

PD-ABM-049
96814

UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT

REGIONAL ECONOMIC DEVELOPMENT SERVICES OFFICE
FOR EAST AND SOUTHERN AFRICA (REDSO /ESA)

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September 29, 1995

Ms. Jean Kamau
Executive Director
Federation of Women Lawyers (FIDA/K)
Kenya Chapter
P.O. Box 46324
Nairobi, Kenya

Subject: Grant No. 623-0266-G-00-5141-00

Dear Ms. Jean Kamau:

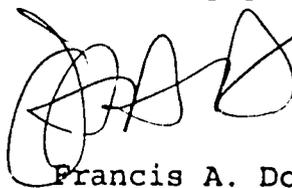
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the Federation of Women Lawyers (hereinafter referred to as "F.I.D.A." or "Grantee") the sum of \$150,000 to provide support for a program in to protect women's rights by providing legal services to women victims of violence and to provide legal awareness to communities in Taita Taveta Districts, as more fully described in Attachment 1 of this Grant entitled "Schedule" and Attachment 2 entitled "Program Description."

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending September 16, 1997. USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This Grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in this Cover Letter, Attachment 1 entitled "Schedule", Attachment 2 entitled "Program Description", Attachment 3 entitled "Standard Provisions", which together constitute the complete Grant document.

Please sign the original and each copy of this letter to acknowledge your acceptance of this Grant, retain one copy for your records, and return the original and all but one copy to the undersigned.

Sincerely yours,



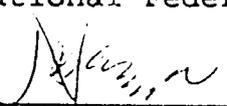
Francis A. Donovan
Grant Officer
Chief, REDSO/ESA/PROC

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions
4. SF 1034 Public Voucher for Purchases and Services other than Personal
5. Financial Status Report (SF296)

ACKNOWLEDGED:

International Federation of Women Lawyers (FIDA/K)

BY: 

TYPED NAME: NANCY BARAZA

TITLE: CHAIRPERSON

DATE: 3rd OCTOBER 1995

FISCAL DATA

A. General

- A.1. Total Estimated USAID Amount: \$150,000
- A.2. Total Obligated USAID Amount: \$150,000
- A.3. Project No.: 615-0266
- A.4. U.S.A.I.D. Project Office: Kenya/PRJ

B. Specific

- B.1.(a) PIO/T No.: 615-0266-3-50031
- B.1.(b) Appropriation: 725/61014
- B.1.(c) RCN: K250082
- B.1.(d) BPC: GSS5-95-21615-KG13
- B.1.(e) Amount: \$150,000



Funding Source: USAID/Kenya

ATTACHMENT 1

SCHEDULE

1A. PURPOSE OF GRANT

The purpose of this Grant is to provide support for a women's rights by providing legal services to women victims of violence and to provide legal awareness to communities in Taita Taveta District, as more fully described in Attachment 2 of this Grant entitled "Program Description".

1B. PERIOD OF GRANT

The effective date of this Grant is the date of the Cover Letter. The estimated completion date of this Agreement is September 16, 1997.

1C. AMOUNT OF GRANT AND PAYMENT

1C.1. U.S.A.I.D. hereby obligates the amount of \$150,000 for the purposes of this grant

1C.2. Payment shall be made to the Grantee in accordance with procedures set forth in the Standard Provision of this Grant entitled "Payment - Cost Reimbursement", as shown in Attachment 3.

1C.3. USAID shall advance cash to the recipient to cover its estimated needs for an initial period generally geared to the recipient's disbursing cycle, normally 30 days. Thereinafter, USAID shall reimburse the recipient for its actual cash disbursements.

1D. GRANT BUDGET

1D.1. The following is the Budget for this Grant, including local cost financing items. Revisions to this budget shall be made in accordance with the Standard Provision of this Grant entitled "Revision of Grant Budget", as shown in Attachment 3.

