



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

DOCUMENT : PROCEDURE FOR PERFORMANCE CONTRACTING

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

**AUTHORISED BY : DEPUTY VICE-CHANCELLOR SIGN: *[Signature]*
PLANNING, ADMINISTRATION & FINANCE**

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0.1 DOCUMENT DISTRIBUTION

S. NO	TYPE	OFFICE
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0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
15/03/2024	<ul style="list-style-type: none">- Updated document distribution and approval authorities.- Revised the scope- Updated reference Documents	

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- Added 6.1.1
- Reviewed timelines in 6.1.2 to 6.1.4
- Introduced timeline in 6.2.5,6.3.1, 6.3.2 & 6.3.5

1.0 Purpose:

To facilitate effective management of the performance contracting process

2.0 Scope:

This procedure covers the PC process in all university functions from the setting of targets, implementation, reporting and performance evaluation.

3.0 References:

- i. ISO 9001:2015 Standard
- ii. JOOUST Strategic Plan 2023-2027
- iii. JOOUST Statutes
- iv. JOOUST Quality Manual
- v. JOOUST Customer Service Charter 2023
- 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 Plans & Budgets

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

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- v. **Negotiators:** Selected team of members from the University who participate in PC Negotiations/Evaluation with the relevant Government Ministries.
- vi. **PC Secretariat (PCS):** Team in charge of University Performance Contracting
- vii. **PC:** Performance contract
- viii. **DR:** Deputy Registrar
- ix. **PPRM:** Planning, Performance and Risk management
- x. **Performance Contract Target (PCT):** Outputs set to be achieved within a contract period.
- xi. **UMB:** University Management Board
- xii. **VC:** Vice-Chancellor
- xiii. **Vetting:** A government **process** of quality assurance to ensure negotiated Performance Contract conforms to relevant performance contract guidelines.

5.0 Responsibility:

DR, Planning, Performance and Risk Management (PPRM) 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 The VC shall establish a PC secretariat headed by the DR (PPRM) to support the PC process
- 6.1.2 The VC shall receive the PC guidelines from the Ministry currently responsible for PC for the period under contract.
- 6.1.2 The DR (PPRM) shall receive PC guidelines from the VC and circulate them to FHS within two days for setting PC targets from the annual work plans and other relevant documents.

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- 6.1.3 FHs shall set the departmental performance targets in line with the guidelines within one week after receipt of guidelines.
- 6.1.4 The DR (PPRM) shall receive and collate targets from FHs, draft the Divisional and University PC, and forward it within one week for consideration and recommendation by UMB.
- 6.1.6 The VC shall submit the draft University PC targets recommended by UMB to the 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 Chairperson of 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 Chairperson of 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 relevant University signatories shall sign the Performance Contract with the Parent Ministry as scheduled.

6.2 Implementation of performance contract

- 6.2.1 The VC shall ensure the cascading of the signed PC by signing contracts with the 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 contracts with Deans, Directors and FHs of Schools and departments within their jurisdiction within two weeks after signing PC with the VC.

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- 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 the PC Secretariat (PCS).
- 6.2.4 The PCS DRP shall compile and submit a University-wide quarterly report using the prescribed format to the University Management Board for approval.
- 6.2.4 The VC shall submit a quarterly report to the Council for approval before the 15th of the month following the end of every quarter.
- 6.2.5 VC shall ensure the submission of the Council approved University quarterly reports to the relevant government agencies and departments by the 15th of the following the end of every quarter.
- 6.2.6 DR(PPRM) shall prepare the University PC annual report using the 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 every quarter and at the end of the contracting period.
- 6.3.2 DR(PPRM) P shall use the annual performance report and supporting evidence to undertake a self-evaluation as prescribed in the guidelines and submit preliminary results to UMB for consideration and approval two weeks after the end of the contract period
- 6.3.3 The Vice-Chancellor shall receive a schedule for PC evaluation from the Ministry responsible for PC.
- 6.3.4 The Chairperson of the University negotiations team shall present the annual performance self-evaluation report and supporting evidence of achievements for evaluation as scheduled.

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- 6.3.5 The Vice-Chancellor shall receive the evaluation report and communicate the results of the University's performance to the Council and the entire University one week after receipt
- 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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