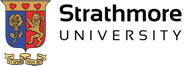
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**DUE DILIGENCE CHECKLIST**

**INFORMATION REQUEST FOR LEGAL REVIEW**

The following is the information that we require for the conduct of a high-level legal review of matters pertaining to the Consultancy.

Further questions may be raised following a review of the documents and information received in response to this document.

**PART A**

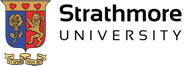
**FOR INTERNAL STRATHMORE UNIVERSITY USE ONLY**

|  |  |  |
| --- | --- | --- |
|  | *Checklist* | *Choose an item( Yes, No, Available, Not Available, Attach, State/provide* |
| 1.1 | Copies of the consultant’s identification documents including National ID Cards, Passports and other relevant identification documents. |  |
| 1.2 | Are the values of the Consultant in line with Strathmore University’s values, vision and mission? |  |
| 1.3 | Has the consultant ever been employed by or engaged in any other capacity by Strathmore University? If so, please give details. |  |
| 1.4 | Does the consultant have the required skills, expertise, and experience? |  |
| 1.5 | Identify the specific qualifications, certifications, or industry knowledge that the consultant has that are essential for the project. |  |
| 1.6 | Is the consultant able to work in diverse teams and adapt to a dynamic work environment? |  |
| 1.7 | Are the financial and payment terms reasonable and within SU’s budget? |  |
| 1.8 | Does the consultant have any history of legal issues, professional misconduct or conflicts of interest? If so give provide details. |  |
| 1.9 | Does the consultant have any political connections that could potentially create any issues e.g. conflict of interest or reputational damage to the University? |  |
| 1.10 | Are there any potential risks or challenges that may impact the consultant’s implementation of the project? |  |
| 1.11 | What are the intellectual property rights and ownership implications arising from the Consultancy activities? |  |

**Authorization**

I hereby declare that I am a duly authorised signatory and certify that the above information is true and correct to the best of my knowledge.

|  |  |
| --- | --- |
| Name and Designation |  |
| Signature |  |
| Date |  |

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**DUE DILIGENCE CHECKLIST**

**INFORMATION REQUEST FOR LEGAL REVIEW**

The following is the information that we require for the conduct of a high-level legal review of matters pertaining to the Consultancy.

Further questions may be raised following a review of the documents and information received in response to this document.

**PART B:**

**TO BE COMPLETED BY THE CONSULTANT**

Please complete **ALL APPLICABLE** sections of this form as appropriate.

1. **Background information**

|  |  |  |
| --- | --- | --- |
|  | *Checklist* | *Choose an item( Yes, No, Available, Not Available, Attach, State/provide* |
| 1.1 | Detailed professional background, including a copy of your resume or curriculum vitae (CV). |  |
| 1.2 | References from past clients or employers to validate your experience and performance. |  |
| 1.3 | Physical and postal address |  |
| 1.4 | Consultant's relevant experience in projects or assignments similar to the current one. |  |
| 1.5 | Consultant’s portfolio, case studies, or project summaries showing the outcomes achieved. |  |
| 1.6 | Any specialized training or educational background that aligns with the University’s project requirements. |  |
| 1.7 | Reputation and track record within the industry or field. |  |
| 1.8 | Consultant’s approach to data analysis, research methodologies, and critical thinking abilities. |  |
| 1.9 | Do you have a professional liability insurance or any other relevant insurance coverage, if yes, what coverage amount and provide the policy details |  |
| 1.10 | The consultant's professional credentials, qualifications, certifications, licenses, or memberships with relevant industry associations. |  |
| 1.11 | Do you have the capacity and availability to take on and complete the project within the desired timeline. |  |
| 1.12 | Are there any potential conflicts of interest with other clients or projects. |  |
| 1.13 | What are your proposed fees, payment terms, and expenses. |  |
| 1.14 | Are there any past or present political positions held by the consultant or close family members. |  |
| 1.15 | Details of any completed or ongoing material litigation, mediation or arbitration or any other disputes with third parties including the Kenya Revenue Authority, trade unions and employees in which the Consultant is involved, which may lead to material litigation, arbitration, mediation or other dispute resolution procedures. |  |
| 1.16 | Details of any unfulfilled judgements, decrees, awards or other orders of any court, tribunal, quasi-judicial or governmental bodies in any proceedings in which the Consultant was a party. |  |
| 1.17 | Details of any current or pending investigation by any competent authority or any notifications or request from any regulatory or governmental agency affecting the Consultant. |  |
| 1.18 | Do you have any history of legal issues or professional misconduct? If so give provide details. |  |

1. **Authorisation**

I hereby declare and certify that the above information is true and correct to the best of my knowledge

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |