



**SALALE UNIVERSITY**

**COMMUNITY ENGAGEMENT/SERVICE DIRECTORATE**

**COMMUNITY ENGAGEMENT/SERVICE GUIDELINE**

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**FITCHE, ETHIOPIA**



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## LIST OF ABBREVIATIONS

CE	Community Engagement
CS	Community Service
CSD	Community engagement/service Director
CSD	Community engagement/service Directorate
CRCSC	Departmental Research and Community engagement/service Committee
HEI	Higher Education Institution
MIS	Management Information System
MoU	Memorandum of Understanding
RCSC	Research and Community engagement/service Coordinator
RPCSC	Research, Publication and Community engagement/service Committee
RPD	Research and Publication Director
SCCS	Standing Committee of Community engagement/service
SLA	Service Level Agreement
SIU	Salale University
VPRCS	Vice President for Research and Community engagement/service



## **PREFACE**

The guideline for community engagement/service being undertaking at Salale University (SIU) is originated from the different Ethiopian Universities' guidelines. The guidelines constituted a set of procedures that guide community engagement/service activities in the University. It also addresses issues such as community services priority setting; community service processes; duties and responsibilities of each community engagement services functional units; staff engagement in community engagement, reward and remuneration mechanism; administration and management of community engagement project funding; resources sharing, institutionalizing community engagement/service and involving different stake holders.

Those issues in this guideline need to be very explicit rules which have detail contents and provide adequate information to be replicated, providing adequate information on Community engagement/service (CS) implementation. It may minimize ambiguity and increase transparency among beneficiaries and implementer bodies. It is our great gratitude to Arsi, Mekelle, Gonder, Debre Berhan and Wollo Universities for supporting us in order to prepare this guideline.



## **1. INTRODUCTION**

### **1.1 Background Information**

Salale University (SIU) is one of the newly established public University located in North Shewa Zone, Oromia Regional States of Ethiopia. It was established based on the demand of North Shewa Zone, Oromia Regional State and its surrounding community in line with the direction of the government, SIU was established as full-fledged University in 2015 as per the Proclamation No 359/2008.

The University has three campuses: These are General Tadesse Birru (main campus) which covers 96 hectares; Abebech Gobena (Health Science Campus) of seven (7) hectares, and Ganda Farda covers 22.5 hectares which is under construction. The board of the University was formed and almost all necessary University structures were drafted, implemented and necessary man powers assigned.

As clearly specified in the Higher Education Proclamation No 650/2009, community engagement/service is part of the duty of academic staffs in addition to teaching-learning and research activities. However; SIU is one of the newly established Public Universities in Ethiopia. Therefore, it became needy to develop community engagement/service guideline to approve community engagement/service project proposals in a clear and fair manner, reporting the progresses of the projects, monitoring and finalizing it at a given period of time according to implementation period of the projects.

### **1.2 Mission, Vision, Goals and Core Values of Salale University**

#### **1.2.1 Mission**

1.2.1.1 The mission of the Salale University to produce competent and innovator graduates in diverse fields of study, conduct problem solving and cross cutting researches, transfer technologies, and provide demand-driven community engagement/service.

#### **1.2.2 Vision**

1.2.1.2 The Salale University aspires to be a leading comprehensive university in the country by 2030.



### ***1.2.3 Core values***

#### ***1.2.3.1 Institutional core values***

- Quality
- Innovation
- Team Spirit
- Good Governance
- Professionalism
- Inclusiveness

#### ***1.2.3.2 Individual core values***

- Honesty
- Punctuality
- Innovativeness
- Confidentiality
- Respectfulness
- Social Awareness

### ***1.2.4 Centre of excellence***

1.2.4.1 Salale University is striving to excel on dairy production, science and innovation, culture and tourism development, and mining.

## **1.3 Mission and Vision of Community engagement/service Directorate**

### ***1.3.1 Mission***

1.3.1.1 Providing relevant, demand-driven and accessible community based services

### ***1.3.2 Vision***

1.3.2.1 To be center of excellence in providing community engagement by 2030



## 1.4 Goals of Salale University

- 1.3.1 Promote the entrepreneurial development plans of the country through incubation centers;
- 1.3.2 Offer research-led diversified programme that are relevant to the country;
- 1.3.3 Produce trainees with equipped theoretical knowledge, attitude and skills
- 1.3.4 Undertake problem solving researches on local, national, and international problems;
- 1.3.5 Create national and international value adding links

## 1.5 Gender Reference

- 1.5.1 Unless the context provides otherwise, in this guideline, provisions enacted in the masculine gender shall be deemed to include the feminine gender.

## 1.6 Definition of Terminology

- 1.6.1 **Academic Staff:** shall mean any employee of the University engaged in teaching, research and community engagement/service activities.
- 1.6.2 **College:** shall mean any university body involved in teaching, research and community engagement/service in specific themes/disciplines
- 1.6.3 **Community:** It refers to different parts of the society such as individuals, households, women, youngsters, children, elderly, farmers, handicraft, and a variety of local, regional, national, and international service delivery and non-profitable private, governmental and non-governmental organizations, or institutions including associations, schools, civil organizations, religious institutions, sport, art, and civil sectors.
- 1.6.4 **Community Engagement:** It refers to participatory communities based professional services in which two or more parties are involved and rendered for mutual benefits through an appropriate the University channel or through academic staff (either individual or group) links to any organization or individual. These include consultancy services, free legal services, project implementation, capacity building, community based education, technology transfer, and other related services.
- 1.6.5 **Community Service:** It refers to services in which only one party is involved and rendered demand based materials that contributing positively to socio-cultural and economic development at regional and national levels.





- 1.6.6 **Community engagement/service Director:** shall mean the responsible person for the implementation of the community engagement.
- 1.6.7 **External Community:** It refers to several parts of the society, institutions and organizations outside Salale University.
- 1.6.8 **Internal Community:** It refers to students, academic, administrative, and supportive staffs of the Salale University.
- 1.6.9 **Principal Initiator:** shall mean the academic staff who involved in community engagement/service ideas creation, proposal writing, and defense and providing community engagement.
- 1.6.10 **Co-Initiator:** shall mean the academic staff who involved in community engagement/service proposal writing, defense and providing community engagement.
- 1.6.11 **Department's Research and Community engagement/service Committee:** shall mean a committee made up of selected academic staff of a department to facilitate Research and Community engagement/service activities at a department level.
- 1.6.12 **College's Research and Community engagement/service Committee:** shall mean the body responsible for assisting the Director for community engagement, and the college to implement the research guideline, and to provide an academic assessment of community engagement.
- 1.6.13 **Professional Community Engagement:** It refers to a non-profit professional community based services without professional fee such as consultancy services, free legal services, project implementation, capacity building, community based education, technology transfer, and other related services.
- 1.6.14 **Non-Professional Community Engagement:** It refers to a non-profit community based services out of the professional without professional fee such as blood donation, serving in societal *idir* (*Manager and Secretary*), serving in clubs (Red Cross Society), acting of drama/theatre, writing articles or books and other related services out of his/her profession.
- 1.6.15 **University's Community engagement/service Committee:** shall mean a standing committee of the senate of the University established for community engagement/service which is responsible for advising community engagement Director to implement the guideline.



## **1.7 Structure of Vice President Office for Research and Community engagement/service**

The office of the Vice President for Research and Community engagement/service (VPRCS) is accountable to the President with responsibilities for leading, coordinating and facilitating the University's Research, and Community engagement/service. Community engagement/service Directorate Director is accountable to the VPRCS whereas, RCS Coordinators are responsible for their respective Deans that assist the research and community engagement/service activities.

