

## **Policy Statement**

This consultancy policy of the University of Cape Coast (UCC) is fashioned within the mandate, vision, mission and strategic thrusts of the University. The document essentially provides direction, guidelines, regulation and coordination of consultancy activities in a manner that will benefit the University as well as its staff who may play various roles in securing, planning and implementing consultancy project(s).

The policy envisions that all entities (Staff, Faculties, Schools, Institutes, Directorates, Centres, Sections and Units) within the University will co-operate, to make consultancy services a significant component of its activities and project its image as a centre of excellence.

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Professor Naana Jane Opoku-Agyemang  
(Vice-Chancellor)

June, 2010

# UNIVERSITY OF CAPE COAST CONSULTANCY POLICY DOCUMENT

## **1.0 Preamble**

- 1.1 The development of Consultancy Policy for the University of Cape Coast has been accomplished through a comprehensive and inclusive process of consultation of all stakeholders.
- 1.2 The policy essentially provides guidelines for action in the area of consultancy in the University. The fundamental principle underlying the Consultancy Policy is that all types of consultancy activities undertaken by members of Faculty/School/Institute/Department/Directorate/Centre/Section/Unit/Individual where University resources, including time, are used must be routed through the Directorate of Organisational Development and Consultancy for the benefit of the University.
- 1.3 The Consultancy Unit of the University of Cape Coast, as an accredited outfit mandated to tap the variety of expertise in the University to provide consultancy and advisory services to industries, private and government organizations and individuals in a coordinated manner, will be responsible for the implementation of the policy.

## **2.0 Introduction**

- 2.1 The University of Cape Coast has the human and physical capacity to undertake consultancy in order to offer quality service to the community (both local and international).
- 2.2. As part of its mandate, the university is expected to place its expertise at the service of the community. The setting up of the Consultancy Unit is one response to this mandate. The University has the unique advantage of drawing on a wide range of expertise available in all Faculties/Schools/Departments, Institutes/Directorates/Centres/Sections and Units.

- 2.3 The Unit is a registered member of Ghana Association of Consultants.
- 2.4 This policy is in conformity with the mandate, vision, mission and the strategic thrusts of the University as stipulated below:

**3.0 Mandate of the University of Cape Coast**

The University has the mandate to undertake teaching, research and extension services.

**4.0 Vision of University of Cape Coast**

To have a University that is strongly positioned with a worldwide acclaim.

**5.0 Mission of University of Cape Coast**

The University of Cape Coast is the University of Choice in Ghana. It is an equal opportunity University uniquely placed to provide quality education through the provision of comprehensive, liberal, and professional programmes that challenge learners to be creative and morally responsible citizens.

**6.0 University of Cape Coast Corporate strategic Thrusts**

- 6.1 To vigorously promote research, teaching and outreach that will position the University as a centre of excellence.
- 6.2 To develop vigorous fund-raising drive by pursuing consultancy, internally Generated fund and enforcing fiscal discipline.
- 6.3 To aggressively develop linkages with local and foreign institutions and partnership with industry.
- 6.4 To create conducive working environment which recognises equal opportunities for faculties, staff and students.

- 6.5 To improve capacity and institutional governance structure.
- 6.6 To vigorously pursue distance education, develop new and relevant programmes and periodically review the existing ones.
- 6.7 To provide integrated and modern information and communication technology facilities.
- 6.8 To attract and retain high calibre academic and administrative staff.
- 6.9 To create an organisational culture that enhances discipline and commitment.
- 6.10 To improve upon physical infrastructure and support service to enhance teaching, learning and research.

In line with the above, the mandate, vision, mission and objectives of the Consultancy Unit are stipulated as follows:

#### **7.0 Mandate of Consultancy Unit**

- 7.1 To co-ordinate consultancy activities of Faculties, Schools, Departments, Institutes, Centres, Sections, Units and Individual staff of the University in order to generate extra income to supplement what is received from the government as subvention.
- 7.2 To source for consultancies through proposal writing
- 7.3 To facilitate the implementation of consultancies,
- 7.4 To make the Consultancy Unit self- financing and its services integrated into the University's teaching, research and extension programmes.

## **8.0 Vision of Consultancy Unit**

The vision of the Consultancy Unit is to become a centre of excellence in the delivery of consultancy and advisory services.

## **Mission of Consultancy Unit**

The mission of the Unit is to bring to bear the gain of education and academic research to the world of business and industry.

## **9.0 Objectives of the Consultancy Unit**

- To source for consultancies in collaboration with Faculties/Schools Departments/Institutes /Directorates/Centres/ Sections /Units/Individuals..
- To provide a wide range of expert and professional services available within the University for consultancy services.
- To act as a clearing house for all individual and group consultancies.

## **10.0 Guiding Principles**

The operations of the Unit will be guided by the following principles:

### **11.1 Accountability**

That the Directorate will be accountable to the University through the Directorate of Finance, Consultancy Advisory Board and the Vice-Chancellor. This means that any entity that undertakes consultancy activities should also be accountable to the University through the Directorate.

### **11.2 Fairness**

That the rules and regulations governing consultancy activities will not discriminate against any entity.

### 11.3 **Openness**

That the activities of the Directorate will be transparent in the sense that the rules and regulations will be made known to all the relevant entities.

### 11.4 **Quality standards**

That the Directorate will co-operate with all entities to develop good quality proposals and implement projects to meet acceptable standards.

