



Kenyatta University
Consultancy Services Unit

POLICY DOCUMENT

ECONOMICS

INFORMATION TECHNOLOGY

SOCIAL AND HUMAN SCIENCES

HOSPITALITY AND TOURISM

APPLIED SCIENCES

NATURAL SCIENCES

HEALTH

BUSINESS

AGRICULTURE

ENGINEERING

ENVIRONMENT

Transforming Higher Education... Enhancing Lives

KENYATTA UNIVERSITY FUNDAMENTAL STATEMENTS

Vision Statement

To be a dynamic, an inclusive and a competitive centre of excellence in teaching, learning, research and service to humanity.

Mission statement

To provide quality education and training, promote scholarship, service, innovation and creativity and inculcate moral values for sustainable individual and societal development

Identity statement

A community of scholars committed to the generation and dissemination of knowledge and cultivation of wisdom for the welfare of society.

Philosophy statement

Sensitivity and responsiveness to societal needs and the right of every person to knowledge

Objectives of the University

The objectives of Kenyatta University are to:

- Promote the development and expansion of higher education opportunities through initiation of new programmes and alternative modes of delivery using, among others, modern technologies.
- Enhance the level of participation in research, dissemination and preservation of knowledge for both academic and societal development.
- Promote human resource development and proactive management practices, as well as good governance, to enhance service delivery.
- Provide an environment that nurtures excellence and high standards of professionalism in teaching, learning, research and community service.
- Create equal opportunities for those qualified to pursue university education.
- Institutionalize quality assurance practices in planning, implementation and evaluation of the University's core functions in order to meet the set goals.
- Promote the development of the students' welfare systems for the attainment of academic excellence and an all-round education.
- Provide facilities in collaboration with other approved institutions for enhancing access to higher education.

University Core Values

Team work, Innovation, Professionalism, Integrity



Prof. Paul Wainaina, PhD,
(Ag. Vice Chancellor) Kenyatta
University

TABLE OF CONTENTS

Fundamental Statements.....	2
<i>Vision Statement.....</i>	<i>2</i>
<i>Mission statement.....</i>	<i>2</i>
<i>Identity statement.....</i>	<i>2</i>
<i>Philosophy statement.....</i>	<i>2</i>
<i>Objectives of the University.....</i>	<i>2</i>
<i>University Core Values.....</i>	<i>2</i>
List Of Abbreviations.....	5
1.0 Preamble.....	6
2.0 Kenyatta University Consultancy Services Unit(Kucsu).....	6
2.1 Purpose:.....	6
2.2 Kucsu Set Up.....	7
3.0 Definition And Scope Of Ku Consultancy Unit.....	8
4.0 The Role And Responsibility Of University Consulan.....	9
6.0 Policy Framework.....	10
7.0 Benefits Of Undertaking Consultancies Under Kucsu.....	12
8.0 Database Of Experts.....	12
9.0 Consultancy Quality Assurance Mechanism And Service Charter.....	13
10.0 Guidelines And Procedures.....	13
11.0 Instruments Of Executing Consultancy.....	13
12.0 Sharing Of Consultancy Income.....	14

LIST OF ABBREVIATIONS

- KU - Kenyatta University
- KUCSU - Kenyatta University Consultancy Services Unit
- CV - Curriculum Vitae
- GoK - Government of Kenya
- HEI - Higher Education Institutions
- IP - Intellectual Property
- PDP - Professional Development Programme
- WB - World Bank

1.0 PREAMBLE

Kenyatta University has a Research Policy which was inaugurated in 2007 and revised in 2013. An effective research policy is often complimented by the development of a Consultancy Policy which enables the University to take up the business which is over and above the research policy limit. The University has tremendous intellectual capital which can be utilized in problem solving engagement within the public and private sectors of Kenya as well us the Sub-Saharan Africa Region.

Various universities have established consultancy offices to spearhead the use of skills and knowledge resident in universities to solve problems and provide solutions for a fee charged at market rates.

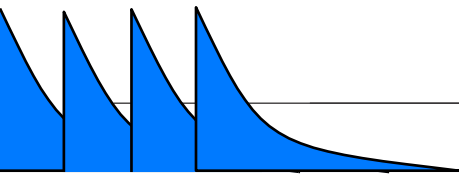
2.0 KENYATTAUNIVERSITY CONSULTANCY SERVICES UNIT (KUCSU)

2.1 Purpose:

Kenya is desirous, as stated its 2030 Vision to build a knowledge-led society under the three pillars namely Economic, Social and Political. Kenyatta University as premier institution of learning would like to play its part in contributing to a robust economic pillar through constructive engagement in Kenya's development process. KU anticipates a proactive participation and provision of practical solutions based on knowledge and skills through constant engagement with private and public sectors as well as the wide industry. One sure avenue of such planned engagement is providing consultancies to all sectors of Kenya and the region.

