delivered through university academic units. The CPDE shall be approved by the university Senate after the following have been provided to the University:

i. A detailed description of the anticipated CPDE program, including the needs assessment, justification for the program, targeted audience and duration (other details as per CPDE establishment guidelines) shall be provided by the respective academic unit.

ii. Evidence of endorsement of the CPDE program from the respective Academic Department and Dean of the School.

iii. Details of the external parties and collaborators involved in the program e.g. NGO or public body.

iv. Anticipated minimum budget and funding sources.

Written confirmation from the Head of the Academic Department and the Dean that undertaking the CPDE program will neither lead to the staff member failing to attain the minimum duration of their deployment, nor interfere with the staff member's regular duties in the University.

5.2 The CCSCE shall ensure that the University's interests are promoted, and appropriate records are kept. The most important here will be the 10% institutional overhead fee.

5.3 All university registered CPDE programs must have an overhead provision of 10% as specified in this policy.

The overhead share will be split to University, School/Directorate, Department and Individuals/ Faculty as follows:

Table. 1. shows the split of overhead shares in percentage at different levels at the University

SN.	Unit	Percentage Share
1.	Department	3
2.	School/Directorate/ Institute	3
3.	University	4

4.	Individuals/ School and direct cost	90

5.3.1 The CCSCE will maintain a register of CPDEs conducted and report quarterly to the Deputy Vice Chancellor Academics on approved CPDES.

5.3.2 The University Bursar shall ensure that financial claims are consistent with the description of the CPDE template, issue the invoices (upon request from the Academic department) via CCSCE and ensure the remittances are distributed according to the relevant University policy. A request to issue an invoice must be raised by the Head of the Academic unit and be forwarded to the finance office. It is the responsibility of the staff member to declare his/her consultancy income for tax purposes to the Internal Revenue Authorities. The following need to be observed:

i. The average time limit for consultancy deployment will be stipulated in the KU Human Resource Policy.

ii. The individual researchers, consultants, departments or Schools to whom projects are assigned assume full Professional responsibility for quality assurance once the agreement between the University and the client has been signed.

iii. Faculties reviews will be merely a routine role to ensure control of its outputs.

iv. Bursar will be responsible for the issuance of invoices.

6.0 GENERAL GUIDELINES ON CONSULTANCIES

6.1 Modalities of conduct of Consultancies

In conducting Consultancy activities, the following guidelines will be observed:

i. Teaching takes priority over any other activity by the University academic and technical members of staff.

ii. Permission to conduct consultancy services must be sought from the Head of Department and the Dean of Faculty, who will ensure that the proposed staff is appropriate to the needs of the project and the client and that the University has adequate infrastructure for the project to be carried out.

iii. On negotiating a consultancy contract with a client, every project must have clear terms of reference i.e., milestones, deliverables, and deadlines, which must be cleared with the Office of the Coordinator for Consultancy Services and Continuing Education by completion of the document on Declaration of the Consultancy or Other External Activity (see Appendix 2).

iv. The project leader once appointed will ensure that the project is executed in accordance with the time schedule and to the satisfaction of the client and will follow the laid down financial rules in respect of the fees and disbursement formulae.

6.2 Monitoring of the Consultancies

The Coordinator of CSCE and the Dean/Director or Head of unit in which the academic, technical or administrative staff member is located is primarily responsible for monitoring consultancy activities, providing guidance to staff regarding consultancy classification and authorizing applications as appropriate.

6.3 Unauthorized Consultancy Work by Staff Members

i. A member of staff is not permitted to undertake consultancy using the University emblem or position without having secured permission and registration by the University. All consultancies carried out by full time or part-time staff members or employees of the University must be channeled through the relevant University machinery as authorized in this policy.

ii. Members of staff should as far as possible refrain from committing the University Departments, Schools, Institutes and University without written permission of the Deputy Vice Chancellor Academics or the respective Deans to that effect.

iii. A member of staff who carries out consultancy activities without written consent of the University during office hours shall be obliged to pay the University the same rate of institutional fees charged for work that is contracted under the institution, plus 15 per cent as a fine.

iv. Deans of Schools and Directors of Institutes should not grant permission to members of staff who apply to travel to undertake consultancy jobs not registered by KU unless these applicants apply to take a leave without pay in which case, they would not be required to seek permission to do consultancy.

v. Consultancy reports, which do not bear a University registration number, shall not be considered for staff annual performance reviews.

6.4 Obligation to complete contract assignment

Members of staff who enter contract agreement with a client vide CCSCE or the School/Institute/Department are obliged to accomplish the assignment in the time specified within the Terms of Reference of the contract. Defaulters will be obliged to pay the full cost of the contract assignment, or the University will re-allocate such assignment to other KU staff including recovery of any advance sums initially paid to them.

