

**INSTITUTE OF SOCIAL WORK**  
**RESEARCH AND CONSULTANCY DEPARTMENT**



**Operational PLAN**

**(2017/18-2019/20)**

**JULY, 2017**

## **1.1. Introduction**

The Institute of Social Work through its department of Research and Consultancy has prepared the 2017/18-2019/20 Operational Plan that will guide the operations of the department. The Institute, as the higher learning institution, is mandated to conduct research and consultancy. In this fact the Institute Strategic Plan is emphasizing on the need to conduct research and consultancy in order to show the relevance of the Institute in the country's development initiatives. However to achieve the aforementioned outcome, It is important to ensure that research and consultancy activities are well planned and successfully implemented. It is for this reason, the Research and Consultancy Department has prepared the Three-Year Operational Plan. The Plan includes three sections, namely Introduction Section, Achievements and the Operational Plan Section.

### **2.1. Achievements and Challenges**

Research and consultancy are the key activities of the Institute; hence they must be well coordinated and marketed in order to attract the potential clients. For the period of five years i.e. from 2012/13 to 2015/16, the Institute focused on enhancing the capacity of its academic staff in research and consultancy. The capacity building programmes included long term trainings particularly at the PhD level, and short term training programmes. The following were the achievements:-

#### **2.2.1. Achievements**

- a) The Institute academic staff were oriented with research skills
- b) Budget on research and publications was increased
- c) The Research and Consultancy Department was strengthened
- d) The Institute academic staff significantly involved themselves in research and consultancy activities.
- e) The academic staff have participated in more than 10 international conferences

#### **2.2.2. Key Areas of Competence**

- a) Social work
- b) Human resource management
- c) Business Administration
- d) Labour studies
- e) Community work with children and youth

### **3.1. Three-Year Departmental Operational Plan**

The Institute needs to strengthen its research and consultancy activities in order to successfully achieve its Vision and Mission. In this vein, the Research and Consultancy Department mainly focus on conducting research and consultancy projects. The following Table shows the departmental plans for the next three years:-

**Table 1: The Departmental Operational Plan**

S/N	Objective	Strategy	Target	Activity	Duration
1	Administration of research and consultancy activities strengthened	Review the guidelines for research and consultancy activities to reflect the current national socio-economic needs	Review the research policy to reflect the current needs	Select the team of academic staff that will lead the preparation of research policy	2017/18
				Collect opinions from the key stakeholders	2017/18
				Present the Institute Research Policy to the management for discussion	2017/18
				Present the Institute Research Policy to the Academic Committee of the Board for approval	2017/18
			Review the consultancy policy to reflect the current needs	Select the team of academic staff that will lead the review of consultancy policy	2017/18
				Collect opinions from the key stakeholders	2017/18
				Present the Institute consultancy policy to the management for discussion	2017/18
				Present the Institute consultancy policy to the Academic Committee of the Board for approval	2017/18

			Review the regulations that govern the Institute of Social Work Journal	Select the team of academic staff that will lead the review of the regulations	2017/18
				Collect opinions from the key stakeholders	2017/18
				Present the Institute the regulations to the management for discussion	2017/18
				Present the Institute the reviewed regulations to the Academic Committee of the Board for approval	2017/18
			Ensure that publications are in line with local and international standards	Continue checking for the percentage of plagiarism using the plagiarism software	Annually
				To ensure that the review process provides feedback to the author within 14 days	Annually
				Ensure that all publications complies ethical standards	Annually
2	The current Institute capacity on research and consultancy fully utilised	Identify the current Institute capacity on research	Update the database of academic staff profile	The database of academic staff profile updated and uploaded in the Institute website	2017/18
			Assess the consultancy capacity of Institute academic staff	The report on existing Institute academic staff consultancy capacity prepared	2017/18

		Promote research activities among the Institute academic staff	Ensure that research projects are in line with the national social and economic policies and plans	Continuously liaise with the Ministries to integrate their policies and plans in the Institute research agenda	Annually
			Ensure that research projects are in line with the plans and objectives of the private sector	Continuously liaise with the private sector to integrate their plans and strategies in the Institute research agenda	Annually
			Ensure research and consultancy projects economically and socially benefit the country	Publish two issues of Institute of Social Work Journal	Annually
				Register online journal	2017/18
			Successfully implement book projects	Publish one book	Annually
			Organise international conferences	Prepare one international conference	Annually
			Encourage academicians to conduct research projects	Conduct at least two research projects	Annually

			Effectively monitor and evaluate research activities	Prepare four monitoring and evaluation reports	As per the research policy requirement
3	Opportunities of Consultancy projects are fully utilised	Innovatively market the Institute to secure consultancy projects	Effectively implement the Institute Marketing Strategy	Prepare the report on the key consultancy opportunities	Annually
				Identify the key target group	
				Implement the marketing campaigns	
			Monitor and evaluate the marketing campaigns		
			Identify key partners in consultancy projects	Prepare one report on key partners	Annually
Identify key areas of Institute competences (if there will be any changes)	Prepare the report on the key Institute competences	Annually			
Securing consultancy projects from both the public and private sector	Secure two (2) consultancy projects	Annually			

			Effectively monitor and evaluate consultancy projects	Prepare four monitoring and evaluation reports	As per the consultancy policy requirement
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