**World Agroforestry Centre (ICRAF)**

**Jan-Dec 2009 Performance Evaluation Report and 2010 Performance Contract**

*To be completed by the staff member and supervisor, and returned electronically by supervisor to HRU by 30 January 2010. To be completed according to “Guidelines for Completing Documentation”*

**GENERAL INFORMATION** *(to be completed by the staff member)*

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| **Staff Name:** | **Peter Muraya** | |
| **Job Title and Grade:** | **Data Management Specialist** | |
| **Job Description:** | **New one attached** | **Old one attached** |
| **Supervisor’s Name:** | **Jane Poole** | |
| **Peer Feedback:**  (suggestions for supervisor for persons to consult) | **1.**  **2.** | |

**PART A – 2009**

**SECTION A1: 2009 PERFORMANCE AREAS AND GOALS**

*(To be completed by staff member)*

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| **Planned Performance Goals and Deliverables**  (copy from 2009 Plan in 2008 PE Form ANNEX I) | **Staff Self Assessment:**  *(Achieved, exceeded, not achieved (and why?)* |
| **Goal 1:** **Implementng the RDM policy**  1.1 *(deliverables):* Training for data originators at 3 locations: Hq, Cameroon and SEA  1.2:  1.3: | Not achieved. See change of job description below that required that I have specific data deliberables to specific projects |
| **Goal 2: Support to the Research Quality system:Investigations database**  2.1 *(deliverables):* Assess if data collected by consultants meet the database requirements  2.2: Modify current data collection forms (POWB, PE, WB incicators, MTP) to support populating the investigations database  2.3: Collect and load the data  Assess if database meets the original Tony's objectives | Not achieved. See change of job description below that turned my attention to the more general Research Management Systems (RMS) involving proposals, grants, publications, partners. The Investigations Database, is now envisaged as better knitting of these components that are currently operating as standa alone systems |
| **Goal 3: Support to the Sub-Saharan Africa Challenge Program (SSA-CP)**  3.1 *(deliverables):* 3 workshops, one for each Pilot Learning site of the SSA-CP  3.2:  3.3: | Exceeeded. 6 workshops for data managers were held: 2 in West Africa,2 in Southern Africa and the 2 East Africa-Lake Kivu Region. This was one of the projects selected for support in my new job description.part of the new job decsription. Quefax -- a new method for handling survey data using relational databases and XML markups on word questionnaire documents was developed, tested and improved during this series of workshops. |
| **Goal 4: Ad hoc support to ICRAF GRP's and ILRI Themes**  4.1 *(deliverables):*  4.2:  4.3: | 3 seminars on the Quefax Data Management method described above were given to researchers at ILRI, ICRAF & AGRA. Afterwards, ANAFE used it for for their last survey without any hitch; the dataset was small. ILRI (Nicholas Ndiwa used in an huge ILRI project (100+ page questionnaire) and revealed some limits of the method. He latter developed ways of working round the problems. AWARD -- a Gender & Diversity program of the CGIAR sought support to use it; their plan did not go far as they needed to consult more widely. The main problem with the method is data quality; it lacks methods for more prompt error reporting at data entry time -- resulting in lots of data data cleaning at latter stages  Other (mostly ICRAF) areas supported were the Partnership ofice; Training unit; Proposals development; GRP6 Data model development, Library |
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| **Unplanned Activities and Results** | **Staff Comments and Assessment:** |
| **1.** ANAFE survey support | went well |
| **2.** Restructuring the Proposals database | still in progress |
| **3.** Training Unit database development | in progress |

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| **List of scientific publications, donor reports, other reports, guidelines, policies produced in 2009**  (filled by staff member and supervisor) | **Evaluation of produced reporting**  (evaluate timelines and quality of the reporting)  (for scientific staff compare actual results versus targets indicated in 2008 PE form) |
|  | **Staff self-assessment** |
| Cross-Site Data management Support to the SSA-CP | Submitted late, after a few reminders by the Grants Management office |
| Output 4:Suppoting data Management System in the Carbon Benefits Project, 1st draft | The complexity of data in this project is pushing all our previous tools for data handling to the limits -- creating a need for updates. This means that this output will take more resources than originally planned |
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| **Note down any specific circumstances that affected 2009 performance** (such as change in job description or goals, personal skills, organization efficiency – also comments from staff member on what motivates them and what demotivates them) (Here staff members may also give direct feedback to the supervisor on supervisory needs, performance and expectations)  **Half-way into the year, my work formula was changed from a 12-month full time work under the Research Methods Group to working for 3 entities: (a) at least 2 specific projects, (b) synthesis of lessons leant to generalise to other projects and (c) support for RMG data agenda -- splitting my time in a 6:4:2 ratio. Accordingly, the original work program was modified to include deliverables for the Carbon benefits Project; Sub-Saharan Africa Challenge Program, and development of a GRP data model (following the Data management Policy) using GRP 6. During the year, I supported data management in the Trainining unit, Proposal development and Partnerhip office from which a common model for Research Management Systems has emmerged and is being implemented and tested together with the ICT group and the WEB development Unit of our communication unit. I am happy with progress so far, most of it attributed to the help I get from fresh graduates on short term contracts, student on attachments, and the various project data curators.** |

