

# INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY

*A Science and Technology University in Tamil Nadu*



## CONSULTANCY BUREAU POLICY JUNE 2019

# **THE INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY**



## **CONSULTANCY BUREAU POLICY 2019**

**June 2019**

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## List of Abbreviations

AU	–	Ardhi University
COSTECH	–	Commission for Science and Technology
DIT	–	Dar Institue of Technology
IMTU	–	International Medical and Technological University
HoD	–	Head of Department
MUHAS	–	Muhimbili University of Health and Allied Sciences
PAYE	–	Pay as You Earn
PI	–	Principal Investigator
TPRI	–	Tanzania Pesticide Research Institute
TRA	–	Tanzania Revenue Authority
DS	–	Development Studies
NORAD	–	Norwegin Agency for Development
ICBP	–	IMTU Consultancy Bueau Policy
IHD	–	IMTU Hospital Director
MOHCDGC	-	Ministry of Health, Community Development, Gender, Elderly & Children
NGO	–	Non-Governmental Organisations
IDRC	–	International Development Research Centre
WHO	–	World Health Organisation
NIMR	–	National Institute for Medical Research
IRB	–	Institutional Review Board
IVD	-	Immunization and Vaccine Development
UDSM	–	University of Dar es Salaam
JICA	–	Japane International
Sida - SAREC	–	Swedish International Development Cooperation Agency
CIDA	–	Canadian International Development Agency
BC	-	British Council
FGD	–	Focus Group Discussion

## Senior Members of the IMTU consultancy Bueau

- (1) Vice Chancellor
- (2) DVC ARC
- (3) DVC PFA
- (4) Dean of the Faculty of Medicine
- (5) Bursar
- (6) IMTU Director
- (7) Head of the Department of Nursing
- (8) Head of Demartment of Community Medicine
- (9) Head of Department of Behavioural Sciences & Development Studies
- (10) IMTU Hospital Director

## FOREWORD

This Consultancy Bureau Policy (CBP) booklet has been written in response to the prevailing need to have a written administrative or governance tool for ethical conduct and management of research and consultancy services in the IMTU. Clearly all research studies involving human subjects must comply with ethical guidelines in medical research. Similarly consultancy services involving human subjects must be conducted in compliance with ethical guidelines. Accordingly globally, all research proposals must be submitted to ethical review boards for review and approval. The reviewers will critically assess the quality of research proposals and determine if the investigators have the required academic capacity, experience and skills to conduct the proposed research or consultancy project. In addition, institutional administrative and technical capacity is also critical in managing research and consultancy projects including accounts department, computing facilities, and laboratories for safe management of equipment and chemicals.

I foresee this CBP document being among other important starting components of simulating academic staff to start working on consultancy and research projects. Collaborative research projects with other academic institutions in Tanzania and abroad are highly encouraged. Potential collaborative institutions outside Tanzania might be those from sub-Saharan Africa, Europe, Middle and Far East, Japan, North and South America. Local research collaboration within Tanzania is also essential and should be given high priority.

**Prof. Kagoma S. Mnyika MD, M.Sc, PhD**  
Vice Chancellor

## **IMTU MISSION, VISION AND CORE VALUES**

### **Vision**

To be an exemplary University in advancement, expansion and transmission of knowledge and skills through research, innovation, training and services in the fields of health care, technology and management.

### **Mission**

To provide quality education, research and services for the advancement of health and economic prosperity of Tanzania and people across the world.

### **Core Values**

The following six Core Values guide the IMTU in accomplishing its mission, vision and objectives:

- 1.0 Excellence: IMTU will observe quality in all academic pursuits including teaching, research and public service by ensuring that standards are adhered to, and quality control and assurance mechanisms are institutionalised and maintained
- 2.0 Accountability and Transparency: IMTU management will ensure openness, teamwork, participation, liability and answerability in making decisions and implementation of all activities
- 3.0 Moral Standards and Integrity: IMTU will uphold and observe accuracy, professional ethics, honesty, corporate social responsibility and human respect in all its undertakings
- 4.0 Innovation: In performing the activities related to its functions, IMTU will attempt to be creative, up to date and cherish novelty
- 5.0 Equity: IMTU is an equal opportunity institution
- 6.0 Partnerships: IMTU will work with its stakeholders who include students, staff, government institutions, NGOs,

## **Potential Clients of IMTU Consultancy Bueau**

The following are potential clients of IMTU Consultancy Bureau:

1. Immunisation and Vaccine Development
2. Ministry of Health, Community Development, Gender, Elderly, and Children
3. World Health Organization
4. United Nations Children's Fund (UNICEF)
5. United Nations Population Fund (UNFPA)
6. United Nations High Commissioner for Refugees (UNHCR)
7. Norwegian Agency for Development Cooperation (NORAD)
8. United States Agency for International Development (USAID)
9. Danish International Development Agency (DANIDA)
10. Immunization Vaccine Development (IVD)
11. Tanzania Commission for AIDS (TACAIDS)