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1.D.2. FIDA GRANT BUDGET

	<u>USAID</u> <u>CONTRIBUTION</u>	<u>FIDA</u> <u>CONTRIBUTION</u>	<u>TOTAL</u> <u>GRANT</u> <u>AMOUNT</u>
	US\$	US\$	US\$
1) Salaries	30,540	30,540	61,080
2) Training manual\ publications	23,640	0	23,640
3) Awareness program	9,090	0	9,090
4) Consultative\ planning meetings	1,460	0	1,460
5) Paralegal training workshops	30,910	0	30,910
6) Resource persons	10,910	6,550	17,460
7) Evaluation workshop\ bi-monthly visits	14,180	0	14,180
8) Office supplies	17,450	2,620	20,070
9) Evaluation\ audit report	11,820	0	11,820
10) Office rent\equipment	0	6,760	6,760
11) Transport costs	<u>0</u>	<u>5,240</u>	<u>5,240</u>
TOTAL GRANT	150,000 =====	51,710 =====	201,710 =====

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1E. REPORTING AND EVALUATION

1E.1. Financial Reporting

1E.1.(a) Financial reporting requirements shall be in accordance with the Standard Provision of this Grant entitled "Payment Cost Reimbursement", as shown in Attachment 3.

1E.1.(b) The recipient shall send an original and three copies to USAID/Controller, P.O. Box 30261, Nairobi. In addition, one copy of all financial reports shall be submitted to the A.I.D. Project Office specified in the Cover Letter of this Grant.

1E.1.(c) The frequency of financial reporting and the due dates of reports shall be as specified in the Standard Provision of this Grant referred to in Section 1E.1.(a) above.

1E.1.(d) In addition to the financial requirements of the Standard Provision applicable to the Grant with regard to payment, the Grantee will submit directly to the Office of the Controller, USAID/Kenya, a copy of its "Financial Status Report" (SF-269) along with a copy of a comprehensive financial report on a monthly basis. Also, in order to comply with USAID/W "Buy America" policy and the reporting requirements with regard to the source and origin of procurements, the Grantee will also provide Office of the Controller, USAID/Kenya with a breakdown by both source and origin of expenditures contained within each of their financial statements. Source and origin data will be expressed as one of the USAID Geographic Codes.

1E.1.(e) Two annual audits will be conducted during the life of this Project in accordance with the standard provisions of OMB Circular A-133 for grants or cooperative agreements. Under new audit requirements all non-U.S. and non-governmental grantees and subgrantees/contractors receiving \$100,000 per year or more of USAID funds in any one calendar year under a Grant, are required to have an independent audit performed of the Grant in order to determine whether the receipt and expenditure of the funds provided under the Grant are presented in accordance with generally accepted accounting principles and whether the grantee has complied with the terms of the Grant. The independent auditor must be selected in accordance with the "guidelines for financial audits contracted by foreign recipients" issued by the USAID Inspector General and the audit must be performed in accordance with the "guidelines." Copies of guidelines have been sent to local CPA firms and will be sent to all participating subgrantees/contractors. Local firms will be identified by USAID and certified by RIG/A in Nairobi. It is expected that the Grantee will conduct these audits, encompassing subgrants/contractors funded, in compliance with this requirement. Office of the Controller, USAID/Kenya will coordinate the audit activities for USAID.

1E.2. Program Reporting

1E.2.(a) Quarterly Reports

The Grantee shall submit three copies of quarterly program performance reports, which coincide with the financial reporting periods described in Section E.1. above, to the Program/Projects Office, USAID/Kenya. These reports shall be submitted within 30 days following the end of the reporting period, and shall briefly

present the following information: project progress and on problems encountered to date in achievement of Grant objectives, a brief status report on each of the sub-projects and the indicators of outputs achieved to date; a brief summary of actions planned for the next period; and description of all goods and services (including amount and source and origin) whose source and origin are not Kenya or the United States. These reports will contain both quantitative and qualitative information to the extent possible.

1E.2.(b) Final Report

The Grantee shall submit a final progress and financial report to USAID/Kenya, PRJ, N. Gitau that includes a comprehensive review and discussion of project activities and achievements. A copy of the final progress report shall be submitted to USAID, CDIE/DI, Washington, D.C. 20523-1802. Both reports will be due within 90 days after the estimated expiration date of the Grant.

1E.2.(c) Special Notifications

Between the required program performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Grantee shall inform USAID as soon as the following types of conditions become known:

a. Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any USAID assistance needed to resolve the situation.

b. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

c. If any performance review conducted by the Grantee discloses the need for change in the budget estimates in accordance with the criteria established in the Standard Provision of this Grant entitled "Revision of Grant Budget", the Grantee shall submit a request for budget revision to the Grant Officer and the Program/Projects Office, USAID/Kenya.

The Grantee agrees to consult with the Program/Projects Office, USAID/Kenya concerning further details for submitting financial reports and estimates.

1.F. SPECIAL PROVISIONS

The Standard Provisions set forth as Attachment 3 of this Grant consist of the following Standard Provisions denoted by an "X", which are attached hereto and made a part of this Grant:

Mandatory Standard Provisions For Non-U.S., Nongovernmental Grantees

- (X) Allowable Costs (June 1993)
- (X) Accounting, Audit, and Records (May 1994)
- (X) Refunds (June 1993)
- (X) Revision of Grant Budget (June 1993)
- (X) Termination and Suspension (June 1993)
- (X) Disputes (June 1993)
- (X) Ineligible Countries (May 1986)
- (X) Debarment, Suspension, and Other Responsibility Matters (March 1989)
- (X) U.S. Officials Not to Benefit (November 1985)
- (X) Nonliability (November 1985)
- (X) Amendment (November 1985)
- (X) Notices (November 1985)
- (X) Metric system of Measurement (August 1992)

Required as Applicable Standard Provisions For Non-U.S., Nongovernmental Grantees

- () Payment - Periodic Advance (June 1993)
- (X) Payment - Cost Reimbursement (May 1986)
- (X) Air Travel and Transportation (June 1993)
- () Ocean Shipment of Goods (June 1993)
- (X) Procurement of Goods and Services (June 1993)
- (X) AID Eligibility Rules for Goods and Services (June 1993)
- (X) Subagreements (June 1993)
- (X) Local Cost Financing (June 1993)
- (X) Patent Rights (June 1993)
- (X) Publications and Media Releases (June 1993)
- (X) Nondiscrimination in Federally Assisted Programs (May 1986)
- (X) Regulations Governing Employees (June 1993)
- () Participant Training (June 1993)
- () Voluntary Population Planning (June 1993)
- () Protection of the Individual as a Research Subject (June

- 1993)
- () Negotiated Indirect Cost Rates - Provisional (June 1993)
 - (X) Title To and Use of Property (Grantee Title) (May 1986)
 - () Title To and Care of Property (U.S. Government Title) (May 1986)
 - () Title To and Care of Property (Cooperating Country Title) (November 1984)
 - (X) Cost Sharing (Matching) (June 1993)
 - (X) Public Notices (June 1993)
 - (X) Communications Products (October 1994)

1.G. INDIRECT COST RATES

No indirect costs will be charged to this Grant. The Grantee understands and agrees that indirect costs attributable to this Grant will not be reimbursed under this Grant.

1.H. TITLE TO PROPERTY

Title to property acquired hereunder shall vest in the Grantee. The Standard Provision of this Grant entitled "Title to and Use of Property (Grantee)" applies. Use, accountability, and disposition of property acquired hereunder shall be in accordance with said Standard Provision.

1.I. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this grant is 935, Special Free World (Any area or country in the Free World, including the cooperating country itself).

1.J. COST SHARING

The Recipient Agrees to expend an amount not less than 25% of the total Federal contribution.

ATTACHMENT 2

PROGRAM DESCRIPTION

The Grantee's original proposal (1993) is in file. The proposal dated 25/09/95 as revised is attached as the Program Description (Attachment II) and is made a part of this Grant.

LEGAL AID SERVICES PROGRAM



BACKGROUND

Provision of legal aid services to disadvantaged groups has its problems everywhere in the world. FIDA Kenya, a voluntary, non-governmental women's rights organization, provides legal aid services to a disadvantaged group - women.

The problems we face in the area of legal aid at FIDA Kenya are by no means peculiar to those encountered by other legal aid centres in third world countries but they certainly include special problems associated with women. These include cultural inhibitions and the traditional subjugation of women, discriminatory laws, institutionalized subordination of women, economic deprivation, low literacy and ignorance of the law. Most Kenyan citizens anyway often want to have nothing to do with the law, if they can help it! In many people's minds the law is associated with trouble. However, from the experience we have gained at FIDA Kenya in providing legal aid services to women, this attitude is one no Kenyan woman can afford to entertain. Many women would avert much loss and suffering by simply being aware of their rights.

This is the first challenge we face at FIDA Kenya in providing legal aid services. To meet this challenge, FIDA Kenya runs a free legal aid centre for women at our offices in Nairobi. The services include legal advice, opinions, representation in court and intervention to law enforcement agencies on behalf of women victims of violence. The Legal Aid Centre has grown a great deal over the last three years to incorporate aggressive legal awareness campaigns and a specific program on Gender Violence. However, the centre for legal aid remains the core of FIDA Kenya's and is integral to all FIDA Kenya's activities.

PROBLEM STATEMENT

Due to growing publicity of the Centre's services more and more women have made use of our legal aid services giving rise to an enormous case load. FIDA Kenya has found itself with the unique problem of rethinking the whole idea behind the legal aid services with a view of making the centre's services more gender specific, effective and efficient.

More than 70% of all FIDA Kenya clients come for assistance in matrimonial related matters. Out of these, we have received reports of cases involving gross family or spousal violence. Violence within the family is a major cause of matrimonial problems. A large number of women cite neglect by their husbands as their main source of concern. The remaining 30% of the cases handled at FIDA comprise of property rights cases (including matrimonial property rights), land cases, succession and inheritance cases, discrimination at work, unfair dismissals etc.

Methodology

As we cannot possibly handle the conduct all the matrimonial and other matters that are reported to FIDA Kenya by our clients, we have had to develop a method of briefing clients and giving them tips about how to handle their own cases in court. We now propose to develop a manual to help us train clients and thereby assist them handle their own cases. We also propose to hold legal aid clinics within Nairobi and in other venues outside Nairobi to introduce women to this training. The areas shall be in urban poor settlements within Nairobi, peri-urban areas, and a number of other district headquarters. We believe that introduction of these clinics shall assist us in monitoring the effectiveness of such manual.

We also have a counselling service for women victims of violence although the same has been running on volunteer basis. We now propose to improve these support services for clients. The proposed services include the retainer of qualified counsellor/clinical psychologist to assist our clients overcome their emotional trauma. Counselling services are an integral part of our legal aid services. Abused clients often come to our offices with deep emotional problems. Support in form of counselling assists them to become empowered individuals capable of handling the other problems in their lives. As part of these services we also propose to start "support groups" where the abused women can meet together, share experiences and encourage one another. This shall be accomplished with the help of the qualified counsellor we propose to hire.

We further propose to collect useful resources such as books, other publications such as magazines and audio/visual materials (such as audio tapes, videos, etc) for use by our clients. We believe that these materials will boost our counselling services as the said materials can be lent to our clients to help them clarify their respective positions and assist their search for answers to their problems. The facility would operate as a library.

EVALUATION/MONITORING

At the end of the year we shall evaluate the project. For the purposes of implementing the proposed activities, a one year workplan has been prepared. The evaluation of the project shall take into account what has been achieved and/or any other challenges or factors that either helped or hampered the implementation of the project.

- a small library of resource materials for the support services
- hiring a Counsellor for our clients
- advertising our support services and commencement of support groups for women victims of violence
- a training manual for clients (duly published)
- reports of legal aid clinics held in various venues within Nairobi and at other urban and rural centres in the country.

TAITA TAVETA PROJECT

BACKGROUND OF THE PROGRAM

Taita Taveta District is in the Coast Province of Kenya and is situated approximately 275 Kilometers from the capital city , Nairobi. It consists of four Divisions namely Voi, Mwatate, Wundanyi and Taveta and has a population of over 200,000 people.

A needs assessment carried out in this area by FIDA Kenya in February 1994 revealed that people in this region are largely ignorant about the law. It was noted that many of the legal disputes are referred to local representative for the Provincial Administration who is normally a semi-literate chief with little or no knowledge of the law. The Chief and a group of community elders preside over cases and deliver judgement often giving no consideration to the legal aspects. This has very serious negative implications on the legal rights of members of the community and particularly on women's rights as the community does not encourage women to voice their opinions or grievances publicly. Our survey showed that very few cases get to court in the District due to ignorance of the law among the community members as well as the long distance most members of the community would have to travel to get to the only two Resident Magistrates courts in the District in Voi Division and Taveta Division. The expense and time wasted in the long distance to the nearest court deters the community from seeking legal recourse to settle disputes. It was also apparent that there was a grave scarcity of advocates in the District with only two legal firms in Voi Division.

The needs assessment further revealed that there were unequal gender relations within the community and that the women were treated as the inferior group and were oppressed by their male counterparts. Through further talks with the community members it became apparent that the unequal gender relations are deeply rooted in the people's history, culture, religion, the political institutions, the legal system and social attitudes. In order to overcome this state of affairs the solutions and strategies adopted to eliminate this discrimination must penetrate deeply into the community.

The major challenge facing FIDA Kenya is to reach these oppressed women who are the majority of the population. Many of the women are illiterate and do not know their rights. The Taita Taveta project has held a number of legal awareness workshops with women organization leaders, Headmistress of Girls High Schools, representatives of local NGOs, the law enforcement agencies, the church representatives and the provincial administration. The workshops incorporate gender sensitization in the training process to ensure that participants are gender sensitized and therefore appreciate the gravity of issues affecting women's rights. The participants are chosen on the basis that they are all community leaders well respected by the local population and working closely with the community. They are members of society who are in a position to influence public opinion. It is our hope that information gained from the workshops is being

disseminated to the local community right to grass root level.

The program co-ordinator visits institutions such as girls high school and the women's prisons in Wundanyi to give the girls and the women information about their rights and to find out, from the women and girls what areas of the law they want to learn more about.

The co-ordinator of the project works closely with an advisory committee composed of six members of the community who are knowledgeable about the local women's needs and on community mobilization methods. This committee which is on the ground gives guidance and advise to the co-ordinator who is based at the FIDA Kenya Secretariat in Nairobi and also monitors the progress for the program.

The activities of this program have mainly been funded by DANIDA. The Norwegian Human Rights Fund has also supported one workshop.

Para legal training

In order to strengthen the Taita Taveta project FIDA Kenya is presently preparing to start the implementation of para-legal training through a series of training workshops in Voi, Taveta, Wundanyi and Mwatate. The training of members of the community will equip them with basic skills and knowledge to enable them to give other member of the community legal advise and assistance; or referral services where para-legals cannot assist. The training will also provide the para-legal with simple legal materials and information to disseminate amongst members of the community. This will help build the legal capacity of the District in a manner that will be self sustaining since the community as a whole will be empowered.

For the training to be effective, the para legals need to have reference materials on the topics covered during training to assist their learning process and to give them a reference for their future as para legals. It will also be necessary to produce simple legal pamphlets and posters that the para legals can use to distribute to the community when disseminating information learnt from the training.

Methodology

FIDA Kenya's primary goal will be to involve the community in developing FIDA's training curricula, developing the legal topics to be covered and the method in which training will be conducted. FIDA Kenya proposes to carry out participatory training methods including activities such as group work and plenary, general discussions, debates, mock trials, and legal quizzes following the various legal topics covered.

The para legal training will be carried out by conducting four (4) residential training workshops each lasting six (6) days. The workshop will be held for trainees from the four divisions; Voi, Mwatate, Wundanyi and Taveta. There shall be fifteen (15) para legal trainees from each division making a total of sixty (60) trained para legals by the end of the training sessions. The potential participants will choose suitable venues comfortable for them and also reasonably priced.

They will also choose the time of year that best suits them for training. Most participants prefer school holidays when children are home and there is less work for the mothers as the children can help in the house work.

Criteria of the para legals

Participants of the legal awareness program have drawn up a criteria for selecting para legal trainees. They believe that the potential trainees must have the following qualities.

1. They must have strong communication skills;the ability to speak in the local language. Kiswahili and English;
2. They must be available for training and para legal duties;
3. They must be respected community members;
4. They must be democratically nominated;
5. They must have a source of income that will allow them to participate without expecting payment.

Duties of a para legal

The legal awareness program participants felt that the duties of a para legal should include the following tasks:

1. A para legal is required to be a legal "first aider" and give legal assistance where no lawyer is available.
2. They should disseminate information learnt from the training in their various fields, therefore the headmistress and teachers should take information to schools, the clergy should preach against gender violence, child abuse and other pressing legal issues during the sermons in church, the Chief should use the legal background gained in setting disputes e.t.c.
3. A para legal should liaise with court officers and inform FIDA Kenya of any cases needing technical legal assistance or intervention.
4. A para legal should refer the more complicated cases to FIDA Kenya or other lawyers.
5. A para legal should refer people needing other services to the relevant service organization.

MONITORING AND EVALUATION

Four divisional para legal training workshops will prepare the trainees to carry out their para legal duties in the field. The Co-ordinator of the project will pay the four divisions bi monthly visits to ensure the para legals are carrying out their duties and have no problems. During the monthly visits the co-ordinator will visit institutions such as schools, the Wundanyi womens prison and other women prisons to give legal awareness

talks and also to assess the impact of the para legal work from the women on the ground.

