



**COMMISSION FOR UNIVERSITY EDUCATION
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REGISTRATION OF PEER REVIEWERS

Table of Contents

	Page
1. REGISTRATION NOTICE	3
2. REGISTRATION INSTRUCTIONS	4-5
3. BRIEF CONTRACT REGULATIONS	6
4. REGISTRATION DATA INSTRUCTIONS	7
5. FORM PR-1 REGISTRATION APPLICATION FORM	8-9
6. FORM PR-2 SWORN STATEMENT	10

REGISTRATION NOTICE

REGISTRATION OF PEER REVIEWERS FOR THE PERIOD ENDING 30TH JUNE, 2020

The Commission for University Education (CUE) invites applications for registration from interested eligible peer reviewers drawn from accredited universities, research institutions, industry and professional bodies for the period ending 30th June 2020. The peer reviewers are expected to undertake:

- a) Institutional accreditation;
- b) Academic programme accreditation;
- c) Quality audit of institutions and academic programmes; and
- d) Related quality assurance activities based on best practices

The applicants will be registered in accordance with procedures set out in the Public Procurement and Asset Disposal Act and Regulations. Interested applicants must provide requested information as detailed in the registration document.

Registration documents, containing detailed terms of registration may be obtained from the office of Supply Chain Management at CUE offices on Redhill Road off Limuru Road, Gigiri, during normal working hours, Monday to Friday, from **8.00 a.m.** to **5.00 p.m.** or downloaded from the Commission's website www.cue.or.ke.

Completed Registration documents in plain sealed envelopes clearly marked **Peer Review Services** should be dropped at the **Procurement Office** located at the Commission's building, **Ground Floor** or be addressed and posted to the address below.

Attention: Head of Procurement

**Commission Secretary/Chief Executive,
Commission for University Education
P. O. Box 54999- 00200, NAIROBI**

**PROF. MWENDA NTARANGWI
COMMISSION SECRETARY/CHIEF EXECUTIVE**

REGISTRATION INSTRUCTIONS

1.1 Introduction

Commission for University Education would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract for provision of peer review services.

1.2 Registrations Objective

The mandate of the Commission is to ensure the maintenance of standards, quality and relevance in all aspects of university education, training and research. The Commission mainstreams quality assurance practices in university education and encourages continuous improvement in the management of the quality of university education. This is mainly accomplished through a peer review process.

1.3 Invitation for Registration

Eligible Peer Reviewers shall be drawn from accredited universities, research institutions, industry and professional bodies.

1.4 Qualifications of the eligible candidate

1. Peer Reviewers from universities should:
 - a) be holders of relevant earned doctorate degree qualifications from accredited universities at the level of Senior Lecturer and above; and
 - b) have the necessary experience as Academicians (all fields of study), University Managers, Librarians, Architects, Engineers, Finance Managers, Student Affairs Coordinators or Legal Advisors among others.

(Holders of relevant Master's degree qualifications shall also be considered in special cases where the area of specialization is not well established.

2. Peer Reviewers drawn from research institutions, industry and professional bodies should have:
 - a) at least a Master's degree qualification in a relevant field of study;
 - b) a minimum of five (5) years' experience in the field at senior positions; and
 - c) be members of a relevant professional body, *where applicable*, with a valid Professional license.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective applicant.

In order to be considered for Registration, prospective applicant **MUST** submit all the information herein requested.

1.6 Delivery of Registration Documents

Completed Registration data and other requested information shall be dropped at the **Procurement Office** located at the Commission's building, **Ground Floor** or be addressed and posted to the address below:

Attention: Head of Procurement

**Commission Secretary/Chief Executive,
Commission for University Education
P. O. Box 54999- 00200, NAIROBI**

1.7 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the Commission Secretary/Chief Executive, Commission for University Education whose address is given in part 1.6

1.8 Additional Information

Commission for University Education reserves the right to request submission of additional information from prospective applicants.

