**Internal Memo**

**Date: November 24, 2025**  
**To:** Director General (DG), KIPRE  
**Thru’:** Director, Research & Product Development  
**From:** Lead, Data Science & Analytics Section (DS&AS)

Dear DG,

**RE: REQUEST FOR APPROVAL AND FACILITATION OF A 6-DAY DS&AS SOP ROLLOUT WORKSHOP**

The Data Science and Analytics Section (DS&AS) plays a central role in enabling KIPRE’s research mandate, particularly in standardizing data management, strengthening analytics capacity, and aligning our scientific outputs with national and international expectations for reproducible, data-driven research.

However, during the first phase of institutional SOP development and rollout, DS&AS remained unaddressed, leaving the section without the operational frameworks required to execute its mandate.

Following your deployment of Mr. Patrick Waweru Mwaura to lead and operationalize the section (28th September), he has successfully developed a comprehensive set of 24 SOPs that form the foundation for DS&AS institutionalization. These drafts are now ready for review, refinement and approval by relevant Heads of Divisions and/o key technical staff who will collaborate closely with the section.

As we approach the deadline for submitting individual, sectional and divisional performance targets (31st December 2025), the operationalization of DS&AS is essential for proper planning, accountability and alignment with the Institute’s strategic direction.

In view of this, I respectfully request:

**Approval and facilitation of a 6-day SOP Review and Rollout Workshop**

The workshop will:

* Review, refine and approve DS&AS SOPs for institutional use
* Build a shared understanding of the section’s mandate, workflows and interfaces with divisions
* Establish a collaborative framework between DS&AS and other units
* Enable the section to formally commence operations in early 2026

If resources allow, it would be ideal for this workshop to be conducted before the end of the year to align with performance planning timelines.

Your support in this matter will greatly strengthen the section’s ability to contribute effectively to KIPRE’s research excellence and institutional mandate.

Thank you for your consideration.

Sincerely,

Patrick Mwaura  
Lead, Data Science & Analytics Section  
KIPRE

**Data science and Analytics section**

**SOPs rollout workshop**

Contents

[1.1 Objectives 3](#_Toc214833018)

[1.2 Program overview 3](#_Toc214833019)

[1.3 Participants list 5](#_Toc214833020)

## Objectives

The workshop aims to anchor the DSA section within the Institute’s mandate and operations by:

1. Introducing the DSA section and its mandate.
2. Showing how the section fits within the Institute’s broader functions.
3. Clarifying the section’s position in the organogram.
4. Explaining how the section connects and collaborates with each division.
5. Demonstrating how the section supports key institutional committees.
6. Highlighting how the section can support departmental work practically.
7. Outlining the core functions of the DSA section.
8. Identifying priority, SOPs needed for smooth operations.
9. Reviewing or developing the SOPs collaboratively with divisions.
10. Agreeing on and approving the final SOPs for implementation.

## Program overview

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day 1 – Introduction & Context**

**Morning (Plenary):**

* **Welcome & icebreaker**
* **What is Data Science & Analytics and why it matters for KIPRE**
* **Current data management challenges: scattered files, delayed reports, inconsistent quality**
* **DS&AS’s role in the organogram, reporting lines, and links with divisions**
* **Institutional vision for data: making it reliable, accessible, and actionable for decision-making**

**Afternoon (Group activity):**

* **Share real-life data challenges**
* **Map current data workflows in divisions**
* **Identify gaps where DS&AS could provide support**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day 2 – DS&AS Mandate & functions**

**Morning (Plenary):**

* **DS&AS responsibilities:**
* **Data cleaning & organization**
* **Analysis support**
* **Dashboards & visualization**
* **Maintaining data standards**
* **Supporting grants, publications, and policy work**
* **How DS&AS supports key committees (ISREC, Productivity Committee, PC, etc.)**

**Afternoon (Group activity):**

* **Small groups explore one DS&AS function each (e.g., dashboards, data cleaning)**
* **Discuss practical implementation in divisions**
* **Present short findings back to plenary**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day 3 – SOPs & data Standards**

