



**KENYATTA UNIVERSITY
WOMEN'S ECONOMIC EMPOWERMENT
HUB**



RESEARCH POLICY

2020-2025

KU-WEE HUB FUNDAMENTAL STATEMENTS

VISION STATEMENT

A society free of gender inequities and inequalities with economically empowered women

MISSION STATEMENT

Generation of robust evidence to inform women's economic empowerment policies and programmes

KU-WEE CORE VALUES

Gender equality, teamwork, accountability

GOAL

To promote women's economic empowerment through policy-driven research

FOREWORD

Kenyatta University Women's Economic Empowerment (KU-WEE) Hub is committed to its mission of generating robust evidence to inform the design and implementation of women's economic empowerment policies and programmes to promote women's economic empowerment through policy driven research. To achieve its vision of a society free of gender inequities and inequalities with economically empowered women, the hub seeks to conduct research that will generate credible, internationally recognised data on what works to improve women's economic empowerment in Kenya and the region. Through its 11 policy-driven research concepts in three thematic areas, the Hub project aims to bridge the gap between gender data and the formulation and implementation of various gender policies and programme.

To achieve this, it has collaborated with various research, policy and advocacy institutions to ensure not only generation, but also uptake of the evidence by policy and programme formulators and implementers across the county and national levels of government. Given the importance of evidence utilisation in gender policy formulation and implementation especially in the era of COVID-19 and beyond, the University recognises the role that the Hub must play in ensuring that only quality gender data goes into the process. Clear guidelines on the expected level of professional and ethical commitment are important if the research is to yield credible data.

This research policy therefore, will provide critical guidance to the Hub researchers on the expected standards in the collection, analysis and dissemination of findings, to ensure that not only the Hub's but also Kenyatta University's core values are adhered to. It is envisaged that researchers will strictly adhere to the guiding principles herein, to safeguard their own credibility and that of the Hub and the University at large. I wish to assure our partners that the University is committed to ensuring that the research guidelines enshrined in this framework are observed at every stage of the research process.



Prof. Paul K. Wainaina
Vice-Chancellor Ph.D
Kenyatta University

Table of Contents

ABBREVIATIONS AND ACRONYMS.....	5
1.0 INTRODUCTION.....	6
1.1 PURPOSE AND SCOPE.....	7
1.2 PRINCIPLES OF GOOD RESEARCH PRACTICE.....	7
1.3 GENDER RESEARCH.....	8
1.4 RESEARCH STRUCTURE	8
2.0 GOVERNANCE.....	9
2.1 KU-WEE ADVISORY BOARD	9
2.2 TECHNICAL COMMITTEE (TC).....	9
2.3 ADMINISTRATION AND RESPONSIBILITIES	9
3.0 OPENNESS IN RESEARCH.....	13
4.0 RESEARCH PROCESS.....	13
5.0 RESEARCH CAPACITY BUILDING	14
6.0 DATA COLLECTION PROCESS, FIELDWORK AND COORDINATION.	14
7.0 RESEARCH ETHICS	16
8.0 STUDENTS RESEARCH PROJECTS/THESES.....	16
9.0 EFFECTIVE PARTNERSHIPS AND ENGAGEMENTS	17
10. RESPONSIBILITY TO THE FUNDER.....	17
12. PATENTS AND COPYRIGHTS.....	19
13. UNIVERSITY RESOURCES, FACILITIES, EQUIPMENT, AND INFORMATION.	20
14. RECOGNITIONS AND AWARDS.....	20
15. RISK MANAGEMENT	21
16. DATA MANAGEMENT, RETENTION AND ACCESS.....	22
17. DATA QUALITY AND SECURITY	23
18. MONITORING AND EVALUATION	24
19. IMPLEMENTATION OF THE POLICY	26

ABBREVIATIONS AND ACRONYMS

B&MGF	Bill & Melinda Gates Foundation
ICT	Information Communication Technology
KU	Kenyatta University
KU-ERC	Kenyatta University Ethics Review Committee
KU-WEE	Kenyatta University Women Economic Empowerment
NACOSTI	National Commission for Science, Technology and Innovation
NGO	Nongovernmental Organisation
OECD	Organisation for Economic Co-operation and Development
PhD	Doctor of Philosophy
UoN	University of Nairobi

1.0 Introduction

Kenyatta University received a grant from Bill & Melinda Gates Foundation through the Initiative on What Works for Women's Economic Empowerment to establish a Women's Economic Empowerment (KU-WEE) Hub. The overall goal of the Hub is to build program and Policy evidence on What Works to advance Women's Economic Empowerment in Kenya to be utilised by stakeholders to shape policies, programs, interventions, and advocacy efforts. The specific objectives are to: advance women's engagement in management and leadership positions; enhance women's employability and entrepreneurship skills; prevent and reduce Sexual and Gender Based Violence and enhance women's economic empowerment; develop a Women Economic Empowerment Index and a tool for gender-responsive budgeting; build capacity of junior researchers, post graduate students and partners in research, and policy advocacy and communication strategies on women's economic empowerment.

The hub will:

- a) Carry out an evaluation of existing policies and programmes in relation to “what works” in WEE.
- b) Implement training measures to enhance competence within the research teams on gendered research and the integration of gender analysis of WEE.
- c) Produce policy evidence, annual statistics with sex and gender -disaggregated data.
- d) Monitor and analyse patterns and trends of WEE and inform the development of targeted gender initiatives.
- e) Consult, engage, and network with national and international groups working to advance gender equality and WEE.
- f) Improve and enhance the strengthening of gender mainstreaming in policy development.
- g) Advocate for institutionalisation and implementation of gender equality policy in organisations and in contractual agreements.
- h) Boost awareness and capacity building on gender competence in the public and private sector.
- i) Support gender studies and enhance research with gender perspectives.
- j) Support development and roll-out of National and County initiatives focusing on gender equality and economic empowerment.

- k) Raise awareness among stakeholders and partners about KU-WEE activities
- l) Endeavour to balance membership in all policy evaluation activities, advisory and management boards, committees, workshops, focus groups, etc.
- m) Introduce mentoring programmes and targeted initiatives of WEE.

1.1 Purpose and Scope

The Research Policy will assist in the achievement of the KU-WEE Hub mandate. The purpose of the policy is to: guide the research process; provide a framework for the governance of research activities; provide effective and efficient support for research activities and any innovations; establish rational, transparent and collective decision-making processes; carry out capacity building; clarify research roles of individuals and groups; ensure gender research; guide partnerships, engagements, research ethics, conflict resolution, risk management, patents, copyrights, and resource use; and quality control.

1.2 Principles of Good Research Practice

The following principles aim to encourage researchers to conduct of high-quality research. The principles should be integrated into all aspects of research and scholarly activities. These principles include:

- a) *Excellence*: upholding excellence when conducting research.
- b) *Honesty*: being truthful - ensure the accuracy of data and evidence, acknowledge the contributions of others, and not engage in unethical behaviour during and after the research.
- c) *Integrity*: complying with all legal and ethical requirements; declaring any potential or actual conflicts of interest relating to research and where necessary taking steps to resolve them.
- d) *Cooperation*: promoting open exchange of ideas, data, research methods, results, and evidence and discussing them subject to any considerations for confidentiality.
- e) *Accountability*: ensure that research activities comply with any agreements, terms and conditions; and follow the requirements and guidance of any professional bodies in their field of research.
- f) *Prudent use of resources*: to achieve the project goal, researchers and post-graduate students should use resources efficiently
- g) *Fairness*: ensure that all researchers, staff, partners, stakeholders, and postgraduate students are treated with fairness.

1.3 Gender Research

All research pieces will apply gender lens. Gender perspectives will inform all phases of the research process. Some of the key domains in gender research include; access and control over assets, beliefs and perceptions regarding who women and men are/should be/ should do or not do; practices and participation, institutions' laws and policies. In all these, researchers will seek clarity on how power as a cross-cutting issue is reflected. Data collected will be disaggregated by sex and gender, and research questions will also focus on both inequalities and inequities between men and women in time use, distribution of unpaid and paid work, decision-making and leadership and how these differentially affect women and men. The gaps in research should reflect gender concerns. Overall, the findings should demonstrate how the identified constraints limit or facilitate changes in women's economic empowerment and what works to remedy the situation. The teams should:

- a) Integrate gender equality and equity dimensions and gender mainstreaming in the WEE research and innovation activities.
- b) Institute gender balance in the teams and the integration of gender dimensions in the research content and funding decisions.
- c) Ensure that there is no implicit gender bias, disadvantage or deterrent in the language or criteria and carry out the research process through utilising blind assessment procedures.
- d) Through key policy stakeholder involvement, formalise engagements and collaboration with National and County stakeholders to influence and drive forward structural change in WEE.
- e) Aim to advance knowledge on implementation of gender-focused policy measures for structural change in WEE.
- f) Fully integrate gender analysis into the design, implementation, evaluation, dissemination of the WEE research

1.4 Research Structure

The researchers under the supervision of Principal Investigators Co-Principals and Thematic Team Leads will carry out research activities in the Hub. The Research Coordinator assisted by Research Associate (Quality Control & Partnerships) and Research Associate (Fieldwork Coordination) will direct the overall research activities. The Coordinator will be responsible to the Project Leader, who will be answerable to the Hub Leader. Postdoctoral fellows and postgraduate students will be incorporated as researchers.

2.0 Governance

2.1 KU-WEE Advisory Board

The Advisory Board is charged with overseeing the Hub research activities. The Board will provide strategic advice, advise on policy development and implementation, and ensure that the Hub adheres to its mandate and focus. The mandate will also include the review of activities, research outcomes and progress and subsequently offer strategic advice.

The Board will have a Research Committee, which will be responsible for quality control of research activities, research budgets, dissemination and advocacy.

2.2 Technical Committee (TC)

The Technical Committee will be deliberating on the three thematic areas of research namely: Women's roles in the public and private sectors, skilling and mentoring, and violence, crisis and women's work. The Committee will aspire to promote contextually responsive understanding and applications of the project on the IWEEE program. It will ensure quality output, oversee prudent distribution and allocation of the research budgets, and review and approve project work plans. Besides overseeing quality on the technical work, the Committee will carry out direct monitoring and evaluations and identify gaps, review future proposals and rank them for funding. It will also review knowledge products before releasing and sharing them with the Data systems for dissemination. Finally, it will address areas of conflicts that might arise between researchers and/or partners.

2.3 Administration and Responsibilities

Reporting to the Vice Chancellor's Office, the office of the Hub Leader will:

- a) Offer the Hub's overall management, administration, and leadership.
- b) Ensure that the project is gendered and responds to any request by the Foundation in good time.
- c) Work closely with the Technical committee to ensure smooth implementation of the project.
- d) Feed the Hub Advisory Board with information about the project.
- e) Be in charge of the strategic planning and implementation of Hub activities, developing and guiding the focus for WEE thereby ensuring timely implementation of the research agenda, including timely audits of all finances.

- f) Maintain communication, guide decisions and serve as the link between all stakeholders and the University.
- g) Develop policy documents; liaise with Government ministries, Departments and Commissions; facilitate policy reviews, capacity building; present and or protect any interests of the Hub to the University Management, and carry out public relations activities for the hub.
- h) Be the secretariat to the Advisory Board.

Reporting to the Hub Leader, the office of the Project Leader will:

- a) Oversee successful implementation, monitoring, risk management and reporting of the project, development of the project strategy and focus, and overall coordination with all stakeholders for research and policy.
- b) Be responsible for ensuring regular financial and programmatic reporting in line with the B&MGF and university requirements and ensuring effective and efficient use of project resources, ensure proper process is followed in grants disbursement, use and reporting.
- c) Be responsible for prioritisation, planning, design, execution, monitoring, controlling and closure of a project.
- d) Work closely with B&MGF to develop and refine the project strategy and the research coordinator to ensure efficient implementation of the research activities.
- e) Be responsible for resourcing and facilitating the hub staff in executing their mandate.
- f) Provide secretarial services to the technical committee of the hub and ensure that the decisions of the technical committee are available to the hub leader and the research coordinator.
- g) Work closely with the research coordinator and regularly brief the hub leader on the progress of the research agenda.
- h) Undertake other duties as delegated to her by the hub leader. She/he will be in-charge of the day-to-day running of the hub.

Research Coordinator's office will:

- a) Coordinate, oversee and advice on research activities in the Hub on a continuous basis.
- b) Ensure cross fertilisation across themes.

- c) Work closely with the Project Leader's office and Advocacy and Policy Engagement office to ensure that all the research and advocacy activities are undertaken efficiently and as per plan.
- d) Work with the Research Associate (Quality Control & Partnerships) and Research Associate (Fieldwork coordination) offices to develop synergy across all projects.

Research Associate (Quality Control & Partnerships) office will:

- a) Assist in project planning and ensure that the work scope, study protocol, and regulatory requirements are followed.
- b) Review all research reports for quality and serve as the principal liaison person for partners in the project.
- c) Work closely with the research associate (fieldwork coordination) to ensure timely implementation of the research activities of partners and synergising and linking them to the KU-WEE hub activities.
- d) Work with the partners on all matters related to collaborations and partnerships to ensure smooth running of all research projects.

Research Associate (Fieldwork Coordination) office will:

- a) Monitor and coordinate all fieldwork activities including data collection and analysis across all projects including those to be undertaken by partners.
- b) Carry out day-to-day supervision of theme leaders, principal researchers, researchers, research assistants, and enumerators.
- c) Work closely with the research coordinator and with research associate (quality control & partnerships).

Hub Partners: The Partners research activities will be carried out in collaboration with KU researchers specifically identified from amongst the research teams to support the partners. The Research Associate (Quality Control & Partnerships) and the Research Associate (Fieldwork Coordination) will keep in touch with the researchers on daily basis to provide information when needed and inform on any problems identified along the way.

