

RONGO UNIVERSITY – ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM

ISSUED FOR USE ON:

**PERFORMANCE CONTRACTING
PROCEDURE MANUAL**

REF: RU/ADM/PC/014



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015

PERFORMANCE CONTRACTING PROCEDURE MANUAL

RU/ADM/PC/014

AUTHORIZED BY: Prof. Samuel Gudu Vice-Chancellor	Sign: _____	Date: _____
ISSUED BY: Prof. Stanley Shitote Quality Management Representative (QMR)	Sign: _____	Date: _____

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PROCEDURE NUMBER 1: PERFORMANCE CONTRACTING

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficiency and effectiveness in managing performance contracting.

1.2 SCOPE

This procedure applies to the preparation of the annual University Performance Contract, its implementation, monitoring, reporting and evaluation.

1.3 REFERENCES

- a) Quality manual – RU/QMR/QM/002.
- b) Performance Contracting Guidelines
- c) Previous year’s RU Performance Contract.
- d) Current University Strategic Plan
- e) Annual Budget
- f) Any other relevant Documents

1.4 TERMS AND DEFINITIONS

- a) VC – Vice Chancellor
- b) DVC (AFP) – Deputy Vice Chancellor (Administration, Finance and Planning).
- c) DVC (ASA) – Deputy Vice Chancellor (Academics and Student Affairs)
- d) HoD – Head of Department.
- e) PC – Performance Contract
- f) SP – Strategic Plan

1.5 RESPONSIBILITY

- a) The VC is responsible for the supervision of this procedure
- b) The officer in charge of Performance Contracting is responsible for implementation and adherence to this procedure.

2.0 PROCESS INPUTS

- a) Performance Contract Guideline
- b) Strategic Plan
- c) Annual Work Plans
- d) Annual Budget
- e) Annual Procurement Plan
- f) Appointment of Committees

3.0 METHOD

- 3.1 This procedure shall start with the VC receiving PC guidelines from the National PC secretariat.
- 3.2 The VC shall forward the PC guideline to the PC Coordinator for drafting of the Performance Contract.
- 3.3 The PC Coordinator shall table the guideline to the PC Implementation Committee for discussion and drafting of the contract
- 3.4 The PC Coordinator shall present the draft contract to the VC who shall then table it in a meeting of Deans of schools, HoDs and implementing Officers for review and input.
- 3.5 The VC shall submit the draft PC to the University Council for consideration and adoption.
- 3.6 The University Council shall negotiate the draft PC with the Principal Secretary, Parent Ministry on a date to be determined.
- 3.7 The VC shall then present the negotiated PC to the relevant Board for vetting.
- 3.8 The VC shall present the vetted PC to the parent Ministry for signing.
- 3.9 The VC shall receive the signed PC for implementation.
- 3.10 The VC shall table quarterly and annual reports on implementation of the PC to the Council before submitting it to the relevant Ministries and Agencies.
- 3.11 The VC shall prepare a self-evaluation report and submit to the PC Evaluation Secretariat.

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4.0 PROCESS OUTPUTS

- a) Letters and memos.
- b) Minutes.
- c) Negotiated PC
- d) Vetted PC
- e) Signed PC.
- f) Work plans.
- g) Quarterly reports.
- h) Annual evaluation Report
- i) Self-evaluation report.
- j) Moderated Evaluation Report

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer’s name	Date

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OBJECTIVES REGISTER FOR PERFORMANCE CONTRACTING

OBJECTIVES REGISTER FOR PERFORMANCE CONTRACTING										
Department:	Performance Contract									
Rev. Status										
Issue Date:	Launch Date									
Created By:				Reviewed By:				Approved By:		
S.No	Key Result Area	Strategic Objective	Objective	Strategies	Key Performance Indicator	Resources Required	Timeline	Deliverable	Frequency of M & E	Responsibility
	Institutional Capacity	To enhance Institutional Governance and Image	To ensure the University certification to ISO 9001:2015 by December 2019	Train and sensitize all Staff, Document, Launch and implement QMS, Train Auditors, Conduct Internal Audits, Conduct Management Review, Conductive Corrective action, Apply for Certification	Certification of the University to ISO 9001:2015	Finances, Stationary, Equipment, Personnel, Consultants, Training facilities, Transport, workplan,	By end of December 2019	Training Certificates, QMS documentation, Audit Reports, Management Review Reports, Corrective Action Plans, Application for Certification, ISO 9001:2015 Certificate, training reports	Continuous	PC Coordinator
			To mainstream PC into the University workplans by July of every year	Identify the PC activities; Communicate the activities to process owners; monitor and evaluate implementation; reporting	Harmonized workplans	Budget; staff; departmental plans;	July of every year	workplans; reports; memos;	Quarterly	PC - Coordinator

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Department:	Performance Contracting												
Rev. Status													
Issue Date:													
Created By:					Reviewed By:			Approved By:					
S.No	Process	Risk	Causes	Existing Controls	Probability	Impact	Risk Rate	Risk Level	Additional Controls	Frequency of M & E	Opportunities	Responsibility	
1	PC Target setting	Unrealistic targets	Late release of PC guidelines, Lack of proper understanding of Pc guidelines, Insufficient budget, Work plans not in line with SP	Stakeholder contribution to target setting, negotiating the targets with national PC Secretariat, provision of PC items in the budget, Circulation of the SP	2	3	6	Medium	Enhanced mainstreaming of PC activities in the University Work plan	Quarterly	Sensitization on PC guidelines	PC Coordinator	
		Late setting of targets	Late submission of targets from the process owners, unclear deadlines	Timely circulation of guidelines	2	2	4	Low	sensitization of process owners, follow ups	Annual	Integrating PC targets in the University workplan	PC Coordinator	
	Implementation and Monitoring	Failure to Implement Pc Targets	insufficient budget allocation, Interruption of University operations, Failure to provide adequate evidence	Develop and implement workplans, Sensitization of process owners, ISO and PC committee for monitoring and evaluation	2	3	6	Medium	Enhanced monitoring and evaluation, mainstreaming PC activities in to University work plans, ensure consistency in maintaining records	Continuous	Automate monitoring of PC implementation, enhanced budgetary allocations	PC Coordinator	

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Created By:				Reviewed By:				Approved By:				
S.No	Process	Risk	Causes	Existing Controls	Probability	Impact	Risk Rate	Risk Level	Additional Controls	Frequency of M & E	Opportunities	Responsibility
		Delayed implementation of PC targets	Late release of funds, Late negotiation, Vetting and Signing of PC, low integration of PC in university activities	Adhere to Pc Work Plans, quarterly monitoring and evaluation, implement draft PC	2	2	4	Low	Enhanced monitoring and evaluation, mainstreaming PC activities into University work plans	Continuous	Improved monitoring and evaluation of PC activities	PC Coordinator
	Reporting	Late Submission of reports by Committee	Lack of clear deadline	Periodic Reminders	1	3	3	Low	enhanced committee representation	Continuous	Automate the System	PC Coordinator
		Insufficient reporting.	Lack of adequate evidence to support achievement	Sensitization on reporting, monitoring	2	3	6	Medium	Sensitization of process owners on reporting requirements , follow ups	Continuous	improved awareness on standard of evidence and record keeping, use of internal capacity	PC Coordinator