



MASENO UNIVERSITY

DOCUMENT	PROCEDURE FOR CONSULTANCIES		
DOC. NO:	MSU/VC/LOC/OP/01	ISSUE NO:	3
DATE OF ISSUE	10 TH MARCH. 2023	REV. NO	2
AUTHOR	DIRECTOR, LOC		
AUTHORIZED BY:	DVC PRI	ISSUED BY:	MR
SIGNATURE		SIGNATURE	

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0.1 DOCUMENT CHANGES

#	Date	Details of Change		Authorization
		Page	Clause/sub clause	Title
1	(dd-mm-yy)			
2	06/03/2023	2	3.4. Addition of 2022-2027 after Strategic Plan.	DVC PRI
3	06/03/2023	2	3.5. Addition of “ Control of Documented Information” after the document number.	DVC PRI
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0.2 DOCUMENT DISTRIBUTION

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

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.

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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 2022/2027
- 3.5 MSU/VC/MR/OP/01-Control of Documented Information Procedure

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.

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