The partners will form a link for piloting, testing and implementation of policy recommendations originating from the Hub before scale up. They will provide the geographical field and socio-cultural, economic and political contexts as a focal point and offer the crucial links for scaling up interventions found to be working. They will serve as a channel for policy engagement with key decision makers, generating policy messages for public education and discrete policy choices. They will generate information pieces for engagement with the media in Kenya and design effective instruments for circulating the knowledge from the Hub. They will create platforms for advocacy to policy makers, private organisations and government agencies in collaboration with B&MGF Advocacy arm for the uptake of the policy evidence generated at the Hub. They will support research by availing relevant statistical data and information on WEE.

Thematic Leads will be responsible for guiding teams working on various evaluation studies.

Principal Investigator will be responsible for assigning workload to individual researchers and guiding them in their research activities and making sure that documents, reports, policy briefs produced are of high quality, ensuring that the primary outcome of the study is achieved.

Co-Principal Investigator will assist in the supervision of researchers on day-to-day basis.

Researcher will carry out research activities including production of reports, journal articles, policy papers, conference papers, television programs, communication policy briefs, policy dialogues, media briefs, working papers, translations, documentaries etc.

Postgraduate students and Post-doctoral fellows will carry out research activities including data collection, data analysis, and production of thesis/project, reports, journal articles, policy papers, and conference papers, under the supervision of the Principal Investigator and university supervisors. They will be awarded a scholarship for data collection and evidence dissemination.

3.0 Openness in Research

KU-WEE research teams will make available underlying data and processes as well as the final results of the process by sharing these in briefs and seminars/workshops as per the schedule to enhance learning across teams and hubs. Collaboration and teamwork within and between teams and hubs will be expected as the research is interdisciplinary/multidisciplinary.

4.0 Research Process

Policy and programme evaluation on what works for women's economic empowerment should be conducted using participatory methods and collection of qualitative information as well as quantitative data disaggregated by sex. The basic steps to be followed in the research process are:

- a) Turning the idea into a research question, discuss this with the technical team and agree on the policy stakeholder partners.
- b) Reviewing the literature on essential and existing sources of evidence.
- c) Designing the study and develop methods indicating clearly which approach will be used
- d) Obtaining ethical and research approvals.
- e) Planning fieldwork to collect and collate data. This should include action, data collection and data quality assurance protocols).
- f) Analysing the data and interpret results.
- g) Identifying how the findings on WEE and evidence could be put into practice.
- h) Reporting evaluations and disseminating evidence.

To focus the research:

- a) Articulate a theory of change to understand how change will happen through application of the policy you are evaluating for WEE.
- b) Underpin the study on a solid theoretical framework.
- c) Explore consistency between gender issues identified in your research issue analysis and the proposed project and the Results Based Framework.
- d) Determine and explain the mix of strategies or methods and key activities that will be utilised (applied) to support the achievement of the project outcomes and outputs from a gender perspective of WEE.

- e) Develop measurable indicators and/or key questions referring to gender and appropriate to the intervention.
- f) Analyse what partners and non-partners must do to contribute to the results, based on sound sectoral gender analysis.
- g) Analyse institutional capacities from a gender perspective that facilitate and lead the changes.
- h) Identify relevant actors who would contribute to WEE.

5.0 Research Capacity Building

The KU-WEE Hub will endeavour to carry out initial and continuous trainings. These will address overall project needs on cross cutting aspects such as randomized control trials, gender research and thematic research pieces. The research capacity building needs will be collectively identified and tabled to the TC for consideration. Teams will also be expected to identify experts at national, regional and global levels to offer training (online/physical).

6.0 Data Collection Process, Fieldwork and Coordination.

It is expected that researchers will:

- a) Begin data collection efforts with those sites that can and will provide needed data in a timely manner.
- b) Identify appropriate evaluation method and consider building capacity of the data collectors (the research members or volunteers) on how to use instruments so that the whole team follows the same protocol.
- c) Identify data sources that are feasible in performance measurement plan and that the team is certain to get the evaluation instruments and a feedback.
- d) Always inform respondents of the confidentiality guidelines (e.g. the survey is not anonymous but will not be shared with others), and abide by those guidelines.
- e) Encourage respondents to give the information needed by keeping instruments short, providing directions, and informing respondents about how the information will be used.
- f) Set schedules and timing for data collection and coordinate it with the availability of the information needed.
- g) Pilot the data collection process to make sure that that data needed will be obtained.

- Focus the projects to target national gender equality landscape and how governmental and non-governmental actors and the private sector actors on the one hand, and funding agencies on the other hand are implementing WEE.
 - Outline specific concepts of gender equality, anti-discrimination, equal treatment and equal opportunities in the general equality laws and/or constitutions and how they support WEE.
 - Consider gender issues that shape policies on WEE, deliver services to women and employ them with the objective of reaching equal representation in the labour market and in women in leadership positions.
 - Carry out policy and programme impact evaluation to identify gender bias and other forms of gendered inequality that hinder WEE.
- h) Keep in mind the following while in the field:
- Get GPS-positions of all fieldwork sites, as this is important and relevant for data visualisation afterwards.
 - In case of changes in the field conditions, be flexible and able to adapt plans at short notice.
 - Practise patience and tolerance with team members, especially in difficult or uncomfortable circumstances.
 - Keep a positive attitude to surmount many of the challenges in the field.
 - Bystander training is useful for all team members. This involves learning to step in at the right time if a situation or conflict, often psychological, develops.
 - In all fieldwork activities, aim to keep the environmental impact at a minimum. This should be an inherent part of the approach to working in the field.
 - Working with local communities is a valuable experience. Interactions with all people should always be based on three fundamental values: respect, equity, and reciprocity.
 - Look for and make contacts that can give the research team good links with local communities and connections with the right people.
- i) After fieldwork:
- Distribute summaries of the fieldwork to the KU-WEE Technical Team through the Research Coordinator and the Research Associate (Field Coordination). These can also be shared with

B&MGF (the funding agency) the local communities, social media outlets and by making a field report.

- Ensure proper archiving and preservation of data, metadata, and samples in relevant archives, and make data backups where relevant.
- Acknowledge the contacts in the field visited and interacted with in the publications that result from the fieldwork.

7.0 Research Ethics

All KU-WEE Hub research proposals that meet the criteria for review by the Kenyatta University Ethics Review Committee (KU-ERC) will be forwarded for such review in accordance with standard operating procedures of Kenyatta University. In this regard, most evaluation studies that will be engaging in research involving investigating human being, social, psychological and behaviour will undergo ethical review. The project should adhere to all ethical considerations during the entire research process. Researchers' conduct while in the field should be above board. In case of misconduct, the complainant will make a report to the Hub leadership and dispute resolution mechanisms will be followed.

8.0 Students Research Projects/Theses

The project will support postgraduate students at both Masters' and PhD levels. This is aimed at building the capacity of upcoming researchers. Only fieldwork-related activities that include travel, subsistence, and permits, will be facilitated. The students will account for the funds as per the KU-WEE Hub's Administrative, Finance and Procurement Policy. The students will be required to choose a research topic that is aligned to the research pillar/ piece. They will be expected to complete their thesis within 2 years for Masters and 3 years for PhD, unless any exceptions will be discussed and recommended by the TC. The students will make quarterly seminar presentations in forums organised by the TC and comply with all other requirements regarding projects/thesis writing as stipulated by their departments/schools and graduate school.

9.0 Effective Partnerships and Engagements

In seeking partnerships for policy engagement, include those who will have legal responsibility in advancing gender equality and economic empowerment of women and targeting development programme implementers in ministries and development partners.

Seek Partnerships with national stakeholders and institutions and with the international organisations in utilising lessons learned and best practice for gender equality, equity and WEE to:

- a) Build a two-way strong relationship with the partners you choose to work with for a mutual gain from each other and making them aware of their importance. Take time to meet and understand the partners and stakeholders and discuss the policy issues that will be relevant and of interest to them. This will help focus and leverage the policy evaluation on what works.
- b) Keep accurate, consistent communication with the partners and stakeholders, updating them on activities done and upcoming activities as key collaborators.
- c) Facilitate timely and appropriate engagement with partners and stakeholders for effective management of social risks and opportunities in the evaluation process. Consider the four steps in stakeholder engagement and decision making:
 - (i) being told about the decision;
 - (ii) being heard before decisions are made;
 - (iii) being afforded some influence before decision are made, and
 - (iv) Contributing to decision making.
- d) Always enhance trust and credibility through improved relationships at various levels of engagements

10. Responsibility to the Funder

All reports must be approved by the TC before being sent to the Grantor or Funder and a copy filed at the University.

The Grant agreement with donor shall be considered in determining the copyright and ownership rights of the parties.

11. Research Publications

The results from the research studies carried out under this investment will be made available openly and freely to the public through the publication of policy briefs, working papers, and academic journal articles in peer-reviewed publications.

