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Policies

Our policies are based on the three sections of the organization which are inter-dependent. These include Research, IT and Project Management sections.

Research Projects Section

Under Research Projects, KENPRO generally undertakes the following tasks:

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

For Proposal Writing Consultancy, KENPRO engages in the following:

- Gathering resources for background to the study,
- Offering guidance in identification of objectives, statement of problem,
- Guidance on conceptual and theoretical frameworks.
- Gathering resources for literature review (from journals),
- Developing research design and methodology,
- Designing Data Collection Instruments,
- Providing a soft copy of compiled proposal (draft 1)
- Revising the proposal according to the supervisors' recommendations.

Data Coding and Analysis Consultancy

For 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.

For 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.

Paper Writing Services

KENPRO is involved in supporting students and practitioners in developing papers of high standards. These papers are written based on the instructions provided by the individual clients. KENPRO is not liable for wrong instructions.

Publishing Solutions

We at KENPRO are 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 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 works through an interactive process with KENPRO. The organization has a place for authors and writers of all categories - from amateurs to seasoned scholars.

KENPRO is engaged in publishing undergraduate and postgraduate research projects, theses and dissertations), educational and religious materials. The manuscript which are considered for publishing are reviewed. An Editorial Board, consisting of distinguished practioners ensures that all publishing projects are released with impeccable credentials.

Client's Responsibility:

- Liaising with university supervisor regarding the area of research (research title),
- Providing the outline of research projects (as provided by the institution),
- Providing the necessary resources as need arises - based on the recommendations,
- Keeping KENPRO updated in case of any changes in proposal report or paper status..

Style of Writing

We follow the required style of writing (APA, MLA etc.). This requirement includes not only general task format but also Properly Referenced (in-text citations, footnotes, works cited, bibliography, etc.). Other tasks in respective disciplines shall be done in accordance with their particular requirements as per provisions of various institutions.

Plagiarism

Plagiarism shall be understood as stealing other people's ideas. The organization endeavors to maintain originality of the work. Any borrowed information or quote is properly referenced. If plagiarism is noted in a piece of work, an associate shall be required to revise. An associate shall be called upon to forfeit his/her membership if noted to have plagiarized more than three times consecutively.

Amendments/ Revision

The completed work is approved if all requirements have been met and the Organization receives no negative feedback. In case revision or amendments of the work is required, the associate handling the work is assigned the duty of reviewing the work within the given timeframe. The customer shall take full responsibility of his/her own errors (incorrect instructions regarding an order etc). We are committed to delivering to our customers the best support services possible. We revise all the works of our customers FREE of CHARGE while still keeping in mind, the aspect of TIME.

Note that 'minor' errors of commission or omission (typographical, orthographical...) may be taken up by individual customer without necessarily involving KENPRO. But major technical aspects of research, as in background to the study, statement of problem, conceptual and theoretical framework, theoretical and empirical review, research design, analytical aspects may taken be up by our Team as need arises.

Some resources (locally available) may not be within our reach as per specified timeframe. Thus we may be compelled to request our customers for support in providing some of these resources in order to facilitate the revision process.

We ensure that we accompany our customers till the end of the project, knowing that they are our asset and that research is a process that requires patience, persistence and pursuance (Wanjohi, 2007).

Information Technology (IT) Section

Under IT, the organization is involved in the following activities:

- Providing internet services (Literature Resource Retrieval,
- Designing websites for individuals and organizations,
- Designing systems based on the individual's or organization's unique needs,
- Designing graphics (logos, posters, banners etc),
- Computer maintenance and troubleshooting,
- Networking and
- Typing, editing, compiling and Printing.

Project Management Section

The organization is entitled to undertaking various activities involving development projects planning and management. Such activities may cover but not limited to the following:

- Training in Project planning and management,
- Training in data coding and analysis,
- Training in Web and Graphic design,
- Building organization's financial management capacities

Developing strategic plans,
Writing Business plans
Carrying out project evaluation.

Charges and Mode of Payment

Fee charged for Academic Research Proposals (based on the level of education) ranges between Kes. 15,000 to 30,000; Fee for Data Coding & Analysis: Kes. 15,000 - 30,000. The charges for papers range from Kes 250 to 1,000 per page depending on the level of education and complexity of the work. Negotiations are permissible via mobile phone or e-mail communication. Fee for other services under IT and project management are based on the nature of work and do vary. Quotation is made upon request. In all our services, a 30% of the total amount is paid as a commitment fee upon reaching an agreement regarding particular task. The remaining 70% is paid upon completion of the assigned task(s). Our mode of payment is either cash or M-PESA (Mobile number: 0725788400).

KENPRO, for all your research projects, IT and project management solutions