




**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR PERFORMANCE CONTRACTING

DOC. NO. : JOOUST/PAF/PLAN/OP 37

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0.2 DOCUMENT CHANGES

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1.0 Purpose:

To ensure efficient and effective management of performance contracting process

2.0 Scope:

This procedure covers setting of targets, negotiations, vetting, signing, cascading, implementation, reporting and evaluation of performance within the respective contracting periods.

3.0 References:

- i. ISO 9001:2015 Standard
- ii. JOOUST Strategic Plan 2016/17-2020/21
- iii. JOOUST Statutes
- iv. JOOUST Quality Manual
- v. JOOUST Customer Service Charter 2016
- vi. Relevant Performance Contract Cycle Guidelines
- vii. Vision 2030 Guidelines
- viii. Relevant Medium Term Plans and Sectoral Priority Plans
- ix. Annual University Work Plans, Procurement Plan & Budget

4.0 Abbreviations, Acronyms and Definitions

- i. **DVC:** Deputy Vice-Chancellor
- ii. **FH:** Functional Heads
- iii. **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology.
- iv. **Negotiations:** Process of agreeing on PC targets with the parent Ministry
- v. **Negotiators:** Selected team of members from the University who participate in PC

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Negotiations/Evaluation with the relevant Government Ministries.

- vi. **PC Secretariat (PCS):** Team in-charge of University Performance Contracting
- vii. **PC:** Performance contract
- viii. **Performance Contract Target (PCT):** Outputs set to be achieved within a contract period.
- ix. **UMB:** University Management Board
- x. **VC:** Vice-Chancellor
- xi. **Vetting:** A government conducted Process of quality assurance to ensure negotiated Performance Contract conforms to relevant performance Contract guidelines.

5.0 Responsibility:

SAR, Planning shall be responsible for the implementation and effective supervision of this procedure.

6.0 Method:

6.1 Setting of Targets, Negotiations and Signing of PC

- 6.1.1 VC shall receive the PC guidelines from the Ministry currently responsible for PC for the period under contract.
- 6.1.2 PC Secretariat shall receive PC guidelines from the VC and circulate to FHs for setting of PC targets from the annual work plans.
- 6.1.3 FHs shall set the departmental performance targets in line with the guidelines.
- 6.1.4 The Secretariat shall receive, collate targets from FHs and draft the Divisional and University PC for consideration by UMB.
- 6.1.5 VC shall table the Draft PC to UMB for consideration.

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- 6.1.6 The VC shall submit the UMB approved PC targets to Council for consideration and approval.
- 6.1.7 The VC shall receive negotiation and vetting schedules for PC from the Ministry in charge of University Education and Ministry in charge of Performance Contracting respectively.
- 6.1.8 The University negotiation team shall present the proposed PC for negotiations with the Ministry in charge of University Education as scheduled.
- 6.1.9 The University Negotiation Team shall present the negotiated PC for vetting with the Ministry in charge of performance Contracting as scheduled.
- 6.1.10 The Chairman of Council and an Independent Council member be present during the negotiations and vetting of the PC by the Parent Ministry and Performance Management and Coordination office respectively.
- 6.1.11 The VC shall sign the Performance Contract with the Parent Ministry at an appropriate time as determined by the Ministry.

6.2 Implementation of performance contract

- 6.2.1 The VC shall ensure cascading of the signed PC by signing contracts with Council within one month after signing with the Ministry.
- 6.2.1 The VC shall sign cascaded contracts with the respective DVCs within two weeks of signing with Council.
- 6.2.2 The DVCs shall sign cascaded contract with Deans, Directors and FHs of Schools and departments within their jurisdiction within two weeks after signing PC with the VC.
- 6.2.3 FHs shall implement and submit quarterly performance reports to their respective DVCs on the 5th day after end of each quarter for onward submission to PC Secretariat (PCS).

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6.2.4 PCS shall compile and submit University-wide quarterly report using prescribed format to University Management Board for approval.

6.2.4 The VC shall submit quarterly report to Council for approval

6.2.5 VC shall ensure submission of the Council approved University quarterly reports to the relevant government agencies and departments.

6.2.6 PCS shall prepare the University PC annual report using prescribed format for approval by UMB and Council before submission to the relevant government agencies and departments at the end of the Contract period.

6.3 Performance Contract Evaluation

6.3.1 All FHs shall collect and collate evidence on achieved targets to support performance and submit to PCS for compilation.

6.3.2 PCS shall use the annual performance report and supporting evidence to perform a self-evaluation as prescribed in the guidelines and submit preliminary results to UMB for consideration and approval.

6.3.3 The Vice-Chancellor shall receive schedule for PC evaluation from the Ministry responsible for PC.

6.3.4 The University negotiations team shall present the annual performance self-evaluation report and evidences of achievements for evaluation as scheduled.

6.3.5 The Vice-Chancellor shall receive the evaluation report and communicate the results of performance to Council and entire University fraternity.

6.3.6 FHs shall use the evaluation reports to take corrective action on weaknesses identified for future improvement and better performance.

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