**PAID EXTERNAL CONSULTING POLICY**

**Preamble**

This Policy sets out when The Union may require services of an External Consultant as a Trainer and pre-requisite qualification to be engaged as a Trainer for SACCO personnel.

**Purpose**

The purpose of this policy is to establish guidelines and reporting requirements for paid Consultants, external to The Union, that are engaged from time to time as Facilitators / Trainers that is related to their areas of professional expertise.

The following activities are not subject to this policy’s guidelines and reporting requirements:

1) External professional and personal activities that reflect The Consultant private life.

2) Health care activities and insurance

**Policy**

External Consultant should avoid any conflict or appearance of conflict between Consulting and Union responsibilities. In particular, the disruption of normal Union activities because of Consulting must be avoided. The external consulting policy applies to none Union Employees. When consulting, Consultants must not assign to other entities the rights to a product of The Union. Before signing a consulting agreement that requires assignment of intellectual property rights, a Consultant should contact the Office of Head of Human Resource and Administration to determine the applicability of the Policy on Patents and Copyrights. Consultant may not, in connection with paid external consulting, use The Union name or the fact that they are affiliated with The Union, in a manner that: 1) Suggests that the Union approves or disapproves of a product or service provided, or 2) Suggests that the Union has performed research or issued research findings when it has not done so, or misleadingly states the results of Union research; or 3) May be interpreted to communicate the official position of the Union on any issue of public interest. Consultant may not use Union letterhead in connection with paid external consulting, nor may they use Union facilities and other resources to support other consulting unless permission is obtained from The Union CEO and the Union is appropriately compensated. Consultants are personally responsible for any damages or claims for damages which may arise in connection with their consulting activities.

**Procedures**

A Consultant must sign a consultancy agreement for each consulting arrangement.

All paid external consulting related to one’s area of expertise requires prior approval.

If a Consultant engages in paid external consulting without first obtaining approval or participates in activities that have been disapproved, a complaint may be filed against the Consultant who is in a working agreement with The Union

If a proposed consulting arrangement causes or could be perceived to cause a potential conflict of interest, the Consultant must file a Conflict of Interest Form along with the Consulting Agreement.

All absences from duty of one full business day or more during engagement that cause a missed commitment such as a class, require the prior approval of the Union CEO or other Unit administrator.

**Consulting Arrangement**

Some consulting arrangements are on-going, whereas others occur at a specific moment in time. For on-going activities, a Consultant may sign a single Paid External Consulting Agreement for that activity to cover the entire time during which the activity will take place, but not beyond the end of the fiscal year in which the agreement is filed. A new agreement is required if the activity continues into another fiscal year. Each non-continuing activity during a fiscal year requires a separate agreement. These agreements must be signed and filed sufficiently in advance of the planned activity to permit time for a meaningful approval process including the development of a plan to manage any conflict of interest or other legal issues posed by the proposed activity.

The Union will be responsible for Consultant’s direct costs such as accommodation and travel (fuel and ware tare)

**Approval mechanism**

The Paid External Consulting Agreement must be approved by the Union CEO. A copy of the agreement shall be maintained in the Consultants catalogue file.

**Reporting**

1. Consultant will be expected to submit a Consultancy package with high quality of information and presented in a user friendly way.

2. Produce high quality Consultancy materials and other relevant materials. The Union will be responsible for printing and stationery

3. Submit a report on the Consultancy

**Qualifications**

1. Minimum Bachelor’s degree in related discipline.
2. Qualified and experienced ADE

1. Comprehensive understanding of Cooperative issues relevant to Africa.
2. In-depth working knowledge in designing, developing, implementing and evaluating.
3. Proficiency in office software, including MS Word, Excel and PowerPoint.
4. Exceptional written and verbal communication skills.
5. Collaboration and interpersonal skills
6. Organizational and time management skills.

**Fees**

The Consultant will be paid based on the number of participants attending a training. Fees distribution will be as follows;

Union: 65%

External Consultant: 35% , WHT Inclusive