**Request form for contract renewal, contract conversion,**

**direct hire and grade reappointment for scientific staff**

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| **PART I – Details of Individual**  *(to be completed by staff and/or supervisor)* | |
| Name of Staff: | Peter Muraya |
| Current Position and Grade: | P5 |
| Current Supervisor: | Jane Poole (ILRI, completing this request) & Frank Place (ICRAF rep) |
| Current Appointment Period | 1st August 2009 – 31st July 2010 |
| Total Years at ICRAF: | 25 |

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| **PART II – Details of Proposed Job**  *(to be completed by supervisor)* | |
| Position Title and Grade: | Research Data Management Specialist (Grade 5) |
| Appointment Period  Suggested: | 1st August 2010 – 31st July 2011 (1 year) |
| Total monthly staff costs ($) | $7,507 / month (2010) |
| Confirmed Funding Sources: | 2010   * 3111 RMG3 CORE-01 GBL084 (10 months), * FARA798 SSA-CP (2 months)   2010   * 3111 RMG3 CORE-01 GBL084 (7 months)   For the 1 year period the sub-division of funds / time is as agreed with Tony Simons in 2009:  6 months – 3-4 large projects (funding?)  4 months – Product development (Core funds)  2 months – RMG (which also has to include institutional level support on the RDM policy) (Core funds)  (to be updated and confirmed when RMG new co-lead is in place – by 31st April 2010 at the latest): |
| Job Description:  (terms of reference) | **(Updated for new contract)**  Focus Areas (including time & deliverables)   1. **Support to large projects (6 months)** – designing of integrated RDM strategies, capacity-building of project data management staff, specific deliverables (e.g. training workshops, designing & implementing data efficiency systems) 2. **Product development (4 months)** – somewhat flexible to provide Peter with the intellectual freedom to develop new RDM tools. Deliverables will be packaging these new tools into re-usable products and promoting / sharing these products with projects at ICRAF. 3. **RMG (2 months)** - Institutional responsibilities, principally supporting the implementation of the RDM policy at ICRAF & ILRI. This may also include using the deliverables and outputs from A) and B) above. This area also includes supervisory and guidance support to Nicholas Ndiwa (RMG data manager). |

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| **Part III – Suitability of Proposed Individual**  *(to be completed by staff, for direct hires just fill in publication and fundraising record)* | |
| **Publication Record**  **2007-2009**  *(provide list as annex)* | **Number of articles published 2007/2008/2009:**  Senior author refereed articles \_\_\_/\_\_\_/\_\_\_  Co-author refereed articles \_\_\_/ 1 /\_\_\_  Senior author non-refereed articles \_\_\_/ 5 / 3  Co-author non-refereed articles \_\_\_/ 2 /1 |
| **Staff Budget Record**  **2008-2010** | **Number of staff months covered by restricted projects**  2008: 0  2009: 2 months  2010: 2 months |
| **Fundraising Record**  **2008-2010** | Sub-Saharan Africa Challenge Program (SSA-CP) – Data Management Support |
| **Other individuals supervised** | Staff  Valentine Karari  Abedinego Kiwia  Paul Maina (ICRAF temporary staff)  Charles Masson (ICRAF temporary staff)  Students: Topics  Simon K. Mbuthia: Implementing the Data Policy  Ruth Githaiga: Combiling Research Data management Resources  John Gacheru: Data publishing - A checklist  Karine Ogoonoum Noel: Advanced metadata management  Kisia Sharon: Data Management Monitoring system  Lydia Mukii Nguti: Rapid acquisition of meta-data  Elizabeth Karingithi: Archiving Data GRP6  Charles Masson: Data acquisition Templates  Elizabeth Ndegwa: Archiving GRP6 Data  Jack Odiege: Refining the Data Loader Algorithm |
| **Partnerships developed and maintained** | FARA (via the SSA-CP); Adekunle Adewale  WMO/Kenya Meteorological Department; Samuel Machua  KARI/NARL; J. Ayanga  Statistical Services Center – Reading University; Roger Stern, Cathy Garlick  University of Nairobi (Bucs); Parin Kurji  Uganda National Banana Program; Tushmuriogedo  Uganda National Bureau of Statistics; Antony Matovu, Thomas Emwanu  Kenya Network for Dissemination of Agricultural Technologies (KENDAT); Titus Musyoka  KEFRI; Vincent Oeba |
| **Major impact of your work and other contributions to centre’s agenda** | The major impact of my work has been strengthening partnership with NARS (see list & contacts of institutions above) by providing requested support for data management – using methods that have been developed by working closely with ICRAF researchers. For instance: (a) The Logbook method, developed by supporting ICRAF work in field experimentation, and still being used by the Soils & Plant lab, was the key ingredient to most collaboration with NARS. (b) The ‘file property’ method developed for ASB and the Lake Victoria Management project (Transvic) has been driving our current approach to institute-wide data arching and access as specified in the data management policy. (c) The ‘smart form’ method for survey data collection -- developed by working with Nicholas Ndiwa, Simitu Parnwell, Sala Rantalla, and Mikkel Grum -- is now in use by over 100 scientists and partners in the Sub-Saharan Africa Challenge program. Following our last 2 seminars both at ILRI and ICRAF, we expect an even bigger impact, in terms of how researchers manage their data for quality, efficiency and access  The potential impact for our work is larger than actually experienced by anyone I have not worked with directly, largely due to the way I work. I use two modes of supporting RDM: reactive (ad-hoc / any time) and pro-active, developing and implementing new methods for doing better data management. Our guiding principle is the belief that (a) all projects need support for data management, whether funded explicitly or not and (b) no single project should require more than 1 month of my time. The consequence of this is that the small projects have generally been the main beneficiaries of our inputs; the larger ones with better funding hired their own data management services. For some of these larger projects this worked well, for some it did not. My interactions were more with those that already have problems than those that were ok -- primarily to salvage datasets.  The geographical reach was also limited, support being better for HQ-based staff and other hosted institutions than for the outreach stations. This point was the key to the early concept of a cross-CG centre Research Methods Group, supporting CG centers in a region more efficiently than a global unit which did not reach all our researchers.  I have requested for a different mode of working in my new contract, to unlock more of this potential impact. |
| **Changes (if any) to Job Grade Classification criteria** | None requested |

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| **Part IV – Justification for Proposed Individual**  *(to be completed by supervisor)* | |
| **Statement on sole consideration**  *(explain why others are not being considered or position is not advertised)* | Peter gives 100% commitment to his work at ICRAF. He is always busy, productive and innovative. Areas that he is continually working to improve focus on communication and completion / documentation of RDM strategies and progress. See last Annual Performance Evaluation for more details.  Due to a delay in recruiting the new Co-Lead of the Research Methods Group it was agreed with the DDG-R (Tony Simons) and Peter that it was appropriate to apply for a 12month extension to the contract (2009 – 2010). The new co-lead should be in place by March/April 2010 but HR request this form to be presented before this date. We hope that the new co-lead and Peter will still have some time to work out priorities for the contract extension and possible change to the workplan and goals. |
| **Career development**  *(statement on career progression achievements and opportunities, new responsibilities if being nominated for promotion, not req’d for direct hire )* | Unfortunately, the opportunity for career advancement via promotion is limited in this 1-year extension period. It will be up to the new Co-Lead of RMG to consider how best to develop this position (and Peter). |
| **Contributions and overall attitude to centre and its core values (professionalism, mutual respect, creativity)** | **Professionalism –** 100% committed to the groups and projects he works with. Represents ICRAF well by providing high quality support to FARA (via the SSA-CP)  **Mutual respect** – forms good team-working / collegial relationships with colleagues (examples: Mikkel Grum / Charles Masson – SSA-CP, Sonal Nagda / Nicholas Ndiwa – RMG, August Temu / Kiwia – ICRAF Partnerships Office)  **Creativity** – Highly innovative in approach to designing RDM strategies, while also considering the needs of the projects / researchers. |
| **Other relevant information** |  |
| **Independent endorsement**  *(list three individuals who can provide balanced feedback on individual’s suitability, or justification for direct hire of position)* | **1. Frank Place (ICRAF, co-supervisor from January 2009)**  **2. August Temu**  **3. Mikkel Grum (Bioversity, collaborator for SSA-CP)** |

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| **Date:** | **Signature: Signatures** |