



Transforming Lives through Quality Education

Extension and Outreach Policy

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EGERTON UNIVERSITY

**Extension and
Outreach Policy**

Revised June, 2014

PREAMBLE

Egerton has transformed itself from an Agricultural College of 1939 with three students to a modern University with over 20,000 students. The departments, faculties and programmes have also increased. The University has positioned itself to be a world class University guided by its vision and mission. The University's mandate as stipulated in The Universities Act No. 42 of 2012 includes advancement of knowledge; promotion of learning; quality teaching, research and extension; gender balance and equality of opportunity among students and employees; cultural and social life of society; mainstreaming of persons with disabilities, minorities and other marginalized groups; supporting the realization of national, economic and social development; capacity building; dissemination of research outcomes; and provision of adult and continuing education.

The University supports research and extension by availing funds in a competitive manner and by soliciting donor funds to supplement its contribution. Extension and outreach activities are carried out with full involvement of communities in a consultative manner through partnerships based on their problems, needs and priorities as well as national policies and priorities. The emphasis is to reduce hunger by improving food security, household income and self-reliance. This Policy provides the framework for improving efficiency and effectiveness of providing extension and outreach services and should be read in tandem with the Universities Act No. 42 of 2012 and the Egerton University Statutes and Strategic Plan.

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EGERTON'S ROLE IN COMMUNITY DEVELOPMENT

Kenya has a high population growth rate of 3.2% characterized by high infant mortality (5.5%), low life expectancy (58 years), malnourishment (32% of population) and high literacy levels (88%). The challenges in the country include high food prices, high inflation rates, low connectivity to electricity and high dependence on wood fuel. About 46% of Kenyans live below the poverty line. The average Kenyan is predominantly engaged in agriculture and Fisheries, which form the largest sector of the economy and account for 25% of the GDP. Challenges in the Agriculture sector include over-reliance on rain-fed agriculture, degraded soils, poor farm productivity, limited extension services and access to markets, poor adoption of improved technologies, high cost of inputs, inadequate agricultural credit, high interest rates and poor infrastructure particularly in rural areas. Kenya's agriculture is highly competitive in East African and beyond but it can be improved through extension and outreach services.

Egerton University has great potential as a centre of excellence in agriculture to influence national development. The University has a Research and Extension Division whose mandate is to offer extension services throughout the country. This is a major priority of Egerton University. This policy articulates some of the provisions of Vision 2030, the National Agriculture Sector Extension Policy and Egerton University Strategic Plan (Revised 2013 – 2018). It guides the University on how to provide extension and outreach services to the public and private sector.

ARTICLE 1.0: Vision, Mission and Core Values

1.1: Vision

A world class University for the advancement of humanity

1.2: Mission

To offer exemplary education to society and generate knowledge for national and global development.

1.3: Core Values

Decisions and activities in the University will be guided by the following core values:

- a) National unity;
- b) Internationalism;
- c) Passion for excellence;
- d) Professionalism;
- e) Devotion to duty;
- f) Integrity, transparency, and accountability;
- g) Social fairness.

ARTICLE 2.0: Policy Statement

This Extension and Outreach policy seeks to improve and enhance people's quality of life, through technology transfer and information sharing between Egerton University professionals and its collaborators.

ARTICLE 3.0: Definitions of Terms

3.1 Extension is a catalyst and powerful tool for development that views people as collaborators and responds to their needs through an interaction in which they identify and analyze problems; share knowledge, technologies, innovations and experiences; develop

solutions; disseminate results; and initiate actions. **The purpose of extension** is to show people how to solve problems, increase their work efficiency and productivity in order to improve their livelihoods. **In this policy, extension** means interactive sharing of research-based knowledge, information, technologies and innovations with individuals, groups, communities or organizations for purposes of improving work efficiency, productivity, incomes and living standards.

3.2 Outreach is any activity of providing services to populations who might not otherwise have access to those services. **In this policy, outreach** means a community service using knowledge, technology, products or services by the University.

ARTICLE 4.0: Philosophy on Extension and Outreach

The University endeavors to innovatively influence human development through research, extension and outreach. It believes this can be achieved by transferring improved technologies to potential beneficiaries and sharing mutually beneficial knowledge and experiences.