The para legal will be required to send bi monthly progress reports to FIDA Kenya. At the end of the two year program each division will have a two day evaluation workshops to evaluate the progress of the two years activities.



FEDERACION INTERNACIONAL DE ABOGADAS
FEDERATION INTERNATIONALE DES FEMMES JURISTES
INTERNATIONAL FEDERATION OF WOMEN LAWYERS
F.I.D.A. (KENYA CHAPTER)

No. 1 Adalyn Flats off Ngong Road, P. O. Box 46324 Nairobi, Kenya. Tel: 717169, 711853, Fax: 716840

Our Ref:

Your Ref:

27 September 1995

Nancy Gitau
Office of projects
USAID
P.O. Box 30261
Nairobi

Dear Nancy

Enclosed please find a short project proposal for both the legal aid and the Taita Taveta projects. Since we submitted our major project proposal document in 1994 a lot of changes have taken place. The projects have been implemented and are at different levels of implementation at the moment. These write ups is therefore a brief overview of the current position of the FIDA (K) projects.

The budget enclosed herewith does not seek funding for the secretariat as we have already received money for the same for the period 1995-1997 from three donors from the Netherlands. However there are two positions of staff that are not funded and which we believe will be of particular importance in the implementation of the two projects. FIDA (K) 's contribution towards the total budget includes the professional services offered by the secretariat as well as facilities that are already existing in the organization. The FIDA members have a major role in the implementation as they are the policy makers within the secretariat as well as the signatories to all cheques. We have used the exchange rate that is currently prevailing in the market.

In case of any clarifications please call the undersigned. Once again we thank you for your continued support to our organization.

Yours sincerely

FIDA (K)

Jean Kamad

Executive Director

Enc.

PROPOSED BUDGET

LEGAL AID CLINIC

	BUDGET FOR ONE YEAR			TOTAL FOR TWO YEARS	
	KSHS.	KSHS.	US \$	KSHS.	US \$
a) Support services for victims of gender violence					
Books and visual aids	50,000.00				
Services of a trained counsellor at Kshs. 25,000.00 p.m.	300,000.00				
Advertising	50,000.00	400,000.00	7,270.00	800,000.00	14,540.00
b) Training manual for clients victims of violence					
Curriculum developers / consultants	300,000.00				
Publishing, editing, typesetting and artwork	250,000.00	550,000.00	10,000.00	1,100,000.00	20,000.00
c) Awareness program					
Conducting legal aid clinics		100,000.00	1,820.00	200,000.00	3,640.00
d) Office supplies		200,000.00	3,635.00	400,000.00	7,270.00
TOTAL COST		1,250,000.00	22,725.00	2,500,000.00	45,450.00

LEGAL AWARENESS PROGRAMME - TAITA TAVETA

	KSHS.	KSHS.	US \$	KSHS.	US \$
a) Researcher at Kshs. 35,000.00 per month		420,000.00	7,635.00	840,000.00	15,270.00
b) Consultative meeting		20,000.00	365.00	40,000.00	730.00
c) Workshops planning meetings		20,000.00	365.00	40,000.00	730.00
d) Four paralegal training workshops at Kshs. 150,000.00 each	600,000.00				
Allowances to paralegals	250,000.00	850,000.00	15,455.00	1,700,000.00	30,910.00
e) Resource persons at Kshs. 75,000.00 per workshop		300,000.00	5,455.00	600,000.00	10,910.00
f) Four evaluation workshops at Kshs. 80,000.00 each		320,000.00	5,820.00	640,000.00	11,640.00
g) Bi-monthly visits		70,000.00	1,270.00	140,000.00	2,540.00
h) Publications		250,000.00	4,545.00	500,000.00	9,090.00
i) Office supplies		300,000.00	5,455.00	600,000.00	10,910.00
TOTAL COST		2,550,000.00	48,365.00	5,100,000.00	92,730.00

Evaluation and Audit

Grand Total

12,000

\$ 150,000

FIDA (K)'S CONTRIBUTION

	BUDGET FOR ONE YEAR			TOTAL FOR TWO YEARS	
	KSHS.	KSHS.	US\$	KSHS.	US\$
a) Professional services:					
Executive director at Kshs. 25,000.00 per month	300,000.00				
Legal Counsel - legal aid services at Kshs. 10,000.00 per mo	120,000.00				
Legal counsel - outreach at Kshs. 10,000.00 per month	120,000.00				
Finance officer at Kshs. 10,000.00 per month	120,000.00				
Secretary at Kshs. 8,000.00 per month	72,000.00				
Driver at kshs. 4,000.00 per month	48,000.00				
Court clerk at Kshs. 3,000.00 per month	36,000.00				
Messenger at Kshs. 2,000.00 per month	24,000.00				
	<u>840,000.00</u>		15,270.00	1,680,000.00	30,540.00
b) Office rent at Kshs. 7,500.00 per month		90,000.00	1,635.00	180,000.00	3,270.00
c) Office supplies at Kshs. 6,000.00 per month		72,000.00	1,310.00	144,000.00	2,620.00
d) Transport costs:					
FIDA (K) vehicles at Kshs. 12,000.00 per month		144,000.00	2,620.00	288,000.00	5,240.00
e) Office equipment:					
Office furniture and equipment at Kshs. 8,000.00 per month		96,000.00	1,745.00	192,000.00	3,490.00
f) Resource persons:					
FIDA (K) members at Kshs. 15,000.00 per month		180,000.00	3,275.00	360,000.00	6,550.00
		<u>1,422,000.00</u>	<u>25,855.00</u>	<u>2,844,000.00</u>	<u>51,710.00</u>

TOTAL COST OF BOTH PROGRAMMES

	KSHS.	US \$	KSHS.	US \$
Legal Aid Clinic	1,250,000.00	22,725.00	2,500,000.00	45,450.00
Taita Taveta project	2,550,000.00	46,365.00	5,100,000.00	92,730.00
FIDA (K)'s Contribution	1,422,000.00	25,855.00	2,844,000.00	51,710.00
Evaluation and audit report	330,000.00	6,000.00	660,000.00	12,000.00
GRAND TOTAL	<u>5,552,000.00</u>	<u>100,945.00</u>	<u>11,104,000.00</u>	<u>201,890.00</u>

NB: We have used an exchange rate of 1 US\$ = KSHS. 55.00



BUDGET SUMMARY

	REQUEST FROM USAID	FIDA CONTRIBUTION
	US \$	US \$
1) Salaries	30,540.00	30,540.00
2) Training manual \ publications	23,640.00	0
3) Awareness programs	9,090.00	0
4) Consultative \ planning meetings	1,460.00	0
5) Paralegal training workshops	30,910.00	0
6) Resource persons	10,910.00	6,550.00
7) Evaluation workshops \ bi - monthly visits	14,180.00	0
8) Office supplies	17,450.00	2,620.00
9) Evaluation \ audit report	11,820.00	0
10) Office rent \ equipment		6,760.00
11) Transport costs		5,240.00
GRAND TOTAL	150,000.00	51,710.00

PROPOSED BUDGET

LEGAL AID CLINIC

	BUDGET FOR ONE YEAR			TOTAL FOR TWO YEARS	
	KSHS.	KSHS.	US \$	KSHS.	US \$
a) Support services for victims of gender violence Services of a trained counsellor at Kshs. 35,000.00 p.m.		420,000.00	7,635.00	840,000.00	15,270.00
b) Training manual for clients Curriculum developers / consultants Publishing , editing , typesetting and artwork	150,000.00 <u>250,000.00</u>	400,000.00	7,275.00	800,000.00	14,550.00
c) Awareness program Conducting legal aid clinics		250,000.00	4,545.00	500,000.00	9,090.00
d) Office supplies		180,000.00	3,270.00	360,000.00	6,540.00
TOTAL COST		<u>1,250,000.00</u>	<u>22,725.00</u>	<u>2,500,000.00</u>	<u>45,450.00</u>

