



Consultant Policy

This policy is designed to outline under which circumstances it is appropriate for a staff member to go outside the organisation to employ a consultant to carry out a task relating to the core business of CiFAR e.V. or to a project or programme CiFAR e.V. is undertaking and how this should take place.

1. Outsourcing to a consultant

In principle, when work can be carried out in house due to time and expertise being available, it should stay in house. An outside consultant may be necessary however when:

- No in house expertise exists and cannot be acquired through the project
- Staff time is not available for the project and the project does not afford the possibility to hire extra staff
- The task requires an external eye, and this cannot be provided by staff from another team

An outside consultant is always necessary when:

- delivering a project or financial audit

2. Approval for a consultant

Approval must be sought and granted from the Director of CiFAR e.V. When the Director seeks a consultant with a contract value of over €5.000, the Executive Board must grant its approval.

3. Advertising for a consultant

Advertisements must be widely distributed, and application periods must be reasonable. Wide distribution usually means that advertisements for consultants must be at a minimum on the CiFAR website and circulated to CiFAR's mailing list. Preferably they should also be advertised on other relevant websites. Reasonable application periods mean usually at least two weeks from posting to closing deadline.

Where the consultancy is under €5.000 and for a position that could be fulfilled by a former staff member or former consultant, as assessed by the hiring manager with the agreement of the Director, the advertisement can be circulated to former staff and consultants alone for expressions of interest. The period for expressions of interests must be for a minimum of two weeks.

4. Procurement and contractual issues

All hiring of consultants must be in line with CiFAR's procurement policy, except as specified in Article 3.

All consultants must have a written contract containing a start and end date, a list of deliverables and a timeframe for delivery. The amount provided for the consultancy must be included and the payment schedule must be included in the contract.

Approved by the Executive Board on 12 August 2019.