### ***1.7.1 University Level***

1.7.1.1 Community Engagement Directorate (CED)

1.7.1.2 Research and Publication Directorate (RPD)

### ***1.7.2 College and School Level Coordinator***

1.7.2.1 College's Research and Community Engagement/Service Coordinator

1.7.2.2 School's Research and Community Engagement/Service Coordinator

### ***1.7.3 College, School and Department Level Committee***

1.7.3.1 College's Research and Community engagement/service Committee

1.7.3.2 School's Research and Community engagement/service Committee

1.7.3.3 Department's Research and Community engagement/service Committee

## **1.8 Roles and Responsibilities of Different Actors in Community engagement/service**

### ***1.8.1 Senate***

The senate of SIU shall have the following duties;

1.8.1.1 Approving community engagement/service guideline;

1.8.1.2 Determining or deciding the launching of new journals; and

1.8.1.3 Approving the establishment of community engagement/service centers and/or institute

### ***1.8.2 Vice president for research and community engagement/ service***

The office of VPRCS shall have the following duties and responsibilities;

1.8.2.1 Coaches all activities of community engagement/service;



- 1.8.2.2 Serve as a chief advisor to the President in community engagement/service activities and other related works;
- 1.8.2.3 Oversees the implementation of national community engagement/service policies in the University;
- 1.8.2.4 Evaluate, approve and arrange the presentation of new/revised/updated community engagement/service guidelines to Senate meetings and the University Board;
- 1.8.2.5 Facilitate community engagement collaborations with national as well as international institutions;
- 1.8.2.6 Approve, allocate and oversee funds related to community engagement/service;
- 1.8.2.7 Support the establishment of community engagement/service providing/incubation centers and institutes;
- 1.8.2.8 Initiate and support the establishment of proceedings and scientific journals of the University;
- 1.8.2.9 Follow up the quality of services provided by the support offices or units to community engagement/service and related activities;
- 1.8.2.10 Organize teams that could develop the University wide community engagement/service development projects targeted at solving problems of the community;
- 1.8.2.11 Identify and support the University's capacity building requirements in strengthening the research and community engagement/service activities;
- 1.8.2.12 Issues guidelines pertaining to visiting researchers who wish to be affiliated with various units of the University;
- 1.8.2.13 Handle media briefings related to activities of the core process;
- 1.8.2.14 Make national and international benchmarking for community engagement/service activities;
- 1.8.2.15 Perform any other duty as deemed necessary;

### ***1.8.3 Community engagement/service directorate***

- 1.8.3.1 Coordinate all community engagement/service activities at the University level;
- 1.8.3.2 Assist the VPRCS in planning and preparing agenda on activities related to community engagement/service for Senate meetings;
- 1.8.3.3 Compile, produce and submit regular reports on community engagement/service activities to the VPRCS as well as to other key stakeholders;



- 1.8.3.4 Follow up and monitor community engagement/service of colleges/departments in community engagement/service activities;
- 1.8.3.5 Check, updates, revise and develop community engagement/service guidelines and strategic plan of the University;
- 1.8.3.6 Collect, organize and prepare budget plan for community engagement/service undertakings of the University;
- 1.8.3.7 Register and monitor community engagement/service projects and activities at the University level;
- 1.8.3.8 Keep record and make database of all value adding community engagement/service activities of the University in collaboration with respective units and coordinators;
- 1.8.3.9 Provide updated information on community engagement/service activities to be available on the University website and intranet;
- 1.8.3.10 Ensures the collective integrity, responsibility and accountability of community engagement/service providers and stakeholders in community engagement/service activities;
- 1.8.3.11 Propose courses of action in the case of breach of agreement by community engagement/service providers/initiators;
- 1.8.3.12 Provide leadership in developing community engagement/service priorities so as to enhance the quality of community engagement/service activities;
- 1.8.3.13 Specify the calendar for submission of community engagement/service proposals and its reports;
- 1.8.3.14 Establish award system to recognize outstanding community engagement/service providers;
- 1.8.3.15 Document progress and terminal reports of community engagement/service projects;
- 1.8.3.16 Examine and endorse community engagement/service activities report of community engagement/service initiators/colleges/departments;
- 1.8.3.17 Lead and coordinate the formulation of community engagement/service project proposals of multidisciplinary nature;
- 1.8.3.18 Set guidelines for the approval of community engagement/service proposals; and
- 1.8.3.19 Perform any other duties assigned by the VPRCS



#### ***1.8.4 College research and community engagement/service coordinator***

The College Research and Community engagement/service Coordinator (CRCSC) are accountable to College Deans with the following duties and responsibilities:

- 1.8.4.1 Ensure that community engagement/service are need based and within the thematic areas of the respective college;
- 1.8.4.2 Ensure the linkage between technology transfer, academics and development;
- 1.8.4.3 Ensure the timely conduct of community engagement/service projects and effective and efficient use of the funds;
- 1.8.4.4 Represent the college matters related to community engagement/service;
- 1.8.4.5 Ensure mobilization of resources at college level for community engagement/service activities;
- 1.8.4.6 Facilitate any technical administrative issues for timely funding of proposals;
- 1.8.4.7 Report a quarter and annual report to the dean and the directors for community engagement/service;
- 1.8.4.8 Facilitate the timely dissemination of community engagement/service outputs of the college in collaboration with the CSD;
- 1.8.4.9 Work closely with publication office to develop a system that ensures institutionalization of community engagement/service outputs of the academic staff;
- 1.8.4.10 Manage field community engagement/service sites of the college;
- 1.8.4.11 Coach and coordinate the activities of community engagement/service;
- 1.8.4.12 Organize public defense for proposals;
- 1.8.4.13 Organize stakeholders meeting to prioritize community engagement/service areas of the college;
- 1.8.4.14 Ensure attendance and participation of academic staff on journal clubs;
- 1.8.4.15 Develop, manage and update community engagement/service data base (repository) from field community engagement/service centers and coordinate the community engagement/service project registration and maintain up-to-date data bases of all community engagement/service projects and its outputs;
- 1.8.4.16 Coordinate the use of allocated vehicles, field community engagement/service providing centers/sites and other inputs;



- 1.8.4.17 Monitor data collection process at the field level or in the lab and the progress of the community engagement project;
- 1.8.4.18 Develop data use protocol/ guideline including commercialization of data;
- 1.8.4.19 Look for external funding sources and networking for community engagement/service collaboration; and
- 1.8.4.20 Establish a resource center of potential funding agencies for community engagement/service initiators.

***1.8.5 College research and community engagement/service committee***

- 1.8.5.1 Ensure that all staff of the college is fully involved in community engagement and maintains a good balance between teaching, research and community engagement/service activities;
- 1.8.5.2 Familiarize their staff members with the University guidelines on community engagement/service;
- 1.8.5.3 Ensure that the University's community engagement/service policy, rules and regulations are properly implemented at college/school level;
- 1.8.5.4 Collect, redefine and compile the college's thematic areas (priorities and directions) of community engagement programs periodically based on the community engagement and development goals of the country;
- 1.8.5.5 Identify, encourage and coordinate the initiation of inter-departmental/college community engagement/service projects;
- 1.8.5.6 Facilitate the existence of enabling environment to initiate and provide community engagement/service projects within the college;
- 1.8.5.7 Devise mechanisms to encourage and motivate staff members to be involved in community engagement activities;
- 1.8.5.8 Devise mechanisms to enhance the physical and human capacity of the college/school to undertake customer focused community engagement/service projects;
- 1.8.5.9 Devise mechanisms to assist their staff members in generating funds for community engagement/service programs;
- 1.8.5.10 Communicate with other colleges and relevant bodies in the University on issues related to research and community engagement/service project development, evaluation and dissemination;



- 1.8.5.11 Register and monitor the progress of community engagement/service material preparation projects within the college;
- 1.8.5.12 Ensure and regulate the submission of progress and terminal reports of community engagement/service projects conducted within the college;
- 1.8.5.13 Evaluate and approve college research and community engagement/service project proposals submitted from departments/researchers;
- 1.8.5.14 Help investigators to solve technical, physical and administrative problems they might encounter during their community engagement undertakings;
- 1.8.5.15 Advise or make necessary recommendations to the college dean, CSD pertaining to any community engagement related issues;
- 1.8.5.16 Design and maintain community engagement databases of the college in collaboration with Research and Publication Directorate;
- 1.8.5.17 Design and maintain website for community engagement/service of the college in collaboration with the concerned support team members; and
- 1.8.5.18 Facilitate or organize forums for output dissemination and idea generation in research endeavors.

#### ***1.8.6 Principal Initiator***

The Principal Initiator of an approved proposal:

- 1.8.6.1 Should use carefully planned and developed community engagement/service activities;
- 1.8.6.2 Shall abide by the rules and regulations of the University regarding community engagement/service activities;
- 1.8.6.3 Has the obligation to properly utilize the permanent materials and to return them to the respective unit in time;
- 1.8.6.4 Has a responsibility to communicate on behalf of the community engagement/community engagement/service team to the concerned body and to manage the community based service project technically and administratively;
- 1.8.6.5 Is responsible to compile and submit financial report to the respective body;
- 1.8.6.6 Can request for additional fund up on justification for the completion of his/her community engagement project, and fund releasing decision shall be made by RCSC;



1.8.6.7 Cannot change the place of work, work plan, methodology or objective of the study once a community engagement/service project is approved by the RCSC, and budget is secured unless he informs the CSD in written and gets permission; and

1.8.6.8 Should delegate co-initiator (who is within the same discipline if the community engagement/service is run by a single community engagement/service provider) under the consent of the respective department, when the principal initiator leaves the University for any reason without completing the activity, he should; and

### **1.9 Goals of Community Engagement/Service**

1.9.1 Improve the livelihoods of the community through training competent and responsive professionals who can address the community's problems through innovation.

1.9.2 Promote the philosophy of Community Based Education (CBE) with the aim of bringing about visible change in the community through realizing their active participation and collaboration.

1.9.3 Promote the principle of community participatory in the integrated regional and national developments irrespective of ethnicity, religion, sex, political background and etc

1.9.4 Strengthen partnerships and linkages with local, national and international institutions for the purpose of rendering community engagement/service.

### **1.10 Objectives of the Community Engagement/Service**

#### ***1.10.1 General objective***

1.10.1.1 To facilitate, coordinate and provide relevant, demand-driven and accessible community based services that enhance the role of community engagement efficiently and effectively.

#### ***1.10.2 Specific objectives***

1.10.2.1 To mobilize available resources (human and physical resources) for community engagement/service to be undertaken through strong linkage and partnership;

1.10.2.2 To disseminate the principle and output of community engagement/service which enable stakeholders to take part and make sound options for the community;

1.10.2.3 To encourage internal, national and international collaborations that foster community engagement/service and capacitate it;





- 1.10.2.4 To make community engagement/service programs transparent, effective and responsive to societal needs and serve, and utilize the community as learning environment;
- 1.10.2.5 To create conducive environment for the expansion and implementation of community engagement projects in line with the thematic areas.
- 1.10.2.6 To prioritize community engagement/service thematic agendas based on the community problems and their nature; and
- 1.10.2.7 To enhance and transfer of technology and services to the stakeholders



## **2. COMMUNITY ENGAGEMENT SERVICE GUIDELINE**

### **2.1 Guiding Principles**

The following principles provide inspiration and guidance to those who are undertaking community engagement which is mandatory for all academic staffs under the mandate of SIU.

- 2.1.1 Providing of community based service is mandatory for all academic staffs under the mission and vision of SIU;
- 2.1.2 Community engagement/service projects shall be initiated by academic staffs or demand driven which address the community's immediate problems;
- 2.1.3 Community engagement shall be delivered to the community by knowledgeable and skilled academic staffs;
- 2.1.4 It has great mental satisfaction that staffs are serving the community free of professional fees.
- 2.1.5 Community engagement/service projects shall be demand driven and address the community's immediate problems. Action researches which end with community engagement shall be taken as community engagement/service projects. These principles shall be also used as criteria to guide institutional decisions about the kinds of community engagement to be rendered, sponsored by SIU and joint venture with external stakeholders.

### **2.2 Accountability**

- 2.2.1 Community engagement and its core activities (e.g. trainings, consultancy, community based education and other services), should be based on quality management procedures and high level standards to meet the needs and demands of the client. It should also be in swift and efficient service delivery system and communication channel.

### **2.3 Inclusiveness**

- 2.3.1 Salale University should actively facilitate to promote the participation of all units of the University and other appropriate stakeholders on grounds of qualification, competence and experience.



## **2.4 Sustainability**

2.4.1 Salale University has to strive to promote sustainability of the functionality of the community engagement components in all its aspects so as to ensure a continuous capacity building under situation of dynamic needs, economic, technological, social and political changes.

## **2.5 Reciprocity**

2.5.1 The final destination or results of community engagement/service should be visible in different forms, giving in turn (in service and physical) as initiated and undertaken in partnership with client organizations and in the contexts of mutual learning, knowledge and experience exchanges.

## **2.6 Respect for Diversity of Knowledge**

2.6.1 Community engagement/service and its components contribute to collaborative generation of knowledge where the integrity of different kinds of knowledge (e.g. academic knowledge and indigenous local knowledge) is respected and applied in the community.

## **2.7 Relevance and Responsiveness**

2.7.1 Community engagement/service and its components should respond creatively and proactively to the critical and prioritized problems of the zone, region, organizations and communities.

2.7.2 Community engagement/service should be relevant to the needs and demands of the client organizations and communities through appropriate prior assessment and through research outputs.

## **2.8 Strategic Focus**

2.8.1 Salale University community engagement/service should contribute and supportive to other key strategic initiatives of the University

## **2.9 Primary Guidance to which this guideline responds and the responsible body**

2.9.1 This guideline is formulated in response to the National policy, the Ethiopian Ministry of Science and Higher Education Proclamation, and Salale University's missions and vision.



### **3. COMMUNITY ENGAGEMENT/SERVICE STRATEGY**

#### **3.1 Multi-disciplinary Community Engagement Approach**

3.1.1 Multi-disciplinary community engagement and development approach contribute to produce packages of recommendations that will foster integrated development. In this regards, the following strategic directions shall be used:

#### **3.2 Project Based Community Engagement/Service**

3.2.1 Community engagement/service designed by SIU academic staff members shall be based on the identified community engagement/service thematic areas stakeholders

#### **3.3 Collaboration and Partnership of Stakeholders**

The guideline realizes the importance of collaboration and linkage with local, national and international development institutions to broaden financing and share good experiences. The strategies of collaboration and linkage are highlighted hereunder:

- 3.3.1 Promote regional, national and international collaboration in line with community engagement and development where there is a potential benefit for SIU;
- 3.3.2 Use of mass media to promote the activities of community engagement/service and attract collaboration with international and national collaborators;
- 3.3.3 Establish the formal relation with external collaboration based on mutual benefits, targeting and community engagement services;
- 3.3.4 Develop guideline for linkage, MoU and term of references with regional, national and international to make the relation fair and transparent;
- 3.3.5 The problems might be either detected by the University or any other stakeholders in the region. Such development challenges are mostly to be mitigated in an integrated manner and function in multi-disciplinary fashion to bring a package of output and recommendations in line with the need of the community and other sectors;
- 3.3.6 Under the vision and mission of the University, there are different disciplines that enable forming a multi-disciplinary task force, as team spirit;



- 3.3.7 The guideline distinguishes the need to use this opportunity and involve all academic staffs with different disciplines, related to their professions. The teams bridge links between the University and stakeholders in the zone, region, national and international. These ideas could be addressed through the following strategies;
- 3.3.8 Identify center of excellence and encourage the formation of multidisciplinary community engagement/service teams/groups that mostly initiated by the departments;
- 3.3.9 Ensure that all academic or research staff member (expatriate or local staffs) are actively participating in the community engagement/service activities; and
- 3.3.10 Encourage the senior and junior staffs, and students to be involved in the multidisciplinary community engagement undertaking for ensuring experience sharing and transferring technology to sustain the service undertaking

#### **3.4 Community Engagement/Service Prevailing Issues**

- 3.4.1 The guideline recognizes all limiting factors, specially resources (human and material) capacities and time available to conduct community engagement.
- 3.3.11 The agenda shall be based on the zonal, regional and national development strategies and relevant international trends and capacity of SIU, as a priority.
- 3.3.12 The issues shall be geared towards technology extension application through transferring to the community to improve the overall development of the society at grass root level.
- 3.3.13 Being undertaken shall be based on thematic areas prioritized by SIU, stakeholders, and funding shall also be based on this condition subsequently.
- 3.3.14 Salale University shall ensure the participation of academic staff at the departments, schools and colleges in the process of reviewing the community engagement/service project proposals through Research and Community engagement/service Coordinators based on the guideline so it will be transparent and critically reviewed.
- 3.3.15 Staff having on going community engagement/service project shall not be allowed to conduct another new project, but can initiate new community engagement/service project on willing can submit to his/her head of the department to be implemented by another colleague of the department. In such case, the initiator who brought the project will be provided with appreciation letters.



- 3.3.16 The community engagement/service project proposals have to be demonstrated within the selected thematic and approved priority areas at all level; and
- 3.3.17 The agenda shall be reviewed and prioritized in short, medium and long term so that it will consider plans of the growth and transformation plan of the country.

### **3.5 Effectiveness of Community engagement/service Projects**

Transparent and efficient community engagement/service management and coordination at each level of the University shall be implemented through the following strategies:

- 3.5.1 Develop multidisciplinary in-built planning, monitoring and evaluation system in the community engagement/service implementation.
- 3.5.2 Ensure the schedule and fast community engagement/service project proposal review, funding system and implementation of the projects. Develop mechanism of regular reporting of community engagement/service project out or results to college and CSD so that they are available for stakeholders and can be used as references.
- 3.5.3 The community engagement/service project shall have application, progress report, contractual agreement and guidelines to ensure the implementation of the services efficiently.
- 3.5.4 Enhancing the community engagement/service and coordination at the University, through departments, school and colleges clear duties and responsibilities.

### **3.6 Optimum Resources Mobilization and Utilization**

The guideline recognizes the need to increase community engagement/service dimension through diversification of sources of funding from internal revenue, government fund, consultancy services, non-governmental organizations/partners through projects. It also realizes the sharing of University resources to make the services efficient. This can be achieved through the following strategies:

- 3.6.1 Mobilize and share resources from within and outside the University to promote community engagement/service programs;
- 3.6.2 Develop guideline for community engagement/service project budget allocation on thematic and priority areas;
- 3.6.3 Build linkage with private sectors to contribute and support community engagement/service project mutually;



- 3.6.4 Provide general information including databases on possible sources and modes of community engagement/service funding on a regular basis;
- 3.6.5 Request community engagement/service funds from regional, national and international organizations based on projects; and
- 3.6.6 Persuade the government to obtain a rolling budget for community engagement/service, on the basis of services outcomes.

### **3.7 Introduction and Implementation of Management Information System (MIS)**

The guideline recognizes that MIS is vital in managing data and information in community engagement delivery, dissemination and implementation in order to facilitate accesses to regional, international and national information. This could be realized through the following strategies;

- 3.7.1 Establish central database and develop guidelines for proper utilization and accessibility of information to the University staffs and host community.
- 3.7.2 Ensure mechanisms of proper documentation and accessibility of information on community engagement/service and outputs at University level.
- 3.7.3 Develop mechanisms for in built Information Communication Technology for Management Information System to make community engagement process efficient and effective.
- 3.7.4 Familiarize freely accessible data bases and subscribe relevant data bases that can provide information to community.

### **3.8 Institutionalizing of Community engagement for Sustainability**

The guideline recognizes the facts that, institutionalization of the designed projects ensure the prioritized community engagement agenda at SIU to ensure sustainability. This shall be realized through measures described hereunder;

- 3.8.1 Set guidelines in strengthening and facilitating the community engagement/service from individual to institutional level within the University.
- 3.8.2 Develop guideline that ensures sustainability through monitoring and evaluating the projects in collaboration with other institutions.
- 3.8.3 Ensure the institutionalization of community engagement projects for sustainability through publicity, publication, seminars, workshops, symposium and etc.



- 3.8.4 Maintain the resources (equipment, hard and soft copies) so it will be available for references and benchmark to sustain the community engagement.
- 3.8.5 Ensure that all funds obtained from outside should be declared to SIU and governed by the guidelines and processes of the University.

### **3.9 Addressing Demand Driven and Cross-Cutting Issues**

There are emerging issues that need attention in community engagement/service that should not be missed sudden emerging issues can be addressed in the following ways;

- 3.9.1 Ensure a proactive role for emerging issues, and crosscutting issues such as Gender, HIV/AIDS, Pandemic Diseases, Epidemic Diseases, Climate Change, Environmental Disaster and other with community engagement/service projects
- 3.9.2 Create a multidisciplinary and inter-institutional linkage to address the emerging and cross cutting issues to capacitate the measure to be taken

### **3.10 Create a Platform for Dissemination of CES Progresses and Achievement**

The guideline encourages the transferring of experience gained in community engagement/service implementation through dissemination.

- 3.10.1 Organize events for those initiated and implemented community engagement/service projects periodically to the University Community.
- 3.10.2 Organize occasions and invite resource persons, and stakeholders to share their experiences on selected topics or issues.
- 3.10.3 Establish clubs and societies to selected community issues that take responsibilities to sustain the objective of community engagement/service agenda.
- 3.10.4 Display the selected community engagement/service results in different forms or media (TV, Radio, Press and etc) to disseminate information.
- 3.10.5 In the long future, support the establishing of libraries where the community engagement/service results and other related publications are demonstrated.
- 3.10.6 Organize campaign and special days to enhance participatory days of the University's Community to make them model for the surrounding community.





