




ORGANIZATION PROFILE



Kenya Projects Organization [KENPRO]
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1. Introduction

Kenya Projects Organization [KENPRO] is membership organization founded and registered in Kenya in the year 2009 under the Ministry of Gender, Culture and Social Development (Reg. No. KJD/N/CBO/1800168/13). The idea of establishing the organization was informed by the existing human and institutional capacity gaps.

The mandate of the organization is to strengthen human and institutional capacities through best practices in project management, research and IT solutions. The organization also offers training in the related fields of project management, research, publishing and IT. In order to realize her mandate, the organization seeks to:

- a) Provide support services in Planning and Management of Development Projects,
- b) Support theory development, policy and action plan through research and publishing,
- c) Enhance organizational performance through design and application of innovative information technologies,
- d) Strengthen human and institutional capacities through offering training in project management, research, publishing and web-based information technologies.

2. Mission Statement

To build human and institutional capacities through the application of the best practices in Project Planning and Management, Information Technologies, Research and Publishing.

3. Core Values

1. Time-consciousness
2. Integrity
3. Professionalism
4. Self-giving

4. Organization Structure

Kenya Projects Organization (KENPRO) consists of a number of players who form a crucial part of its organization structure. Figure 1 shows the illustration of the structure.

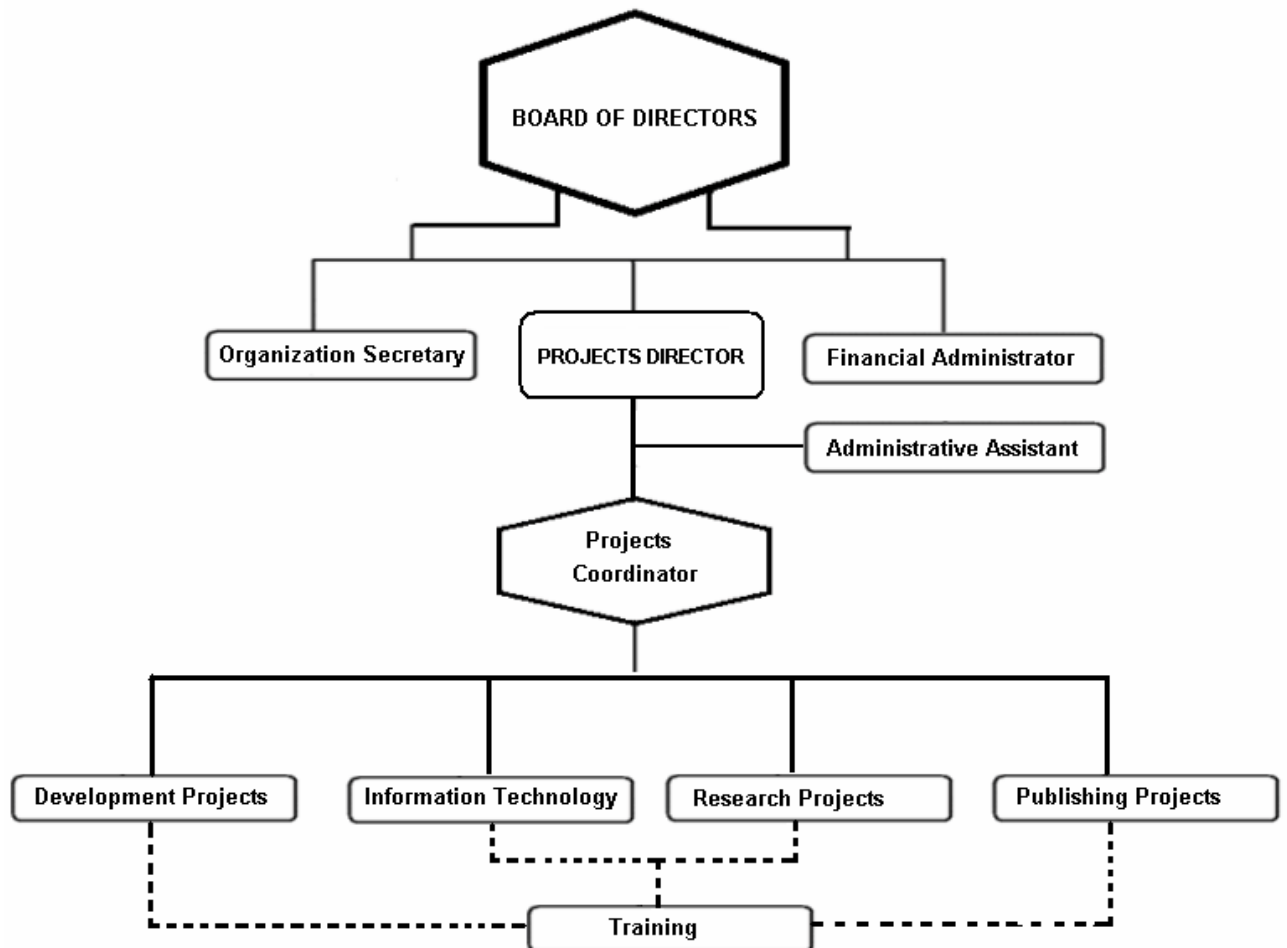


Figure 1: KENPRO Organization Chart

At the top, is the Board of Directors, which oversees all the activities of the organization. Directly under the board are the Projects Director, Organization Secretary and Financial Administrator. Administrative Assistant is in charge of all administrative functions of the organization and directly accountable to the Projects Director.

Project Coordinator is directly under the Projects Director and coordinates all the projects including Development Projects, Information Technology, Research and Publishing Projects. Under each of the projects, there is a training component.

5. Organization Activities

The activities of the organization fall under five (5) project areas namely Development Projects Unit, IT unit, Research Unit, Publishing Unit and Training unit.

5.1 Development Projects Management Unit

Under Projects Unit, KENPRO carries out the following project planning and management activities:

1. Writing Funding Proposals,
2. Developing Business Plans,
3. Developing Strategic Plans and
4. Conducting Projects Evaluation [M&E]

5.2 IT Unit

Under Information Technology Unit, KENPRO carries out the following activities:

1. Developing applications (eg. Data management systems),
2. Web designing using content management applications such as WordPress,
3. Graphic designing,

4. Video and Audio Editing and
5. Statistical and Spread Sheet applications such as SPSS, R among others.

5.3 Research Projects Unit

Under Research Unit, KENPRO carries out the following activities:

1. Problem Identification,
2. Generating background information,
3. Conducting Literature Reviews,
4. Drawing research design and Methodology,
5. Designing data collection tools,
6. Conducting Data Collection,
7. Data Coding and Analysis and
8. Report Writing and Review.

5.4 Publishing Projects Unit

Under Publishing, KENPRO carries out the following activities:

1. Preparing manuscripts for publishing either as monographs (Books) or as Journal Articles,
