

ST. AUGUSTINE UNIVERSITY OF TANZANIA



GUIDELINES FOR CONSULTANCY

AUGUST 2019

Table of Contents

1. Introduction.....	1
2. Organisational Structure	1
2.1 Functions of the Director	2
2.2 Functions of the Committee.....	2
2.3 Functions of Committee Secretary.....	2
2.4 Functions of the Administrative Secretary.....	2
3. Process of Consultancy Work.....	3
4. Selection of Consultants.....	3
5. Financial Management.....	3
5.1 Financing Agreement.....	3
5.2 Consultancy Rates.....	3
5.3 Income Distribution	4
5.4 Tax Deduction.....	4
5.5 Payment.....	4
6. Communication.....	4
7. Amendments	5
8. Conflict Resolution	5

1. Introduction

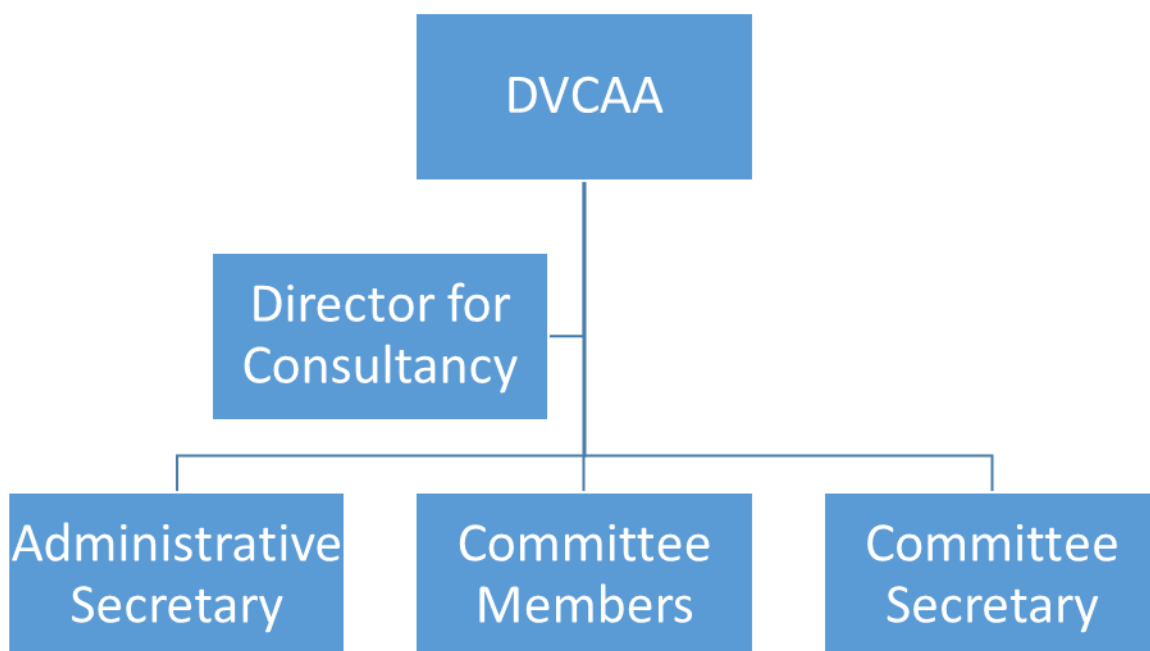
This document guides the implementation of the SAUT consultancy policy which was approved by the University Council at its 61th meeting held on 10th May 2019.

SAUT Consultancy Bureau has been established to provide consultancy services to diverse clients in the most cost-effective and professional manner. Its objective is to render personalized and tailor-made services that suit the varying requirements of small, medium and large-scale profit and non-profit enterprises.

The Bureau provide a wide spectrum of services across mass communication and public relations; energy, environment and climate change; natural resources, mining, and water management; social policy and administration; sustainable development; project management, monitoring and evaluation; education (early childhood, higher education, and basic education); agriculture, food security, and rural development; gender, tourism, finance, marketing, and human resources among others.

2. Organisational Structure

There shall be a Directorate for Consultancy under the Office of the Deputy Vice Chancellor for Academic Affairs. The Director for Consultancy shall be appointed by the SAUT management. The Office of the Directorate for Consultancy shall also have an Administrative Secretary. In addition, the Office of the Directorate shall be assisted by a Committee consisting of at least one member from each Faculty. The Director for Consultancy shall be the chairperson of the Committee. The members of the Committee shall in turn elect a Secretary for the committee. The term of office for the Director shall be 3 years renewable once.



2.1 Functions of the DVCAA

- Provide the executive leadership in the overall planning, organizing, and controlling of the consultancy bureau.

2.2 Functions of the Director

- Chairperson of the Committee.
- Co-ordinate the work of the Committee and oversee all the affairs of the Bureau.
- Provide leadership in development, implementation and evaluation of the Bureau programs.
- Represent the Bureau where such representation is necessary.
- Official spokesperson of the Bureau.
- Signatory to all documents of the Bureau.
- Present reports about the Bureau to SAUT management.