ARTICLE 5.0: Policy Objectives

The extension and outreach policy seeks to:

- 5.1 Guide the University on areas in which it should engage the community in Extension and Outreach, based on community felt needs, institutional priorities as well as national and global goals.
- 5.2 Identify effective approaches for engaging in Extension and Outreach activities.
- 5.3 Establish procedures for identification, submission, recommendation, approval and implementation of Extension and Outreach research and project proposals.
- 5.4 Provide strategies and procedures for raising and administering funds and procurement.
- 5.5 Develop procedures for documentation and storage of Extension and Outreach Policy

Outreach materials and products.

- 5.6 Develop the institutional framework for involving stakeholders in Extension and Outreach projects.
- 5.7 Provide the institutional framework for monitoring and evaluating Extension and Outreach activities.
- 5.8 Provide the institutional framework for managing Extension and Outreach activities.

ARTICLE 6.0: Scope of the Policy

This Policy applies to all Egerton University staff, students and their collaborators. It sets forth the principles and guidelines to be followed in implementing Extension and Outreach activities.

ARTICLE 7.0: Extension Committee

There shall be an Extension Committee whose Terms of Reference are to:

- 7.1 Develop and recommend to Senate the University Extension and Outreach Policy.
- 7.2 Establish Extension and Outreach priorities.
- 7.3 Receive and approve Extension and Outreach proposals and projects.
- 7.4 Identify and make recommendations on ways of raising funds to support extension activities
- 7.5 To encourage activities with Faculties and Departments on matters pertaining to institutional linkage, continuing education and extension programmes.
- 7.6 To promote a closer linkage of research, training and extension through staff and student involvement in outreach programmes including public sector interaction.

ARTICLE 8.0: Types of Extension and Outreach Programmes

- 8.1 Extension and Outreach initiated and funded by the Division of R & E. The Division of Research and Extension will identify community felt needs, formulate and implement appropriate development interventions with funds allocated to the Division.
- 8.2 Extension and Outreach initiated and funded by donors
- 8.3 Extension and Outreach initiated by Departments, Faculties, Boards, Institutes or Schools. These are projects or programmes initiated to fulfill the specific mandates of such meeting the requirements of a particular Unit on implementation of the curriculum and research obligations. The tasks may be embedded in their performance contracts. Some training programmes have compulsory community-based Extension and Outreach activities.
- 8.4 Extension and Outreach Community initiated programmes
- 8.5 This is where a community or its collaborator identifies a community need and involves the Division of R & E in its Extension and Outreach programme.

ARTICLE 9.0: Areas of Focus for Extension and Outreach Programmes

The following are priority areas of focus for Egerton University Extension and Outreach programmes:

- 9.1 Agriculture
 - a) Soil and water conservation
 - b) Farm management
 - c) Crops, livestock and fisheries production
 - d) Pest, vector and disease control
 - e) Value addition and marketing
 - f) Farm machinery and farm structures
 - g) Development and dissemination of improved agricultural technologies and innovations

- h) Cross-cutting issues
- 9.2 Natural resource management
 - a) Environmental conservation
 - b) Wildlife management
 - c) Resource conservation and utilization
- 9.3 Policy education
- 9.4 Nutrition and health
- 9.5 Community issues
 - a) Human resource empowerment,
 - b) Entrepreneurship and leadership
 - c) Community mobilization
 - d) Ethics, counseling and behavioral change
 - e) Conflict resolution
 - f) Community service
 - g) Literacy
- 9.6 Knowledge management
- 9.7 Any other area of National interest

ARTICLE 10.0: Extension and Outreach Approaches

The following approaches shall be used to undertake Extension and Outreach:

- 10.1 Teaching and demonstrations
- 10.2 Use of extension materials in form of manuals, pamphlets/leaflets, monographs and brochures, periodicals and policy briefs
- 10.3 Consultations
- 10.4 Focused group discussions
- 10.5 Use of videos, slides, and print and electronic media including mobile phones

- 10.6 Use of television and radio
- 10.7 Use of Agricultural Training and Information Centres
- 10.8 Exhibitions and shows

ARTICLE 11.0: Procedures for Identification, Approval and Implementation of Extension and Outreach Projects

The following procedures shall be used to identify, approve and implement Extension and Outreach projects and activities:

- 11.1 Identify community felt needs through consultations with stakeholders.
- 11.2 Formulate interventions with experts involvement
- 11.3 Carry out the interventions
- 11.4 Monitor and evaluate progress
- 11.5 Document and report project outcomes

11.1: Identification of Needs and Approval of Projects

The University shall identify and approve Extension and Outreach projects/activities through:

- 1. Stakeholder involvement.
- 2. Identified projects shall be presented to an Extension and Outreach Committee for further consideration and presentation to DVC R&E for approval.
- 3. Approval of recommended projects/ activities by Deputy Vice Chancellor R&E.