### **3.11 Enhancing Community Based Short Term Training**

It shall be recognized in SIU as a tool to bring a quality education by exploring regional schools (Junior-High) supporting them directly to create conducive learning environment. This will enable students to build confidence in learning for their future career. This shall be realized through measures described hereunder;

- 3.11. Select and design CBE to suite the respective disciplines to ensure sustainability, ownership and contribute in fostering quality of education and services.
- 3.12. Develop a CBE program together with respective department, schools, colleges and institutions to support the students practically (class, laboratory, fields and etc).
- 3.13. Expose the students to CBE Program throughout the learning process under the community based team training programs.
- 3.14. Involve the University staff in supervision of the students and update supervision guidelines to staff members at schools and colleges levels.
- 3.15. Put in place in-built monitoring and evaluation systems in executing community based education and develop guideline for monitoring and evaluation of CBE.
- 3.16. Arrange short term training for other staffs on community engagement (outreach) to equip their practical knowledge and skill on community engagement/service agenda.
- 3.17. Work out and get a signed MoU between stakeholders involved in CBE and SIU as needed.



## **4. COMMUNITY ENGAGEMENT/SERVICE, GUIDELINES AND PROCEDURES**

### **4.1 General**

- 4.1.1 The services shall contribute multidisciplinary interaction with different stakeholders and communities through sharing of skills and technology transfer
- 4.1.2 Guidelines are inevitably required to legalize the interaction between different responsible bodies transparently which can be used as manual in every step and sorts of action

### **4.2 Community Engagement/Service Approaches**

There are different modes of community engagement approaches:

- 4.2.1 Community engagement initiated by our University staff following the procedures designed by the University. It shall be in group on competitive base.
- 4.2.2 Community engagement initiated by stakeholders as cross-cutting issues to be endorsed by the University and to be implemented jointly.
- 4.2.3 Up on the acceptance of the projects which have initiated by stakeholders and University Staff, the University supports all the project initiators financially, materially and accesses to any facilities in the University.
- 4.2.4 There should be MoU between SIU and stakeholders in order to be benefitted the required supports to be proved as mutual and common understanding on these cross-cutting issues.

### **4.3 Guidelines of Community Engagement Initiated by University Staff**

#### **4.3.1 General**

- 4.3.1.1 Community engagement/service Directorate Director shall centrally coordinate and manage University's Community engagement/service on behalf of SIU.
- 4.3.1.2 Community engagement/service coordination shall be by the expertise of the University subordinate to the directorate of community engagement
- 4.3.1.3 University staff undertaking initiating and undertaking community engagement project shall be selected on the merit of the project proposal



4.3.1.4 The respective body shall ensure that there is no conflict between regular duties and responsibilities of staffs at the department and other on-going community engagement/service projects of the initiators and community engagement/service work.

4.3.1.5 The Departments, School, Colleges and University at large shall ensure the provision of the necessary supports and services to the initiators in the processes of project progress and implementation.

#### ***4.3.2 Announcement and project submission***

4.3.2.1 Based on the thematic areas and resource available, the advertisement shall be through letters, brochures, leaflets, and websites by CSD. Call for community engagement proposal will be issued by the CSD every year two months before the end of academic year (June) except female and demand driven community engagement/service proposals.

#### ***4.3.2 Community proposal evaluation criteria***

4.3.2.1 Screening criteria: it shall be performed by college/school's Research and Community Engagement/Service Committee (RCSC) to determine whether the proposal will pass to the next evaluation step or not.

<b>Screening Criteria Used in the Assessment of the Proposal</b>	<b>Decision</b>
➤ The proposals intend to work on religious, ethnicity, and politics sensitivity issues	Not Accepted
➤ The proposals that do not fulfill the formatting and submission requirements	Not Accepted
➤ Principal initiator fails to submit report timely in the previous community fund schemes (if such thing happens by a member, the name of the member will be removed).	Not Accepted
➤ If the project principal initiator (s) is/aren't relevant to the proposed community engagement/service project	Not Accepted
➤ If any of the project co-initiator (s) is/aren't relevant to the proposed project	He shall not Accepted



4.3.2.2 General and Specific Criteria: The evaluation of the submitted community engagement project proposals passing the first step in detail by using general and specific criteria. It will be evaluated and ranked based on the criteria and scores by every RCSC.

- 4.3.2.2.1 The proposal should be conducted within 100 km radius except under special circumstance
- 4.3.2.2.2 If the designed proposal is out of the catchment areas of SIU, the community engagement/service provider should be sign agreement with partners.
- 4.3.2.2.3 The proposal should be prepared according to the MoU signed with Fitch town administration, North Shewa Zone's Administration and Salale University
- 4.3.2.2.4 The community engagement proposals shall be in line with Salale University's thematic areas. However, the proposals on demand driven and cross cutting issues shall be considered after officially approved by the VPRCS
- 4.3.2.2.5 The academic staffs who get involved in the community engagement/service are expected to be knowledgeable and expertise on the subject matter they would intend to provide community based services
- 4.3.2.2.6 Community engagement initiators shall be determined based on importance and scope of the community engagement/service project; however four to five members shall be permitted per community engagement/service proposal except under special circumstance.
- 4.3.2.2.7 An academic staff should provide professional community engagement/service 29 hours (1.8CrHs) per semester.
- 4.3.2.2.8 Per diem and transportation shall be covered only for internal community engagement/service provider
- 4.3.2.2.9 Per diem and transportation costs shall be covered for trainees where necessary
- 4.3.2.2.10 The CSD shall provide stationary materials where necessary

#### ***4.3.3 Submission of community engagement/service proposals***

- 4.3.3.1 The community engagement/service project proposals shall be submitted as per community engagement/service project application form (Annex I).
- 4.3.3.2 The submission shall be through colleges RCS coordinators to the office of CSD
- 4.3.3.3 The screening primarily shall be done at departmental level with critically reviewed and again officially reviewed at college level and approved.



4.3.3.4 The research and community engagement/service ethical review committee shall evaluate the project in depth and give comments.

4.3.3.5 Research and Community engagement/service Coordinators (RCSC) at Colleges take the responsibility to facilitate the reviews at all levels, check whether the given comments added to the proposals and finally send four copies of the approved proposals by official letter to the office of CSD

#### ***4.3.4 Final approval***

4.3.4.1 Projects shall be seen at the office of CSD after the proposals are collected from the colleges based on the thematic areas set by the University and their priority areas. The screened proposals shall be proposed by the RCS council. Then it shall be sent to VPRCS for approval. The approved CS proposals shall be presented by the Vice President to the University Management for endorsement.

#### ***4.3.5 Contractual agreement***

Contractual agreement shall be signed for the approved proposals between project initiators and CSD in which all detail i.e. duties and responsibilities, time frame, mode of finance withdrawal and utilization, reporting progresses and final reports are scheduled the specific community engagement/service project proposals.

4.3.5.1 The initiators shall include in detail the required budget and items to be purchased along the requisition letter during respective phase.

4.3.5.2 Two or more phases shall be recommended along the progress of community engagement/service projects

#### ***4.3.4 Starting implementation***

4.3.5.1 The CSD shall write official letter to VPRCS

4.3.5.2 Copies of the financial breakdown shall be enclosed to the letter to Finance Team Leader, Colleges and the Initiators.

#### ***4.3.6 Progress report***

4.3.6.1 The progress report need be submitted based on the types of the community engagement/service project and the amount of fund allocated at the end of second and fourth quarters.



