



# **AMREF INTERNATIONAL UNIVERSITY**

## **CONSULTANCY POLICY**

## TABLE OF CONTENTS

	Page No.
PREFACE.....	2
1.0 INTRODUCTION .....	3
2.0 OPERATIONAL DEFINITION OF TERMS .....	3
3.0 OBJECTIVES OF THE AMIU CONSULTANCY POLICY .....	5
4.0 PRE-REQUISITES FOR ENGAGING IN CONSULTANCIES AS AN AMIU STAFF.....	5
5.0 SCOPE OF ACTIVITIES UNDERTAKEN AS CONSULTANCY WORK BY AMIU STAFF.....	7
6.0 PAYMENT FOR CONSULTANCY SERVICES.....	8
7.0 DISTRIBUTION OF BENEFITS FROM CONSULTANCY WORK .....	8
9.0 POLICY REVIEW.....	9

## **PREFACE**

Engaging in providing consultancy services it provides an avenue for generating new knowledge and building capacity building of the scholarly ecosystem in the University. Notably, consultancies also offer AMIU opportunities for generating extra revenue and engaging the University's core mandate of Training, Research and Extension. A vibrant consultancy service unit is an entity that will also open up a wide range of possibilities for AMIU to network with other key industry players in health.

AMIU leadership is committed to enabling both academic and administrative staff to grow in their areas of professional expertise and other personal development activities outside the university.

This consultancy policy recognises that every staff has a right to self-determination thus the need to allow them to undertake private consultancies in addition to corporate or university consultancies. This flexibility is also geared towards increasing staff retention.

This policy delineates the various operational terminologies used in the field of consultancy, the scope of AMIU consultancies, eligibility criteria or prerequisites for undertaking a consultancy, ethics and quality assurance considerations to serve AMIU clients better. The policy also spells out the formula for sharing any benefits that arise from consultancy work between the university (AMIU) and the concerned staff. The university appreciates and acknowledges the contributions and substantive inputs from all AMIU academic staff members who compiled this consultancy policy document.

---

**Prof. Marion Mutugi, EBS**  
**Vice Chancellor**  
**Amref International University**

## 1.0 INTRODUCTION

Amref International University (AMIU) is a modern Pan-African health university established in August 2017 to respond to the quantity and quality issues of Human Resource for Health (HRH) in the African continent. The Vision of the Amref International University is to be a leading university of excellence in developing transformational leaders and practitioners. The Mission of the Amref International University is to provide holistic quality education in health sciences and related disciplines for the well-being of the society. The motto of the University is to inspire lasting health change.

A policy is a guide to decision making and sets out limits within which such decisions can be made. This consultancy policy outlines the framework within which the AMIU staff can contract and deliver commercial work for the benefit of the respective individual staff and the university. Both academic, administrative and support staff are encouraged to participate in consultancy activities as long as they are eligible and can deliver. This policy applies to all university employees.

The policy outlines the various consultancy thresholds the AMIU staff can undertake, pricing engagement and benefit-sharing principles concerned. Through this policy, the university aims to retain and attract talented and committed staff, enhancing its business profile, identifying and nurturing staff expertise, developing staff prowess in academic programming, research and extension. This Policy should be read together with the AMIU Research Policy and the University Intellectual Property Rights Policy (2019). Consulting within the AMIU environment is a privilege, not a right.

## 2.0 OPERATIONAL DEFINITION OF TERMS

- 2.1 **Client:** The organisation or individual receiving the consultancy work from AMIU or University staff.
- 2.2 **Consultancy:** The provision of expert services to external clients with the aim of addressing the client's needs.
- 2.3 **Consultancy central register:** A centralised database maintained by the university to track types of consultancies undertaken. The register will indicate duration, location,

name(s) of staff involved, amounts of income generated and proportion awarded to beneficiaries.

