



**EXTERNAL CRIME RESEARCH RESOURCE PERSONS' POLICY AND  
PROCEDURES MANUAL**

**MARCH, 2024**

<b>Governance Area Addressed:</b>	Crime Research
<b>Approving Authority:</b>	Governing Council
<b>Responsible:</b>	Director/CEO
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<b>Frequency of Review</b>	Every three (3) years
<b>Date of Next Review</b>	March, 2027
<b>Related Laws, Policies and Guidelines</b>	<ol style="list-style-type: none"> <li>1. National Crime Research Centre Act, 1997</li> <li>2. NCRC Human Resource and Procedures Manual</li> <li>3. Research Strategy and Agenda, 2024</li> <li>4. Research Policy, 2024</li> <li>5. Crime Researchers Code of Ethics, 2024</li> <li>6. Research Protocol, 2024</li> <li>7. Research Report Format, 2024</li> <li>8. Plagiarism Policy, 2024</li> <li>9. Research Roadmap, 2024</li> <li>10. Communication Policy, 2024</li> </ol>

	11. Resource Mobilization Strategy, 2023 12. ICT Policy, 2024
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## Definition of Terms

External Crime Research Resource Persons are individuals who are not regular employees of the Centre who may be engaged from time to time to deliver crime research assignments. They will be classified as:

**Research Mentor** a trusted, experienced, and knowledgeable individual in crime research with PhD who provides guidance, advice, support, and training to a research mentee;

**Research Associate** a budgeted role with job description held by a professional working in a research oriented role within an academic, scientific or corporate setting preferably with PhD;

**Research Supervisor** an experienced academic or researcher who provides guidance, support and oversight to a team of researchers engaged in research activity;

**Research Assistant** an individual who performs various research tasks under supervision;

**Visiting Scholar** an academic or researcher who temporarily joins the Centre to perform a research undertaking for a specific period and salaried from their home institution.

### Other definitions

**Research Mentee** an individual who is under guidance and mentorship of a research mentor.

## **1.0 Introduction**

The National Crime Research Centre (NCRC) was established by the National Crime Research Act No. 4 of 1997 to spearhead, co-ordinate and disseminate crime-related research findings and recommendations with the view to reduce crime. It is guided by its vision of being, A Centre of Excellence in Crime Research and its mission is to undertake quality crime research towards informing policy and programmes in crime management for a safe and secure society. As a core function of the Centre, crime research plays a vital role in informing policy that addresses contemporary and evolving crime trends which continue to pose significant challenges to the safety and security of the nation and have far-reaching implications on Kenya's social and economic well-being.

### **Vision**

A Centre of Excellence in Crime Research

### **Mission**

To undertake quality crime research towards informing policy and programmes in crime management for a safe and secure society.

### **Core Values**

The Centre will conduct its business guided by the following core values:

1. Excellence
2. Integrity
3. Impactfulness
4. Collaboration and Knowledge Sharing
5. Diversity

## **2.0 Research Mandate**

The mandate of NCRC is to carry out research into the causes of crime and its prevention and to disseminate research findings and recommendations to the Government agencies concerned with the administration of criminal justice with a view to assisting them in policy formulation and planning.

## **3.0 Rationale for the Policy and Manual**

There is need for the Centre to continue undertaking reliable policy-action crime research into causes of crime and its prevention and enhance access and sharing of crime research information. This gives importance to the need for relevant skill and knowledge improvement, resource mobilization and strategic national and international collaboration and partnership with relevant stakeholders.

## **4.0 Objective of the Policy and Manual**

The objective of the Policy and Manual is to provide for the engagement of external research resource persons at the Centre.

## **5.0 Scope of the Policy and Manual**

This Policy and Manual is applicable to NCRC employees and external research resource persons of the Centre.

## **6.0 Duties and Responsibilities**

The duties and responsibilities of the external research resource persons are:

### **6.1 Research Mentor**

The duties and responsibilities of the Research Mentor with regard to research processes and may involve:

- a) Offering guidance and advice;
- b) Advising on professional networking;

- c) Advising on research design and quality review.
- d) Helping in project planning and management;
- e) Facilitating skill development;
- f) Assisting in career development;
- g) Guiding on research integrity and ethics;
- h) Providing feedback and critique;
- i) Offering emotional support;
- j) Any other duties and responsibilities that may be assigned.

## **6.2. Research Mentee**

The duties and responsibilities of a research mentee include:

- a) Active engagement and participation in the mentorship process.
- b) Setting and implementing specific, measurable, achievable, realistic and time bound (SMART) targets:
- c) Taking personal initiative and interest in the mentorship process;
- d) Maintaining open, honest and effective communication with the mentor;
- e) Implementing the set targets given by the mentor; and
- f) Effectively manage time during the mentorship period.

## **6.3 Research Associate**

A research associate may be called upon to perform and/or coordinate any of the following in research work:

- a) Participate in conceptualization of research.;
- b) Supervision of data collection;
- c) Undertake data analysis;
- d) Undertake report writing;
- e) Preparation of thematic policy and issue briefs;
- f) Participate in grant and proposal writing for funding of research activities and collaboration and partnerships;

- g) Assist in project planning and management;
- h) Participate in capacity building of researchers;
- i) Undertake publication and dissemination of research reports;

#### **6.4 Research Supervisor:**

A research supervisor may be called upon to supervise any of the following in research work:

- a) Data collection;
- b) Data cleaning, coding and entry;
- c) Data analysis;
- d) Participate in capacity building of researcher assistants;
- e) Report writing; and
- f) Any other duties as and responsibilities given from time to time.

#### **6.5 Research Assistant**

A research assistant may be called upon to perform any of the following in research work:

- a) Data collection;
- b) Data cleaning, coding and entry;
- c) Data analysis;
- d) Development of draft reports; and
- e) any other duties and responsibilities given from time to time.

#### **6.6 Visiting Scholar**

The duties and responsibilities of a visiting scholar with regard to research processes may involve:

- a) Participate in research in their area of expertise;

- b) Collaboration and engagement with researchers;
- c) Share knowledge and experience with researchers;
- d) Attend departmental meetings, seminars, and other Centre's events;
- e) Foster cultural exchange by sharing perspectives and experiences;
- f) Build professional networks with local and/or international scholars;
- g) Any other duty and responsibility that may be assigned from time to time;
- h) Engage in professional development opportunities at the Centre;
- i) Participate in resource mobilization initiatives at the Centre.

## **7.0 Considerations for Engagement**

This section provides for requirements and terms of engagements.

### **7.1 Research Mentor**

The position of Research mentor will be advertised on the Centre's website and/or print media on need basis. The Centre may also reach out to targeted mentors both internationally and locally. The Director/CEO shall appoint an ad hoc committee to select and recommend applicants based on a set criteria and on merit and the same shall be approved by the Governing Council.

The Research mentor will be engaged on a contractual basis and for a specified period.

#### **Requirements:**

- a) A PhD in social sciences or its equivalent;
- b) At least 10 years' experience in crime oriented research work;
- c) Demonstrated excellence in research with a strong publication record;
- d) Ability to work effectively in a collaborative research environment;
- e) Must have vast professional networks;

- f) Demonstrate a passion for empowering research mentees.

## **7.2 Research Associate**

The position of Research associate will be advertised on the Centre's website and/or print media on need basis. The Centre may also reach out to targeted researchers/scholars. The Director/CEO shall appoint an ad hoc committee to select and recommend applicants based on a set criteria and on merit and the same shall be approved by the Governing Council.

The Research Associate will be engaged on a contractual basis and for a specific assignment(s).

### **Requirements:**

- a) PhD or equivalent or Master's degree with at least five years' post masters experience;
- b) Demonstrated excellence in research with a strong publication record;
- c) Ability to work collaboratively with other researchers and other team members;
- d) Technical proficiency in using relevant research tools, software and technologies;
- e) Strong research skills including ability to design, experiment, collect and analyze data and draw meaningful conclusions;
- f) Excellent analytical and critical thinking skills to interpret research findings and draw conclusions;
- g) Ability to manage and organize research projects;

- h) Flexibility and adaptability to work in a dynamic research environment;
- i) Adherence to ethical standards in research.

### **7.3 Research Supervisor:**

The position of a research supervisor will be advertised on the Centre's website and/or print media on need basis. The Centre may also reach out to targeted researchers. The Director/CEO shall appoint an ad hoc committee to select and recommend applicants based on a set criteria and on merit.

The Research supervisor will be engaged on a contractual basis and for a specific assignment(s).