4.3.6.2 Progress reports shall be submitted to the office of CSD using Progress Report Format

4.3.6.3 The progress report to be submitted shall be first evaluated at respective departments and shall be endorsed by the respective School and college.

4.3.6.4 The progress reports further shall be evaluated at the office of CSD level based on the set criteria and mechanisms.

4.3.6.5 The office of CSD may go beyond the submitted report by evaluating the progress on actual services provided.

4.3.6.6 This is a stage at which the decision shall be taken whether the next funding will be released or not.

4.3.6.7 When the progress report has submitted on the specific community engagement are found to be successful and being in progress according to its objectives

4.3.6.8 The copies of the remained financial breakdown shall be enclosed and send along the letter to the office of Finance Team Leader.

#### **4.3.7 *Fund allocation and distribution***

4.3.7.1 The community engagement/service projects shall be based on non-profit principles

4.3.7.2 As community engagement/service project is part of non-profit service, a variety of community engagement/service agendas might be funded by regional state and local agencies in addition to the University's fund.

4.3.7.3 The allocation and distribution shall be based on the priority of community engagement/service agendas of the University.

4.3.7.4 The distribution shall be put in percent (%) of the total fund allocated for the community engagement/service projects which is not constant.

4.3.7.5 The allocation of the University fund shall be done always on the competitive base and merit of the proposals which is based on the priority of thematic areas, research outputs and community engagement/service agendas.

#### **4.3.8 *Project fund extension and additional***

4.3.8.1 Fund extension shall be made in community engagement project with justifications by using the application format and the initiator is at the decisive stage in his/her project implementation (Annex X).



4.3.8.2 The extension to introduce and transfer technologies or services, where could not realized during normal community engagement project implementation due to unexpected circumstance or problems not predicted.

4.3.8.3 No need of new project proposals to be submitted and follow the lines of original proposals. The extension will be done, however with the knowledge of all respective bodies of the University and office of CSD shall notify them officially with reasonable justification.

#### **4.3.9 *Non-compliance and breach of the agreement/penalty***

4.3.9.1 Failure to comply with the terms of the contract agreement signed between project initiators and University shall be considered as a breach of guideline which may result in disciplinary action as per the legislation of the University and contract agreement of the community engagement/service projects;

4.3.9.2 The office of CSD /VPRCS shall pursue recovery of all costs and damages to which it has been exposed as a result of breach of the contract as per the terms of agreement so that the initiator is responsible to pay back the sum of the expenses, which are not evidenced by the acceptable documents and unused fund.

4.3.9.3 The initiator is responsible to submit the progress reports and final report within specified time frame/schedule as stated in the contractual agreement.

4.3.9.4 He is responsible to undertake the project according to the time schedule stated in the project documents and finalize it.

#### **4.3.10 *Time spent on University community engagement projects***

4.3.10.1 The initiator (s) shouldn't make influences on the regular duties of the University during implementing the community engagement

4.3.10.2 The initiator (s) should obtain permission from his/her respective department to undertake the community engagement/service projects

#### **4.3.11 *Appeal process***

4.3.11.1 In case, the initiator (s) is believed that he is unfairly prevented from undertaking the community engagement after the submission of the project proposal (s) by his/her respective department, college or CSD, he may appeal to the office of VPRCS to verify the cases and get transparent arguments within seven working days since the last announcement.



#### **4.3.11 Guidelines to collaborative community engagement/service**

- 4.3.11.1 Collaborative service is a partnership between voluntary or community organizations stakeholders and SIU.
- 4.3.11.2 Salale University and organizations can work together in a variety of ways, passed on MoU from informal networks to joint delivery of projects, and for a range of purposes.
- 4.3.11.3 Whether collaboration lasts for a fixed time or is permanent, the organizations involved retain their independence and separate identity.
- 4.3.11.4 Collaboration should be in the best interests of the beneficiaries, making the work more effective or efficient and contributing to the objectives set on community engagement.
- 4.3.11.5 The guidelines shall include identified key areas that benefit the community.
- 4.3.11.6 The content of a joint working agreement should be adapted to the specific needs and circumstances of the collaboration.
- 4.3.11.7 The collaborative community engagement working shall cover:
  - a) Partnership Agreement or Protocol
  - b) Memorandum of Understanding (MoU)
  - c) Service Level Agreement (SLA)
  - d) Contract
  - e) Joint Venture Agreement
- 4.3.11.8 Once the document has been formally accepted by a representative of each of the partners, usually the senior staff member responsible for overseeing the joint works and the documents shall be and ready for the implementation.

#### **4.3.12 Costs and assets**

- 4.3.12.1 The resources required to facilitate the community engagement/service activities shall be clearly identified based on the natures of the projects and aligned items.
- 4.3.12.2 The assets for the implementation of CS projects shall be identified whether the property is in collaboration, in other words jointly owned, or remain owned by one partner.

#### **4.3.13 Accountability, roles and responsibilities**

- 4.3.13.1 The application, progress, contractual agreements forms and reporting systems shall account and consider partners' interests according to the agreement and schedule.
- 4.3.13.2 Settling the expenses shall account and consider partners' interest based on the finance systems of their own administration without creating conflict.





- 4.3.13.3 The accountable or lead body shall be SIU in organizing and administrating the overall activities and implementation of the CS project, with knowledge of the cooperative partners.
- 4.3.13.4 Salale University co-ordinates the work and carries the bulk of the risk, but it can share this risk among partners by setting those conditions for their receipt of funding.
- 4.3.13.5 Each partner's specific liability including liability for the defaults of other partners shall be stated, as agreed with funders.

#### **4.3.14 Fund raising**

- 4.3.14.1 One or more of the partners may take responsibility for identifying funding sources and securing future grants or contracts through projects or organizing events occasion.

### **5. REVISION**

- 5.1 The community engagement/service guidelines shall be revised whenever deemed necessary, in the courses of application by the responsible body and either or both of the parties, in case of collaborative CES project and implementation
- 5.2 The CSD shall be responsible for identification of the needs and revising the guidelines to be endorsed by office of VPRCS for the implementation

### **6. IMPLEMENTATION OF THE GUIDELINE**

- 6.1 The guideline shall be implemented and reviewed periodically to accommodate emerging issues by the office of CSD and VPRCS and approved by the senate.
- 6.2 This guideline shall apply to on-going and new community engagement/service projects and any written agreements between SIU and project initiators, including any external organization or individual shall be effected.
- 6.3 After adoption of this guideline, the office of CSD/VPRCS shall be responsible drawing out implementation guidelines and procedures from time to time and implement the guideline after approval by the senate.



## **7. RESPONSIBILITY OF COMMUNITY ENGAGEMENT/SERVICE DIRECTORATE (CSD)**

- 7.1 Announce the invitation for community engagement/service proposal projects, accompanying thematic areas and related information for application to the community.
- 7.2 Gather the community engagement/service proposals from the initiators and carry preliminary screening.
- 7.3 Channel the screened project proposals to proper expertise (concerned academic units to evaluate and comment them).
- 7.4 Notify and make aware the initiators and organize review workshop on which the initiators present their proposal to be finalized the screening processes.
- 7.5 Finalize and endorse the final proposals and organize the occasion to sign the contractual agreement between University and initiators.
- 7.6 Write letters to the finance to facilitate the access of fund to the initiators.
- 7.7 Follow up the progress of community engagement/service practically and in document form as per the specified contractual agreements.
- 7.8 Keep all records regarding community engagement/service activities and notify the VPRCS the progress and expenditures occasionally.
- 7.9 Organize workshop, seminars, symposium and forums to share experience with community and invite resource persons.
- 7.10 Follow up the community engagement output to the standard and keep it to be used as references and put them to practices.
- 7.11 Entertain any appeals lodged by any initiator or units and pass decisions within a week since the date of appeal.

## **8. COPYRIGHT**

- 8.1 Copyrights shall be reserved for the initiator (s) who invented new technology from his/her academic or indigenous knowledge.
- 8.2 All intellectual rights shall belong to the proprietor unless specified otherwise in agreement between the two parties in accordance with the country's laws on intellectual property rights.



## **9. MONITORING AND EVALUATION**

9.1 The proposals should include a detailed plan to monitor and evaluate the program, both as the grant activities unfold and at the end of the program. Program objectives should target clearly defined results in quantitative terms. Competitive evaluation plans will describe how applicants would measure these results, and proposals must include draft data collection instruments. Successful applicants will be expected to submit a report at end of the project. The office also requires that grantees submit a final narrative and financial report no more than seven days after the completion.

## **10. REWARD, REMUNERATION AND RECOGNITION**

- 10.1 Three best community implementers with outstanding performance and merit shall be awarded on the annual community symposium or another event as determined by VPRCS and Community engagement/service Directorate, the reward will be based on relevance of the quality of community service outputs as indicated below;
- 10.2 Research and Community engagement/service Coordinator (RCSC) shall evaluate and select up to three outstanding community implementers at college level and submit the projects, indicating their rank order to the CSD for further evaluation. Three best projects will be identified and nominated by the College's Research and Community engagement/service Committee for the award;
- 10.3 The awards shall include recognition certificate, financial reward, and other material rewards.
- 10.4 The community engagement/service project implementer with outstanding result merit shall also be sponsored to attend local community engagement/service symposium, workshops, related trainings and national conferences.
- 10.5 The community engagement/service providers (internal) shall be awarded either recognition or acknowledgment certificates. However, Professional fee shall not be paid for external community engagement/service providers.
- 10.6 Recognition and acknowledgment certificates shall be awarded for initiators and the invited academic staff (non-initiator) to provide community engagement/service on certain topic, respectively. But, only recognition certificate shall be accepted for the promotion.



## **11. REFERENCES**

- Arsi University Research and Community engagement/service Agenda Draft guideline, Asella, November, 2017.
- Debre Berhan University Research and Community engagement/service Agenda Draft guideline, Debre Berhan, September, 2016.
- Mekelle University Research and Community engagement/service Agenda Draft guideline, Mekelle, September, 2016.
- University of Gonder Research and Community engagement/service Agenda Draft guideline, Gonder, August, 2015.
- Wollo University Research and Community engagement/service Agenda Draft guideline, Dessie, January, 2016



## ANNEXES

### SALALE UNIVERSITY (SIU)

Office of Research and Community engagement/service Vice President

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☎: +251-111352910

#### Annex-I: Community engagement/service Project Proposal Writing Template

##### Part-I: Preliminary Information

**Project Title:** \_\_\_\_\_

**Project Owners: Name, Title, Address, Signature**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Project duration: Start\_\_\_\_\_ complete\_\_\_\_\_

Project area: \_\_\_\_\_

##### Part-II: Execution of the project

###### 1. Project Relevance and Need

- Describe how your project addresses community's priority problems.
- Describe how your project complements or adds to other similar initiatives.

###### 2. Project Description

- Brief description of the proposed project.
- Objectives of the project.
- Key activities to be undertaken in this project
- Beneficiaries
- Project Implementation Sites

###### 3. Expected Outcome/Effects

- Expected short term (1-2 years) and long term (3+ years) effects of the project

###### 4. Risks of the Project



- List down the main risks that could affect the successfulness of the project
- The prospective damages of the risks
- Measures that will be taken to minimize or mitigate these potential risks of the project.

**5. Multi-sectorial Partnerships and Collaborations (if applicable)**

- Name and contribution of each collaborator/partner(NGOs, government sectors)
- Official letter demonstrating partnership commitment

**6. Knowledge Transfer Plans**

- Knowledge transfer applies to the use and transfer of information and knowledge that expands beyond local or regional areas. It can include sharing of lessons learned in workshops and newsletters, developing and sharing fact sheets at events, or posting of tools and information on a web site and sending out notices to existing as well as new audiences.

**7. Sustainability Plan**

- Provide evaluation and sustainability plans for your project.

**8. Project implementation strategies/Activity Plan**

- Detailed strategies, plans and activities to implement your project.

**9. Budget**

- Reasonable relationship between each activity and the budget
- Detailed cost breakdown of the project using the project budgeting table
- Possible sources of funds and resources for the project.

**10. References**

- List down all references used in developing the project

**11. Annexes**

- Official support letters
- Other documents relevant to the project



## **Annex-II: Community engagement/service Training Proposal Writing Template**

### **1. Type of community venture proposal ( training, community engagement/service)**

### **2. Title of community engagement/service proposal**

### **3. Main component of the proposal**

- a. Introduction, background, rationale,

### **4. Objectives**

- a. Long term objective

- b. Short term objectives

### **5. Methodology**

- a. Work description and Approach to implement

- b. Type of output foreseen

### **6. Activities and time schedule**

### **7. Inputs/Materials**

- a. Materials, inputs

### **8. Detailed Budget Breakdown**



## 9. Other Comments/Remarks

## 10. :- If Any

## Remarks:

### Points to be considered:

- Team work (multidisciplinary) is highly encouraged
- If the proposal is Training; Department Head /School and College Dean Approval ( Signature, Date) should be indicated
- The proposal should reflect the community demand gap
- The proposal should support the general mission and vision of the University
- The proposal should clearly indicate the future impact of the consequence

## **Annex-III: Community engagement/service Project Proposal Evaluation Format**

### **Community engagement/service Proposal Title:**

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**Project Initiator:** \_\_\_\_\_

**Co- Initiator (s):** \_\_\_\_\_

Project Proposal Evaluation Criteria for Paper Values		Weight (%)	Score
1.	Relevance of the involved Staffs to the Proposed Project	5	
2.	Clarity of the Scope of the Community engagement Project	5	
3.	Demonstrate the benefit to the Community and Partnership	10	
4.	Impact of the Outcomes of the Project	10	
5.	Degree of collaboration, multi-disciplinarily and team work	5	





6.	Clarity and adequacy of the proposed methods of the community engagement	5	
7.	Work and Sustainability Plan	5	
8.	Rationality of Budget vs Proposed Community engagement/service Project	5	
<b>Total</b>		<b>50%</b>	

### Decision by Evaluator

Accepted as presented ☐ put X mark in the box if the proposal satisfy

*Accepted with suggested improvements, if applicable*

### List Suggested Improvements

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### Reasons:

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### Evaluators

#### Chairperson:

Name\_\_\_\_\_ Signature\_\_\_\_\_ Date\_\_\_\_\_

#### Committee Members:

1. Name\_\_\_\_\_ Signature\_\_\_\_\_ Date\_\_\_\_\_
2. Name\_\_\_\_\_ Signature\_\_\_\_\_ Date\_\_\_\_\_
3. Name\_\_\_\_\_ Signature\_\_\_\_\_ Date\_\_\_\_\_