Publication procedures:

- a) Research team members through the Principal Investigator should inform the thematic Lead, quality team, the principal investigator and the rest of the team when they are intending to submit a paper for publication or present at a conference. Authorship should be decided in advance.
- b) It is not necessary to list all project members' names on all publications. Researchers should be listed on a publication if they:
 - collected or analysed the data used in the paper and/or
 - contributed to the writing of the paper and/or
 - developed the theoretical or methodological framework used in the paper
- c) In cases where researchers or assistants make only a minor contribution to data collection or analysis, their names should be included in the acknowledgements section.
- d) Team members who have reviewed a paper, but not directly contributed to it, should also be mentioned in the acknowledgements section (but not as an author).
- e) The order of the authors' names should be in accordance with the contribution made to the paper (with the greatest contribution listed first). It is not necessary to list the PI first on each paper. In cases in which there is equal contribution of the different authors, they can be ordered in alphabetical order of surname.
- f) Everyone listed as an author on a paper should have the chance to review and comment on the text before submission.
- g) Only those attending/presenting at the conference in question (there is no need to list other team members) can author conference presentations.
- h) Data collected as part of the project should not be used for purposes other than presentations and publications related to the project. If any team members would like to utilise data for other purposes, it should be agreed beforehand and the origin of the data acknowledged. Data already

published as part of the project can be referred to in other works by citing the original publication in the normal way.

- i) All publications and presentations should acknowledge their origin in the research project, and the support of B&MGF.
- j) All data and relevant information should be placed on the dashboard and on open source platform.

12. Patents and Copyrights

The KU-WEE hub project will be developing Instructional Copyright Materials including and not limited to: books, texts, glossaries, bibliographies, study guides, training manuals, syllabi or tests, lectures, musical or dramatic compositions and scripts, films, filmstrips, slides, charts, transparencies and other visual materials, video and audio recordings of presentations, programs or performances, program instructional materials and computer programs as well as computer software. These, in addition to educational multimedia projects incorporating various copyrighted media formats including, but not limited to, motion media, music, text material, graphics, illustrations, photographs and digital software which are combined into an integrated presentation. In addition, patentable items, processes etc. in the communities involved in the project will also be patented.

The project will seek to obtain copy right to the manuals as stipulated in Copyrightable Instructional Materials policy 5.2.2 of the Kenyatta University Policy. Since the development of copyrightable instructional materials for the project are produced with extramural support from Bill and Melinda Gates Foundation, the agreement with the extramural sponsor or donor (Bill and Melinda Gates) shall be considered in determining the copyright and ownership rights of the parties.

Once an ownership agreement is reached between the two institutions, KU-WEE Hub, the owner of copyrighted material, has exclusive rights to reproduce the work, prepare derivative works, distribute copies of the work, and perform or display the work.

Compliance with Government Policies. In order to expand public use of inventions and in recognition of the need for establishing government-wide policies for the allocation of rights to government-supported inventions, the public law should be adopted. Thus, the following legislations should be studied and

adapted to fit inventions that might take place in the university. Findings from KU-WEE Hub project will be important in developing policies under the Industrial Development Act CAP. 445 (1954) Revised Edition 2012, Copyrights Act NO. 12 OF 2001 Revised Edition 2016 [2014] and Education Act CAP 211 (2012).

Any patent and innovation derived from the KU-WEE Hub project must disclose each subject invention to the University and appropriate Government agency within two months after the inventor discloses it in writing to university personnel responsible for patent matters.

When KU-WEE Hub abides by the laid down research ethics, guidelines will allow the project to facilitate and enhance the transfer of University innovations derived from research and the dissemination of knowledge to the community.

13. University Resources, Facilities, Equipment, and Information.

The use of university resources, including facilities, personnel, equipment, or confidential information, is limited only to what has been permitted to be used by the Hub personnel by University Management. Inappropriate use of University as well as Hub resources, facilities, equipment and personnel is not allowed [See the Kenyatta University Research Policy for examples of inappropriate use of university resources].

14. Recognitions and Awards

The KU-WEE Hub is committed to promoting equality of opportunities in recognition and award for all individual and/or team members implementing the B&MGF project at Kenyatta University. The process of recognition and award will be based on sound principles and evaluation criteria that provide an open and transparent mechanism. The principles will be anchored on, and not limited to, considerations of gender equity, equality and transparency.

Eligibility for recognition and award will be made to individual members, and /or research teams within KU-WEE Hub and its partners in recognition of an exceptional research outcome or contribution that has enhanced the reputation of the university or KU-WEE hub in a local, national, regional or international

context. This recognition is for scholarly accomplishments that has occurred at the Hub or University and has received significant recognition and visibility of the institution during the lifespan of the B&MGF Project (2020-2025).

