



KENYATTA UNIVERSITY



WOMEN'S ECONOMIC EMPOWERMENT HUB

**ADMINISTRATION, FINANCE
AND PROCUREMENT
POLICY**

APRIL, 2021

FOREWORD

Kenyatta University appreciates Kenyatta University Women's Economic Empowerment (KU-WEE) Hub's commitment to its mandate 'to generate robust evidence to inform women's economic empowerment policies and programmes'. The university recognizes the Hub's centrality in the realisation of SDG 5: To achieve gender equality and empower all women and girls. This recognition has informed its commitment to support policy-driven research that will generate evidence on what works to advance women's economic empowerment in Kenya.

In providing a solution to the weak nexus between Women's Economic Empowerment policies, programmes and gender data in Kenya, the Hub seeks to partner with other research, policy and advocacy as well as funding institutions to generate and disseminate evidence to inform policy in advancing women's economic empowerment in Kenya. The Hub project's three thematic areas: women's role in the public and private sector, women's skilling and mentoring and violence, crisis and women's work are further organised in 11 concepts aimed at providing valuable evidence that will guide policy formulation and implementation both at the national and county levels of government. There is no doubt that the project's outcomes will enhance Women's economic empowerment, especially in the post-pandemic recovery period.

To effectively conduct credible research, Kenyatta University recognizes the need for an elaborate finance and administration policy to guide the utilization of money and other resources from funding partners to ensure transparency and accountability. This policy therefore provides important guidelines on receipt and utilization of funds to enable the Hub realize its goal of promoting women's economic empowerment through policy-driven research. I hope that the policy guidelines are useful in the generation and dissemination of gender data and call upon all the researchers and other staff in the Hub to abide by the guidelines contained in this framework.



Prof. Paul K. Wainaina
Vice-Chancellor Ph.D
Kenyatta University

TABLE OF CONTENT

1.0 INTRODUCTION	4
2.0 KU WEE HUB ADVISORY BOARD	5
The mandate	5
Board Meetings:	5
The Membership	5
Sub Committees:	6
Advisory Board Allowances	6
Special engagement Allowances	6
3.0 KU-WEE HUB TECHNICAL COMMITTEE (TC)	6
Roles:	6
TC Meetings:	6
The composition	7
Technical Committee Allowances	7
4.0 PERSONNEL	7
5.0 PROCESSING OF FUNDS	7
6.0 BANK RECONCILIATION	8
7.0 BUDGET LINES	8
8.0 TRANSPORT	8
9.0 CONFERENCES	8
10.0 COMMUNICATION	9
11.0 EXTERNAL TRAVEL	9
12.0 PERDIEM (Daily subsistence allowance)	9
13.0 EQUIPMENT	9
14.0 STATIONERY AND LABORATORY CONSUMABLES	10
15.0 OFFICE FLOAT	10
16.0 INTERNAL AND EXTERNAL AUDITS	10
17.0 FINAL ACCOUNTING	10
18.0 PROCUREMENT	10
20.0 APPENDICES	11
Appendix i: KU WEE HUB staff and committee allowance rates	11
Appendix ii: Time commitment schedule	12
Appendix iii: KU Subsistence allowance rates	13
Appendix iv: KUWEE Hub Structure	14

1.0 INTRODUCTION

Kenyatta University received a grant from Bill & Melinda Gates Foundation through the *Initiative on What Works for Women's Economic Empowerment* to establish a Women's Economic Empowerment (KU-WEE) Hub. The overall goal of the Hub is to build program and Policy evidence on **What Works to advance Women's Economic Empowerment in Kenya** to be utilized by stakeholders to shape policies, programs, interventions, and advocacy efforts. The specific objectives are to: advance women's engagement in management and leadership positions; enhance women's employability and entrepreneurship skills; prevent and reduce Sexual and Gender Based Violence and enhance women's economic empowerment; develop a Women Economic Empowerment Index and a tool for gender responsive budgeting; capacity build junior researchers, post graduate students and partners in research, policy advocacy and communication strategies on women economic empowerment.