# Annex-IV: Community engagement/service Project Proposal Oral Presentation Evaluation Format

**Proposal Title:** \_\_\_\_\_

**Project Initiator:** \_\_\_\_\_

**Co-Initiator (s):** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

**Name Reviewer (s):** \_\_\_\_\_ **Signature** \_\_\_\_\_

Assessments	Criteria	Marks (%)	Score (%)	Comments
Contents	Detail of Description of the contents	3		
	Relevant of the project title	2		
	Supported by appropriate and scientific evidences in Harvard citation style	3		
Depth and Completeness of the subject/area	Reliability and relevance of the justification/rationale	5		
	SMART objectives to address the intended outcomes of the project?	5		
	Appropriateness of methods for addressing objectives	5		
	Ability of Project Owners to implement the proposed community engagement/service project	4		
	Potential to achieve impact beyond immediate beneficiaries	3		
Confidence & audience Holding	Presenter's confidence and ability to attention during the delivery of his/her presentation	3		
Delivery (Verbal)	Appropriate choice of words, correct grammar, good vocal variety, proper pace,	3		



	clarity and able to link points clearly			
Body Language (Non-verbal)	Eye contact, poise and appropriate physical gestures vs. unnecessary and nervous movements	3		
Visual Aids	Legible, simple, clear and appropriate visual aids used, good graphics and Handling of visual aids	3		
Ability to Answer Questions	Appropriate answers to questions posed	5		
	Clear and Concise	3		
<b>Total</b>		<b>50%</b>		

#### **Annex-VI: Community engagement/service Project Grant Contractual Agreement Format**

(To be signed by the Initiators and Community engagement/service Director-CSD)

College of -----, /Salale University-CD (hereinafter referred to as the School/College/University):

And the Project Initiator/s (Hereinafter referred to as the Initiators/s).

Whereas, the Salale University allotted \_\_\_\_\_ the initiators are desirous to undertake the community engagement/service project entitled:

\_\_\_\_\_ as per the attached project document.

#### **I. The Parties Thereby Agree as Follows:**

1. The initiator is responsible to undertake the project according to the time schedule stated in the project document and finalize it;
2. The initiator is responsible to submit progress and financial reports before \_\_\_\_\_ E.C and final report within 15 days after the completion date of the project stated in the project and in this contractual agreement;
3. Initiator is responsible to pay back the sum of the expenses which are not evidenced by the acceptable documents and unused fund;
4. The initiator is obligated to demonstrate the outcome of the project equivalent to the amount of fund utilized in the course of project implementation / progress;



5. The Initiator will be accountable if he fails to justify the financial expenses, used;

## II. Amount of Grant

The University agrees to allocate a sum of birr -----to the initiator for the period of -----months commencing on----- E.C (-----G.C) and ending on ----- E.C (----- G.C).

## III. Utilization of the Grant:

1. The fund granted shall be utilized according to plan stated in the accepted project;
2. The grant is not allowed to be used for other than for the purpose generally stated in the granted project;

## IV. Breach of the Agreement and Penalty

1. Utilization of the grant for purposes other than what is stated in the project;
2. No fulfillment of the undertakings assumed by the implementer/initiator;
3. Failure or delay in the submission of the progress report and finally final report;

## V. Property Rights

1. The project implementer and the University jointly shall be the owner of the output or experiences achieved as the result of implementation of the project.
2. After the completion of this agreement, any equipment, or materials, acquired from the activity/community engagement/service implementation shall be the property of the University.

## VII. Duration and Signing Agreement:

This agreement shall enter into force on the date of its signature and shall remain valid until date\_\_\_\_\_ E.C (-----G.C).

## Authorized By:

Name	Signature	Date
_____	_____	_____
1. Project Initiator (s)		
_____	_____	_____
2. Co- Initiator (s)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
3. College Coordinator		



\_\_\_\_\_

4. Community engagement/service Director

\_\_\_\_\_

5. Vice President for Research and community engagement

**Witness:**

<u>Name</u>	<u>Signature</u>	<u>Mobile</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Annex-VII: Community engagement/service Project Progress Report Format**

**Project Initiator** \_\_\_\_\_

1. Community engagement/service Project Title \_\_\_\_\_

2. Principal Initiator (s): \_\_\_\_\_

3. Co- Initiator (s): \_\_\_\_\_

4. Project Code No:-Cs: \_\_\_\_\_

5. College: \_\_\_\_\_

6. Department / Address / Section: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

P.O.Box: \_\_\_\_\_

E-Mail: \_\_\_\_\_

7. Duration \_\_\_\_\_

8. Amount of Fund Approved in Birr \_\_\_\_\_

9. Project Sponsoring Body From SIU \_\_\_\_\_ From Others \_\_\_\_\_

10. Project Status including Last Achievements and Progress Maintained to Date,  
(Summary) \_\_\_\_\_

\_\_\_\_\_

11. Amount of Budget Expended: \_\_\_\_\_



12. Work Accomplished/ Output Description: \_\_\_\_\_

11. Problems Encountered and how to tackle the problems: \_\_\_\_\_

12. Work Plan for the next Phase: \_\_\_\_\_

13 I certify that the Information and figures given in the report are correct and complete to the best of my knowledge.

Principal Initiator	Name	Signature (Seal)	Date)
_____	_____	_____	_____

Co- Initiators:

_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Approval:

Department Head (Name)

\_\_\_\_\_

College Coordinator (Name)

\_\_\_\_\_

Community engagement/service Director

\_\_\_\_\_



### **Annex-X: Community engagement/service Project Fund Extension Format**

1. Community engagement/service Project Title\_\_\_\_\_
2. Principal Initiator (s):\_\_\_\_\_
3. Project Code No:-Cs: \_\_\_\_\_
4. College:\_\_\_\_\_
5. Department /Address : \_\_\_\_\_  
Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
P.O.Box: \_\_\_\_\_ E-Mail: \_\_\_\_\_
6. Duration: Commencement\_\_\_\_\_Termination\_\_\_\_\_
7. Amount of Fund Approved in Birr\_\_\_\_\_
8. Project Sponsoring Body From SIU\_\_\_\_\_ From Others\_\_\_\_\_
9. Objectives for the Extension:\_\_\_\_\_
10. Project Status including last achievements and progress maintained to date,  
(Summary)\_\_\_\_\_
11. Amount of Budget Expended:\_\_\_\_\_
12. Reasons /Justification for the extension (State Briefly why you intend to extend your project to the coming recurrent budget)\_\_\_\_\_
13. Remaining Activities to be accomplished in detail:\_\_\_\_\_
14. Methodology:\_\_\_\_\_
15. Work Plan for the Current Reporting Period: \_\_\_\_\_
16. Budget Expenditure (might be modified as required)\_\_\_\_\_
17. Approval:



Department Head (Name)

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College Coordinator (Name)

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Community engagement/service Director

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## **Annex-XI: Community engagement/service Community engagement/service Activities Report**

### **Format**

#### **I. Cover page**

##### **1. Introduction**

- 1.1 Background Information
- 1.2 Justification (Gaps)
- 1.3 Objectives
- 1.4 Significances of the training

##### **2. Materials and Methods**

- 2.1 Training Site (s):
- 2.2 Study Participants (their specific offices and positions if any selection criteria's, Sex, Number....)
- 2.3 Materials used
- 2.4 Methods of Training
- 2.5 Beneficiaries (especially direct beneficiaries)
- 2.6 Challenges/Limitations
- 2.7 Improvement Areas

##### **3. Feedback Analysis**

##### **4. References**

##### **5. Annex (e.g. Feedback Assessment questionnaires)**