## **Introduction**

The International Medical and Technological University (IMTU) is a full fledged university and as a university has the responsibility of providing consultancy services to the public including local and international organisations such as the World Health Organisation, TACAIDS, UNHCR, IVD and UNICEF. IMTU is also supposed to collaborate with other institutions in providing consultancy services including CUHAS, COSTECH, TPRI, MUHAS, NIMR and UDSM. To date research and consultancy services at IMTU are quite scarce indicating the need to promote research and consultancy services involving academic and non-academic staff including students at different levels.

The mechanisms for developing and promoting these major functions and roles of IMTU might involve restructuring of administrative and management practice so as to be open, supportive, proactive and friendly in order to accommodate research and consultancy services. Clearly the attitude of IMTU towards research has changed positively and what needs to be done is to address staff attitudes toward research so that they become more interested in research and consultancies. To a large extent this can easily be done by involving the staff in research and consultancy so that they see the value of doing research which include hands on writing manuscripts for publication in peer reviewed journals and paper presentation in local and international scientific conferences. Therefore this Consultancy Bureau Policy is clearly important for IMTU.

## **Aims and Objectives of IMTU Consultancy Bureau**

The objectives of the IMTU Consultancy Bureau include the following:

- (1) To develop and promote student participation in research and consultancy services at IMTU and other academic institutions in Tanzania and elsewhere around the world.
- (2) To provide high quality affordable consultancy services in terms of proposal development and conduct of research studies to local and international organisations
- (3) To provide high quality research proposal development and conduct research in Tanzania and elsewhere globally
- (4) To generate skills and competences in consultancy services among academic and non-academic staff at IMTU and other stakeholder in Tanzania and elsewhere around the world
- (5) To generate financial resources to IMTU and staff through consultancy services fees
- (6) To generate financial resources to the Government of Tanzania through tax payment and human capital development

- (7) To promote partnership and collaboration with the Tanzania Government and other local and international academic institutions
- (8) To develop and conduct short courses in research methodology to IMTU academic and non-academic staff as well as other stakeholders in Tanzania and elsewhere.

### **Methodological Approaches**

Standard research methodologies shall be used to implement consultancy services at IMTU. Triangulation of research methods is recommended to be used in this consultancy bureau i.e. combining qualitative and quantitative methods to increase validity and generalizability of data. Examples of quantitative methods include correlational studies (or ecological) studies, cross-sectional studies (survey methods), case referent studies or case-control studies, cohort studies, quasi-experimental and experimental studies (including clinical trials, field trials, community intervention studies etc). Qualitative research methods include focus group discussion (FGD), in-depth interviews, etc

Academic staff should be encouraged to look for fundable research projects including consultancy jobs. **Research programmes that include staff competence building are highly encouraged.**

### **Types of Research and Consultancy Jobs Handled by ICB**

The following forms of consultancy services shall be provided by the ICB:

- (1) Technical Assistance in the development of research proposals for IMTU academic staff and non-academic staff including students
- (2) Processing data cleaning, data entry, data analysis and writing research reports.
- (3) Technical assistance for drafting scientific manuscripts for publication in peer reviewed journals
- (4) Technical assistance for development of research proposals for submission to potential local and international funding agents
- (5) Development of certificate, diploma and degree courses by other institutions of higher learning in Tanzania and elsewhere globally.
- (6) Participate in multi-centre research and consultancy jobs in Tanzania and elsewhere around the world
- (7) Implement and monitor consultancy jobs secured by IMTU through other sources locally or international

## **Ethical Considerations**

- (1) All consultancy jobs must be subjected to strict ethics review process to ensure that they comply with high ethics standards at local and international levels. IRB at MTU will not issue Ethics Clearance Certificate (ECC) to any consultancy job that does not comply with ethical standards in Tanzania. Principal investigators shall be accountable in securing ethical clearance and thereafter shall be accountable for maintenance and compliance with ethical standards during the execution of the project and failure of which may lead to serious consequences. Note that all research and consultancy jobs focusing on HIV/AIDS must be cleared by the National Ethical Clearance Committee of the Ministry of Health, Community Development, Gender, Elderly, and Children. Proper financial management shall be part of ethical standards so that financial mismanagement shall not be tolerated.

## **Project Management**

- 1) All funded research and consultancy projects shall be registered with IMTU
- 2) All project funds shall be deposited into IMTU Bank Accounts
- 3) All funded research projects and consultancy projects shall be managed by principal investigators (PIs) of the projects.
- 4) All funded research and consultancy projects shall be charged 8% institutional overhead and the charge shall be made immediately upon receipt of funds before conversion into local Tanzanian Shillings (if the grant is in foreign currency)
- 5) The IMTU administration shall make all efforts to contact TRA to find out if private universities research grants are taxable or exempted from tax. So also subsistence allowances, honoraria etc
- 6) Principal Investigators (P.I.s) shall manage all aspects of the project including disbursement of project funds and writing progress reports.
- 7) All funded research projects and consultancy jobs shall be allocated expenditure codes in line with the standard financial operating procedures at IMTU
- 8) Principal Investigators shall be answerable to the funding agent for timely submission of progress reports.
- 9) Subsistence allowances shall be as per the university guidelines that are made considering the prevailing government rates
- 10) Half per diem shall be payable to investigators conducting research in Dar es Salaam on day time basis
- 11) Project running costs shall be met through imprest advances issued from the consultancy or research grant (see appendix 1).
- 12) Travel expenses to research sites out of Dar es Salaam shall be paid from the consultancy or research grant

- 13) Researchers shall apply for permission to travel to research sites out of Dar es Salaam and shall not travel before permission is granted in writing (see appendix 2 & 3).
- 14) The overall financial controller of Research programmes and Consultancy projects shall be IMTU Bursar or Financial Manager who shall ensure that financial and audited reports are available for each research project and consultancy programme in line with standard IMTU financial regulations.
- 15) PI's whose projects are poorly managed may be removed and new ones appointed in which case the funding agent (s) shall be informed accordingly.
- 16) Financial malpractices are strictly forbidden and therefore correct financial management standards are recommended.

Appendix 1

**INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY  
APPLICATION FOR RESEARCH IMPREST ADVANCE**

To be filled in duplicate



---

Name of applicant .....  
Designation ..... Check No. (if any) .....  
Department: .....  
Title of Project: .....  
Project Expenditure Code: .....  
Purpose: .....  
Amount requested Tzs .....  
(Shillings in words) .....  
Signature of Applicant: ..... Date .....  
Principal Investigator: Name ..... Date .....  
Departmental Stamp:

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**FOR USE BY THE FINANCE DEPARTMENT**

I certify that the previous imprest advances issued on the above applicant have been retired/have not been retired.

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

Financial Manager, Expenditure

**IMPREST ADVANCE APPROVED BY**

**VICE CHANCELLOR/DEPUTY VICE CHANCELLOR – PFA** ..... Date .....

(For details, terms and conditions of Imprest Advances please see overleaf)

## PARTICULARS OF THE IMPREST ADVANCES

PERSONNEL	
Description (including period for which the payment applies)	Amount requested
TOTAL	
OTHER COSTS (Equipment, supplies, Travel, Repairs etc)	
Equipment	
Consumables	
Travel/transport	
Fieldwork Allowances & Data Management	
Subsistence Grants	
Rent & Utilities, Office Costs	
Literature	
Telephone:	
Others (Specify):	
<b>TOTAL</b>	

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Important

1. The application must be forwarded through the Head of Department/Principal Investigator
2. The Imprest **MUST** be retired **within three months** from the date when cash was collected or **fourteen days (14)** after completion of the activity, whichever is the earlier, failure to which proportionate deductions from the applicant's salary will be effected without further notice
3. Date of commencement of the activity will be on .....
4. Date of completion of the activity will be on .....
5. The imprest will be retired on .....
6. Imprest over expenditure is strictly not allowed.

**Appendix 2: IMTU STAFF REQUEST FORM TO TRAVEL WITHIN TANZANIA**

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**REQUEST FORM TO TRAVEL WITHIN TANZANIA**

**A: Introduction:**

- (i) All IMTU Staff (academic and non-academic) planning to travel within Tanzania should complete this Form in duplicate 7 days before departure date
- (ii) This form should be accompanied by important attachments confirming travel (e.g. invitation letter, description indicating travel expenses and who will pay for travel expenses).
- (iii) This Form should be completed by all IMTU staff travelling on official trip in Tanzania.
- (iv) Application Form that is not fully completed or does not have sufficient information for the trip or is unclear or misleading or is submitted late or beyond the days stated above (paragraph (i)) shall not be processed.
- (v) The staff shall submit travel report to the Office of Vice Chancellor (VC) routed through the Head of Department (where the staff is based), office of the Dean of Faculty, Office of the Human Resource Manager (HRM), the Office of the Deputy Vice Chancellor for Academic, Research and Consultancy within 14 days after returning from the trip.
- (vi) A copy of this Form shall be submitted to HRM office once fully completed and travel permit has been granted by the appropriate Authority.