## 12.0 **Responsibilities**

12.1 There shall be an Advisory Board of seven members, including the Director, which shall be responsible for overall control of the activities of the Unit, including financial administration in line with the financial administration of the University.

12.2 The Vice-Chancellor or his/her representative shall be the Chairperson of the Consultancy Advisory Board.

12.3. The Director of the Consultancy Unit shall be responsible for the day to day administration of the consultancy activities of the Unit.

12.4 The Senior Project Analyst/Project Analyst shall, in consultation with the Director, be responsible for analysing projects to ascertain their viability and feasibility

12.5 Project Assistants shall scout for business plans, proposals and projects from companies/institutions/organisations and other entities.

## 13.0 **Types of Consultancies**

13.1 Two types of consultancy are recognised under this policy viz; General and University consultancies.

#### 13.1.1 *General Consultancy*

It is where Staff Member/Faculty/School/Institute/Department/Section/Unit:

- Initiates the consultancy;
- Takes the role of a Principal Consultant; and
- Provides professional services through the University to external party for a fee or other consideration.

#### 13.1.2 *University Consultancy*

This is where the Consultancy Unit plays the role of Principal Consultant and charges full cost.

### **14.0 Procedures**

14.1 All staff members /Faculties/Schools/Institutes/Departments/Sections/Units in the service of the University of Cape Coast who want to undertake consultancy shall inform the Vice-Chancellor through the Consultancy Unit.

14.2 Clearance forms shall be collected from the Consultancy Unit for completion by Individuals/Faculties/Departments/Centres/Sections/Units that intend to undertake a particular consultancy project for endorsement before commencement.

14.3 Failure to disclose a consultancy project/activity to the Vice Chancellor shall constitute an offence.

14.4 Any University entity that fails to inform the Vice-Chancellor about a consultancy project it undertakes shall pay **15%** of personnel cost of the project as penalty to the University through the Unit. All other provisions in this policy still apply.

14.5 The Consultancy Unit shall procure consultancy work by soliciting jobs from relevant and potential clients. Consultancies may originate as a formal request made to the Unit by a potential client.

- 14.6 An amount representing **5%** of personnel cost of the individual or group consultancy project shall be paid to the Unit for facilitating implementation.
- 14.7 Experts from outside the University may be engaged by relevant entities to undertake consultancy on behalf of the University in cases where no such expertise exist in the University. The terms and conditions of engagement will be arranged with the expert.
- 14.8 The Vice-Chancellor or his/her representative shall, in the case of University Consultancy, be signatory to all University Consultancy documents. In the case of General Consultancy, Individual/Faculty/School/Institute/Department/Centre/Section/ Unit shall complete appropriate clearance form(s) from the Consultancy Unit for endorsement before implementation.

### **15.0 Budgeting for Consultancy Projects**

- 15.1 Budget for consultancy projects shall reflect the current market cost for transportation, office space, computer facilities, equipment, accommodation and other project items such as the use of University facilities and services payment to personnel involved in consultancy which shall include night, transport and field allowances as well as other cost associated with the project.
- 15.2 For providing the support for general consultancy project, a fee of **5%** of the personnel cost of the project shall be payable to the University by the Consultant.
- 15.3 For each University consultancy project completed, the Consultancy Unit shall be paid **10%** of the personnel cost of the project.

15.4 Any entity, group or individual who secures a consultancy project for the Unit shall receive **10%** of fees payable to the University as honorarium on completion of the project.

**16.0 Financial Management and Operation of Consultancy Projects**

16.1 The day-to- day management of the finances of the Unit shall be under the control of the Director of the Consultancy Unit.

16.2 The Director shall sign all cheques which shall be counter-signed by the Vice-Chancellor/Pro-Vice Chancellor/Director of Finance (i.e. any of these).

16.3 The Consultancy Unit shall, in addition to local account, operate a foreign account with a local bank into which foreign currency shall be paid.

16.4 The Vice-Chancellor shall be a mandatory signatory to the foreign account.

16.5 The Consultancy Unit shall present an audited annual financial statement by the end of July every year to the Consultancy Advisory Board which in turn shall submit a report to the Finance Sub-committee of Council.

**UNIVERSITY OF CAPE COAST**  
**DIRECTORATE OF ORGANISATIONAL DEVELOPMENT AND**  
**CONSULTANCY**

**Consultancy Clearance Form**

***Part A (To be completed by applicant)***

I/We the undersigned wish to obtain clearance to undertake consultancy project(s)/ service(s) for (Name of Client).....  
from (start date).....to (completion date).....in  
accordance with the rules and regulation stipulated in the Consultancy Policy Document of the University of Cape Coast.

Signed on my personal behalf/ on behalf of;

*Name of (Staff/Faculty/School/Institute/Department/Directorate/Centre/Section/Unit)*  
.....

*Name of Initiator/Lead Consultant*.....

Signature.....Date.....

***Part B (To be completed by the authorising officer)***

The above-named *Staff/Faculty/School/Institute/Directorate/Centre/Section/Unit* of this University is/are hereby *granted/not granted* clearance to undertake the above consultancy project(s)/service(s) for the above-named client(s) in accordance with the Consultancy Policy of the University of Coast. The applicant is hereby permitted /not permitted to use the Consultancy Registration Certificate Number of the University obtainable from Directorate of Organisation Development and Consultancy.

Signature of authorising officer.....Date.....

Name of authorising officer.....

**(Director)**