#### **Requirements**

- a) Master's Degree in social sciences or its equivalent;
- b) At least 5 active years' experience in research;
- c) Technical proficiency in using relevant research tools, software and technologies;
- d) Ability to identify and address challenges or obstacles that may arise during research process;
- e) Flexibility and adaptability to work in a dynamic research environment;
- f) Adherence to ethical standards in research;
- g) Effective communication skills.

#### **7.4 Research Assistant**

The position of a research assistant will be advertised on the Centre's website and/or print media on need basis. The Centre may also reach out to targeted researchers. The Director/CEO shall appoint an ad hoc committee to select and recommend applicants based on a set criteria and on merit. The Research assistant will be engaged on a contractual basis and for a specific assignment(s).

#### **Requirements**

- a) A bachelor's degree in social sciences or its equivalent;
- b) Proficiency in research methods and skills;
- c) Proficiency in using relevant software tools for data collection;
- d) Flexibility and adaptability to work in a dynamic research environment;
- e) Adherence to ethical standards in research;
- f) Effective communication skills.

#### **7.5 Visiting Scholar**

The position of a visiting scholar will be advertised on the Centre's website and/or print media on need basis. The Centre may also reach out to targeted researchers/scholars both internationally and locally. The Director/CEO shall appoint an ad hoc committee to select and recommend applicants based on a set criteria and on merit and the same shall be approved by the Governing Council. The visiting scholar will be engaged on a contractual basis and for a specific period.

## **Requirements:**

- a) Master's degree or equivalent;
- b) Demonstrated excellence in research with a strong publication record;
- c) Ability to work effectively in a collaborative research environment;
- d) Must be visiting from and affiliated with an outside institution;
- e) Must have a source of financial support, insurance and medical expenses not provided by the Centre;

## **8.0 Obligations of the Centre**

The following are the obligations of the Centre to the External Research Resource Persons:

1. Provide access to relevant research facilities and resources;
2. Allocate suitable work space/ office;
3. Ensure that the external research resource person has access to relevant information and data bases necessary for their work;
4. Facilitate professional interactions between the external research resource persons' and NCRC researchers;
5. Organize networking events, seminars and other activities;
6. Provide administrative support;
7. Conduct an orientation programme to familiarize the external research resource persons with the Centre's policies, procedures and resources;
8. Maintain open and clear communication to address any concerns or issues that may assist during the engagement/ stay;
9. Helped the external research resource person integrate into NCRC culture;
10. Avail opportunities to participate in research activities;
11. Provide feedback and evaluation to the external research resource persons to support their professional growth and development;
12. Take measures to ensure safety and well-being of the external research

resource persons.

**9.0 Policy Review**

This External Research Resource Persons' Policy and Procedures Manual shall be reviewed at least once in every three (3) years or as may be deemed necessary.

**10.0 Policy Approval**

This External Research Resource Persons' Policy and Procedures Manual is Effective from ..... day of .....

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**CHAIRPERSON**  
**NATIONAL CRIME RESEARCH CENTRE**

**APPENDIX I: SCHEDULE OF PAYMENT OF EXTERNAL RESEARCH RESOURCE PERSONS**



**SCHEDULE OF PAYMENT OF EXTERNAL RESEARCH RESOURCE PERSONS**

<b>Position</b>	<b>Minimum relevant Academic Qualifications and Experience required (in years) of position holder</b>	<b>Approved Equivalence in NCRC &amp; Civil Service</b>	<b>Daily Subsistence Allowance (based on SRC rates)</b>	<b>Daily Professional Fee</b>
<b>Research Mentor</b>	<ul style="list-style-type: none"> <li>- A PhD in social sciences or its equivalent;</li> <li>- At least 10 years' experience in crime oriented research work.</li> </ul>	NCRC 2/ Job Group "T"	16,800	15,000
<b>Research Associates</b>	PhD or equivalent or Master's degree with at least five years' post masters experience;	NCRC 3/ Job Group "S"	16,800	8,000

<b>Research Supervisors</b>	<ul style="list-style-type: none"> <li>- Master's Degree in social sciences or its equivalent;</li> <li>- At least 5 active years' experience in research;</li> </ul>	NCRC 4/ Job Group "R"	14,000	5,000
<b>Research Assistants</b>	<ul style="list-style-type: none"> <li>- A bachelor's degree in social sciences or its equivalent;</li> <li>- Proficiency in research methods and skills;</li> </ul>	NCRC 6/ Job Group "K"	11,200	3,000