**Morning (Plenary):**

* **Introduce the 24 drafted SOPs in plain language**
* **Why SOPs matter: consistency, quality, efficiency, and faster reporting**
* **Highlight SOPs for data entry, cleaning, storage, and sharing**

**Afternoon (Group Activity):**

* **Small groups review assigned SOPs**
* **Suggest improvements and check relevance to workflows**
* **Prepare concise feedback for plenary discussion**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day 4 – Collaboration & communication**

**Morning (Plenary):**

* **How DS&AS collaborates with HODs, HOSs, and staff**
* **Communication channels, feedback loops, and designated contacts**
* **Quick recap of bigger vision: reliable, accessible data supporting evidence-based decisions**

**Afternoon (Group activity):**

* **Role-play: submitting data, receiving feedback, applying SOPs**
* **Map ideal workflows showing DS&AS support**
* **Groups present workflow maps and discuss alignment**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day 5 – Integration, Practice & next steps**

**Morning (Plenary):**

* **Recap Days 1–4**
* **Showcase examples: cleaned datasets, dashboards, and SOP application**
* **Outline next steps, responsibilities, and timelines**

**Afternoon (Group Activity):**

* **Work with real datasets or SOP scenarios**
* **Apply DS&AS guidance: cleaning, organizing, summarizing, reviewing SOPs**
* **Final plenary: share key learnings and suggestions**
* **Wrap-up: confirm follow-up actions, responsible persons, and timelines**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Participants list

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Directorate** | **Division/Section** |
| 1. | Dr. Peter Gichuhi Mwethera, PhD, MBS | DG | DG |
| 2. | Dr. Atunga Nyacheo, PhD, OGW | RPDD | Director |
| 3. | Dr. Danson Mwangi, PhD | CBPGMD | Director |
| 4. | Dr. Chivatsi Chai | AWED | Director |
| 5. | Mr. Patrick Waweru Mwaura | RPDD | DSAS |
| 6. | Dr. Lucy Ochola, PhD | RPDD | IDOH |
| 7. | Dr. Joseph Kamau, PhD | RPDD | IDOH |
| 8. | Mrs. Mary Chege | RPDD | IDOH |
| 9. | Dr. Jael Obeiro, Phd | RPDD | REPRO |
| 10. | Mr. Robert Kunyera | RPDD | REPRO |
| 11. | Dr. George Omondi | RPDD | KISRIC |
| 12. | Ms. Valary | RPDD | KISRIC |
| 13. | Dr. Ngalla Njillani, PhD | RPDD | NCD |
| 14. |  | RPDD | NCD |
| 15. | Dr. Stanvas Kivai, PhD | RPDD | EECEH |
| 16. |  | RPDD | EECEH |
| 17. | Mr. Kenneth Waititu | RPDD | Laboratory |
| 18. | Dr. Mercy Akinyi, Phd | ASWED | VCDS |
| 19. |  | ASWED | VCDS |
| 20. | Dr. Janet Mwadime | ASWED | NLAB |
| 21. | Mrs. Caroline Jerono | ASWED | NLAB |
| 22. | Dr. Ruth Nyakudi, PhD | ASWED | W&E |
| 23. | Dr. Clare Njoki | Committee | W&E |
| 24. | Mrs. Lucyline Mbogori | CBPGMD | II&M |
| 25. |  | CBPGMD | II&M |
| 26. | Dr. Almas Juma, PhD | CBPGMD | TCB |
| 27. |  | CBPGMD | PGM |
| 28. | Mr. Charles Akama | Planning | PS |
| 29. | Mrs. Maimuna | Supply | SCM |
| 30. | Mr. Patrick Manene | Corporate services | HR & Admin |
| 31. | Mrs. Stella Nyambariga | Corporate Services | HR |
| 32. | Mr. Daudi Sawa | Corporate Services | Finance |
| 33. | Mr. Rhoda Kivuva | Corporate Services | Communication |
| 34. | Mr. Kiplang’at | Corporate Services | ICT |
| 35. | Mrs. Alice | Internal Audit | Audit |