**B: Particulars of the applicant**

- (i) Name of the applicant (**in Blocak CAPITALS**) .....
- (ii) Telephone No. ....
- (iii) Email address .....
- (iv) Designation of the applicant  
.....
- (v) District and Region where the applicant is going .....
- (vi) Departure Date .....
- (vii) Return Date  
.....

C: Initiator of the trip (describe in details): Who initiated the trip? Is it IMTU, Government, NGO or invitation? .....

**D: Benefits and detriments/losses that will occur if the trip is not approved.**

(i) Benefits of the trip: (Describe fully and clearly the benefits of the trip).

.....

(ii) Describe fully the detriments or losses that will occur if the trip is not approved

.....

(iii) What is the importance and benefits of the trip to IMTU and our country Tanzania in general?

(a) Importance and Benefits to IMTU?.....

.....

(b) Importance and Benefits to our country Tanzania

.....

**E: Travel expenses showing breakdown below:**

(i) Transport cost. **(Indicate the rates)**

.....

(ii) Travel allowances for the entire trip in question. **(Indicate rates)**

(a) .....

(b) .....

(c) .....

(d) .....



(iii) Describe who will meet the travel expenses: (If there are expenses to be met by IMTU please indicate and the amount in question) .....  
.....

(a) Expenses to be met by funding agent: **(Indicate the rates)**

- (i) .....
- (ii) .....
- (iii) .....

(b) Expenses to be paid by IMTU (if any).

(Please note that any donor funds deposited into IMTU bank accounts belong to IMTU e.g. UNICEF **(Indicate. rates)**)

- (i) .....
- (ii) .....
- (iii) .....

(iv) Please describe fully if there are any expenses other than those indicated above: **(Indicate the rates).**

.....  
.....  
.....

F: Describe fully the impact assessment of the previous travels

.....  
.....  
.....

Signature of applicant (in *blue ink*) ..... Date .....

G: Head of Department's comments on importance and benefits of the trip to IMTU and Tanzania and whether the applicant should be give permit to travel or not.

(i) Benefits and importance of the trip

.....  
.....  
.....  
.....

(ii) Request approved/Not approved .....

Signature of Head of Department ..... Date .....

Departmental stamp:

**H:** Dean of the Faculty's comments on importance and benefits of the trip to IMTU and Tanzania and whether the applicant should be give permit to travel or not.

(i) Benefits and importance of the trip

.....  
.....  
.....  
.....

(ii) Request approved/Not approved .....  
Signature of Head of Department ..... Date .....  
Departmental stamp:

I: Travel permits in Tanzania for academic staff shall be approved by the Deputy Vice Chancellor ARC while Deputy Vice Chancellor PFA shall approve travel permits for non-academic staff.

Request to Travel in Tanzania for the above-mentioned staff.

APPROVED/NOT APPROVED .....

.....  
Signature of Deputy Vice Chancellor (ARC) or .....  
Date

.....  
Signature of Deputy Vice Chancellor (PFA) .....  
Date

Stamp:

### Appendix 3: IMTU STAFF TRAVEL REPORT

## INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY



### IMTU STAFF TRAVEL REPORT

*The staff or travelling team shall provide a report, which will outline the objectives of the trip and outcomes or accomplishment after the travel. This report shall be completed immediately and sent to the Vice Chancellor routed through the Head of Department (where the staff is based), office of the Dean of Faculty, Office of the Human Resource Manager (HRM), the Office of the Deputy Vice Chancellor for Academic, Research and Consultancy within 7 days upon return from the trip upcountry/abroad.*

Date of writing the report: .....

Name of the Reporting Person: .....

Country and Institution/Company visited

Country/Region\*:.....

Institution/Company/District\* .....

Dates of the Trip

Departure Date:.....

Return Date:.....

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\*Delete whichever inapplicable

## **TRAVEL TRIP DESCRIPTION**

**1. Objectives of the trip** *(Please list specific objectives of the trip)*

- (a) .....
- (b) .....
- (c) .....
- (d) .....

**2. Activity description:** *(Please provide a summary of the activities, including meetings you held during the visit. Relate each activity to objectives described under section 1 above).*

- (a) .....
- (b) .....
- (c) .....
- (d) .....

**3. Key Persons contacted:** *(Please provide a list of people whom you met with or came in contact with during your trip and related each to the objectives described under section 1)*

- (a) .....
- (b) .....
- (c) .....
- (d) .....

**3. Outcomes and accomplishments:** *(Please describe all significant outcomes/products and accomplishments of the activities that you achieved during this visit).*

.....  
.....

**4. Briefly describe how the outcomes will make impact to the institution and the nation:** *(Please include any specific ways in which your Department/Institute/Faculty and University management can support YOU to sustain the outcomes and impact of the trip).*

.....  
.....

