
KENYA PROJECTS ORGANIZATION PROFILE



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1.0 Background Information

1.1 Organization Contact Details

Name of the Organization	Kenya Projects Organization (KENPRO)
Organization Type	Community Based Organization (CBO)
Primary Email	info@kenpro@gmail.com
Contact Person	Anthony Muriithi Wanjohi
Position in the Organization	Managing Director and Founder
Mobile	+254725788400
Address	3029-00200 - Nairobi
Location (Main Office)	Macjo Arcade, 4 th Floor, Room 15E Ongata Rongai
District	Kajiado North
County	Kajiado
Country	Kenya

1.2 An Overview of the Organization

KENPRO, is a fast growing organization, which was founded in July 2006 following the rising need of support services in research projects and project management among organizations, college and university students. Initially, the organization bore the name PIMI (Projects Identification and Management International). By the end of 2007, the organization adopted a new name namely, Kenya Projects Organization (KENPRO). It was also during this time that the founding directors considered registering it under the Ministry of Gender, Children and Social Development in order to focus more on issues related to gender, early childhood education and socio-economic issues. It was not until 2009 that the organization was registered as a Community Based Organization (Serial No. 18257). During the time of registration there were 16 associates. Today, the organization boasts of having over 30 associates specialized in various fields. The organization is engaged in Research Projects, IT & Publishing projects and Project Management activities.

1.3 Mission

To offer highly skilled support services in Research, IT /Publishing and Project management to individuals and organizations.

1.4 Core Values (TIPS)

Time-consciousness

Integrity

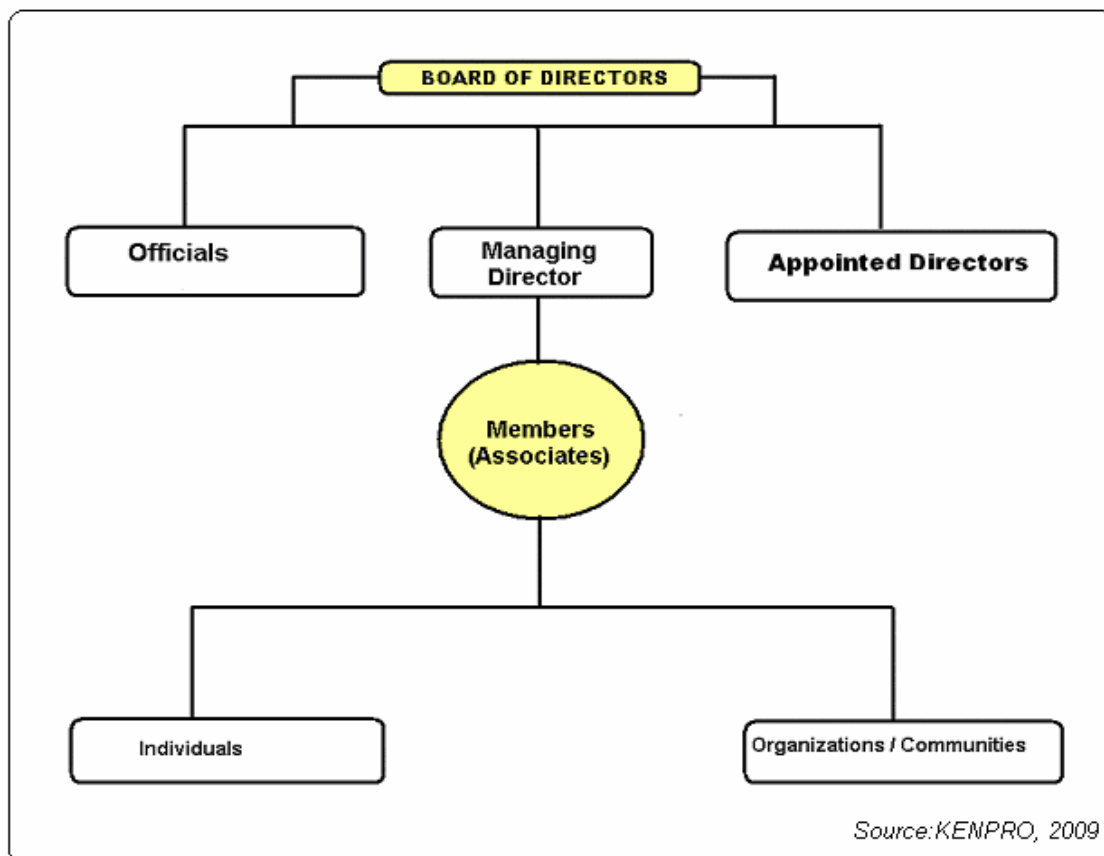
Professionalism

Self-giving

1.5 Organizational Structure

KENPRO is comprised of a number of players who form a crucial part of its organizational structure.

Figure 1: KENPRO Organizational structure



At the top, are the Directors who form the top organ of the organization. There are three (3) officials (Chairman, Secretary and Treasurer and two (2) appointed Directors) giving a total of five (5). The Chairperson of the organization is also the Managing Director.

Associates are directly under the Managing Director. They form the center of the organization and act as a link between the management and the clientele (individuals and organizations).

2.0 Departmental Services

The kind of services / products we do generally fall under three key departments. These include the following:

2.1 Research Projects Department

2.2 IT & Publishing Projects Department

2.3 Project Management Department

2.1 Research Projects Department

Under this department, KENPRO generally undertakes the following tasks:

- Problem Identification
- Proposal writing and refining
- Data Collection
- Data coding and analysis
- Report Review, Editing and Formatting.

2.1.1 Proposal Writing Services

For Proposal Writing Consultancy, KENPRO engages in the following activities:

- Gathering resources for background to the study,
- Offering guidance in identification of objectives, statement of problem,
- Offering guidance on conceptual and theoretical frameworks.
- Gathering resources for literature review (online journals),
- Developing research design and methodology,
- Designing Data Collection Instruments (questionnaires, interview guides),
- Editing, formatting and compiling

2.1.2 Data Coding and Analysis Services

Data coding

KENPRO assists clients in entering the data into the Computer: Data from questionnaires is coded and logged in the computer using Statistical Package for Social Science (SPSS). This involves coding both open and closed ended items in order to run simple descriptive or inferential analysis to get reports on data status. The transcribed data is also keyed in the computer.

Data analysis

After receiving data from the field, KENPRO screens it for accuracy so as to ensure no major errors. In screening, KENPRO research team seeks to establish whether: the data are legible, the major items have been answered and the responses are complete. KENPRO engages in both Quantitative and Qualitative Analysis.

Quantitative Analysis: Quantitative data analysis involves both descriptive and inferential analysis (where applicable). Descriptive analysis such as frequencies and percentages, means and standard deviation are used to present quantitative data. This is done in order to describe what the data shows. Inferential Analysis is used to test the hypothesis. This involves t-tests and Analysis of Variance (ANOVA), Chi-square among other approaches used in inferential analysis.

Qualitative Analysis: Data from the interview guide (if recorded) is analyzed qualitatively. This involves the process of transcribing. The data is first transcribed into written form for closer investigation. After transcribing the recorded data, the team reads through to remove ambiguity and repeated items (to make sense), organizes into themes and patterns following the major research questions or objectives. In case the data from interview are not recorded, qualitative analysis is done by reading through all the items to get the emerging themes which are organized thematically according to the research objectives.

Once the data is coded and analyzed, KENPRO editorial team compiles the report following the recommended styles of writing (Harvard System, APA, MLA, Chicago among others).

2.2 Information Technology (IT) and Publishing Department

IT remains the lifeblood of forward-thinking organizations (Snyder, 2009). The application of ICT concepts has become a subject of fundamental importance to organizations and indeed a prerequisite for local and global competitiveness. Well aware of this fact, KENPRO is deeply engaged in building upcoming organization "IT-wise". This involves undertaking the following activities:

2.2.1 IT Projects

a) Web Designing

We are engaged in building websites for individuals and organizations. We design both static and dynamic websites while adhering to clients' unique needs. A dynamic website uses a database to generate data or information, depending on the user's request. Typically, these kinds of pages need more time to design and develop, but they are beneficial for website visitors. Static website on the other hand generally provides information and does not interact with the host server as such.

b) Graphic Designing

This is geared towards building corporate identity of the organization in question or even an individual. Graphic designing embraces the following:

- Designing logos
- Letter heads
- Brochures
- Prospectus
- Magazines
- Banners
- Receipts, etc

c) Computer Maintenance

We offer computer maintenance and troubleshooting services. This involves the following:

- Formatting of computer
- Installation of Operating Systems (Windows and Linux and MC platforms)
- Installation of Software
- Networking

2.2.2 Publishing Projects

KENPRO is a not-for-profit organization committed to sharing knowledge with every member of society through offering affordable publishing solutions.

KENPRO is open to every person who has a product worthy of dissemination. We at KENPRO are highly convinced that the book's intrinsic value to the community should be the main selection criterion. Scholars and writers should no longer depend on the whims of publishers, but can take a proactive role in the publication of their books through an interactive process with KENPRO.

The organization has a place for you either as a beginner, writer, student or a scholar. We publish undergraduate and postgraduate research projects (projects, theses, dissertations), educational and religious materials.

KENPRO publications are reviewed. An Editorial Board, consisting of distinguished scholars ensures that all publishing projects are released with impeccable credentials.

2.3 Project Management Department

Under this department, KENPRO is primarily engaged in planning and management processes of development projects. These include carrying out the following activities:

- Training planning and management of development projects
- Facilitating resource mobilization through writing proposals

- Developing strategic plans for young organizations
- Conducting organizational assessments/ Organizational evaluation
- Conducting project Evaluation
- Conducting Environmental Impact Assessment

3.0 KENPRO Key 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:

- Catholic University of Eastern Africa (CUEA), The
- Africa Nazarene University,
- Egerton University,
- ECDE Colleges (Mwanamwende, Limuru, Shilida, Baraka, Narok)
- Jomo Kenyatta University of Agriculture and Technology (JKUAT)
- Kenya Institute of Management (KIM),
- Kenyatta University (KU),
- Legal Resource Foundation (LRF),
- London Metropolitan University,
- Methodist University,
- Moi University,
- Mt. Kenya University (MKU),
- Nelson Mandela University,
- Open University of Tanzania (OUT),
- Public and Private Primary Schools in Kenya,
- United States International University (USIU),
- University of Nairobi,
- 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 Europe and the US market segment. This is facilitated by online services, which are available 24/7 with the sustained support from the Organization's Associates.

Annex I: Profile of Managing Director

PERSONAL DETAILS		
	Surname: Wanjohi	Contacts Information
	First Names: Anthony Muriithi	Mobile: +254725788400
		Primary e-mail: tonyonline2007@gmail.com
	Sex	Secondary e-mail: infokenpro@gmail.com
	Nationality:	
	Date of Birth:	Website: www.kenpro.org
	Address:	
	PIN	

KEY SKILLS/COMPETENCIES

1. Writing, Research and Analytical Skills

Since 2004, I have actively been involved in research and analysis – as a student of research and in work place with Kenya Projects Organization (KENPRO) under Research Section. I have been involved in supporting individuals and organizations through various stages of research: identification of research problem, literature resource retrieval, designing and validation of data collection instruments, data collection facilitation, data coding and analysis, report review and compilation and publishing guidelines. I have also been a consultant with LRF (Legal Resource Foundation) on Data Analysis since 2009. I have a strong bias towards education and social sciences research. For more information, please visit: www.kenpro.org. I have also written a number of books: Primary Science Series (KENPRO Publication), Computer Studies for Secondary Schools (Jomo Kenyatta Foundation), Research Projects on sustainability of community based projects (LAP, Germany) among others.

2. Project Monitoring and Evaluation Skills (M&E)

I possess skills in project planning, monitoring and evaluation through education and experience. I trained at The Catholic University of Eastern Africa (CUEA) and with VSO. Experience wise, I have been providing support services in project management

for various Community Based Organizations (CBOs) in Kajiado District and Organizations. For instance, conducting needs assessment (for Ngong Diocese), organization capacity assessment (Enkarae Friends Project, Kajiado North District), project monitoring and evaluations (Alternative Basic Education for Karamonja (ABEK), School Feeding Programs (in Magadi and Nyamira Districts).

3. Grant Proposal Writing skills

Since 2007, I have been involved in writing proposals to various individuals and to both bilateral and multi-lateral donor agencies and foundations. I have written proposals to World Bank, UN -Trust Funds for Indigenous People (Maasai Child Education Program), Banks, Individual donors (Asia) and local corporate and not-for-profit organizations.

4. IT Skills

I hold a diploma in software engineering from Boston Computer Institute, INDIA. This equipped me with web designing skills that I have continued to apply in my work place. I have also been involved in writing computer books for secondary schools for over 2 years (with Jomo Kenyatta Foundation), an experience that has continued to enrich my computing skills. I am vast in word processing applications, and graphical packages like Photoshop, statistical packages like SPSS among others. I have taught computer packages to various groups: secondary, college and university level students. In my work place, I have been able to employ my ICT skills in processing data (using word processors and statistical packages) and storing the same in an online database. I also developed a database entitled BIODATA for Don Bosco Boys' Town, Karen using MS Access. In January 2008, I developed a database oriented system - Customer Profile System (CPS) that stores individual customer demographic profile which is currently being used at KENPRO, Research/Projects Section. I am also well versed in computer maintenance and troubleshooting with about 10 years experience.

5. Teaching and Training Skills

My teaching and training skills span over a decade. I have been involved in teaching since 1998 as untrained teacher. In 2004, I undertook Postgraduate Diploma in Education, which gave me more exposure in teaching and training. I have taught all levels of education, from primary, secondary schools, college to university levels, covering a wide range of areas including Computer applications, Biology, Project Monitoring and Evaluation, and Data Coding and Analysis..

EDUCATION

January 2005 to October 2006: Post graduate in Project Planning and Management at The Catholic University of Eastern Africa, KENYA

From August 2003 to October 2004: Post graduate Diploma in Education at The Catholic University of Eastern Africa (CUEA).

From June 2000 to June 2003: Bachelor of Science (B.SC) degree (Zoology major) at Madras University (Loyola College) INDIA.

From June 2000 to June 2002: Advanced Diploma in Software Engineering at Boston Computer Institute, INDIA

From August 1995 to August 1998: Diploma in philosophy and Religion at Moshi Institute of Philosophy, TANZANIA.

From January 1989 to Nov., 1992: Kenya Certificate of Secondary school Education (K.C.S.E) at St. Pius x Seminary, MERU

1981-1988: Kenya Certificate of Primary Education (K.C.P.E) at Kitololoni Primary School

RELEVANT WORKING EXPERIENCE

From May 2006 to Current (2011)
Managing Director, KENPRO

From January 2005 to current
Author with Jomo Kenyatta Foundation, book publishers

From August 1998 to May 2000
Teacher at different Don Bosco Schools in Kenya, Tanzania and India

BOOKS PUBLISHED				
S. No.	Title	Year	Publisher	Place
1.	Graphic Design and Marketing: The Existing Link.	2011	LAP - LAMBERT Academic Publishing.	Saarbrücken, Germany
2.	Primary Science Series: Revision Guide for Standards 6,7 and 8	2011	KENPRO	Nairobi
3.	Sustainability of Community Based Projects in Developing Countries.	2010	LAP - LAMBERT Academic Publishing.	Saarbrücken, Germany
4.	Foundation Computer Studies, Students' Book 3	2006	Jomo Kenyattta Foundation	Nairobi
5.	Foundation Computer Studies, Students' Book 2	2006	Jomo Kenyattta Foundation	Nairobi
6.	Foundation Computer Studies, Students' Book 1	2005	Jomo Kenyattta Foundation	Nairobi
7.	Foundation Computer Studies, Students' Book 4	2005	Jomo Kenyattta Foundation	Nairobi