The hub will:

- a) Carry out an evaluation of existing policies and programmes in relation to “what works” in WEE.
- b) Implement training measures to enhance competence within the research teams on gendered research and the integration of gender analysis of WEE.
- c) Produce policy evidence, annual statistics with gender-disaggregated data.
- d) Monitor and analyse patterns and trends of WEE and inform the development of targeted gender initiatives.
- e) Consult, engage, and network with national and international groups working to advance gender equality and WEE.
- f) Improve and enhance the strengthening of gender mainstreaming in policy development.
- g) Advocate for institutionalisation and implementation of gender equality policy in organisations and in contractual agreements.
- h) Boost awareness and capacity building on gender competence in the public and private sector.
- i) Support gender studies and enhance research with gender perspectives.
- j) Support development and roll-out of National and County initiatives focusing on gender equality and economic empowerment.
- k) Raise awareness among stakeholders and partners about KU-WEE activities
- l) Endeavour to balance membership in all policy evaluation activities, advisory and

management boards, committees, workshops, focus groups, etc.

m) Introduce mentoring programmes and targeted initiatives of WEE.

KU-WEE HUB FUNDAMENTAL STATEMENTS

VISION STATEMENT

A society free of gender inequities and inequalities with economically empowered women

MISSION STATEMENT

Generation of robust evidence to inform women's economic empowerment policies and programmes

KU-WEE CORE VALUES

Gender equality, teamwork, accountability

GOAL

To promote women's economic empowerment through policy-driven research

2.0 KU WEE HUB ADVISORY BOARD

There shall be an Advisory Board for the KU- WEE Hub. Due to the national nature of the IWWWEE program in Kenya, this advisory Board's membership will incorporate members from diversified disciplines and will be deliberating on matters on the IWWWEE program.

The Board will provide strategic advice, advice on policy development and implementation, and ensure that the Hub adheres to its mandate and focus.

The mandate will also include the review of activities, research outcomes and progress and subsequently offer strategic advice.

Board Meetings: The Board will be meeting at least **once a year as per the Investment Document**, but regular consultations will however be maintained as much as possible in-between meetings for advice on any emergent issues on the IWWWEE program.

The Membership comprises of the following:-

- a) Vice Chancellor's Appointee of Female Gender-Chairing
- b) Representative of the Ministry of Education.
- c) Representative of the Ministry of Public Service and Gender.
- d) Representative of KU - WEE HUB Partners (3) (IEA, KNBS, and Tharaka Nithi County).
- e) Representative Bill and Melinda Gates Foundation.
- f) Deputy Vice Chancellor, Research Innovation and Outreach
- g) Director, CGEE and KU and WEE Hub Leader (Secretary).

Sub Committees: The Board will have two Sub Committees (The Chairperson of the Board will not be a member to these committees).

1. Research Committee, which will be responsible for quality control of research activities, research budgets, dissemination and advocacy.
2. Strategic and Investment Committee, whose role will be to advice on decisions of administrative, strategic (including collaborations and partnership), and investment nature.

Advisory Board Allowances (Paid to non-KU WEE Hub staff members)

Position	Allowance per sitting (Kshs)
Chairperson Advisory Board	15,000
Member Advisory Board	12,000
In attendance Member	10,000

Special engagement Allowances

A rate of **Kshs. 15,000** flat rate or lump sum shall be applied to any person involved in professional activities of the Hub including panel of experts, external reviewers, and experts on special assignment, and advocacy.

For training **Kshs. 5,000** for a session of 2 hours with a maximum of 3 sessions in a day working hours beyond 10 days to be procured as per University Procurement policy and procedures.

3.0 KU-WEE HUB TECHNICAL COMMITTEE (TC)

There shall be a Technical Committee that will be deliberating on the three thematic areas of research. The TC will aspire to promote contextually responsive understanding and applications of the project on the IWWEEE program.

Roles:

- a) It will ensure quality output, oversee prudent distribution and allocation of the research budgets and review and approve project work plans.
- b) The TC will carry out direct monitoring and evaluations and identify gaps, review future proposals and rank them for funding.
- c) It will review knowledge products before releasing and sharing them with the Data systems for dissemination.
- d) It will address areas of conflicts that might arise between researchers and or partners.