1.9 Invitations for peer review

Request for peer review will be made available only to those whose qualifications are accepted by Commission for University Education after satisfying the requirements for eligibility indicated in this document.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Transport and accommodation

Commission for University Education shall provide transport and accommodation for peer reviewers whose assignment require that that they travel away from their duty station.

2.2 Sitting allowance

The Commission for University Education pays the Peer reviewers a sitting allowance at an already agreed rate when involved in meetings/panels in the assigned activities

2.3 Contract Price

The contract shall be based on the already approved rates by the Commission for University Education for peer reviewers in all areas.

2.4 Payments

Payments are made to the Peer reviewers upon successful completion of the assignments. All payments shall be made within thirty (30) days from the date of completion of the assignment.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms are to be completed by prospective applicants who wish to be registered to participate in peer review process

- 3.1.1** The Registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

- 3.2.1** It is understood and agreed that the registration data on prospective applicant is to be used by Commission for University Education in determining, according to its sole judgment and discretion, the qualifications of prospective applicant to perform in respect to the services as described by the client.

- 3.2.2** Prospective applicants will not be considered qualified unless in the judgment of Commission for University Education they possess academic qualification and experience required to satisfactorily execute the assignments of peer reviewers.

3.3 Essential Criteria for Registration

The criteria for qualification shall be the applicant's academic qualifications and experience as indicated in the detailed eligibility requirements in 1.4, meeting the provisions of Chapter Six of Kenya Constitution 2010, providing a current Curriculum Vitae as well as providing evidence of recognition of academic qualifications obtained from foreign universities. Applicants whose qualifications meet the minimum criteria shall be considered successful.

3.4 Statement

Application must include a Sworn Statement Form PR-2 by the applicant ensuring the accuracy of the information given.

PR-1 - REGISTRATION OF PEER REVIEWERS APPLICATION FORM

I/We hereby apply for registration as peer reviewer for (indicate area(s) of specialization).....

Current University/Professional Body /Firm.....

Post Office Address

Town

Telephone Nos.

Email Address:

2. Academic Qualifications

Qualification	Year Obtained	Where (Institution) Obtained*	Area of Specialization	Duration of Study

(APPLICANTS MUST ATTACH CERTIFIED COPIES OF THE CERTIFICATES)

**Where the qualifications have been earned from a foreign university, attach evidence of recognition from the Commission for University Education (CUE)*

3. Employment Record (*Starting with current/most recent employer*)

- a) Employer Name
Position held
Years Worked FromTo
Contact person

- b) Employer Name
Position held
Years Worked FromTo
Contact person

- c) Employer Name
Position held
Years Worked FromTo
Contact person

- d) Employer Name
Position held
Years Worked FromTo
Contact person

MANDATORY DOCUMENTS:

- a) Duly completed Forms PR-1 (above) and PR-2 (below);
- b) Current Curriculum Vitae, with names and contact addresses of three referees;
- c) Certified copies of academic certificates;
- d) Certificate(s) of recognition for academic qualification(s) obtained from foreign universities;
- e) Evidence of appointment to the position of Senior Lecturer or above for those from universities;
- f) Evidence of service at senior positions for those from research institutions, industry, and professional bodies; and
- g) Evidence of meeting the provisions of Chapter Six of Kenya Constitution, 2010 – relevant valid certificates from:
 - Kenya Revenue Authority;
 - Higher Education Loans Board;
 - Criminal Investigations Department;
 - Ethics and Anti-Corruption Commission;
 - Credit Reference Bureau; and
 - Relevant professional body (*where applicable*).

Name of Applicant

Signature

Date

FORM PR-2 - SWORN STATEMENT

Having studied the Registration information for the above request I hereby state:

- a. The information furnished in my application is accurate to the best of my knowledge.
- b. I enclose all the required documents and information required for the Registration evaluation.
- c. I also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un-knowing relies on it to register me. I am aware that Commission for University Education is at liberty to Institute legal proceedings as stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006 and subsequent regulations.
- d. I understand that the information submitted for registration will be subjected to verification and this may include visit/ contact to previous employers by a team of officers from the Commission for University Education.

Date

Applicant's Name

Signature

(Full name and designation of the person signing)