Internal Memo

Date: December 12, 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 (on 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 (by 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
1.2 Program overview 3
1.3 Participants list 5

1.1 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.

1.2 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

_____

1.3 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