- 2.4 **Consulting:** Is any part of knowledge transfer that arises where knowledge and expertise can be deployed successfully outside the University environment for the financial benefit.
- 2.5 **Contract research:** This involves organised, systematic and orderly activities that result in the generation of new knowledge or synthesis and analysis of existing knowledge to formulate new creative concepts, innovations, designs, methodologies, understandings, applications and solutions for specified problems on mutually agreed terms and conditions.
- 2.6 **Customer charter:** An AMIU set of standards or code of practice setting out what the customer standard of services to expect, what to do if something goes wrong with the delivery and follow up procedures. Charter will lay down minimum standards for the provision of business services to external clients.
- 2.7 **Extension:** Refers to scholarly activities that cut across teaching, research, and service. They focus on generating, transmitting, applying, and preserving knowledge for the direct benefit of external communities. Extension efforts represent an ongoing exchange between the University College and the larger society.
- 2.8 **Income:** The financial proceeds gained from a consultancy activity.
- 2.9 **Private consultancy:** One that does not rely on or use University resources, has not been secured through connection with the University, and whose payments do not pass through University accounts.
- 2.10 **Service consultancy:** Refers to expert professional advice in the specific field identified by the client, based on client requirements and specifications. It may include preparations of operational frameworks, policy documents and guidelines; designs, concepts, innovations and implementation, monitoring and evaluation frameworks among others

2.11 **Training/Capacity Development:** This involves the provision of tailor-made in-service courses, lasting a few days to several weeks.

2.12 **University:** Amref International University.

2.13 **University consultancy:** Consultancy activities delivered under the banner of the University, and paid for through University accounts.

### **3.0 OBJECTIVES OF THE AMIU CONSULTANCY POLICY**

3.1 To guide negotiations with clients seeking AMIU staff consultancy services.

3.2. Develop AMIU quality control mechanisms for all university consultancy services.

3.3. Coordinate and regulate all (corporate and staff) generated consultancies in AMIU.

3.5 To provide guidelines on how benefits are shared between the university and the staff consultant.

3.6 To motivate AMIU staff to undertake consultancies that ultimately impact positively on the reputation of the university.

3.7 To provide a flexible framework within which various consultancies are undertaken by staff and the University for mutual benefit.

### **4.0 PRE-REQUISITES FOR ENGAGING IN CONSULTANCIES AS AN AMIU STAFF**

4.1 The consultancy must be within the university mandate of training, research and extension

4.2 The staff undertaking the consultancy must have the pre-requisite competencies

4.3 The work being undertaken should be well priced and costed either by the department where the staff works or by the Directorate of Research, Innovation, Consultancies and Extension.

4.4 Should not exceed 30 working days in an academic year. For any University consultancy exceeding 30 days in a year, approval from the Vice-Chancellor must be obtained,

4.5 To mitigate financial and other risks, all consultancy contracts must be approved by the immediate HOD, Dean, and office of the Vice-Chancellor.

4.6 To protect the standard of service rendered to the university clients:

- 4.7 Consultancy procedures and quality of outputs must be in line with the university customer charter
- 4.8 Reports for all consultancies undertaken should be shared with the office of the Vice-Chancellor
- 4.9 Costing for all consultancies should be within current market rates
- 4.10 Consultancies should be conducted in a manner that preserves one's integrity and that of the University while maintaining public confidence
- 4.11 The consultancy being undertaken should not jeopardise the reputation of AMIU
- 4.12 The University will not accept consultancies of below USD 1000
- 4.13 Where more than one staff undertake a consultancy, the roles of each must be very clear from the onset
- 4.14 The client seeking consultancy services from AMIU staff must commit to cater for travel insurance, accommodation, transport costs, meals, stationery and any other overheads associated with the undertaking
- 4.15 The Consultant(s) will reimburse the University for the use of University facilities such as money, materials, and staff
- 4.16 The Consultant(s) will safeguard the University against conflicts of interest and indemnify it against financial risks
- 4.17 Where costs are to be reimbursed by the client, a contract must be signed to acknowledge and confirm the commitment formally the University will pay
- 4.18 No client rights should be threatened or violated during the consultancy
- 4.19 The consultancy shall not interfere with the efficient teaching and research within the University.
- 4.20 All University consultancies must be approved by the Vice-Chancellor.

**4.22 For staff who are undertaking private consultancies:**

This policy recognizes that University staff may be involved in consultancies in their private capacity. All consultancies done as private shall ensure that:

- 4.22.1 All activities are undertaken such that the University is not held in disrepute.
- 4.22.2 They must make their arrangements to pay tax on their income;
- 4.22.3 There must be no identifiable conflict of interest or competition with University activity
- 4.22.4 The use of University trademarks such as logo, stationeries, brands, name or University intellectual property is strictly prohibited in private consultancies

- 4.22.5 Clients must be informed that the services are provided in an individual capacity and have no connection with the University.
- 4.22.6 Failure to declare or obtain prior approval for private consultancy may result in disciplinary action.
- 4.22.7 The work undertaken should not be of a volume likely to impact on workload/liability
- 4.22.8 The staff makes his/her travel insurance cover.
- 4.22.9 The University shall have no financial interests but will seek to ensure that its reputation is protected and that it incurs no liabilities.

## **5.0 SCOPE OF ACTIVITIES UNDERTAKEN AS CONSULTANCY WORK BY AMIU STAFF**

Corporate AMIU and staff may undertake consultancies in the following thematic areas and others that shall be identified in the future:

- 5.1 Health Systems Research (HSR)
- 5.2 Monitoring and Evaluation
- 5.3 Leadership, Management and Governance of health systems
- 5.4 Reproductive Health
- 5.5 Child health
- 5.6 Non-Communicable Diseases (NCDs)
- 5.7 Occupational Health
- 5.8 Neonatal Health
- 5.9 Health Systems Strengthening (HSS)
- 5.10 Impact assessment
- 5.11 Health policy development and analysis
- 5.12 Curriculum design, development and review
- 5.13 Design of health development programmes
- 5.14 Development of open distance learning materials
- 5.15 Development of eLearning content
- 5.16 Maternal, Newborn, Child and adolescent health
- 5.17 Health promotion
- 5.18 Demography
- 5.19 Laboratory diagnostics
- 5.20 Communicable diseases



- 5.21 Organizational Capacity Assessment (OCA)
- 5.22 Development of health learning materials
- 5.23 Water and sanitation
- 5.24 Environmental Impact Assessment (EIA)
- 5.25 Mentorship and coaching
- 5.26 Health financing
- 5.27 Others that may be identified and approved based on AMIU human resource competencies

**Note:** AMIU consultancies will exclude giving of external lectures, reviewing books, refereeing papers, and teaching, knowledge transfer partnership, lecturing, being a research assessment panel member and being an external examiner.

## **6.0 PAYMENT FOR CONSULTANCY SERVICES**

All payments for consultancy services will be paid to the University. The University will disburse the money as per distribution ratios in the consultancy policy.

## **7.0 DISTRIBUTION OF BENEFITS FROM CONSULTANCY WORK**

All benefits, monetary and non-monetary, shall be received and disbursed by the University.

After paying for all costs incurred by the Department, School or the Directorate of Research, Innovation, Consultancies and Extension for facilities or administration as costed in the proposal, the net income shall be distributed as follows:

### **7.1 Consultancy sourced by staff**

- 7.1.1 60 % net income due to the consultant/staff member.
- 7.1.2 15% net income to the relevant department.
- 7.1.3 20% net income to the Directorate of Research, Innovation, Consultancies and Extension.
- 7.1.4 5% net income due to the relevant school.

### **7.2 Consultancy sourced by University**

- 7.2.1 40 % net income due to the team of consultant out of which 60% is due to the lead consultants and the rest shared as per the percentage of contribution.

7.2.2 40% net income due to Directorate of Research, Innovation, Consultancies and Extension.

7.2.3 15% net income due to the relevant Department

7.2.4 5% net income due to the relevant school

**Note:** The percentage of contribution in 7.3.1 shall be determined before the consultancy exercise, documented and deposited with the Dean of the respective School.

## **8.0 IMPLEMENTATION**

8.1 The implementation of the policy will be under the office of the Directorate of Research, Innovation, Consultancies and Extension.

8.2 In the absence of office in 8.1, the implementation of this policy will be under the office of the Deputy Vice-Chancellor Academic Affairs.

## **9.0 POLICY REVIEW**

This Policy shall be reviewed after every five (5) years or as the need arises.