



NATIONAL COMMISSION FOR SCIENCE, TECHNOLOGY AND INNOVATION

**FY 2021/2022 (18TH CYCLE PC GUIDELINES) PERFORMANCE INDICATOR
ON SCIENCE, TECHNOLOGY AND INNOVATION (STI) MAINSTREAMING**

**RESPONSIBILITIES AND REQUIREMENTS OF FOCAL PERSONS AND
CHAMPIONS**

For effective implementation of this performance indicator, MDAs are required to appoint a Focal Person and Champions

RESPONSIBILITIES OF THE FOCAL PERSON

The responsibilities of the Focal Person are to:

- i. Ensure overall coordination of Performance indicator on STI mainstreaming in their respective institutions in line with the 2021-2022 PC Guidelines;
- ii. Provide necessary support to the various levels in their respective institutions towards effective implementation of the STI indicator in keeping with the performance contract;
- iii. Plan and ensure Sensitization and capacity building on STI Mainstreaming among the employees in their respective institutions;
- iv. Coordinate the development and the implementation of the STI Strategy;
- v. Establish and implement monitoring and evaluation mechanisms of the STI Mainstreaming indicator;
- vi. Promote collaboration, partnerships and networking with key stakeholders through the institution's management to enhance advocacy and implementation of STI activities;
- vii. Promote STI in the business processes of the institution; and
- viii. Ensure both quarterly and annual PC reports on STI mainstreaming are submitted as per the PC Guidelines

**KEY REQUIREMENT FOR CONSIDERATION FOR APPOINTMENT OF STI
MAINSTREAMING FOCAL PERSON**

The STI Focal Person should be an officer in Top/Middle level management and be conversant and either currently dealing/overseeing or implementing matters of Research, science, Technology and Innovations in their respective institutions



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RESPONSIBILITIES OF THE STI CHAMPIONS /CHAMPION

Depending on the size and unique need of the respective institutions the Champions to be appointed can either be one person or more.

The responsibilities of the Champion(s) are to:

- i. Ensure day to day implementation of STI mainstreaming PC indicator in their respective Departments/Sections/Divisions / Areas of jurisdiction
- ii. Facilitate in cascading the STI indicator activities to the various process owners in their respective areas.
- iii. Prepare and forward quarterly reports on implementation of the indicator to the Focal Person
- iv. Provide timely information required in the evaluation of the implementation of STI indicator
- v. Undertake continuous Monitoring and evaluation of the committed STI activities in their respective areas and develop mitigation Plans to address any identified/emerging gaps
- vi. Ensure continued STI capacity building /sensitization of the staff/employees in their respective areas
- vii. Promote STI Committed activities in the business processes of their respective Departments/Sections/Divisions / Areas of jurisdiction
- viii. Provide necessary support to the various process owners in their respective areas

KEY REQUIREMENT AND POINT OF CONSIDERATION FOR APPOINTMENT OF STI MAINSTREAMING CHAMPION

The STI Champions should be officers who are conversant with matters Research, Science, Technology and innovation, Passionate and with Commitment and Individual ability to successfully champion, transform and lobby others on implementation of the STI committed activities and other related common goals