The recognition and award shall be at individual or group level for all categories of B&MGF Project personnel. The group level shall be at the research project levels managed by the Principal Investigators and Thematic leads. In this context, KU-WEE investment document recognizes that all research projects contribute to the attainment of Results Framework and is a collective endeavour by scholars that merit the award.

The assessment criteria for recognition and award shall be made by the Technical Committee and forwarded to the Project Lead and Hub Leader for onward transmission to the Vice-Chancellor.

To further strengthen research, creativity and innovation, the Hub through the University will continue supporting excellence through various ways including: support to participate in conferences and other academic areas; and support during promotion.

15. Risk Management

The risks to the success of the KU-WEE Hub project are expected to be low. They principally concern the ability of the team to gain access to target populations including policy makers and implementers for each project. Given that the team will engage a participatory approach, with involvement of policy makers and implementers, as well as specific project implementers, the team judges these as low risks.

Nonetheless, all project teams should demonstrate an active approach to risks identification, prioritisation, measurements, mitigation, monitoring and reporting in their specific research projects to the Hub leadership.

They should set out what they think are the main risks to the research, dissemination, and advocacy and how they will be managed. Each of the research projects should consider and develop appropriate responses to these risks during implementation. Risks encountered so include: delayed commencement of

the project caused by Covid-19, which necessitated the use of virtual meetings; diseconomies of scale due to the large size of the WEE project composing of many researchers, international and local partners; limited control of partners; cost escalation hence requiring ways of minimizing costs.

16. Data Management, Retention and Access

The Principal Investigators, The Thematic Lead, Research Associate (Fieldwork Coordination) are responsible for the collection, and management of data. The ICT and Communication Officer is responsible for storage and retention of research data. She/he should adopt an orderly system of data organization and should communicate the chosen system to all researchers and personnel in the Hub and to the appropriate organ of the University. Particularly for long-term research projects, she/he should establish and maintain procedures for the protection of essential records in the event of a natural disaster or other emergency.

Research data must be archived for a minimum of three years after the final project closeout, with original data retained wherever possible. In addition, any of the following circumstances may justify longer periods of retention [See University Research Policy]:

- a) Data must be kept for as long as may be necessary to protect any intellectual property resulting from the work;
- b) If any charges regarding the research arise, such as allegations of scientific misconduct or conflict of interest, data must be retained until such charges are fully resolved.
- c) If a student is involved, data must be retained at least until the degree is awarded or it is clear that the student has abandoned the work.

Beyond the period of retention specified here, the destruction of the research record is at the discretion of the PI and Hub Leader. Research records must be retained in the Hub or in facilities under the auspices of Kenyatta University, unless specific permission to do otherwise is granted by the Deputy Vice Chancellor (Research, Innovation and Outreach) with approval by the Vice Chancellor.

17. Data Quality and Security

To ensure high quality data is collected, research teams are expected to develop survey and a data quality assurance plan. The survey plan should cover logistics, timelines, staffing needs, and procurement. It should also include: instrument development, training, piloting, tracking, interviews and quality assurance. The plan must be in line with the individual research budgets. The data quality assurance plan should lay out in detail the requirements for back checks, high frequency checks, accompaniments, and spot checks. The plan should include technical products, data flow, roles and responsibilities, reporting schedules, actionable items based on output, incentive programs for the field team, and staffing needs.

After reviewing the instruments by the TC, teams will be required to bench test them in the office to be sure the survey will work. Piloting will be undertaken by all the teams before actual data collection commences. The piloting must be done outside the study sample areas. A pilot should include field testing of both the survey program and devices. Where possible, every question that is included in the final survey should be piloted prior to launch. PIs and Co-PIs should monitor teams' performance while in the field and check for survey issues. Training to carry out the fieldwork and leveraging on digital supplements like audio recordings and meta-data during piloting will scale down on the need for many equipment.

High frequency checks should be done to provide insight into ongoing field team and data quality concerns such as researchers' field performance, compliance with ethical requirements, response frequencies and outliers, and duplicates. The checks should be on strict guidance on roles and responsibilities, reporting schedules, and addressing a triggered action, for example re-interviewing a subject.

A data security plan for confidential data should be encoded at all stages: on the data collection device, during transmission, on a server, on a cloud storage, on laptops and on removable gadgets. This plan should be prepared and maintained for the entire project life. When dataset is being shared, there should be no identifying information. After completion of the study, hand in reports to relevant stakeholders including NACOSTI.

To manage data well and avoid encountering risks, data should be backed up in at least two locations at every stage of the survey. Open project files for storing data, final questionnaires, survey manuals, survey notes, project log, high frequency check files, and data analysis do-files, among other documents.

