

# Policy and procedures for the engagement of expert consultants

## 1. Preamble

This policy has been developed to set out processes, conditions, and procedures for the engagement, hiring, and management of consultant services required to achieve the objectives of Institute for Studies and Development Worldwide (IFSD).

## 2. Definitions

A consultant is hired for a specialist task for a short term up to 6 months at a time. This can be renewed based on needs and mutual agreement.

When written with C as the capital, Consultant refers to level A expert, as explained below in section 4.

## 3. Objectives

This policy outlines policies and procedures in the following aspects of consultant engagement in IFSD operations:

- a) Levels of the consultant
- b) Appointment procedures
- c) Fees and administrative arrangements
- d) Procedures for claims and payment
- e) Accountability

## 4. Expertise and the levels of consultants

There will be three levels of consultants in terms of expertise, experience and competencies:

### Level 1: Consultant

An expert with Bachelors degree with at least 3 years of experience is eligible for the consultant (Level 1). A Masters degree with 1 year of experience or a PhD without prior experience can also be recruited at Level 1.

### **Level 2: Senior Consultant**

An expert with PhD and at least 2 years of experience or the one with Masters degree and at least 10 years of experience is eligible to join IFSD as a Senior Consultant (Level 2).

### **Level 3: Principal Consultant**

Experts with an exceptional level of track record of experience and qualifications are appointed as Principal Consultant. These could include:

- University professors with global reputation in their respective disciplines
- Professionals with PhDs and at least 10 years of experience at senior management positions of organisations that have good reputation
- Strategic experts and social leaders with international reputation in their area of work, and with at least Masters degree

## **5. Appointment procedures and conditions**

Appointments are made based on mutual agreement between IFSD management and the prospective consultant.

Usually the first step in the engagement of the consultant is to list the name in the IFSD profile page or website. This will be done if the consultant agrees to be listed in the IFSD profile by signing Form A (Appendix 1).

In the second stage, when a job relevant to the expertise of the consultant is available, he or she may be offered a specific contract. The consultant will review the contract and could sign and return a copy of the contract to IFSD in the given email address within 48 hours of receiving the mail from IFSD.

Unless a specific contract is signed, IFSD has no obligation to make any payment to the consultant for any tasks done by the consultant.

## **6. Fees and contracting**

Fees for consultants are negotiable based on market rates, funds availability, and demonstrated competencies in relation to the tasks.

Payment of fees and deliverables are set out in the specific consultancy contract.

## **7. Procedures**

The consultant will be provided necessary forms and given an orientation on making fee claims and other expenditure reimbursements. It is the duty of the consultant to make claims within 6 weeks of the completion of project or the date of spending.

## **8. Accountability**

The consultant is fully accountable to deliver the tasks which he or she has agreed through signing the contract.

Consultant will not be able to represent IFSD's organisational position unless specifically assigned and agreed.

IFSD is not responsible for the consequences of the acts of consultant for his or her works done outside the signed terms of reference.

The payment of fees are subject to the Australia tax regulations as well as those of the clients.

## 9. Appendices

### Form A

To: Institute for Studies and Development Worldwide (IFSD)

From: .....(Consultant Name)

I hereby agree to be listed as a consultant (Level .....) in the profile page and website of IFSD.

I am understand that my profile and CV will be promoted in different ways by IFSD to expand the business.

I also understand that IFSD will endeavour to seek my expertise in projects directly resulting from the promotion of my expertise. In any case, I will honor the discretion of the IFSD to make any decisions concerning the appointment or termination of any consultancy contract.

Name of the consultant: .....

Signature of the consultant: .....

Date: .....

For IFSD use:

Approval by the Director (signature): .....

Director's comments/endorsements: