

Egerton University Consultancy Policy

Transforming Lives through Quality Education

EGERTON UNIVERSITY

University Consultancy Policy

Published by
The Division of Research and Extension
P.

PREAMBLE

his Policy is guided by the Vision,

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ARTICLE 1: Definition of Terms

- 1.1 **Consultancy:** A service executed through an agreement between two parties. It is a contract where a consultant (member of 2830.0570341(e) of the University as a corporate body) provides a defined service to a client (external party) based on the client's articulated need. The service provided produces a set of deliverables for which the client pays for a negotiated fee.
- 1.2 **Consultancy Professional Fee:** This is the fees paid for professional services

accountability.

2.5 Provide guidance for implementing a consultancy service.

2.6 Provide guidelines on benefits sharing between the University and the consultants.

ARTICLE 3: Scope of the Policy

3.1 This Policy applies to all Egerton University staff, students and their collaborators. It sets for the principles and guidelines that should be followed

ARTICLE 7: Costing of Corporate Consultancies

- 7.1 The cost of consultancy service shall reflect market rates.
- 7.2 The cost of consultancy service shall cover
 - a) Consultancy professional fee.
 - b) Direct cost of implementing the activities for the contractual deliverables.
 - c) Relevant government tax.
 - d) An administrative services at 15% of the total project cost.
- 7.3 The sum of consultancy professional fee and Staff Administrative

- 9.4 A consultant who violates acceptable consultancy practices shall be blacklisted and stopped from benefiting from University support for a period of five (5) years.
- 9.5 Where a consultant violates ethical standards in a way that seriously harms the University reputation or compromises the consultant's ability to work effectively, the University Disciplinary Procedures and/or the relevant Laws of Kenya shall apply.
- 9.6 A consultant shall not engage in acts that include, but not limited to, dishonesty, fraud, embezzlement and misappropriation of consultancy funds, falsification, plagiarism and non-compliance with the conditions as stated in this Policy.

ARTICLE 10: Governing Law

This Policy shall be operationalized in accordance with relevant national laws and the Universities Act No.42 of 2012.

ARTICLE 11: Dispute Resolution

Any arising dispute in the course of consultancy service shall be resolved in the following order.

- 11.1 The matter shall first be referred to the DVC (R&E)
- 11.2 Where the party is still dissatisfied the matter shall be referred to the UMB and then to the council for final University determination.
- 11.3 Disputes not resolved by the University Council shall be subject to arbitration rules of the Laws of Kenya.

ARTICLE 12: Citation of the Policy

This Policy shall be cited as the Egerton University Consultancy Policy No.EU/RE/POL/01C, of May 2021.

ARTICLE 13: Policy Implementation and Approval

13.1 The Deputy Vice-Chancellor (Research and Extension) shall be responsible to the Vice-Chancellor for the implementation of this policy.

13.2 This policy is approved for implementation under the authority of

Vice-Chancellor

Date

Chair, University Council

Date

ARTICLE14: Policy Review

This Policy shall be reviewed after every five (5) years or earlier as deemed necessary.

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