18. Monitoring and Evaluation

Monitoring and evaluation will be used by Hub leadership to collect and analyse information to determine the progress on the implementation of activities, achievements of objectives and use of resources. Evaluation will involve formal activities that will produce evidence of achievement of results and institutional and project performance. Thus, a periodic and systematic assessment, that is impartial as possible, of the relevance, effectiveness, efficiency, impact and sustainability of the project activities in the context of stated objectives will be undertaken. This will follow the Investment Document, which is Results Based, focusing on strategies to produce performance indicators of the achievement of outputs, outcomes and impacts of the project on Women's Economic Empowerment.

The rationale for having an elaborate M & E policy at KU-WEE Hub is four-fold, namely:

- a) To help the management of the projects to understand the reasons and the extent to which intended and un-intended results are achieved, and their impact on stakeholders.
- b) The M & E process, with the required documentation that accompanies it, holds KU-WEE Hub PIs and researchers, and contracted implementing partners responsible for their performance. The results of M&E activities are an important input to the decision-making process within KU-WEE Hub and affect a range of management processes, including risk and performance management and decisions to change, expand or contract programmes.
- c) To assist the Hub to track, analyse, and report on relevant information and data throughout the five-year life span of the project from 2020-2025. This will support to weigh the efficacy of project funds to inform their current and future funding strategies.
- d) A well-planned M&E will help researchers and administrators to get a better understanding of the improved performance of the project by target population.
- e) M&E data produces quantifiable results to help the KU-WEE Hub Researchers donors and partners to learn from project success and challenges and be more adaptive.

The Monitoring and evaluation team will comprise of The Research Coordinator, ICT and Communications specialist, Advocacy and Policy Engagement Expert, Research Associate (Quality Control and Partnerships, and the Thematic Leads. These members will ensure that M&E is efficiently and effectively executed.

The roles and responsibilities of the M&E team are the following:

- a) Overseeing the application of the research policy, identifying bottlenecks and constraints and making recommendations for updating the policy or other elements of the policy, in line with international good practice.
- b) Facilitating regular in-house interaction with Hub leadership and other researchers, collecting feedback and facilitating learning on the Results-Based framework.
- c) Conducting research, engaging in critical and analytical reflection on issues, and recommending to the Hub leadership for compliance with the Results-Based framework.
- d) Preparing and circulating guidelines, checklists, templates and other tools to facilitate the application of the Results-Based framework and the research policy.
- e) Developing and promoting standards for evaluation and quality assurance.
- f) Undertaking reviews of project evaluations on periodic and selective basis for quality assurance purposes.
- g) Preparing and maintaining a depository of annual work plans.
- h) Preparing, maintaining and monitoring the implementation of an annual evaluation plan based on scheduled Hub operations.
- i) Preparing a synthesis and maintaining a compilation of project performance reports based on submissions from project PIs and thematic leads.

The following five principles form part of the KU-WEE evaluation policy framework:

- a) *Utility*: Evaluation of KU-WEE Projects will be planned and conducted with a view to serve the information needs of the Hub stakeholders, partners, and donors.
- b) *Accuracy and credibility*: Evaluation of projects at the Hub will be conducted with the necessary professional expertise and be based on the principle of impartiality. Data collection and analysis should produce accurate, valid and reliable information.

- c) *Feasibility*: Evaluation of the Hubs project should be as practical, politically viable and cost effective as possible, and should take into consideration time, financial and human resource requirements.
- d) *Consultation, access to information and transparency*: Evaluation at the Hub should be conducted in a transparent manner with stakeholder consultation and access to relevant information.
- e) *Propriety*: Evaluation should be undertaken in a legal and ethical manner with regard to the rights and welfare of those involved in and affected by assessments.

The KU-WEE Hub will adopt the five criteria for evaluation recommended by the OECD Development Assistance Committee:

- a) *Relevance*: The degree to which an undertaking responds to the needs and priorities of the targeted beneficiaries, a contextual situation to be addressed and donor priorities;
- b) *Effectiveness*: The extent to which an undertaking has achieved its objectives;
- c) *Efficiency*: The cost effectiveness of transferring inputs into outputs taking into consideration alternative approaches;
- d) *Impact*: The cumulative and/or long-term effects of an undertaking or series of undertakings, which may produce positive or negative, intended or unintended changes.
- e) *Sustainability*: The likelihood that benefits derived from an undertaking will continue over time after its completion.

19. Implementation of the Policy

Hub Leader, who will also be in charge of its monitoring and evaluation and advise the KU-WEE Hub Advisory Board accordingly, will do the responsibility of implementing this policy.

The Policy will be implemented alongside the Administration, Finance and Procurement Policy, Field Protocols, Advocacy and Communication Strategy, Partnership Policy, Service Delivery Charter, and Advisory Board Charter.