2. Reviewing submitted book and article manuscripts and
3. Publishing research projects, theses and dissertations.

5.5 Training Unit

KENPRO, in collaboration with the Higher Institute of Applied Learning – HIAL offers training in the fields of Projects Planning and Management, Research and Information and Communication Technology (ICT).

Projects Planning and Management Training

KENPRO offers the following training in the area of project planning and management:

- a) Project Planning,
- b) Resource mobilization: funding proposals and Business Plans writing,
- c) Project Implementation and
- d) Monitoring and Evaluation [M&E].

Research and Publishing Training

KENPRO offers training and mentorship in the following areas of research:

- a) Problem Identification,
- b) Literature Review,
- c) Research Designs and Methodology,
- d) Designing of data collection tools,
- e) Data Coding and Analysis using various statistical applications,
- f) Report and Article Writing,
- g) Referencing styles using APA, MLA, Harvard system, Turabian,
- h) Publishing guidelines

Information Technology Training

KENPRO offers training in various IT fields including but not limited to the following:

- a) Web designing using content management applications such as WordPress,
- b) Programming and scripting languages such as PHP, HTML and Java Script,
- c) Graphic designing using CorelDraw, Illustrator, In Design, Photoshop,
- d) Statistical and Spread Sheet applications such as SPSS among others.

6. Relevant Contracted Projects

<p>Date: 2019-02</p>	<p>Project: Team Building Training, Cafasso House, Nairobi, Kenya Client: <i>St. Joseph Cafasso Consolation House (Consolata Sisters)</i></p> <p>Description: Undertook Team Building training at St. Joseph Cafasso Consolation House, Kamiti, Kenya. The objective of the training was to assist the participants to understand the organization’s vision and mission, responsibilities and workplace challenges. The training also intended to provide recommendations on interventions that could be taken address workplace challenges.</p>
<p>Date: 2018-01 to 2018-02</p>	<p>Project: An Evaluation of Prisons Reforms Project in Nairobi, Kenya Clients: <i>St. Joseph Cafasso Consolation House and CEFA</i></p> <p>Description: The overall objective of this evaluation was to assess the Cafasso management structure, partnerships and operations of prisons reforms project in Nairobi as part of the CEI Grant end of project evaluation. The specific objectives of the evaluation was examine the following: organization management at Cafasso, project stakeholders and the project operations.</p>
<p>Date: 2017-01 to 2017-05</p>	<p>Project: Towards Establishing a Milk Processing Plant in West Pokot County, Kenya</p> <p>Client: <i>Ministry of Trade, Industry, Cooperatives and Energy: State Department Of Cooperatives - West Pokot County</i></p> <p>Description: The study was conducted to assess the potential of establishing a milk processing plant in West Pokot County. The study established that for the county to support such an investment, there was a need to prepare the ground before starting the plant in terms of building the capacities of farmers through training, improvement of breeds through artificial insemination and enhancement of animal feeds preservation mechanisms.</p>
<p>Date: 2017-07 to 2017-08</p>	<p>Project: Viability of Fruit Farming in Kajiado County, Kenya Client: Nasaru Community Based Organization</p> <p>Description: The main purpose of the study was to examine the viability of fruit production, challenges, markets and measures that can be adopted to improve processed fruit production in Kajiado West Constituency.</p>

