





MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR CONSULTANCIES		
DOC. NO:	MSU/DVCPRI/RPI/OP/01	ISSUE NO:	2
DATE OF ISSUE:	8 TH JUNE, 2018	REV. NO:	1
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0.1 DOCUMENT CHANGES

#	Date	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	08/06/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC PRI
2.	08/06/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC PRI
3.	08/06/2018	2	0.1 Inclusion of page and title columns in document change table	DVC PRI
4.	08/06/2018	2-4	Rearrangement of clauses as a result of omission of title that was previously clause 1.0	DVC PRI
5.	08/06/2018	3	1.0 omission of title.	DVC PRI
6.	08/06/2018	3	3.1 and 3.5 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01	DVC PRI
7.	08/06/2018	3	Omission of title hence purpose becomes clause 1	DVC PRI
8.	8/6/2018	ALL	Change of font type and size	DVC PRI

0.2 DOCUMENT DISTRIBUTION

Documents shall be available on the Maseno University website for authorized users.

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1.0 PURPOSE:

To ensure that consultancies are conducted professionally and in accordance with the rules and regulations of the University.

2.0 SCOPE:

This procedure covers the identification, documentation and approval, conduct and reporting of consultancies.

3.0 REFERENCES:

- 3.1 ISO 9001-2015: Quality Management System requirement.
- 3.2 Maseno University Quality manual
- 3.3 MSU Consultancy Policy
- 3.4 University Strategic Plan
- 3.5 MSU/VC/MR/OP/01

4.0 TERMS AND DEFINITION / ABBREVIATIONS

- 4.1 **Proposal** -Statement of area of research interest and methodology
- 4.2 **Ethics Committee** - Committee that considers ethical issues in Research proposal.
- 4.3 **Principal Investigator** - the main researcher
- 4.4 **LOC** – Linkages, Outreach and Consultancies

5.0 RESPONSIBILITIES

Director LOC shall be responsible for the effective implementation of this procedure.

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6.0 METHOD

- 6.1 A staff member shall identify a Consultancy and develop a proposal on his/her own initiative or in response to a call for proposal.
- 6.2 The staff member shall get recommendation from the Directorate of Linkages, Outreach and Consultancies on documentation to support the proposal
- 6.3 The staff member shall submit the proposal to the agency as per the terms of reference specified.
- 6.4 The Staff member shall conduct the Consultancy according to the proposal.
- 6.5 The staff member shall submit progress reports to the agency.
- 6.6 The staff member shall prepare and submit either a summary of the consultancy or a copy of the report for records to the Directorate.
- 6.7 The staff member shall remit administration fees to the University as per the Policy.