11.2: Formulation of Interventions

The University shall involve relevant experts including collaborator in the formulation of interventions to improve ownership and acceptability of the interventions by the community.

11.3: Carry out the Interventions

The University shall ensure that approved interventions are carried out as recommended (Considering funds, personnel, materials and timelines).

11.4: Monitor and Evaluate Progress

1. The University shall develop and use a Monitoring and Evaluation (M&E) framework for all extension and Outreach project in consultation with all the stakeholders.
2. All M&E reports shall be submitted to Office of the DVC R&E who will keep the reports or forward them to the donors where necessary.
3. The Extension and Outreach Committee shall assist the DVC R&E to ensure that all recommendations in the M&E reports are fully implemented.

11.5: Documentation and Reporting of Project Outcomes

All outcomes emanating from extension and outreach projects shall be documented and reported to the Deputy Vice-chancellor, Research & Extension, who will share them with relevant stakeholders.

ARTICLE 12.0: Funding, Administration and Procurement of Goods and Services

- 12.1 Extension and Outreach projects funded by the University or by other donors through the Division of Research and Extension shall be administered by the DVC R&E.
- 12.2 The Division of Research and Extension shall seek external funding through research and project proposals as well as through lobbying for financial support and negotiations with donors.
- 12.3 Goods and services shall be procured using the Kenya Government procurement
- 12.4 Procedures except where donors request for alternative arrangement.

ARTICLE 13.0: Collaborations and Partnerships

- 13.1 Egerton University shall collaborate with, and complement, government and other collaborators providing Extension and Outreach services.
- 13.2 Where necessary, the University shall sign a Memorandum of Understanding with its collaborators in the provision of Extension and Outreach services.

ARTICLE 14.0: Ownership of Project Facilities and Equipment

- 14.1 All facilities, equipment or machinery acquired for Extension and Outreach shall be registered in the name of Egerton University.
- 14.2 At the conclusion of the project, any facility, equipment or machinery of a permanent nature acquired through Extension and Outreach activities shall remain the property of Egerton University unless otherwise stated in a Memorandum of Understanding or the Project/Activity Agreement.

ARTICLE 15.0: BENEFITS SHARING

Benefits arising from Extension and Outreach shall be shared in accordance with the Egerton University Research Policy.

ARTICLE 16.0: Intellectual Property Rights

Ownership of all Intellectual Property Rights arising from Extension and Outreach activities shall be governed by the Egerton University Intellectual Property Rights Policy.

ARTICLE 17.0: Insurance And Indemnity

- 17.1 Egerton University staff and students shall enjoy their respective group insurance cover when undertaking Extension and Outreach activities.

- 17.2 Non-University Extension and Outreach collaborators shall provide their own insurance cover.
- 17.3 The University shall not take responsibility for any injury or harm affecting non-Egerton
- 17.4 University staff arising from joint Extension and Outreach projects/activities.

ARTICLE 18.0: Extension and Outreach Code Ethics and Integrity

- 18.1 Extension and Outreach shall be conducted in an open and transparent manner.
- 18.2 All Extension and Outreach personnel shall be expected to observe high ethical standards.
- 18.3 Extension and Outreach personnel shall ensure that all Extension and Outreach property under their care is adequately protected.
- 18.4 Respect of gender, religion, and culture shall be upheld by all Extension and Outreach personnel and their collaborators.
- 18.5 Extension and Outreach personnel shall work in a manner that maintains their integrity, confidence and professionalism.
- 18.6 Extension and Outreach personnel shall respect the rights of others by refraining from disruptive, threatening, intimidating, harassing or harmful behavior to themselves or other person(s) or property.

ARTICLE 19.0: Extension and Outreach Coordination Unit

There shall be an Extension and Outreach Coordination Unit in the Division of Research and Extension whose duties and responsibilities shall be determined by the Deputy Vice-Chancellor (Research and Extension).

ARTICLE 20.0: Extension and Outreach Policy Review

This policy shall be reviewed every three (3) years.

APPENDIX: The Extension and Outreach Organogram



Note: Extension and Outreach Committee shall be comprised of representatives from Faculties, Boards, Institutes and Schools.



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