**SECTION A2: 2009 CONTRIBUTIONS TO CENTRE’S DEVELOPMENT**

*(To be completed by the staff member)*

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| **Contribution Area** | **Staff comments and assessment** |
| * 1. **Client/Service Delivery Orientation**   **I had less of verbal requests to help with Dtaa management this year, and more of it coming throuhg email** | **Direct knocking on my door used to be very interruptive; I have tended to work from home when I realy need to concentrate** |
| * 1. **Teamwork/Collegiality**   **I had less interactions with members of the Research Methods Group this year than before** | **I enjoy working with the small team Im putting together: 1 student, 3 short term consultants. They support the various project data curators** |
| * 1. **Operational Effectiveness and Efficiency** |  |
| * 1. **Partnerships/Capacity Building**   **Alliance for a Green revolution in Africa (AGRA) is one of our partner instituion that I have worked closely with on data Management.** | **Most of the partners I have met are through the Sub-Saharan Challenge Program** |
| * 1. **Advancement of Centre’s G&D Goals**   **Im currently metoring 4 men and 1 lady; I often ask Helen to specifically identify ladies who could benefit from the program -- often without success** |  |
| * 1. **Resource Mobilization**   **I don’t think I do much in this area** |  |
| * 1. **Contributions to Communications, Information Documentation, Data Management and Knowledge Sharing**   **Data management support is an area I enjoy most** |  |

**SECTION A3: PEER FEEDBACK AND SUPERVISOR’S COMMENTS ON PERFORMANCE IN 2009**

***(Comments to recognize achievements and suggestions on how to perform better)***

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**PART B – 2010**

**SECTION B1: 2010 PERFORMANCE GOALS and DELIVERABLES**

List goals in order of **priority**. The deliverables must be observable/tangible, quantifiable and connected to the objective of the goal. Fill in maximum of 10 goals.

Publishing goals – see parts B2 and B3.

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| **Performance Goals**  *(and list specific deliverable(s) under each one)* | **POWB link**  (give months and grant(s)/core covering each goal /deliverable) |
| **Goal 1: Carbon Benefits Project, Data management**  1.1 *(deliverables):* Document the Data Management Schema for the entire project  1.2: Work with Johannes and his team to use Schema for systematizing management of landcape dat using his Protocol for allometric data  1.3: | 4 |
| **Goal 2: Scaling up data management support beyond GRP6**  2.1 *(deliverables):* Document lessons learnt from handling the GRP 6 datasets and the Western Kenya Integrated Ecosystem Project  2.2: Document Quefax for the SSA-CP  2.3: | 4 |
| **Goal 3: Research Management Systems (RMS)**  3.1 *(deliverables):* Document the RMS data Model that integrates proposals, grants, publications, partners and contracts -- even when they are managed as differrent entities (as is the case now)  3.2:  3.3: | 2 |
| **Goal 4: Support to the Research Methods Group data Agenda**  3.1 *(deliverables):* Help Jane??? (not sure what to commit myself to this year)  3.2:  3.3: | 2 |
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**SECTION B2: SCIENTIFIC PUBLISHING GOALS**

(For scientific staff only - to be agreed by staff member and supervisor)

In 2010, the staff member is expected to produce the following number and topic of publications (where production of publications is either (i) published, (ii) in press; (iii) been accepted or (iv) sent corrected manuscript back following review).

***Goal 1*** – Number of refereed articles in 2010 where staff is lead author

*(and if able the titles)*

***Goal 2*** – Number of non-refereed articles in 2010 where staff is lead author

*(and if able the titles)*

***Goal 3*** – Number of refereed articles in 2010 where staff is co-author

*(and if able the titles)*

***Goal 4*** – Number of non-refereed articles in 2010 where staff is co-author

*(and if able the titles)*

**SECTION B3: OTHER PUBLISHING GOALS**

(For ALL staff **scientific and non-scientific** - To be agreed by staff member and supervisor – fill in any donor reports, other reports, guidelines or policies planned to be produced in 2010)

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| **Publishing Goals for 2010** | **POWB link**  (give months and grant(s)/core covering each goal /deliverable) |
| **Goal 1** |  |
| **Goal 2** |  |
| **Goal 3** |  |
| **Goal 4** |  |

**SECTION B3: TRAINING AND CAREER DEVELOPMENT NEEDS**

(To be suggested by either/or both staff member and supervisor)

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| Identify priority training and career development needs or opportunities.  *(Indicate if already budgeted for or making a request to staff development fund).* |

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| Any suggestions you would like to make for next year’s form or performance evaluation process |

**Date:**

#### Staff signature: Supervisor’s signature: