

Eng.L.Nsama
Kapasa Makasa University,
Chinsali, Muchinga Province.

14th November 2024

Dear Samuel Mkandawire,

We are pleased to welcome you to this consultancy engagement. Together, we will embark on a journey of practical learning, where you will apply your skills to real-world scenarios, collaborate on problem-solving, and gain invaluable experience in consulting work.

Engagement Overview

This consultancy project is an opportunity for you to develop your professional expertise while working under my guidance. As your consultant and mentor, my role will be to support, advise, and ensure that you have the resources needed to succeed in this experience. In turn, you will be responsible for applying the knowledge gained in our courses, actively participating, and making meaningful contributions to the project.

Goals and Objectives

Our objectives during this consultancy are to:

1. Develop an understanding of the consultancy process from start to finish.
2. Apply academic knowledge to address the specific needs of the client.
3. Gain insights into project management, communication, and problem-solving within a professional context.
4. Produce deliverables that reflect high-quality work, which may include reports, presentations, and data analysis.

Expectations and Responsibilities

As a consultant:

You are expected to:

- Attend scheduled meetings and actively participate.
- Communicate openly about any challenges or questions.
- Adhere to deadlines for all deliverables.
- Maintain professionalism in all communications and interactions.

From Me as Your Mentor:

We are committed to:

- Providing clear guidance on tasks and expectations.
- Supporting you with resources and insights to aid your work.
- Offering constructive feedback to facilitate your learning.
- Ensuring that you have access to any necessary materials or contacts.

Monthly Bundle Allocation

To assist with the costs associated with internet connectivity, a monthly allowance of **K500** will be provided for data bundles. This allocation is intended to support you in staying connected and accessing all required online resources throughout the duration of this consultancy project.

Confidentiality and Professionalism

Please note that all information pertaining to this consultancy project must be handled confidentially. The client may entrust us with sensitive data, and it is crucial to maintain a high level of integrity and professionalism throughout the engagement.

Next Steps

To begin, please review the project outline and initial resources I have provided. Our first kickoff meeting will be scheduled for 15th of November 2024, where we'll go over the scope of work, key milestones, and answer any preliminary questions you may have.

Thank you for committing to this exciting endeavor. I look forward to seeing the creative and analytical solutions you bring to this consultancy project.

Best regards,

Eng.L.Nsama
Lead Consultant