



ST. AUGUSTINE UNIVERSITY OF TANZANIA

SAUT CONSULTANCY BUREAU POLICY

APRIL 2019

1. Introduction

- 1.1 St. Augustine University of Tanzania (SAUT) recognises consultancy as an integral component of its core functions. Consultancy service is an important work which enhances university-industry collaboration, innovation and exchange of knowledge, skills and expertise between the SAUT and external agencies.
- 1.2 This policy is intended to provide the information required to undertake consultancy work in accordance with the University's approved procedures.

2. Goal of SAUT Consultancy

- 2.1 To enable SAUT faculty apply practical knowledge and expertise in solving practical business, external agencies or societal problems, to make direct contribution to society and overall development of the country.

3. Definitions and Scope of the Policy

3.1 Consultancy:

Any work of a professional nature, undertaken by University staff in their field of expertise, for clients outside the institution, for which some financial return is provided. This policy does not apply to authorship and publications, external examiner duties, lecture tours and conference presentations or attendance and editorship of academic journals or scientific publications.

3.2 Types of Consultancy

3.2.1 Commercial Consultancy:

Involves the provision of professional services and products by faculty/staff to external parties for remuneration.

3.2.2 Private Consultancy:

means consultancy undertaken for remuneration or other consideration by faculty/staff member in his/her personal capacity as an individual or through partnership, private company, trust or any similar entity as opposed to his or her professional capacity as an employee of SAUT. Private consultancy should not involve practices that are contrary to the best interests of the university or compete with services/consultancy provided by SAUT on commercial basis. Furthermore, private consultancy also refers to the type of consultancy normally undertaken for charity or community services for the public purpose by faculty/staff member in his/her professional capacity, e.g.

being member of board of public/private organization (agency) or professional association. A private consultancy that involves payments to the faculty/staff member other than out of pocket allowances/expenses and or small gift, constitutes commercial consultancy.

3.2.3 **Internal Consultancy:**

Refers to professional services provided for a fee or other considerations by faculty apart from the normal course of University employment. SAUT also recognizes University-based consultancy, which includes all professional activities requiring using the University name, facilities, equipment and intellectual property.

4. Consultancy Strategies

- 4.1 SAUT will identify opportunities for consultancies by directly communicating to potential clients through the Directorate for Consultancy.
- 4.2 The University will use *team consultancy approach* to build and increase consultancy capacity of staff.
- 4.3 SAUT will identify, prepare, approve, and supervise all faculty/staff member consultancy to ensure that consultants produce quality and efficient services.
- 4.4 A remunerations system and incentive for the University consultants will be worked out and revised by the University Council from time to time.
- 4.5 SAUT will assign consultancy assignments to staff who are competent, experienced, accountable, and uphold ethics and dedicated to consultancy services.
- 4.6 Each consultancy services should generate net income and create multiplier effects through increased demand for the consultancies, short courses and training at SAUT.
- 4.7 SAUT will develop and maintain continues relationships with clients even when the consultancy exercise is completed.
- 4.8 SAUT carry out an evaluation of former clients to assess their post-consultancy performances.

5. Income Distribution

- 5.1 SAUT will formulate formal financing agreement on consultancy services. SAUT will set out criteria for accounting for consultancy funds and progress of assignment by consultants.
- 5.2 SAUT is the implementer of the consultancy services and products. It is a legal owner of the consultancy and can be sued or sue a client in case of disputes.

5.3 Net income from consultancy services will be distributed as the:

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

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

6. Environment for Consultancy

6.1 SAUT will provide favorable environment to consultancy teams to:

- 6.1.1 Enable consultant (s) complete assignment in time and meet quality assurance and promote professionalism. The Consultant will be given time to concentrate on consultancy assignment without compromising the principal duties of the consultant, i.e. teaching and research at SAUT.
- 6.1.2 Any equipment, facilities or materials acquired during the consultancy exercise will be apportioned as per contract and terms of reference even if the assignment is terminated as results of a dispute. No party should be claim possession of consultancy equipment and facilities as means of cost recovery or compensation for the uncompleted part of the consultancy exercise.

7. Eligibility of Staff

7.1 Staff in the following categories are eligible to consult under this policy:

- 7.1.1 Academic staff at SAUT.
- 7.1.2 Research staff at SAUT.

7.2 Staff in this category must ensure that the consultancy work does not create a conflict of interest with the member of staff's role with the University.

8. Recording of Consultancy Activity

8.1 All staff are required to record their consultancy activity with the Directorate for Consultancy.

8.2 Original copies of the contracts must be forwarded to the Directorate for Consultancy for the University records and for processing to the Finance Office.

9. Contractual Requirements

9.1 The University is liable for the actions of its employees during work-related consultancy even if the actions or activities are not covered by an agreement involving the University.

9.2 The University, therefore, strictly prohibits staff from entering into work-related consultancy arrangements with outside agencies without approval from Directorate for Consultancy.

10. Tax

10.1 The statutory deductions for income tax will be calculated by the finance office where applicable and staff will receive the net amount.

11. Approval of Consultancy Activity

11.1 The decision process for whether a staff is permitted to undertake a piece of consultancy is handled by the Directorate for Consultancy. All consultancy proposals should be passed to the appropriate departments in the first instance. The Vice Chancellor will make the final decision to accept or decline the proposal for commercial consultancy.

Approved by the SAUT Council in its 61st Meeting held on 11th May 2019



Flavian Kassala

Rt. Rev. Flavian Kassala
Chairman of the SAUT Council