LEGAL AWARENESS PROGRAMME - TAITA TAVETA

	KSHS.	KSHS.	US \$	KSHS.	US \$
a) Researcher at Kshs. 35,000.00 per month		420,000.00	7,635.00	840,000.00	15,270.00
b) Consultative meeting		20,000.00	365.00	40,000.00	730.00
c) Workshops planning meetings		20,000.00	365.00	40,000.00	730.00
d) Four paralegal training workshops at Kshs. 150,000.00 each Allowances to paralegals	600,000.00 <u>250,000.00</u>	850,000.00	15,455.00	1,700,000.00	30,910.00
e) Resource persons at Kshs. 75,000.00 per workshop		300,000.00	5,455.00	600,000.00	10,910.00
f) Four evaluation workshops at Kshs. 80,000.00 each		320,000.00	5,820.00	640,000.00	11,640.00
g) BI - monthly visits		70,000.00	1,270.00	140,000.00	2,540.00
h) Publications		250,000.00	4,545.00	500,000.00	9,090.00
i) Office supplies		300,000.00	5,455.00	600,000.00	10,910.00
TOTAL COST		<u>2,550,000.00</u>	<u>46,365.00</u>	<u>5,100,000.00</u>	<u>92,730.00</u>

TOTAL COST OF BOTH PROGRAMMES

	KSHS.	US \$	KSHS.	US \$
Legal Aid Clinic	1,250,000.00	22,725.00	2,500,000.00	45,450.00
Taita Taveta project	2,550,000.00	46,365.00	5,100,000.00	92,730.00
Evaluation and audit report	325,000.00	5,910.00	650,000.00	11,820.00
GRAND TOTAL	<u>4,125,000.00</u>	<u>75,000.00</u>	<u>8,250,000.00</u>	<u>150,000.00</u>

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FIDA (K) 'S CONTRIBUTION

	BUDGET FOR ONE YEAR			TOTAL FOR TWO YEARS	
	KSHS.	KSHS.	US\$	KSHS.	US\$
a) Professional services:					
Executive director at Kshs. 25,000.00 per month	300,000.00				
Legal Counsel - legal aid services at Kshs. 10,000.00 per mo	120,000.00				
Legal counsel - outreach at Kshs. 10,000.00 per month	120,000.00				
Finance officer at Kshs. 10,000.00 per month	120,000.00				
Secretary at Kshs. 8,000.00 per month	72,000.00				
Driver at kshs. 4,000.00 per month	48,000.00				
Court clerk at Kshs. 3,000.00 per month	36,000.00				
Messenger at Kshs. 2,000.00 per month	24,000.00	840,000.00	15,270.00	1,680,000.00	30,540.00
b) Office rent at Kshs. 7,500.00 per month		90,000.00	1,635.00	180,000.00	3,270.00
c) Office supplies at Kshs. 8,000.00 per month		72,000.00	1,310.00	144,000.00	2,620.00
d) Transport costs:					
FIDA (K) vehicles at Kshs. 12,000.00 per month		144,000.00	2,620.00	288,000.00	5,240.00
e) Office equipment:					
Office furniture and equipment at Kshs. 8,000.00 per month		96,000.00	1,745.00	192,000.00	3,490.00
f) Resource persons:					
FIDA (K) members at Kshs. 15,000.00 per month		180,000.00	3,275.00	360,000.00	6,550.00
		1,422,000.00	25,855.00	2,844,000.00	51,710.00

NB: We have used an exchange rate of 1 US\$ = KSHS. 55.00

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BUDGET JUSTIFICATION

Legal aid services

- a) **Counselling services**
Support services for victims of gender violence. This will involve hiring the services of a qualified counsellor to supervise, streamline and render these services.
- b) **Training manual for clients**
This initiative will involve a 5 day workshop which will bring together curriculum development experts, practicing lawyers and FIDA lawyers to develop the training manual. The budget item will also involve publishing, editing, typesetting and artwork.
- c) **Awareness program**
This will involve holding one or two day seminars to disseminate the training manuals to potential community trainers.
- d) **Office supplies**
Office supplies includes stationery, telephone, postage, faxes etc.

Legal Awareness Program - Taita Taveta

- a) **Researcher**
The project researcher will be responsible for collecting and collating data from the paralegals in the field, compiling the paralegal training materials, disseminating the published materials and will work in collaboration with the project coordinator.
- b) **Consultative meeting**
The consultative meetings will be held at the FIDA secretariat. It will involve the trainers, the researcher and the project coordinator. The purpose of the meeting is to design the training curriculum and prepare the training materials.
- c) **Workshop planning meetings**
The consultative meeting will be held in Taita Taveta district. It will bring together the advisory committee, women organization leaders, provincial administration to discuss the required criteria of paralegals and short list the proposed paralegals. They will also choose appropriate venues for the workshop training and decide what dates the paralegal training will take place.