This engagement would:

- i) Generate extra income for the University;



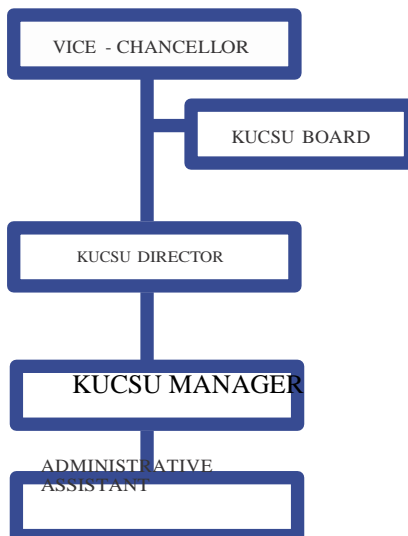
- ii) Facilitate the University to have a database of its consultancies that will aid its ranking;

- iii) Create a market niche for the University by advertising and bidding for consultancies within its realm;
- iv) Create an attractive brand for the University;
- v) Provide academic staff with extra index of assessment towards promotion;
- vi) Create an avenue for our academic staff to utilize their knowledge and skills towards Kenya’s and the region’s economic development.

2.2 KUCSU Set Up

Kenyatta University Consultancy Services will be coordinated, promoted and managed by KUCSU directorate. The Director will run the UNIT under the guidance of the Unit Advisory Board which will guide on the policy issues and the scope of consultancies to be undertaken. KUCSU will benchmark against the best Universities Consultancy Units in Kenya, the region and globally. (See the organogram of the Unit which is provided as annexure 1.)

KENYATTA UNIVERSITY CONSULTANCY UNIT





3.0 DEFINITION AND SCOPE OF KU CONSULTANCY UNIT

Consultancy: The provision of expert advice and work using the intellectual prowess of the University which consists of skills and knowledge and facilities. While it may involve a degree of analysis, measurement or testing it is crucially dependent on a high degree of intellectual input from Higher Education Institutions (HEI). Such work is usually paid for at a market rate, and may deliver stronger Intellectual Property (IP) rights to the business client than would apply in a collaborative research relationship. Consulting activities include the following:

(a) **Problem solving:**

This can apply to a wide range of areas, from science, economics or business management to politics, engineering, education, etc. Typical examples of “problem solving” consultancy services include feasibility studies that need possible solutions from the University, standard data analysis; market or opinion surveys; design and supervision of projects; provision of professional advice; environmental impact assessment, design of new equipment and machinery; impact assessment of industrial sites or processes, chemical analysis and formulation of products, commercialization of Innovations etc.

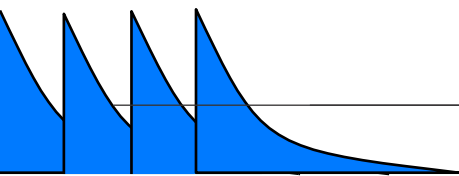
(b) **Contracted Research:**

Contracted research is research that originates from a specific request by a client (company, individual or organization), the costs of which are paid for by the client. Contracted research is distinguished from formal consultancy and service to industry/public by the fact that the contracted research involves basic and/or applied research.

(c) **Professional Development Programme (PDP) Courses:**

Training related services can take two major forms: 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. The services may relate to short



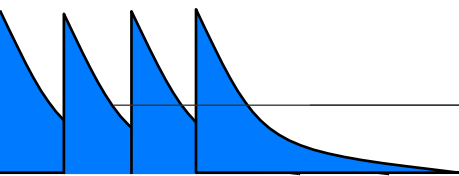
or long courses, including academic programmes for schools or tertiary training institutions. The other forms of services are open training. Clients may sponsor staff or individuals may just pay to attend open courses, which are advertised by the offering institution. Not all consulting units offer open training services.

4.0 THE ROLE AND RESPONSIBILITY OF UNIVERSITY CONSULTANCY UNIT

KUCSU shall:

- i) Provide a secretariat which will liaise with various Schools, Directorates, Institutes and Departments to assess institutional and Schools' capacity to undertake consultancy.
- ii) Promote the Institutional capacity of staff to undertake various consultancy work
- iii) Promote consultancy practice throughout the University
- iv) Develop a database of staff and associate consultants expertise
- v) Identify the physical resources such as laboratories and equipment that can be utilized for consultancy work.
- vi) Assist various schools and staff to identify and bid for various consultancy opportunities within Kenya and elsewhere.
- vii) To pay the upfront fees eg. for tender documents, bid bonds insurance and/or any other costs necessary for processing consultancies .
- viii) Develop the staff capacity to carry out consultancies through seminars and workshops.

- ix) Develop guidelines and procedures for efficient and effective execution of



consultancy work.

- x) Evaluate and monitor all consultancies being undertaken under the auspices of the University.
- xi) Scout for consultancies announced and advertised in various media and provide an online searchable database of open and available consultancies to staff.
- xii) Create a database of consultancy awarding institutions such as Government of Kenya (GOK), World Bank WB) and County Governments
- xiii) Develop web based information sharing system on KU consultancies to keep the staff fully informed.

