



THE UNIVERSITY OF AGRICULTURE PESHAWAR

University of Agriculture Peshawar (UAP) Consultancy Policy

(Guidelines for Engaging in University-Based, General, and Private Consultancy)

1. Introduction

The University of Agriculture, Peshawar (UAP) is committed to facilitating its faculty and researchers in partnering with industry, government, and other organizations to utilize their specialized skills to benefit society. This can be achieved through UAP faculty, researchers, and staff engaging in consultancies. This policy defines the principles, SOPs, modes, and means relating to the services that UAP staff may offer using their specialized skills. The objective of this policy is to facilitate the faculty while protecting the interests of the University by safeguarding against conflicts of interest.

2. Objectives

The objectives of the UAP Consultancy policy are;

1. To foster the participation of UAP faculty in consultancies that bring opportunities and benefits to the University, its staff, students, community, and industry.
2. To provide a flexible management framework to cover a range of consultancies that use University resources and services, including but not limited to the University's name, facilities, equipment, space, or paid work time, including consultancies directed toward charitable purposes and community service.
3. To provide guidance to individuals both within and external to the University on when and how consultancies may be undertaken using the University's name, services, space, credibility, and brand.

3. Scope

This document sets out clear guidelines within which consultancy activities can be undertaken by university staff, how the University will support and reward staff that engages in consultancy, and how these activities will be developed and managed by the Office of the Research Innovation and Commercialization (ORIC).

Consultancy activities may provide benefits to the University, which may include but not limited to the following:



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1. Generating and enhancing strategic industry partnerships and expanding research opportunities.
2. Maintaining and enhancing industry-relevant expertise and knowledge for dissemination to the academic community, the public, government, and other organizations.
3. Diversifying income streams to support further research and teaching activities.
4. Developing and enhancing individual professional development, capability, and opportunities by gauging the worth of intellectual contributions.
5. Developing continuing professional development programs and other teaching consultancy activities that may lead to future UAP student engagements.
- 6. A source of income for the University (ORIC) in terms of consultancy charges etc.**

4. Types of Consultancies

The University of Agriculture, Peshawar, recognizes consultancy activity as an important outlet for the dissemination of its knowledge and research outcomes and encourages its staff to seek opportunities to apply UAP's resources and expertise for the advancement of society and the economy. Where possible, consultancy activity will be carried out in areas that are built on previous research within UAP and aligned with the University's strategic vision. University staff can engage in various types of consultancies.

University Consultancy

This includes the provision of all professional services requiring the use of the University's name, services, space, facilities, equipment, paid work time, or other resources. It involves the provision of professional services and products to external parties for remuneration or other consideration. In this type of consultancy, the University acts as the principal consultant through the appointment of a project leader. Staff members involved in this consultancy will receive a proportion of the consultancy fee as determined by the Syndicate. They will undertake this activity as part of their normal duties.

General Consultancy

This involves the provision of professional services requiring the use of the University's name, services, facilities, equipment, paid work time, or other resources. An employee, with the approval of the University, initiates the consultancy, takes the role of principal consultant, and provides professional services through the University to an external party for a fee or other consideration.



Private Consultancy

This refers to consultancy undertaken for remuneration or other consideration by a faculty member in his or her personal capacity, either as an individual or through a partnership, private company, trust, or similar entity. Private or personal consultancy is defined as the provision of expert advice and services for a fee to external clients by University's employees in areas of activity related to his/her/their academic expertise but undertaken privately. For clarity, private consultancy may be conducted outside of normal working hours.

A member of staff seeking consent to undertake private consultancy must provide full information to his/her Head of Department and ORIC office in advance of agreeing to the activity and processing of case for permission and ORIC charges. However, the concerned Head of the department and Dean will appreciate and facilitate the process for smooth conduction of the consultancy.

This information must include:

- a) The amount of time to be committed to the activity (including relevant dates).
- b) An accurate description of the nature of the activity.
- c) Client details.
- d) Confirmation that the activity does not conflict with the undertaking of any University duties.

5. Eligibility for Consultancy

All individuals working as the university faculty (part-time, full-time, BPS, TTS, Adhoc, Contract, etc.) are eligible to engage in consultancy services to industry, farmers, NGOs (national or international), and government organizations or any other permissible organization, for a duration approved by ORIC-UAP. However, such consultancies must not interfere with their official University responsibilities, institutional image, or professional stature.

6. Approval Process

1. Faculty members are required to inform ORIC through their institute/department head about the nature, type, and extent of their consulting activities (whether undertaken with or without compensation). This allows institute/department heads and ORIC to assess the appropriateness of the activity in relation to the faculty member's regular duties. The



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consultancy agreement will be reviewed by the MoU/Agreement Advisory Committee (MAC) for recommendation.