2.3 Functions of the Committee

- Identification of calls for consultancy.
- Identification and approval of consultants.
- Selection of and allocation of duties to the experts.
- Define the task for the consultant to tackle.
- Approve all consultancy proposals and consultancy work.
- Evaluate the consultants' work and results.
- Oversee the activities of the Bureau and make decisions in relation to the policies, budget, and other related major aspects of the Bureau and their implementation.
- Approve all major statements made on behalf of the Bureau.
- Advise the Director for Consultancy.
- Promote and market SAUT consultancy services.

2.4 Functions of Committee Secretary

- Take minutes at committee meetings.
- Prepare and submit to the Director the agenda for the meetings for approval.
- Assure that records the meetings are well kept.
- Circulate minutes to committee members.
- Stand in for the Director for Consultancy, in case of absence.

2.5 Functions of the Administrative Secretary

- Type reports.
- Maintain and organize office records.
- Schedule appointments and meetings.

- Maintain work calendars for the Office of the Directorate for Consultancy.

3. Process of Consultancy Work

The Office of the Directorate for Consultancy shall call for registration of experts open to all SAUT members of staff who wish to be on the consultants' roster. When a specific consultancy work arises, experts shall be recruited from the roster. The members of the committee shall set the procedure for allowing SAUT experts to join the roster. The committee shall also envisage collaboration with staff from SAUT colleges and centres, and other institutions in case of requirement of specific competences. Selected experts each in his/her area of specialisation shall develop responses to the calls from government, international and private organisations in line with SAUT mission, vision and consultancy policy. Prior to accepting a consultancy work, the selected experts to carry out the work shall submit an internal agreement to the committee with details of how duties and task for the consultancy work shall be allocated. At the end of the consultancy work, the experts who carried out the work shall submit the entire reports of the work done to the Consultancy Committee. Approval of a consultancy work shall be done by the Director for Consultancy in consultation with the Consultancy Committee.

4. Selection of Consultants

The Consultancy Committee shall consider the capacity of SAUT staff in all Faculties and Departments and list staff with sound experience in consultancy works. Administrative staff can be selected in administrative consultancy works such as establishment of a library and organisation structure review of an institution. This shall happen case by case. The selection of experts shall be based on individual competence and experience according the Curricula Vitae and other supporting documents. Selected experts shall develop the response to the calls and submit the proposal to the Committee for approve prior to submission to the Client.

5. Financial Management

5.1 Financing Agreement

SAUT through the Directorate for Consultancy and Committee Members shall formulate formal financing agreement on consultancy services with clients.

5.2 Consultancy Rates

The following rates shall guide the amount to be paid to experts engaged in consultancy under the SAUT Consultancy Bureau. These rates are subject to negotiation and they are a mean range and indicative. Minimum rates are a starting point and can go higher depending on competence demanded and provided or as per the client's financial policy.

Recommended Daily Rates in US Dollars

Experts with more than 10 years' experience in consultancy	>\$200
Experts with 5-10 years' experience in consultancy	\$150-200
Junior experts with 3-5 years' experience in consultancy	\$100-150
Junior staff without or with up to 2years' experience in consultancy	\$50-100

5.3 Income Distribution

Net income from consultancy services shall be distributed as the:

Endowment Fund	5%
Consultancy Bureau	5%
SAUT General Fund	15%
Consulting Team	75%

The funds allocated to the Consultancy Bureau shall be used mainly for staff development, and meetings. The income from consultancy allocated to the university shall be used for capital development and in the event of disputes with a client, the fund shall be employed in legal matters.

5.4 Tax Deduction

The statutory deductions for income tax shall be calculated by the finance office where applicable and consultant shall receive the net amount.

5.5 Payment

SAUT shall open a bank account for the Bureau. The Director shall approve payment once a consultancy work has successfully been completed. Payment for consultancy services rendered shall be done through the bank accounts of specific consultants using the local currency and prevailing exchange rates. Payment shall be made within a month of completion of consultancy service or as instalments depending on the nature of the consultancy and work distribution. Request for payment shall be done by the Director and approved by the Consultancy Committee. All requests for payments shall be made using the appropriate forms provided by SAUT Finance Office and approved by the Consultancy Committee accompanied by any other relevant documents.

6. Communication

Communication with clients shall follow formal channels through the Office of the Directorate for Consultancy. There shall be official email, telephone number(s) and official web page under the SAUT website. Promotion of SAUT consultancy services shall be carried

out through personal contacts, flyers, conferences, social media, webpage, banners and any other appropriate means approved by the Consultancy Committee.

7. Amendments

Amendments to the guidelines shall be approved by at least a two-third majority of the committee members.

8. Conflict Resolution

In the event of any dispute between the University and an expert relating to consultancy, or disputes between consultants, such disputes are to be referred to and finally determined by a Consultancy Dispute Appeal Committee comprising the:

- DVCAA
- Director for Consultancy
- Corporate Counsel
- Two members of the Consultancy Committee
- And a representative from the experts engaged in the consultancy work and with appropriate knowledge in relation to the substance of the dispute.

A letter to the Director via the Secretary regarding the dispute shall be submitted by the complainant within 14 days of the dispute arising so the Consultancy Dispute Appeal Committee does not have to deal with issues months after the consultancy has been undertaken. Dispute meeting shall be held within 30 days of receipt of the letter. Decision shall be within 14 days of the meeting and immediately be conveyed to the person who has raised the matter.