5.0 ROLE OF SCHOOLS AND ACADEMIC DEPARTMENTS

The various schools, institutes, departments and directorates of the University shall

- i) Facilitate the documentation of both the expertise resident in their departments and to delineate the types of consultancies they can be involved in. An instrument to help capture this vital information will be provided by the Kenyatta University Consultancy Services Unit (KUCSU). KUCSU shall maintain and update the human expertise data base as well as technical capacity, facilities and expertise.
- ii) Be required to start Consultancy Committees to promote and manage the provision of consultancies from the school or department.

6.0 POLICY FRAMEWORK

A. The following consultancy policy framework will apply:

i) To all KUCSU sourced consultancies and

- ii) To all staff sourced consultancy done under the auspices of the University.

B. Scope of University Consultancy work.

- i) The University will seek to undertake consultancy primarily where it has sufficient physical and staff capacity.
- ii) The University shall consider and is open to form consortiums with other Universities and other Research Institutions to bid for jobs where joined expertise is necessary.
- iii) It is hereby noted staff do undertake consultancies which are not sourced by the University and hence not done under the auspices of the University. For such consultancies the concerned staff must ensure the University is fully indemnified against any claims or risks.

C. Who can participate in University Consultancies?

- i) All University staff who are employed under fulltime or contract basis.
- ii) Any staff engaged through consortium with other institutions. Such staff shall subscribe fully to the policy framework of the university.

D. When can the consultancy be done

- i) It is acknowledged that the first priority of University staff is to undertake academic and research responsibilities.
- ii) Notwithstanding article 6D (i) above the Vice Chancellor may waive this stipulation upon request, with good reason, by the Director of the Consultancy Unit. This therefore recognizes staff participation in Consultancy as a legitimate academic engagement.

7.0 BENEFITS OF UNDERTAKING CONSULTANCIES UNDER KUCSU

The University is committed to supporting its Academic Consulting staff to deliver quality consultancy to clients in timely and professional manner. KUCSU will be committed to offer the following support services to the consultant.

- i) Capacity training of the consultant to measure up to client's expectation. This will cover general as well as specific.
- ii) To assist the consultant in submitting quality CVs to support consultancy
- iii) Secretariat communication support with clients on behalf of the consultant
- iv) To source for consultancies for the consultants registered with KUCSU
- v) Facilitate pre-consultancy and in-consultancy requirements eg. Insurance, bank guarantees etc.
- vi) KUCSU will hold consultative meetings with Deans and Directors and Chairmen of departments to document the research capacities, Physical and other resources.
- vii) KUCSU will provide continuous up-to-date information to all prospective and potential consultants.
- viii) KUCSU will be a proactive and vibrant supporter of quality consultants.
- ix) Develop a service charter for consultants as well as clients.

8.0 DATABASE OF EXPERTS

KUCSU will develop a data base for all consultants with detailed information. The Consultants will provide detailed CVs under confidentiality cover and in required format with the following undertaking from KUCSU.

- i) The CVs provided will be solely used for sourcing of consultancies and for no other purpose.

- ii) A confidentiality agreement will be drawn between KUCSU and respective consultants.

9.0 CONSULTANCY QUALITY ASSURANCE MECHANISM AND SERVICE CHARTER

KUCSU will develop quality assurance policy to ensure that the University delivers the consultancy commitment to clients at global standards. The service charter shall be an instrument to provide measurable commitment to both clients and staff on effective and efficient delivery of service.

10.0 GUIDELINES AND PROCEDURES

KUCSU will develop detailed procedures and guidelines to enable academic staff access the services of KUCSU seamlessly. Among other services the guidelines and procedures will provide the following information:

- i) The types of consultancies KUCSU will source and support
- ii) Application process for being considered as a consultant
- iii) Allocation process
- iv) Consultancy participation rules and commitments
- v) Payments procedures

11.0 INSTRUMENTS OF EXECUTING CONSULTANCY

KUCSU will provide to the consultants the consultancy tool kit . Hence KUCSU will develop the necessary tools to facilitate smooth execution of the project. The following instruments will be used:

- i) Application form for one to be considered as a consultant of KUCSU.

- ii) Contract for engagement as a consultant of KUCSU
- iii) Confidentiality agreement
- iv) Other commitment instruments as per client requirements

12.0 SHARING OF CONSULTANCY INCOME

The University is desirous to have an attractive revenue sharing mechanism which will incentivize staff to undertake consultancies under the auspices of the University.

It is hence proposed that revenue is shared as follows.

- i) Kenyatta University to retain 20% of the gross income.
- ii) The above 20% to be divided into two : That is 15% as administration fee and 5% for the Consulting Unit.



For more information please contact:
The Director,
Kenyatta University Consultancy Services Unit (KUCSU)
P.O. Box 43844-00100, GPO
Nairobi, Kenya
Tel: =254-20-87100901
Extension 4490/4491/4492
E-mail: director-csu@ku.ac.ke