2. In the case of public sector organizations such as government bodies and NGOs, UAP will participate as a consortium partner through its relevant experts. The Expression of Interest (EoI) will be submitted after seeking permission from the Competent Authority. Upon a successful bid, the Director ORIC, along with relevant UAP experts, will negotiate the share of UAP and develop an agreement with consortium partners and the funding organization. If needed, a separate bank account will be opened for this purpose.
3. UAP experts willing to participate in international consultancy projects (e.g., World Bank, ADB, etc.) must obtain prior permission from the Competent Authority through ORIC. The Director ORIC will issue the No Objection Certificate (NOC) to the UAP consultant. A separate bank account will be opened if necessary, and the revenue share will be determined according to the University rules and regulations.
4. Consultants must keep ORIC updated regarding the consultancy agreement, and there will be no financial liability on the part of UAP.
5. In certain cases, where a series of consultancy engagements with a particular company is anticipated, generic approval may be given rather than seeking approval for each specific instance.
6. The consultancy will be considered as a project and will be counted at par with the research projects as per criteria set in the quantification process of the University.
7. No credit will be given to faculty members offering consultancy without prior approval from the Competent Authority.
8. The consultant must maintain appropriate documentation and records of all consultancy activities, including time spent, resources used, and deliverables provided.

7. Key Responsibilities

1. The Director ORIC is responsible for ensuring that the implementation and operation of the University Consultancy Policy align with the current overall research and impact strategy.
2. Heads of Department, along with the Director ORIC, are responsible for prioritizing and setting objectives for consultancy activity within their areas of responsibility. Consultancy activity should be considered part of the research strategy and used to maximize research



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impact. Consultancy contracts shall be approved from the Vice Chancellor through Director ORIC.

3. Head of the relevant department or institute should fully support the consultancy process and be aware of the time spent by staff members on consultancy work.
4. Each member of staff is responsible for familiarizing themselves with the Consultancy Policy and ensuring compliance with its processes and procedures.
5. All the offices involved in the consultancy approval shall process the case without delay and shall not hold any document for more than three working days.

8. General Principles and Processes

1. The University assumes no responsibility for private professional services performed by its faculty members unless approved by ORIC and the University.
2. The University's name and logo may not be connected with services rendered, products developed, or results obtained from consultancy activities unless approved by the Competent Authority.
3. The utilization of University's resources for consulting purposes must be approved by the Vice Chancellor and documented in an agreement before the signing of a Memorandum of Understanding (MoU) or Consultancy Agreement and proper funds be allocated as fee for their utilization.
4. The involvement of students, staff, and faculty in consulting activities are encouraged but must be approved by the Vice Chancellor.
5. The University will not comment on or offer input regarding the rate of compensation, or the tax consequences associated with faculty consulting activities.

9. Distribution of Income

1. The consultancy share will be distributed as per the Syndicate's decision (Ref No. A 5/399-10/14895 dated 03-06-2020).
2. The University will charge fifteen percent (15%) of the total consultancy fee of the consultant if consultant does not use University infrastructure (office, research lab, and farms) for the purpose of consultancy and conducting the consultancy outside the University OR



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3. The University will charge twenty percent (20%) of the total consultancy fee if the consultant uses University infrastructure (office, research lab, and farms). However, consumables will be provided by the party seeking consultancy.
4. All payments regarding consulting shall be received by ORIC and distributed accordingly.
5. No faculty member can directly receive consultancy fees.

Table 1. Consultancy Services Charges

Consultancy Category	Service	Total University Charges	Distribution
Consultancy Services up to Rs. 10,000/-		No charges	None
Consultancy Services over Rs. 10,000/- (Without using University resources)		15%	ORIC/BIC Share: 13% Audit and Account Fee: 2%
Consultancy Services over Rs. 10,000/- (Using University resources)		20%	ORIC/BIC Share: 13% Audit and Account Fee: 2% Lab/Farm Charges: 5% (subject to availability and prior permission)

10. Conflict of Interest

All staff involved in either University-based or private consultancy must maintain high standards of conduct and ensure that every work is carried out in accordance with good practice and in compliance with all University rules and regulations. Staff involved in either University-based or private consultancy must be careful to ensure that such work does not give rise to a conflict of interest with obligations owed to the University. Staff should familiarize themselves with the relevant parts of the University Financial Regulations.

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived, must be reported to relevant University officers for resolution.

A conflict of interest may arise where an employee engages in consultancies at the expense of the University's interests or the interests of other employees or students. Examples of potential conflicts of interest include but are not limited to:



- Financial or non-financial interests.
- Teaching or course work for another institution.
- Work performed for a supplier of goods or services to the University.
- Work undertaken with an organization to which the University supplies goods or services.

11. Reporting

The consultant will submit a progress report bi-annually and a completion report at the end of the consultancy work to ORIC.

12. Activities Not Covered by this Consultancy Policy

Consultancy projects are distinct from activities that form part of research and other conventional academic activities. This policy does not cover activities funded primarily for the purpose of undertaking research. Examples of conventional academic activities excluded from this policy include:

- Lecturing.
- Research assessment or evaluation panel membership.
- Knowledge Transfer Partnerships (KTPs).
- Teaching Quality Assessment.
- Refereeing and reviewing papers, books, or grant applications.
- External examining.

13. Compliance

Failure to comply with this policy and procedure will constitute a disciplinary offense under the framework of UAP.



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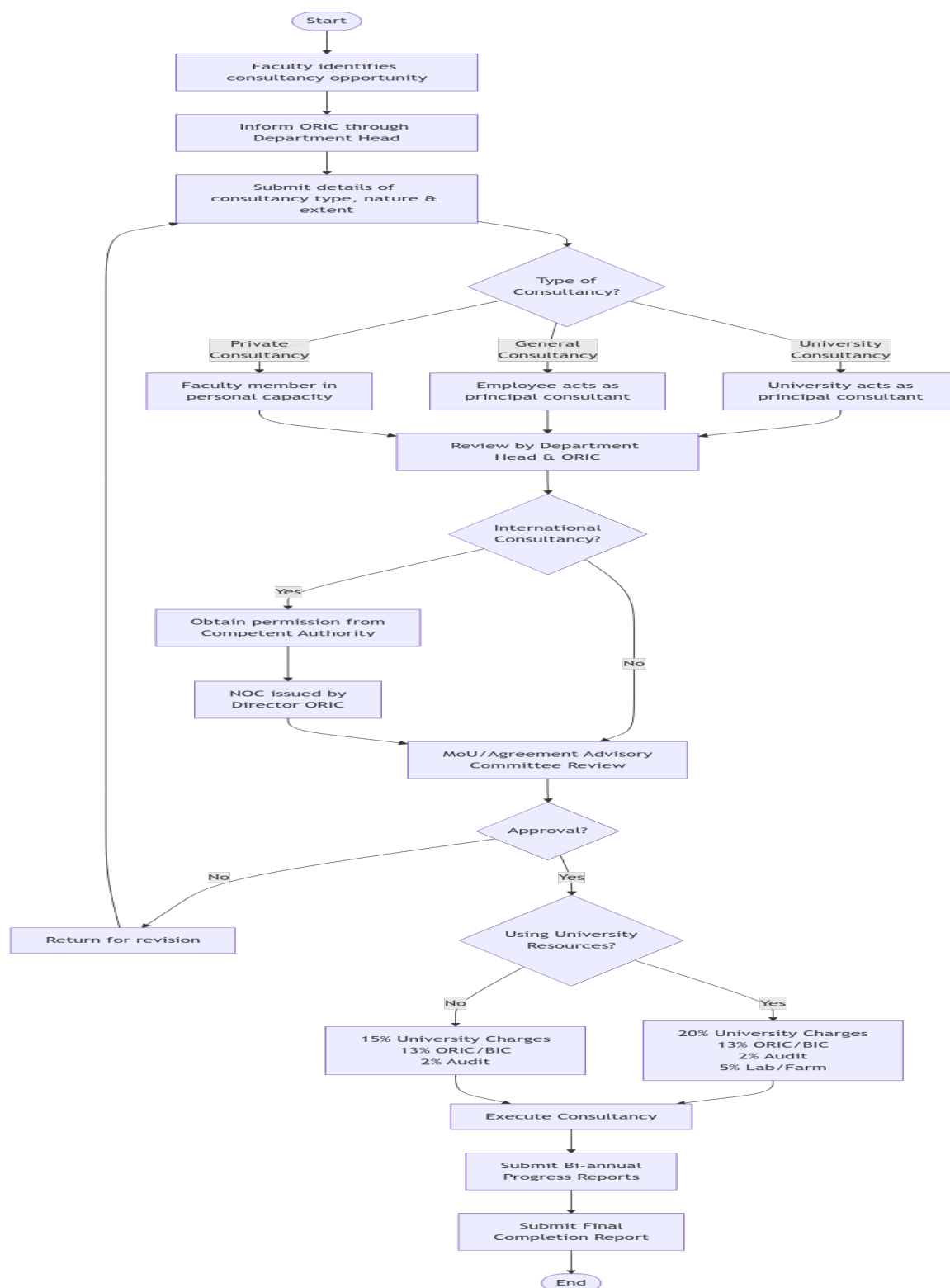


Figure 1: Process Flow Diagram for UAP Consultancy Approval and Implementation Procedure