TC Meetings: The TC will be meeting **twice per year as per the Investment Document**, however constant consultations will be made as need arises.

The composition of the TC is as follows:

- a) Director, CGEE and KU – WEE Hub Leader (Chairperson)
- b) Thematic Lead (3) (Women’s Roles in the public and private sector, Skilling and Mentoring, Violence, Crisis, and Women’s Work)
- c) Hub Partners (3) (IEA, KNBS, and Tharaka Nithi County).
- d) Administration and Finance Manager
- e) ICT and Communications Specialist
- f) Advocacy and Policy Engagement Expert
- g) Research Associate (Quality Control & Partnerships)
- h) Research Associate (Fieldwork Coordination)
- i) Research Coordinator
- j) Project Leader (Secretary)

Technical Committee Allowances (Paid to non-KU WEE Hub staff members)

Position	Allowance per sitting (Kshs)
Chairperson Technical Committee	12,000
Member Technical Committee	9,000
In attendance Member	9,000

Special Advisory Board meetings and special Technical Committee meetings will be convened as need arises.

4.0 PERSONNEL

- a) All personnel contracted or engaged in a research project must be issued with contract/engagement letter.
- b) Monthly personnel allowances will be processed through University Salaries Section as per approvals
- c) All payments made must be signed for and an identification number e.g., telephone number identity card number, Personal File (PF) number, passport number email etc. indicated on the payment voucher.
- d) Tax. All payments will be subject to the government set tax rates.

5.0 PROCESSING OF FUNDS

The following process will be followed in the processing of the project funds:

- a) The written request for funds to be addressed to the Vice chancellor through DVC (RIO) and Budget & Research Grants office to confirm availability of funds in the project account.
- b) Upon confirmation of funds by Budget and Research grants office request is forwarded to DVC (RIO) for confirmation of compliance with grant terms and policies.
- c) DVC (RIO) will recommend to DVC (F&D) for approval who will recommend to VC for approval.
- d) Upon approval of the request for funds, the request will be forwarded to Budget and Research Grants office for processing of payment.
- e) Payments can be in either imprest or payment voucher form. The documents will be examined and approved before payment is done. All payments are made by cheque or direct remittance to payee account.
- f) Technical committee meeting minutes extracts or project approved budget may be attached to support a request

6.0 BANK RECONCILIATION

At the end of every calendar month, a bank statement should be obtained from the bank and reconciliation of the balances with the research account should be done.

7.0 BUDGET LINES

- All expenditure and accounting should be based on budget lines in the approved project budget. This should be shown clearly in the accounting documents.

8.0 TRANSPORT

- a) Use of own car must be approved by the DVC Administration as per the existing University policies and procedures
- b) If using your own car attach a copy of the log book and current insurance cover.
- c) Attach fuel receipts and odometer readings to calculate number of KM travelled.
- d) If using public transport attach public transport service receipt.
- e) If using hired transport attach receipts from the taxi or evidence of payment if it is done online.

9.0 CONFERENCES

- a) Hiring of conference halls and facilities will be guided by the existing University policies and procedures
- b) If hiring a hall and other facilities always attach a receipt for the hire together with an ETR receipt.

- c) When paying conference participants ensure they sign and indicate their name, identity card number, email, telephone number and amount received. The imprest shall be accounted for within 30 days from the day of receiving the imprest or as per reporting requirement whichever is earlier.
- d) All participants' payment schedules must be attached to signed participants' attendance register and program.

10.0 COMMUNICATION

- a) When a purchase of airtime is made through petty cash, attach a copy of the receipt for purchase of airtime. Where communication is through postpaid services, attach a copy of the service provider statement. This also applies to internet services.
- b) For staff and personnel at the hub, airtime allowance will be as per the prevailing university policy and approval.

