



REPUBLIQUE DU BENIN
MINISTERE DE L'ENSEIGNEMENT SUPERIEUR ET DE LA RECHERCHE SCIENTIFIQUE
UNIVERSITE D'ABOMEY-CALAVI
CENTRE DE RECHERCHE POUR LA LUTTE CONTRE LES MALADIES INFECTIEUSES TROPICALES (CReMIT)
TROPICAL INFECTIOUS DISEASES RESEARCH CENTRE (TIDRC)
UNITE ENVIRONNEMENT, GESTION DES DONNEES ET FORMATION UNIVERSITAIRE (UEGDFU)
01BP526 COTONOU; Tél: (00229) 0195324577/0195428543; E-Mail: uegdfu.cremit@gmail.com



CONSULTANCY POLICY

POLICY CODE: TIDRC/RH/CP-01

VERSION 1

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TIDRC/UAC RESEARCH GRANTS MANAGEMENT OFFICE

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1.0 INTRODUCTION

The Tropical Infectious Diseases Research Center of the University of Abomey-Calavi (TIDRC/UAC), Benin, acknowledges consultancy services as a means of deploying the expertise and knowledge of its staff to external entities. The external bodies range from other institutions of the University, the private sector and related industries, to the Government, and public sector agencies in Benin and beyond. Consultancy is an opportunity for alternative and additional income streams into the Centre, continuous professional development of staff, increased TIDRC/UAC efficiency at local, regional and international levels and an avenue for student practical attachments in the society's wellbeing.

Consultancy services are well recognized as effective ways for Institutions to disseminate knowledge and make early and direct impact on society. However, the balance between consultancy and the traditional roles of TIDRC/UAC staff ought to be carefully managed to ensure absolute protection of Center's interests. It is the reason why this policy has been developed to ensure that consultancies undertaken by TIDRC/UAC staff are consistent with the Center's strategy and operational objectives.

2.0 PURPOSE AND SCOPE

2.1 Purpose

The purpose of this consultancy policy is to:

- a. Describe what consultancies are and what framework exists for protecting same for the benefit of staff and the Center community.
- b. Provide guidelines for the conduct of consultancies by staff of the Center.

2.2 Definition and Scope of Policy

Consultancies are of Research and Non-research in nature. Consultancies require the deployment of the Center's staff's knowledge and expertise. All consultancies in the Center must show demonstrable benefits through income, enhanced reputation, and/or expand the expertise of staff to enhance teaching and research.

Research Consultancy

A research consultancy is research (basic or applied) conducted on behalf of and for a client under contractual basis and at a fee. Contracting may result from a competitive tender or individual negotiation with a client. It entails the provision of research skills and services or expertise by TIDRC/UAC's staff or team in return for remuneration from an external donor or entity.

Non-Research Consultancy

Non-Research consultancies are professional services rendered to external agencies under a contract and at a fee. Non-research consultancy services include - but not limited to the following - routine laboratory testing of materials, devices, products or produce; analysis of data; surveys, including market, baseline and opinion surveys; quality control; field trials; the provision of professional services such as design, certification or standardization and community service activities undertaken by staff of the Center at a fee.

3.0 POLICY FRAMEWORK

TIDRC/UAC considers consultancies primarily as income generation ventures for the Center and its staff. Consultancies are also a means by which the Center can showcase its knowledge and expertise through staff, and facilitate knowledge and technology transfer to industry and society. In view of this, consultancies must be guided by consultancy agreements to ensure mutual benefits for parties involved, whilst guaranteeing the primary objective of the Center for undertaking same.

Consultancies (Research and Non-Research) undertaken by TIDRC/UAC's staff for and on behalf of the Center shall be guided by the following:

- a) Consultancies must not conflict with Center's policies including those governing employment.

- b) Consultancies must not conflict with the functions, objectives or interests of the Center or damage the Center's reputation.
- c) At a minimum, remuneration for staff from consultancies shall be in accordance with the Center's Effort and Compensation Policy.
- d) All Consultancies shall be routed through the Research Grants Management Office (RGMO).

3.1 Private Consultancy

- a) Permission must be granted before private consultancy is undertaken.
- b) Staff members may undertake Private Consultancy provided it does not conflict with their obligations to the Center or are contrary to the interest of the Center.
- c) It is the responsibility of a staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is being undertaken that it is the staff member and not the Center who is carrying out the work, and that the Center has no responsibility or liability in the matter.

4.0 CONSULTANCY PROCEDURES

A consultancy may be pursued as advertised competitive tender or as one solicited by a known client. TIDRC/UAC shall take steps to prequalify itself for competitive tenders with clients whose needs coincide with the knowledge and expertise of TIDRC/UAC staff. Within the context of competitive tenders, TIDRC/UAC may resort to the use of its registered subsidiary to bid for consultancies.

Consultancies at TIDRC/UAC may be pursued under the following guidelines:

- a) Any staff member of the Center may identify and notify the RGMO head of a consultancy opportunity.
- b) Where a staff identifies or proposes a consultancy opportunity, they must be part of the consulting team.

- c) The RGMO head shall liaise with the concerned staff to constitute a team if necessary and inform the TIDRC/UAC Director or Deputy Directors for the consultancy opportunity.
- d) Consultancy teams shall work to complete tender documents within 14 days and go through approvals with the relevant approving authority (i.e TIDRC/UAC Directors) before submission. However, all tender processes shall be worked on based on the time available for submitting such tender to clients.
- e) Teams constituted to work on tender documents shall be the executors of the assignment when the tender is approved by the client. This is meant to ensure that the right knowledge and expertise are deployed to undertake the assignment in the best possible way.
- f) All tenders shall have budgets with three broad components: assignment execution cost; Time and Effort of Consulting Team and Overhead cost. These cost items shall be guided by the requirements of the tender as well as the TIDRC/UAC Effort and Compensation policy.

4.1 Income Distribution

- a) TIDRC/UAC Consultancy Teams consulting for and on behalf of the Center, shall be rewarded based on the TIDRC/UAC Effort and Compensation Policy. Their total effort on the consultancy multiplied by their base salary (Total Effort X Base Salary = Remuneration), will constitute their reward per consultancy.
- b) The total effort of a staff on a consultancy assignment shall be calculated in man-days or months.
- c) In the case of private consultancy, the Center shall take 20% of the consultancy value when TIDRC/UAC resources are used; and 10% when TIDRC/UAC resources are not used in the conduct of the consultancy in line with what has been stipulated in the TIDRC/UAC Statutes.

Note: this policy may be reviewed every three (3) to five (05) years after approval.

References

Bond Institute (2015), *Staff Consultancy Policy*

Maseno Institute (2013), *Consultancy Policy*

Institute of Glasgow (2014), *Consultancy Policy*

Approval & adoption

This Consultancy Policy, code: TIDRC/RH/CP-01 is hereby formally approved and adopted as the official policy of the Tropical Infectious Diseases Research Center/University of Abomey-Calavi, effective February 18, 2026



Salako Luc DJOGBENOU

Head of Environment Data Management
and University Training Unit (UEGDFU)
Deputy Director of Tropical Infectious
Diseases Research Center (TIDRC/UAC)