6.5 Approval

All university consultancy contracts must be between KU (CCSCE, Department or School/ Institute) and the third party except where permission is given to the Team Leader to sign on behalf by the DVCAC.

6.6 Costing Methodology

i. The University will seek to establish a flexible pricing structure for its consultancy operations. This will recognize both the variations in the costing structures for consulting between different fields of activity and the capacity of some individual staff to substantially command above the market rates (where applicable).

   The CCSCE has the responsibility to administer the pricing structure of the Policy to align with the current market rates. The University will automatically adjust its consultancy fees to take account of the prevailing situation and review its professional fees charges every two years to ensure that the rates remain competitive and in accord with the principles of neutrality competition.

ii. Special circumstances may warrant standard percentages for overhead costs i.e. 10% being varied or reviewed by the Vice Chancellor.

6.7. Financial Management of Consultancies

i. Each approved University Consultancy will be managed through a separate code. The University Finance Office i.e. the Bursar will arrange this as part of the approval process.

ii. It is the responsibility of the principal consultant to ensure all relevant costs are charged to this code. Consultancy charges will be billed and collected through the University's Financial Management System on a timely basis.

iii. On completion of the project, the Principal consultant and the Dean/Director/

Head of Department will be required to sign off that all expenses for the project have been accounted for, subject to approval of CCSCE. Only afterthis point will any final payments be made. The Consultancy Services and Continuing Education Coordinator's Office will then arrange for thecode to be closed.

7. IMPLEMENTATION STRATEGY

7.1 Application

This policy will apply to full time and part time staff members in relation to their deployment at KU or staff members appointed on a temporary basis may negotiate appropriate terms and conditions for consultancy services which utilize University facilities on a case-by-case basis with the Deputy Vice Chancellor Academic Affairs through their respective Heads and Dean and the CCSCE.

Other (Administrative and Technical) staff members who wish to carry outa consultancy activity during their hours of employment in the University must do so as University registered consultancy. If such staff wishes to carry out consultancies outside the office hours, they will be exempted from these provisions provided that they are not offering a product or service in an area that would normally be held to be offered by the University on a commercial basis or utilizing University resources, or intellectual property or name.

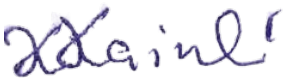
7.2 Timeframe for Implementation of the Policy

The DVCAC through the CCSCE will have the overall responsibility for the management, monitoring and implementation of this policy after its approval by the KU Board of Directors.

7.3 Review

The KHEN Board of Directors shall cause this policy to be reviewed once every three years from the date of approval.

This Policy was approved by the Board of Kairuki Health and Education Network at its meeting held on 25th April 2025. The Policy shall come into effect on 26th April 2025 and Management is responsible for its implementation and periodic review in accordance with University governance requirements.



Kokushubila Kairuki
KHEN Chairperson

Appendix 1

KAIRUKI UNIVERSITY

Standard format of the consultancy Contract between the CCSCE, Department or School or Directorate and the Client

CONTRACT FOR PROVISION OF ……
……..SERVICES.

An **AGREEMENT** made on the ……day of 2024
BETWEEN KAIRUKI UNIVERSITY (KU) of P.O. Box 65300 DAR ES SALAAM (hereinafter referred to as the „Client") AND …. ……., of P.O. Box ……

(hereinafter referred to as the „Consultant(s)") of the other part.

WHEREAS:

The client is desirous of hiring the CONSULTANT(S) services to support ……

AND WHEREAS

The CONSULTANT(S) has/have agreed to support the CLIENT to ……,under the terms of reference herein after attached to this agreement as Annex 1, commencing from this ……., day .....2003.

WHEREBY THE PARTIES HERETO MUTUALLY AGREE AS FOLLOWS:

1.	The CONSULTANT(S) will take the assignment with due diligence and in accordance with the plans and specifications provided in the proposal annexed hereto as Annex 2.	*Modalities of performing work*
2.	The CONSULTANTS will be paid through.....(Office	

receiving payment) ..... % of the professional fees on signing of this contract and commencement of the specific project followed with ….% of the professional fees on submission of the 1st draft of the specific/individual report and lastly …..% of the professional fees on submission and approval of the specific/individual project reports. The CLIENT will pay to the CONSULTANTS all direct costs including Agreed Reimbursables as portrayed in the summary detailed budget enclosed to this report as Annex 3. Any unforeseen variations in the reimbursable element will be subject to prior approval of the CLIENT. The direct cost funds will be managed and paid directly to the consultants upon execution of the specific duty as specified in the enclosed summary budget in Annex 3.

Mode of payment

3. The CONSULTANT will not vary or deviate from the plans without being provided a written consent from the CLIENT

Variation of plan

4. The CONSULTANT shall make good any mistakes, amend or incorporate new developments to avoid the report being outdatedwithin one month after submission of the report to the CLIENT.