11.0 EXTERNAL TRAVEL

- a) External travel shall include local travel out of the usual work station and international travel.
- b) For local travel out of the usual work station, University policy and rates shall apply for both University staff and non-university staff.
- c) For International travels, University policy and rates shall apply for both University staff and non-university staff.
- d) Attach a copy of passport page stamped "exit" and "entry" (for home country and country travelling to) boarding pass and a copy of the air ticket or bus ticket.
- e) Attach signed voucher of per diem received indicating the number of days paid.

12.0 PERDIEM (Daily subsistence allowance)

- a) The KU WEE Hub will adopt the existing University DSA Rates
- b) Where the donor has provided per diem rate, that rate shall apply.
- c) Where a payee rate is not provided in the University rates, a suitable rate based on the University rate shall be used.
- d) Masters student, PHD Student involved in the project shall be paid allowances equivalent to senior support staff rates as provided in the University policy.
- e) Per Diem is paid on night outs. Where one does not spend a night out half day per diem or lunch allowance shall apply.

13.0 EQUIPMENT

- a) Attach a receipt for Purchase of the equipment together with the ETR receipt.
- b) Indicate the serial number of the equipment on the receipt.

- c) Note: All equipment purchased reverts to the researcher's department at the end of the project.
- d) An assets register will be maintained by the project office.
- e) Kenyatta University defines equipment as any tangible material, having a useful life of more than one year, and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the institution for financial statement purposes.

14.0 STATIONERY AND LABORATORY CONSUMABLES

- a) These will be guided by the existing University policies and procedures
- b) Attach a receipt for the items purchased

15.0 OFFICE FLOAT

- An accountable office float of **Kshs. 20,000**, to be reimbursed on accounting for the purpose of tea expenses, communication/airtime, toiletries, urgent office consumables among others.

16.0 INTERNAL AND EXTERNAL AUDITS

- a) The existing University procedures for internal audit of research funds shall apply
- b) KU WEE hub may procure the services of an independent qualified external audit purposes.
- c) The donor may propose an external auditor to audit the research funds

17.0 FINAL ACCOUNTING

- a) At the end of the project ,a final report incorporating all the accountings must be prepared together with a summary of the narrative report and submitted to the office of the D.V.C (Research Innovation and Outreach) and to the Finance department office of the Budget and research grants
- b) Interim financial reports will be prepared as required by the donor.
- c) Accounting for funds shall be done using receipts, invoices or signed cash payment rolls.

18.0 PROCUREMENT

The university procurement policy shall apply; Public Procurement and Disposal Act 2015.

20.0 APPENDICES

Appendix i: KU WEE HUB staff and committee allowance rates

Note: The exchange rate will be the prevailing rate at the time of receipt of grant funds.
For period 1 the exchange rate is: **1USD=KSHS. 107**

Position	Monthly Allowance (USD)	Monthly Allowance (Kshs)
KU - WEE Hub Leader (50% FTE)	777	83,139
Project Leader	1,433	153,331
Research Coordinator	1,404	150,228
Research Associate (Quality Control & Partnerships)	2,000	214,000
Research Associate (Fieldwork Coordination)	1,304	139,528
Advocacy & Policy Engagement Expert	1,250	133,750
Administration and Finance Manager	1,217	130,219
ICT & Communications Specialist	1,217	130,219
Administrative Assistant	842	90,094
Accounts Assistant	842	90,094
Theme Leaders	154	16,478
Principal Investigators	75	8,025
Co- Principal Investigators	73	7,811
Researchers	70	7,490
Secretary	373	39,911
	Meeting Allowance per person	
Chairperson Advisory Board	140.19	15,000
Members Advisory Board	112.15	12,000
In attendance member at the Advisory Board	93.46	10,000
Chairperson Technical Committee	112.15	12,000
Members Technical Committee	84.11	9,000
In attendance member at the Technical Committee	84.11	9,000
Professional activities of the Hub	140.19	15,000

including panel of experts, external reviewers, and experts on special assignment, and advocacy.		
Training Kshs. 5,000 for a session of 2 hours with a maximum of 3 sessions in a day	64.73	5,000

Appendix ii: Time commitment schedule

S/No	Position	Name	% Time
1	Director CGEE (50%) and the Hub Leader (50%)	Prof. Judith Ndombi-Waudo	100 (50% on budget)
2	The KU-WEE Project Leader	To be hired competitively	100
3	Advocacy and Policy Engagement Expert	Prof. Grace Wamue-Ngare	70
4	Research Coordinator	Prof. Nelson H. W. Wawire	80
5	Research Associate (Quality Control & Partnerships)	Prof. Germano Mwabu	70
6	Research Associate (Fieldwork Coordination)	Prof. Simon Onywere	70
7	Administration and Finance Manager	Mr. James Onditi	100
8	ICT and Communications Specialist	To be determined	100
9	Administrative Assistant	To be determined	100
10	Accounts Assistant	To be determined	100
11	Secretaries	To be determined	100

Appendix iii: KU Subsistence allowance rates

WEEHUB



KENYATTA UNIVERSITY

OFFICE OF THE CHIEF FINANCE OFFICER

INTERNAL MEMO

From: Chief Finance Officer

Date: 6th October, 2016

To: Head, Imprest & Claims Section

Ref: KU/FO/IMP/A46/VOL.1

SUBJECT: SUBSISTENCE ALLOWANCE RATES

Following the newly signed CBA between the below listed unions and the university management, subsistence allowance has been revised as follows;


UASU

JOB TITLE	CLUSTER 1	CLUSTER 2	CLUSTER 3
	Nairobi, Mombasa, Kisumu, Malindi, Kilifi, Lamu, Kwale & Naivasha	Nyeri, Eldoret, Kericho, Kakamega, Kisii, Embu, Nanyuki, Nakuru, Lodwar & Garissa	All other towns
Professor	16,800	12,600	10,500
Associate professor	14,000	10,500	8,400
Senior Lecturer	14,000	10,500	8,400
Lecturer	14,000	10,500	8,400
Assistant Lecturer	11,200	8,400	7,000
Tutorial Fellow	11,200	8,400	7,000

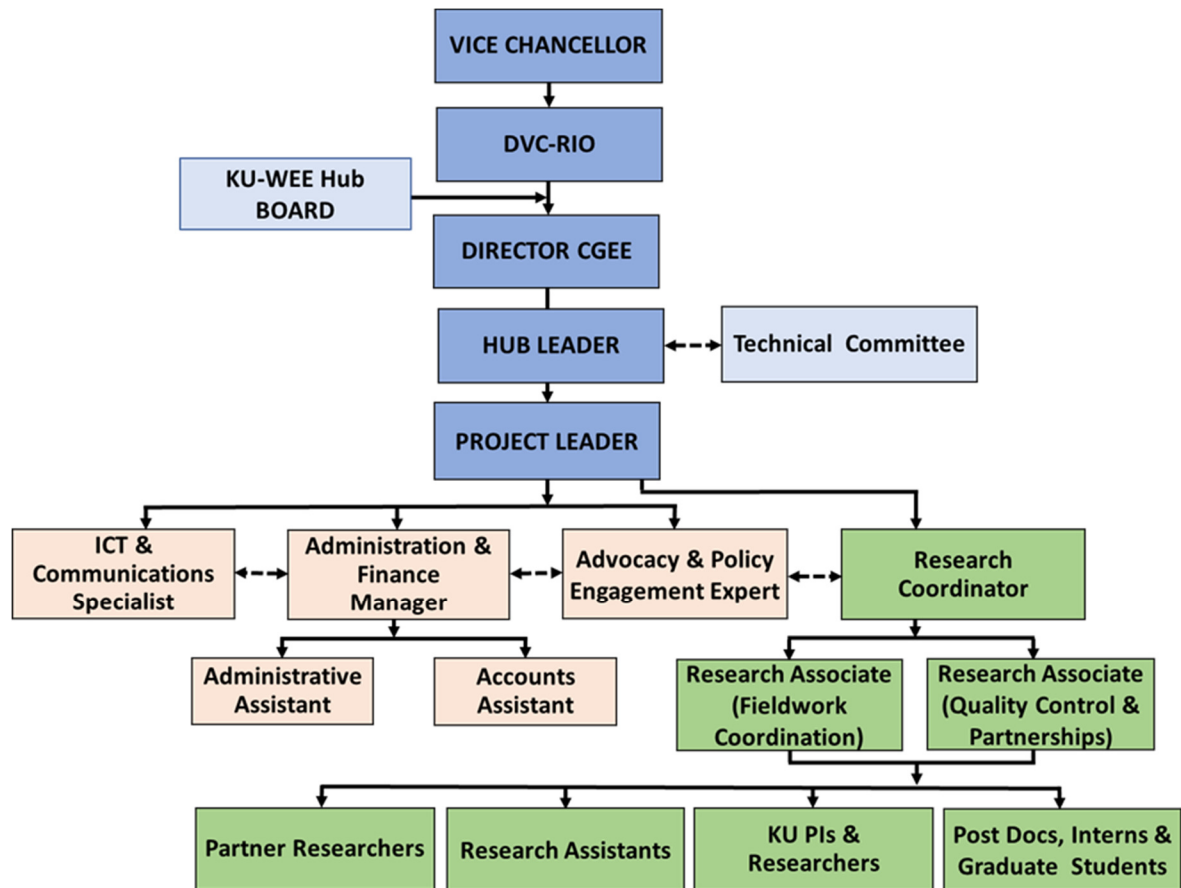
KUDHEIHA

JOB TITLE	CLUSTER 1	CLUSTER 2	CLUSTER 3
	Nairobi, Mombasa, Kisumu, Malindi, Kilifi, Lamu, Kwale & Naivasha	Nyeri, Eldoret, Kericho, Kakamega, Kisii, Embu, Nanyuki, Nakuru, Lodwar & Garissa	All other towns
Senior Support Staff (III & IV)	6,300	4,900	4,200
Support Staff (I & II)	4,200	3,500	2,100

These rates take immediate effect.


J. MUTAHI
 CHIEF FINANCE OFFICER.

Appendix iv: KUWEE Hub Structure



Appendix v: KUWEE HUB AA Average vehicle running costs



**KENYATTA UNIVERSITY
WOMEN'S ECONOMIC EMPOWERMENT
HUB
INTERNAL MEMO**



FROM: KU-WEE Hub Leader
Director, Centre for Gender
Equity and Empowerment

DATE: 24th August, 2021

TO: All KU-WEE Hub Researchers

REF: KU/CGEE/WEE/BFM/7/VOL.1 (19)

SUBJECT: RECOMMENDED AA AVERAGE VEHICLE RUNNING COSTS

The subject matter refers.

In the 2013/2017 CBA between Kenyatta University Council and staff unions it was agreed and signed that mileage allowance will be paid as per the prevailing public service rates which are the AA rates up to a maximum of 1800cc vehicles.

The tables below show the AA mileage rates that shall apply to all researchers who use their personal cars during the conduct of research. Additionally, the following University guidelines will still apply:

- Use of own car must be approved by the DVC Administration as per the existing University policies and procedures.
- If using your own car, attach a copy of the log book and current insurance cover.
- Attach fuel receipts and odometer readings to calculate number of KM travelled.
- If using public transport attach public transport service receipt.
- If using hired transport attach receipts from the taxi or evidence of payment if it is done online.

Schedule I: Petrol Vehicles

Vehicle CC	Kshs per Kilometre
Upto 850	23.88
851-1050	27.50
1051-1250	32.83
1251-1350	44.96
1351-1450	48.03
1451-1650	52.42
1651-1850 and above	58.42

Schedule II: Diesel Vehicles

Vehicle CC	Kshs per Kilometre
Below 1300- Upto 1500	44.92
1501-2000 and above	61.91

PROF. JUDITH N. WAUDO, PhD.
KU WEE HUB LEADER &
DIRECTOR, CENTRE FOR GENDER EQUITY AND EMPOWERMENT
CC: Chief Finance Officer

Transforming Higher Education... Enhancing Lives

Kenyatta University is ISO 9001: 2015 Certified

