

Standards for Professional Practice in Consulting

Guiding Principles



The Standards & Consultant Commitments

A Professional commitment

A commitment to:

1. Clearly define our own limits of expertise
2. Practice and uphold national and professional codes of Ethical Conduct
3. Respect and acknowledge the rights of others to hold diverse values, attitudes, and opinions; and in relation respect differences in perspective and expectations and allow for reflection and discussion to reach appropriate compromise
4. Incorporate evidence-based practices in all interactions and support services
5. Respect that making and implementing changes is a process requiring a flexible time frame that is reasonable and comfortable
6. Seek supervision or peer consultation as necessary to practice consultation objectively and ethically when we encounter challenges
7. maintain, improve, and expand professional competence through continued study and education; membership, participation, and leadership in professional organizations; and involvement in issues related to the health of the public Attend continuing education to the degree necessary to keep current with research, development, and best practice in related fields (of HIV/AIDS, SGBV, and Health Promotion etc)
8. Encourage and accept responsible critical discourse to protect and enhance the profession

B Commitment to the client

Commitment to the client to:

s and the qualifications of others whom we recommend
contract and plan of action/services specific to the setting

3. Accurately represent potential assignment and program outcomes, and communicate any potential benefits and consequences
4. Anticipate and disclose competing commitments, conflicts of interest
5. Use appropriate standards, theories, and guidelines as criteria when carrying out professional responsibilities; and further base consultation on established standards as issued by national professional organizations and agencies as well as program philosophy
6. Work to establish a good client-consultant relationship that is based on professionalism and integrity and to implement a consultation process that includes assessment, action planning, plans for sustainability/use of the consultancy outputs, mentorship and/or skills transfer, and any other related needs, at a pace that is comfortable for the client
7. Be available by phone, email, and in person to provide related support services when needed by the client; and to respond to queries request for clarification in a timely manner
8. Facilitate the quality enhancement process based on agreed upon goals, and build on what the client already knows
9. Disclose limits of abilities and expertise and refer the client to outside resources when expertise is needed in a subject area in which we have limited knowledge

C Commitment to Professional Integrity

A commitment to:

1. Work with the client to refine the contract ensuring that important milestones, outputs and deliverables are clearly captured
2. Disclose all possible conflicts of interest to the client
3. Exercise integrity in conflict situations, and do not manipulate or violate the rights of others
4. Openly communicate to employers, expectations of job-related assignments that conflict with their professional ethics
5. Keep confidential all matters of the client and sponsor, and follow contract guidelines and professional regulations regarding disclosure
6. Keep accurate records of all consultative services rendered and provide to the summary reports as needed
7. Model and encourage nondiscriminatory standards of behavior in their interactions with others
8. Provide opportunity for both clients and sponsors to evaluate the effectiveness of consultation services either periodically or at the close of a project
9. Give appropriate recognition to others for their professional contributions and achievements

D Commitment to capacity development

When involved with capacity development, a commitment to:

1. engage in careful preparation; present material that is accurate, up-to-date, and timely; provide reasonable and timely feedback; state clear and reasonable expectations; and conduct fair assessments and evaluations of learners
2. provide adequate supervision and meaningful opportunities for the professional development of learners