

# **THE OPEN UNIVERSITY OF TANZANIA**

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**REVISED POLICY AND OPERATIONAL PROCEDURES**

**FOR**

**IN-HOUSE AND LOCAL EXPERTISE SUPPORT SCHEME**

**JULY 2015**

# **THE OPEN UNIVERSITY OF TANZANIA**

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## **POLICY AND OPERATIONAL PROCEDURES FOR IN-HOUSE AND LOCAL EXPERTISE SUPPORT SCHEME**

### **1. SCOPE**

The Open University of Tanzania is expected to provide academic and professional leadership in the field of high level education delivery in Tanzania. To assume such a role requires that the full potentials of the institution, the expertise and capabilities of all staff (in-house) and other local expertise to be deployed and developed further.

The IN-HOUSE EXPERTISE SUPPORT SCHEME shall contribute towards better OUT staff deployment where necessary, supplemented by LOCAL EXPERTISE deployed from Tanzania but outside the University and shall thus help it to assume its full expected role. A Swahili version of this policy and operational procedures to be produced soon after approval by the OUT Council.

The IN-HOUSE EXPERTISE SCHEME shall only be applicable for OUT staff members who are given special assignments and officers who have to work beyond the normal call of duty on a regular basis or when deployed for specified task . Permission to propose a contract for any staff member must be sought from the DVC-RM. The vote holder to fill a form attached as Appendix 1 to request permission to give a contract to a staff member and submit to the DVC-RM for preliminary approval. Terms of references for the extra work must be clearly outlined. Where necessary, reasons for extended stay of the officer must be provided prior to implementation.

Based on performance and potential undue proliferation of costs, the OUT Management reserves the right to adjust contracts or cancel it. After initial acceptance, the contract must be subsequently approved by the VC.

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The IN-HOUSE AND LOCAL EXPERTISE SUPPORT SCHEME shall facilitate:

- (a) Contractual employment (for periods longer than one month) of supporting academic, technical and administrative staff for special assignments of foreseeable limited duration where either certain work to be completed within such period or a permanent post to be established in the long-term.
- (b) Membership in Task Forces, Committees, Teams, Technical committees, Advisory bodies including any form of special in-house deployment beyond the normal call of duty may also be considered to use this scheme.
- (c) Offer of in-house or local contracts to carry out a variety of contracted duties related to teaching, research and consultancy or advisory services.
- (d) Offer of in-house or local contracts to undertake special tasks which would otherwise require external expertise/consultants or an extended duration of undertaking them.
- (e) Undertaking of any other special assignments that are outside the standard terms of references of OUT staff.
- (f) Facilitate payment of Responsibility Allowances to special senior cadres of staff as approved by OUT Council from time to time.
- (g) Deployment of short-term or of full-time visiting staff/consultants to contribute to teaching of Undergraduate (UG) and Postgraduate (PG) courses, continuing education including varieties of short demand driven courses and research and development activities.
- (h) As under (g) when deployed on part-time basis
- (i) Deployment of specialized know-how e.g. in educational and general planning, general and management, use of ICTs, improved maintenance, review of facilities, or procedures and processes etc.
- (j) Deployment of know-how and skills for special works to be performed in support and complimentary to the above kinds of expertise, e.g. preparation of study materials, repairs and service works, review of publications, part-time lecturing and tutoring etc.
- (k) Contractual employment (for periods lasting longer than one month) and provision of complementary support to the above kinds of expertise.

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(l) Preparation of special educational materials, technical and scientific reports and documentation for both Open University of Tanzania internal and general public purposes, as characterized in (i) above.

## 2. OBJECTIVES

The In-House and Local Expertise Support Scheme to have the following objectives i.e. to:

(a) Promote and mobilize internal expertise which the University requires to perform its tasks adequately, which can be provided by its members of staff, but the deployment of which does not fall under their normal duties.

(b) Promote and mobilize needed or rare expertise within the University to deliver services and products of national/public interest when not remunerated adequately in comparison to similar experts elsewhere in Tanzania (based on submission of evidence to that effect) and therefore deserving special retention performance-based remuneration packages.

(c) Minimize or obviate the need to employ local external consultants to undertake special services that can be done by OUT Staff at subsidized rates of remuneration,

(d) Contribute positively to motivation and retention of Tanzanian staff on the job in order to normally compensate them for the opportunity costs arising from their extended deployment, in form of honoraria and other related statutory benefits.

(e) Foster appreciation of each other's capabilities and expertise and the importance of team work.

(f) Ensure staff deployment to be guided by special contracts that to be approved by the relevant OUT participatory organs

(g) Facilitate and mobilize expertise which the University requires to perform its tasks adequately, but which is not available within the Open University of Tanzania at sustainable rates.

(h) Foster contacts and co-operation with local professionals and industrialists in various fields.

The scheme to in overall terms assist to deploy in-house expertise within and outside the Open University of Tanzania in the long-term

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## 3. POLICY

The Open University of Tanzania policy on In-House and Local Expertise Scheme will be guided by the following pillars:

- (a) The scheme shall be a permanent feature at the Open University of Tanzania.
- (b) The funding shall come from self-generated income, local public sources, development partners and various, overhead recoveries.
- (c) Development partners or other sponsors may set priorities, additional criteria and guidelines for the use of their respective contributions but these should be within accepted concepts, frameworks and rates. In any case, the rates presented by such funding sources, to be followed by OUT.
- (d) All Open University of Tanzania staff with special assignments to be eligible for the in-house expertise support scheme.
- (e) In principle, the scheme shall only be used on the basis of on the job commitment and performance ensuring that both the deployed staff and the University's needs and interests are reasonably considered including the long-term sustainability.
- (f) Where local expertise is sought from within Tanzania but outside the University due to lack of similar expertise in house, these may in special cases be remunerated as per in-house prescribed rates. In addition, reasonable proof of transparency and competition to be guaranteed.
- (g) The scheme shall apply in-house and local experts external to OUT to undertake activities within the scope of this scheme only when necessary. Otherwise, priority to be given to OUT staff with special skills.

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## 4. PROCEDURES AND RELATED GUIDELINES

### 4.1 Direct Expenses

#### *(a) Local Expert Fees/Honoraria for in-house experts*

Local expert fees/honoraria for in-house experts may include direct expenses (e.g. travel etc.) as per approved rates and observing statutory regulations.

#### *(b) Equipment, Books, Tools etc.*

Only directly related specialized items to be provided, otherwise such expenses to be budgeted as expenditure. All items shall remain OUT properties except personal items like outfits and boots etc.

#### *(c) Materials*

Materials (consumables) to be provided as listed in the attachments to the contract or else within the lumpsum ceiling provided for.

#### *(d) Supporting Staff*

Costs related to supporting staff such as secretarial, technical and auxiliary staff hired within the assignment shall be part of direct expenses. In house rates to be applied. No one shall be allowed to have an open-ended contract i.e. duration and maximum deployment to be specified. Duties to be specified in the contract.

#### *(e) Auxiliary Costs and Expenses*

To be specified and quantified in detail. Lumpsum payment might be granted only in special cases for different tasks.

### 4.2 Travel and Transport

#### *(a) Open University of Tanzania Projects Assignments undertaken within work station premises.*

Transport and travel related costs for OUT projects/assignments to be undertaken within work station premises shall not be provided for.

#### *(b) Travel costs for projects undertaken outside work station premises*

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Travel costs for projects to be undertaken outside work station premises shall be provided for as per actual travel costs provided by relevant transport regulators.

## *(c) Local Transport during Project/Assignment Period*

On specific request and upon providing evidence of seeking prior permission as provided by OUT transport policy and use of own car for the distances to be covered. A special form for seeking such permission to be circulated by the DVC RM. OUT rates to be applicable. Use of a reasonable number of vehicles rather than each expert with one vehicle shall be observed for a team. Where official vehicles are not available, staff to be covered with local transport costs as per actual costs.

## **4.3. Per Diem**

**(a) Per diems** for projects undertaken within work station premises Per diems for projects undertaken within the city or town of residence/employment shall not be paid for.

**(b) Per diems** for projects undertaken within work station

Lunch and transport allowances shall be paid to staff assigned projects undertaken within work station. Local expert in house rate will apply for work done beyond official working hours.

## **4.4 Honoraria/Professional Fees**

### *(a) The Open University of Tanzania Internal Expertise*

#### **i. General Approach**

Performance of normal institutional duties at no extra costs is to be given priority by all Open University of Tanzania staff, be it in teaching or otherwise. On-the-job commitment and performance shall be important criteria for approval of any requests under the local expertise support scheme. Deployment of Open University of Tanzania Internal expertise in projects/assignments beyond the normal schedule of duties is regarded in accordance with objectives and scope of the scheme. Honoraria payments to be based on a basic expertise rate for full-time deployment and to be in person-days (assuming one person-day is 8 hours). The funds paid to be only a token appreciation by OUT and should not be taken to be equivalent to a

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consultancy rate. A contract must be signed before implementation of the task. The one who assign the task will decide number of days to be paid as honoraria.

The actual time required to carry out an assignment is estimated and the equivalent full-time person-days determined. The honorarium to then be expressed in equivalent full-time person-days multiplied by the rate to be applied. Given the limited experience in making proper estimates projects/assignments to be carried out, undertakings of longer duration shall be presented in full with global estimates broken down in phases and be detailed for the immediate phase to be carried out. Approval of funds to be done in phases accordingly, with continuing support depending on satisfactory progress reports and funds availability **Honoraria Rate**

The honoraria rate for full time deployment to be as follows:

Basic salary/30 days x 8 man days maximum

(Honoraria to be 8 days maximum)

The honoraria rate shall apply for projects/assignments including but not limited to the following, provided it is not ones primary duty:

- Research and research related publications where funds allow.
  - Special advisory assignments (e.g. Open University of Tanzania statistics, special report) assessment of a vehicle status report, preparation of planning document of the Open University of Tanzania where this is not mainstream work.
- Chairmanship and membership in special task-forces, review teams at the Open University of Tanzania.
- Responsibility for management and coordination of special reviews.
- Supervision of special actions and works. The basic expertise rate shall apply. However, contracts preferably be worked out on piece meal-work where reliable basic rates have been established for the following.
- Review of publications or editorial work etc.



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- Special repair, maintenance and service works.
- Deployment of part-time staff in teaching and tutoring.
- Preparation of study manuals, Review of Study manuals.
- Secretarial services (where contracted directly)
- Study manuals, Textbooks, General Publications

## **ii. Overtime (Replacement of Meal allowance)**

Work over and above ordinary hours of work (overtime) shall be considered whenever necessary and the government rates shall apply. A written agreement shall be required before an employee embarks on the task. The Government rates which are applicable are as follows:

1. Basic salary/30days/8 hours x 1.5 x number of hours (for week days)
2. Basic salary /30days/8 hours x 2 x number of hours (for weekends and public holidays)

Total overtime hours shall not exceed 50 hours per month, as provided for by Employment and Labour Relations Act 2004 or as amended.

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### iii. Risk Allowance and Special Allowances

- Risk allowance shall be paid only to staff working in the Examination Syndicate (current rate).
- Special Allowance shall be paid to drivers, VC secretary and attendant to VC office due to working extra hours daily.

SN	category	Old rates per month	New rates per month
1.	VC Driver	294,000.00	400,000.00
2.	DVCs Drivers	294,000.00	400,000.00
3.	STC/Deans/Directors Drivers	160,000.00	250,000.00
4.	Staff Bus Drivers	150,000.00	240,000.00
5.	Pool Drivers	100,000.00	200,000.000
6.	Secretary to VC	150,000.00	300,000.000
7.	Attendant to VC office	80,000.00	150,000.00
8.	Electrical Technicians	375,000.00	450,000.00
9.	Chief Protocol Officer	Nil	400,000.00

### NOTE:

- Any other staff who qualifies for overtime allowance when there is a special task will be budgeted in the cost for such special task using the overtime formula.
- Library staff on shift will continue to be paid transport costs.
- IEMT engineer on duty will continue to be paid by following the current procedure.

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## *(b) The Open University of Tanzania External Expertise Rates*

The Open University of Tanzania External Expertise Rates shall be as follows:

- a. Casual labourers shall be paid 50% of the minimum wage of the lowest staff cadre at OUT.
- b. Contracted staff shall be paid under similar conditions as University staff.
- c. Expertise in similar conditions of employment as Open University of Tanzania staff shall be contracted at equivalent conditions.
- d. Expertise in self-employment, providing own tools and facilities shall be contracted at the open market competitive rates based on three hand quotations.
- e. Rates for Open University of Tanzania consultants shall be negotiated at competitive market rates for jobs awarded.

## *(c) Payment of Honoraria/Expert Fees (Local Experts)*

Payments for job completion and/or reports to be split as follows:

Following submission of a draft report of the assignment, 50% of the total amount due as honoraria or professional fees shall be paid.

After successful completion of the report, evaluation and approval by the commissioning agency or Council 50% of remaining honorarium or professional fees shall be paid.

## **4.5 Responsibility Allowances**

Responsibility allowances shall be paid to employees designated in charge of units or departments which place upon the employee responsibility greater than those ordinarily assumed.

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## RESPONSIBILITY ALLOWANCES CADRES

S/n	Cadre	%	Remarks
1.	VC	40	Existing
2.	DVCs	35	Existing
3.	STC	30	New rate
4.	MVO	25	Proposed
5.	Deans/Directors	25	Existing
6.	Associate Deans/Associate Directors	20	New rate
7.	DRCs	15	Existing
8.	HoDs	15	Existing
9.	Coordinators-DPRS, IGU/Transport officer	15	Proposed
10.	Associate coordinators/Assistant to DVCs/IEMT head of Sections/Assistant to VC/ASRO/ Faculty Examination officers	10	Proposed
11.	Chief Security officer	10	Proposed

## 5. REVIEW OF RATES

The in-house and local expertise rates to be reviewed at least once every two years in order to ensure that they are commensurate with the inflation rates as determined by the national economy.

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## 6. REFERENCES:

- OUT Policy and Operational Procedures for In-House and Local Expertise Support Scheme of 2005
- Motor Vehicle Policy
- HR Policy 2012
- Employment and Labour relations Act 2004



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## Appendix-II

### Table of activity for Individuals working extra hours

Department/Directorate/Faculty/Unit \_\_\_\_\_

To.HOD/DEAN/DIRECTOR

FROM: STAFF NAME: \_\_\_\_\_

I have been assigned special work which will prompt me to work beyond normal working hours as follows:-

Date	Activity	Time started	Time ended	Extra Hours	X 1.5 for weekdays Or X 2 weekends/Holidays	Extra Hours Payment	Finger print machine validation
<b>Total</b>							

**Formula for extra hours' payment: Use overtime rates above**

Please your approval is needed to enable me to attend the special duties as indicated in the table above.

Your request is **Approved/Not Approved**

.....

**Signature**

.....

**Designation**

.....

**Date**