

UNIVERSITY FOR DEVELOPMENT STUDIES (UDS)

**INSTITUTE FOR INTERDISCIPLINARY RESEARCH AND CONSULTANCY
SERVICES (IIRaCS)**

POLICY ON CONSULTANCY SERVICES

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1. POLICY BACKGROUND

Consultancy is well recognized as an effective way for universities to disseminate their knowledge and expertise. Through consultancy, long-term research can make an early and direct impact on society. Thus, the University for Development Studies (UDS) recognises the value of its staff providing consultancy services for outside bodies. The University sees this as an important channel through which knowledge and expertise can flow to and from businesses and other external agencies resulting in growing and productive relationships with these bodies.

3.3 Types of Consultancy Services

3.3.1 University Consultancy

This is an arrangement for the provision of consultancy services by employees of the University, for consultancy services in return for a benefit to the University. The University is the proper party to a University consultancy, whether the documentation refers to any individual employee as the principal consultant or not. A University consultancy is conducted on a fee for service basis. The fee must be based on appropriate competitive market place considerations of full cost recovery and profit. This calls for collaboration and commitments on the part of staff instead of unhealthy competition. A funding agreement that constitutes a contract is required prior to the acceptance of funds. This agreement may be instigated by either party, and must be reviewed by the University's Legal Office. The funding agreement must be signed in accordance with University approved procedures. All such consultancies must be formalised by appropriate contract documentation and be administered through the Institute for Interdisciplinary Research and Consultancy Services (IIRaCS) acting for and on behalf of the Vice Chancellor.

3.3.2 Private Consultancy

A private consultancy

policy comes into force. For purposes of clarity, this means that the total budget amount needed to carry out the services exceeds the above stated amount.

3.4.2 Low Returns Consultancy Services

Consultancy of low returns refers to any service that has a total financial value of twenty-five thousand United States Dollars (US\$25,000) and below or the equivalent in Ghana Cedis and this shall be subjected to annual adjustments in line with inflationary trends after the policy comes into force. For purposes of clarity, this means that the total budget amount needed to carry out the services does not exceed the above stated amount.

4. APPROVAL OF CONSULTANCY ACTIVITY

The decision process for whether an Employee, a Unit, Department, Centre, Directorate, Institute, Faculty or School of the University is permitted to undertake a piece of consultancy is handled at a local level. All consultancy proposals should be passed to the appropriate Head of Unit in the first instance. The Director of IIRaCS, acting for and on behalf of the Vice Chancellor wi

Every consultancy, be it at the individual employee