Correction of mistakes

5.	If the CONSULTANT(S) require(s) any extension of time for completing the assignment, he/she must apply to the CLIENT within seven days of completion and must give an account of why he desire such an extension, and the CLIENT may, if he/she thinks such request reasonable, grant extension of time as may be necessary.	*Extension of time*
6.	If the CLIENT is at any time dissatisfied with the progress or with the quality of work, the CLIENT may then commission another Consultant to complete the same and pay such a consultant the cost of completion out of the sum payable to the CONSULTANT(S) under this agreement or the balance of such sum if advances have been made tothe CONSULTANT. If such cost is more than such a sum or balance, then the original CONSULTANT(S) will pay the excess to the CLIENT.	*Unsatisfactory progress*
7.	Unless the time is extended as specified under clause (4) hereof, the CONSULTANTS will complete the assignment within ……months/years/weeks.	*Time of completion*
8.	The CLIENT shall certify the task completion on the basis of satisfactory attainment of all the tasks by CONSULTANTS as stipulated in Annex 1. The final individual project report shall be submitted to the VC-KU on or as the specified assignment is completed as per schedule of activities enclosed to this contract as Annex 2.	*Certification of completion*
9.	If at any time during the progress of work or after completion or the alleged completion thereof and at any time during the continuance of this agreement any disputes or difference arise between the parties hereto in relation to or in connection with this agreement, the same shall be referred to two arbitrators, one to be appointed by each party. Should the arbitrators fail to reach agreement then either party shall be at liberty to refer the dispute to a Tanzanian court of competent jurisdiction for a decision. The cost of the arbitration and the suit shall be borne by the defaulting party.	*Dispute(s) settlement*

IN WITNESS WHEREOF THIS AGREEMENT has been signed by or on behalfof the parties hereto by persons duly authorized in this behalf.

SIGNED for and on behalf of the said:

KAIRUKI UNIVERSITY (CLIENT)

Name:
. . . . . .

Signature: . . . . . .

Address: P.O. Box 65300, DAR ES SALAAM

Position: . . . . . .

In the presence of: .....

Signature: .....

Address:

.....

Position:

.....

Signed for and on behalf of the said

.....

.....(CONSULTANT(S)) Name:

.....

Signature: .....

Address: P.O. Box .....

Position: .....

In the presence of: .....

Signature: .....

Address: .....

Position: .....

Enclosures:

Annex 1:	Terms of Reference of the Assignment Annex
2:	Schedule of the activities/assignment/work
Annex 3:	Summary budget (including reimbursables)
Annex 4: (Optional)	Detailed budget and phasing of funds releases.

Appendix 2

KAIRUKI UNIVERSITY

Consultancy Declaration Form for KU Consultants ***[To be submitted to CCSCE via The Head of Department and Dean]***

A. TO BE FILLED BY THE STAFF MEMBERS

All staff members of KU who are involved in consultancy assignments are required to formally declare their consultancy workloads prior to being involved in a new consultancy job. The Head of the Departments and the respective Deans will have to certify that their consultancy workload does not unduly affect their participation in teaching and research work.

1. Full Name: _____ Department: _____
2. Contact Tel: _____ e-mail: _____
3. Existing /On-going Consultancy Assignments
4. Current Consultancy Workload

S/No	Name	Client	Consultant(s)	Role	Value (Tshs)	Started	Completion	Remarks

5. What will be the nature of your deployment in the new Consultancy assignment /job? Provide details of the new consultancy job(s) as in (3) above.

S/No	Name	Client	Consultant(s)	Role	Value (Tshs)	Started	Completion	Remarks

6. Average teaching workload (hrs. per week) per semester i.e for each semester_____

_____

7. Briefly list the research projects in which you are active and state what role do you play?

_____

_____

_____

_____

_____

_____

Signature: _____

Date: _____

B. TO BE FILLED BY THE HEAD OF DEPARTMENT

1. The information provided in section A is correct / not correct.

   _____

   _____

   - Delete whichever is not applicable

2. If not correct in (2) briefly comment on the incorrect items and provide correct data (if any) : _____

   _____

S/No	Name	Client	Consultant(s)	Role	Value (Tshs)	Started	Completion	Remarks

Name:_____Signature:_____

Date:_____

C. CERTIFICATION BY THE DEAN / HEAD OF AN INDEPENDENT UNIT

1. The details provided in section A/B/A&B are correct / not correct.

_____

_____

- Delete whichever is not applicable

2. If not correct, briefly comment on the incorrect items / and provide correct data (if any) _____

_____

S/No	Name	Client	Consultant(s)	Role	Value (Tshs)	Started	Completion	Remarks

Name:_____ **Signature:**_____

Date:_____