<p>Date: 2015-03 to 2015-04</p>	<p>Project: Community Rehabilitation Data Management System Client: <i>Handicap International (Nairobi)</i></p> <p>Description: The scope of the project included the following: a) Designing and developing the database management system, b) installing the system in Dadaab and Kakuma refugee camps, c) training the administrators (data clerks) and other users of the system and d) providing all tools, training, testing and maintenance necessary for the effective use of the system.</p>
<p>Date: 2014-11 to 2014-12</p>	<p>Project: Review of Literature on Vocation Training in Somalia Client: <i>African Development and Emergency Organization (ADEO)</i></p> <p>Description: The scope of the task included conducting a systematic review based on the following areas: 1) State of literacy among youth and women in Somalia, 2. Factors affecting youth and women literacy programmes in Somalia, 3) Education programmes implemented in Somalia since 2000, 4) Development agencies providing literacy programmes in Somalia, 5) Training needs assessment of the Development agencies, 6) Policies, strategic plans and yearly plans from the Ministries of Education in Mogadishu, Somaliland and Puntland.</p>
<p>Date: 2014-08 to 2014-11</p>	<p>Project: Needs Assessment Survey of Persons with Disabilities in Dadaab Refugee Camps, Kenya Client: <i>Lutheran World Federation (Nairobi)</i></p> <p>Description: The survey was guided by the following specific objectives: i) To establish the specific needs for PWDs in relation to access to health services in the Camp; ii) To assess the major education needs of PWDs living in the Camp; iii) To establish the specific needs for PWDs in relation to access to psycho-social services in the Camp and iv) To assess the major livelihood needs of PWDs living in the Camp.</p>
<p>Date: 2014-05 to 2014-06</p>	<p>Project: Project Planning and Management Training for Youth Client: <i>Refugee Education Trust (Nairobi)</i></p> <p>Description: Kenya Projects Organization (KENPRO) was mandated by Refugee Education Trust (RET) to offer a three day training on project planning and management to a group of thirty youth in Dadaab Refugee Complex. The training covered various components</p>

	of Project Planning and Management including project planning, resource mobilization, project implementation and project evaluation. The participatory approach was used in training. This included group discussion activity oriented method and presentation approach. The group discussion method was meant to help the participants to articulate and examine learning in light of their own past experiences.
Date: 2010-09 to 2010-10	Project: Small Claims Court Research in Kenya Client: <i>Legal Resources Foundation Trust (Nairobi)</i> Description: In 2010, Legal Resources Foundation sought consultancy services to carry out data analysis for Small Claims Court research to inform the drafting of Small Claims Bill in Kenya. The consultancy guidelines included data cleaning, data coding using SPSS, quantitative data analysis, and report writing.

7. Major Clients

Since 2007, KENPRO has continued to enjoy a wide range of clientele, at individual and organizational level. The following constitutes the key clientele base:

1. Bankable Development International
2. Africa Nazarene University (ANU),
3. Catholic University of Eastern Africa (CUEA),
4. Community Based Organizations and Self Help Groups in Kajiado,
5. Congo Handling Services
6. Egerton University,
7. ECDE Colleges (Mwanamwende, Limuru, Shilida, Baraka, Narok, Tibian),
8. Handicap International (HI),
9. Jomo Kenyatta University of Agriculture and Technology (JKUAT),
10. Kenya Institute of Management (KIM),
11. Kenyatta University (KU),
12. Legal Resource Foundation (LRF),

13. Lutheran World Federation (LWF),
14. London Metropolitan University,
15. Methodist University,
16. Moi University,
17. Mt. Kenya University (MKU),
18. Nelson Mandela University,
19. Open University of Tanzania (OUT),
20. Public and Private Primary Schools in Kenya,
21. Refugee Education Trust (RET),
22. United States International University (USIU),
23. University of Nairobi,
24. University of South Africa (UNISA).

KENPRO continues to support clients from various countries, mainly in English speaking countries in Sub-Saharan Africa. The organization also serves UK market segment.

