

**NATIONAL MUSEUMS OF KENYA**

**POLICY ON**

**CONSULTANCY SERVICES**

**MAY 2010**

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## **Preamble**

Members of NMK staff, especially those in the Research Directorates, have been involved in diverse and private consultancy services over the years. Most of these directly relate to what the researchers are engaged to do and more often than not, NMK time is utilized. Some of these consultancies have been undertaken through teams while the majority of these activities are conducted by individual researchers. Through this policy paper therefore, NMK puts in place an official mechanism for NMK teams to undertake consultancies in areas that relate to NMK's core mandate and competence and encourage staff to have their consultancies undertaken under an official framework.

## **Aim and Objectives of the NMK Consultancy Services**

The overall aim of setting up this consultancy service is to provide an official mechanism for NMK researchers to bid for consultancies, nationally or internationally, and create a channel for income generation for NMK and extra incentives to researchers.

## **Objectives**

1. Serve the national agenda of the country by providing professional services to companies and/or government departments in the fields of Natural, Cultural and Prehistoric heritage as well as Biomedical and Swahili studies as per individual clients needs. This will include field and bench research, publications, product development, exhibition development and implementation of community outreach programmes as per our clients needs.

2. To diversify avenues for revenue generation for NMK and setting up a kitty for NMK supported research.
3. Prudently utilize and sharpen the skills of researchers' skills and enhance their competitive edge and capacity.
4. Contribute towards marketing of NMK and enhancing its corporate image along with other NMK directorates.
5. Compliment the national collection through additional specimens/artifacts collected as a result of the consultancy activities
6. Organize guided tours to specialized research sites such as prehistoric sites/museums within Kenya and beyond.
7. To provide additional financial incentive to researchers.

### **Operation Strategy**

It is proposed that consultancy services be offered through teams which revolve around thematic areas as follows:

1. Natural Sciences (NS). All NS Consultancies will operate under the aegis of Head of Center for Biodiversity and will be managed by a senior researcher who will have played a key role in winning the contract as the lead consultant.
2. Pre-history (PH). All PH Consultancies will operate under the aegis of Head of Department of Earth Sciences and will be managed by a senior researcher who will have played a key role in winning the contract as the lead consultant.
3. Culture and Indigenous Knowledge (CIK). All CIK Consultancies will operate under the aegis of Head of Culture and Heritage and will be managed by a senior researcher who will have played a key role in winning the contract as the lead consultant.

4. Swahili Culture and Language (SCL). SCL consultancies will include training in Swahili history, culture and language. These consultancies will operate under the supervision of the Director RISSEA and will be managed by a senior researcher who will have played a key role in winning the contract as the lead consultant.
5. Biomedical Sciences (BS). All BS Consultancies will operate under the aegis of the Director IPR, and will be managed by a senior researcher who will have played a key role in winning the contract as the lead consultant.
6. Development of Exhibitions and conservation of artifacts for Private and Public Museums will operate under the aegis of Director Museums, Sites and Monuments.
7. Any other consultancy service that may be appropriate as per NMK expertise and mandate.

Should there be a consultancy that cut across cutting several thematic areas, the implementation will directly fall under the supervision of Director General and a senior researcher will be appointed to manage the team.

The teams will be constituted as per the specific requirements for each task and availability of researchers at the time

## **Financial Resource Allocation and Management**

All consultancies will be governed by a clear agreement signed by the Director General or in his absence, the Director for the time being in charge of the Directorate under which the consultancy falls. This will assist in monitoring the consultancies and ensuring that the percentage of funds due to NMK is remitted by the researchers. The agreements will clearly stipulate the obligations of the research team and those of the client as well as the timelines and funds available to undertake the work.

20% of the proceeds from all consultancies, i.e. associated professional consultancy fees after direct costs have been deducted, will go to NMK while the consulting team shares the remaining 80%. The Funds will be managed by NMK's Projects accounts office, and all transactions will require endorsement by the lead consultant as identified in the agreement. Since consultancies operate under defined and agreed timeframes at all times, the Finance Department will ensure prudent financial management and timely disbursement of the funds received from the client.

## **Consultancies by Individual Researchers**

Consultancies undertaken by individual researchers during official working hours will be subjected to the same conditions above. Any consultancies undertaken by individuals using official working hours and not disclosed to the management will result in disciplinary action on the concerned researcher following laid down NMK's terms and conditions of service.

## Agreements

Each consultancy must be governed by a formal agreement, cross checked by the Legal Office and signed by the Director General prior to the commencement of the implementation. The DG's office must dully be informed of the completion of any consultancy activity.

## Monitoring and Evaluation of the Consultancy Services

The offices of relevant directorates will regularly monitor and evaluate the progress and effective implementation of each consultancy within their directorates with a view to ensuring high quality standards and report to the Director General on a regular basis.

Approved by the board on..... 15<sup>th</sup> July, 2010.....  
Signature ..... *Issa* .....  
Chairman ..... ISSA A. TIMANY .....

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