

**MDA’s LOGO**

**TEMPLATE FOR SCIENCE TECHNOLOGY AND INNOVATION MAINSTREAMING ANNUAL WORK PLAN FOR FY 2025-2026**

***STREAM A: - (Applicable to New Entrants and MDAs without Institutional STI Mainstreaming Strategy)***

***(The MDAs shall submit their Work plans before the end of Q1)***

**APPLICABLE TO MDAs IN STREAM A**

| **NAME OF INSTITUTION:** |  |
| --- | --- |
| **S/N** | **PC Indicator(s)** | **ACTIVITY** | **SPECIFIC ACTIVITIES** | **OUTPUT** | **TIME FRAME** | **Budget Allocation** | **Responsibility** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **APPLICABLE TO MDAs IN STREAM A: PART A-I: PROVISION OF RESEARCH, SCIENCE, TECHNOLOGY AND INNOVATION (RSTI) DATA** |
|  | **Appoint or Re-appoint Focal Person and champions** | Appoint Focal Person and Champions | e.g. issuance of letter of appointment | Letter of Appointment |  |  |  |  |  | CEO |
|  | **Attend a training for Focal person and Champions** | Training of Focal Person and champions | e.g., Participate in training programmes organized by NACOSTI  | * Certificate
* Training reports
 |  |  |  |  |  | Focal Person |
|  | **Sensitize Staff/ Stakeholders on STI** | Schedule sensitization for Staff/ Stakeholders | e.g., Undertake sensitization to Staff/ Stakeholders | * Attendance Sheet
* Sensitization reports
 |  |  |  |  |  | Focal Person |
|  | **Provide details and submit evidence as requested on RSTI** | 1. SECTION A. Research, Science, Technology and Innovation (RSTI) Human Resources Capacity
 | * Populate Table 1 on current in post staff & Table 2 on Human Resource Capacity
 | Populated Table 1 on current in post staff & Table 2 on Human Resource Capacity |  |  |  |  |  | Focal Person |
| 1. SECTION B. Research, Science, Technology, and Innovation (RSTI) infrastructure, facilities and equipment
 | * Populate Table 3 on Research, Science, Technology and Innovation (RSTI) **current working equipment and facilities that are worth Ksh. 500,000 and above.**
 | Reports 3 on Research, Science, Technology and Innovation (RSTI) equipment and facilities |  |  |  |  |  |  |
| 1. SECTION C. Research, Science, Technology and Innovation (RSTI) expenditure
 | * Populate Table 4 on Research and Development Expenditure **over the last five (5) years or since the institution was established (whichever is less), segregated for each year.**

*(Note: previously uploaded data will be activated by NACOSTI)*  | Data on Research and Development Expenditure |  |  |  |  |  |  |
| 1. SECTION D. Research, Science, Technology and Innovation (RSTI) inputs
 | * Populate Table 5 on Collaborative Research, Science, Technology and Innovation (RSTI) Programmes or Projects **over the last five (5) years or since the institution was established (whichever is less), segregated for each year.**

*(Note: previously uploaded data will be activated by NACOSTI)* | Report on Collaborative Research, Science, Technology and Innovation (RSTI) Programmes or Projects |  |  |  |  |  |  |
| 1. SECTION E. Research, Science, Technology and Innovation (RSTI) outputs
 | * Populate Table 6 on Research, Technology and Innovation Outputs over the last twenty (20) years or since the institution was established (whichever is less) clearly indicating the year of each entry or item.
* Attach evidence for all Research, Technology and Innovation Outputs
 | Data on RSTI outputs  |  |  |  |  |  |  |
| 1. SECTION F. Research, Science, Technology and Innovation (RSTI) Dissemination
 | * Populate Table 7 on Dissemination of Research, Technology, and Innovation products or services.

*(Note: previously uploaded data will be activated by NACOSTI)* | Reports on Dissemination of Research, Technology, and Innovation products or services. |  |  |  |  |  |  |
|  |  | 1. SECTION G.

Institution’s contribution to Kenya’s Global Innovation Index (see Annex 3(c) and URL below)<https://www.wipo.int/en/web/global-innovation-index/2023/index>  | Undertake Self-Assessment on the Institution’s contribution to Kenya’s Global Innovation Index (see Annex 3(c) and URL below)<https://www.wipo.int/en/web/global-innovation-index/2023/index>  | Self-Assessment Report |  |  |  |  |  |  |

| **APPLICABLE TO MDAs IN STREAM A** **PART A-II: INSTITUTIONAL STI MAINSTREAMING STRATEGY DEVELOPMENT & IMPLEMENTATION (BASED ON STI PRIORITIES)** |
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| **S/N** | **PC SUB-INDICATOR(S)** | **ACTIVITY/INITIATIVE**  | **SPECIFIC ACTIVITIES** | **OUTPUT** | **TIMEFRAME** | **BUDGET ALLOCATION** | **RESPONSIBILITY** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **5.** | **Develop STI Mainstreaming Strategy using the template provided by NACOSTI (20%)*****(This will be anchored on the guidelines provided on the NACOSTI website)***  | Develop STI Mainstreaming Strategy **whose core strategic issues or initiatives are derived from the National Research, Science, Technology and Innovation Priorities.** (Details available at: https://www.nacosti.go.ke/nacosti/Docs/2024/National%20STI%20Priorities.pdf)**depending on the institution’s mandate and** **functions, and as shall be as guided by NACOSTI.** | STI Mainstreaming Committee to develop the STI Mainstreaming Strategy aligned to National Research, Science, Technology and Innovation Priorities *(link to the website)* | * Minutes
* Attendance Sheet
* Approved STI Mainstreaming Strategy
 |  |  |  |  |  | STI Committee |
| **6.** | **Implement four (4) STI strategic issues identified in the respective Institutional STI Mainstreaming strategy** (80%). The following are the eight (8) strategic issues: - 1. Human Resource Development
2. Infrastructure for STI, and Digital Readiness
3. Funding/Investments in STI
4. STI advocacy and awareness
5. Education, training and research
6. Technology development, transfer and diffusion
7. Collaborations and partnerships in STI
8. STI Inclusivity
 | Human Resource Development | *As per the developed Institutional STI Strategy* |  |  |  |  |  |  |  |
| Infrastructure for STI, and Digital Readiness |  |  |  |  |  |  |  |
| Funding/Investments in STI |  |  |  |  |  |  |  |
| STI advocacy and awareness |  |  |  |  |  |  |  |
| Education, training and research |  |  |  |  |  |  |  |
| Technology development, transfer and diffusion |  |  |  |  |  |  |  |
| Collaborations and partnerships in STI |  |  |  |  |  |  |  |
| STI Inclusivity |  |  |  |  |  |  |  |
| **7.** | **Submit quarterly reports to NACOSTI****in the prescribed format (as provided****on the NACOSTI website) within 15****days after the end of the quarter.** | Timely Submission of Q1 (***By 15th October 2025***), Q2(***By 15th January 2026***), Q3 (***By 15th April 2026***), and Q4 (***By 15th July 2026***) Reports | Timely Submission of reports | Quarterly reports |  |  |  |  |  |  |