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UNITED STATES OF AMERICA  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
U.S.A.I.D. MISSION TO KENYA

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20 JUN 1997

Mr. Nicholas Otieno  
Chief Executive Officer  
Civic Resource and Information Centre  
P. O. Box 34201  
Nairobi

Subject: Award No. 615-0266-G-00-6078-00

Dear Sir:

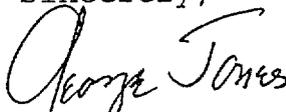
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby grants to the Civic Resource and Information Centre (herein after referred to as CRIC or "Recipient"), the sum of \$47,000.00 in support of the Center for Legal Education and Aid Network's ("CLEAN") program entitled "Participatory Voter Education Through Training of Community-Based Facilitators and Monitors", as described in the Schedule of this award and the Attachment 2, entitled "Program Description."

This award is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending June 30, 1998. USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This award is made to CRIC, on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, entitled "Schedule"; Attachment 2, entitled "Program Description"; and Attachment 3 entitled "Standard Provisions."

Please sign the original and each copy of this letter to acknowledge your receipt of this award, and return the original and all but one copy to the Grant Officer.

Sincerely,



George Jones, PhD  
Grant Officer

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions
4. Standards for USAID Funded Communications Projects

ACKNOWLEDGED: Civic Resource and Information Centre

BY: Nicholas Otiemo Otiemo!

Title: C.E.O

Date: 10<sup>th</sup> July 1997

ACCOUNTING AND APPROPRIATION DATA

A. GENERAL

1. Total Estimated Amount: \$47,000.00
2. Total Program Amount: \$62,510.00
3. Total Obligated Amount: \$47,000.00
4. Cost-Sharing Percentage  
(Non-Federal): 25%
5. Project No.: 615-0266
6. USAID Project Office: OSPP  
P. O. Box 30261  
Nairobi
7. Tax I.D. Number:
8. CEC No.:
9. LOC Number:

B. SPECIFIC

- MAARD
1. ~~PICT~~ Number: 615-0266-370020
  2. Appropriation: 727/81021
  3. Allotment:
  4. BPC: GDV7-97-21615-KG13
  5. PIO/T Obl. Amount: \$47,000
  6. RESCTL NO.: V271029

196

Funds Available
CONT/KENYA
Initials <u>Nea A</u>
Date <u>6/18/97</u>

Drafted: OSPP:SRagama  
Clearance: OSPP:NGitau *NG*  
RLA: RFillinger  
CONT: PKlosky *PK*  
*Wca*  
*LAC*

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ATTACHMENT 1

SCHEDULE

1.1 PURPOSE OF AGREEMENT

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1.5.2 (Continued)

(b) Paying Office. The paying office for this award is:

RFMC  
P. O. Box 30261  
Nairobi

(c) Final Report. Within 90 days following the estimated completion date of this Award, the Recipient shall submit the original and one (1) copy of a final report to the USAID Project Office specified in the Cover Letter of this Award. In addition, one copy shall be submitted to USAID/CDIE/D, Washington, DC 20523-1802. It will cover the entire period of the Award.

1.6 RESOLUTION OF CONFLICTS

Conflicts between any of the Attachments of this Award shall be resolved by applying the following descending order of precedence:

- Attachment 1 - Schedule
- Attachment 2 - Program Description
- Attachment 3 - Standard Provisions

1.7 COST SHARING

The Recipient agrees to expend an amount not less than 25% of the total Federal contribution. Cost sharing contributions will meet the criteria as set out in the Standard Provision entitled "Cost Sharing (Matching)" as shown in Attachment 3.

1.8 TITLE TO PROPERTY

Title to all property financed under this award shall vest in the Recipient in accordance with the Standard Provisions of this Award set forth in Attachment 3.

1.9 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this award is 935.

1.10 COMMUNICATIONS PRODUCTS (OCT 1994)

- (a) Definition - Communications products are any printed materials (other than non-color photocopy material), photographic services or video production services.
- (b) Standards - USAID has established standards for communications products. These standards must be followed unless otherwise specifically provided in the agreement or

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Attachment 1

1.10 (Continued)

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Participatory Voter Education Through Training of Community-Based Facilitators and Monitors" and dated January 1997 is attached hereto as the Program Description (Attachment 2) and is made a part of this Award.

CENTRE FOR LEGAL EDUCATION AND AID NETWORKS  
(CLEAN)  
*a programme of*

## 1.0 INTRODUCTION

This is a sub-proposal of the proposal entitled *Participatory Voter Education Through Training of Community-based Facilitators and Monitors* of January 1997. Thus, the latter provides the background against which this sub-proposal should be considered. Consequently, the sub-proposal:

- identifies more specifically those *activities* in the main proposal which this sub-project will focus on;
- provides a *revised time-plan* for carrying out these activities; and
- provides a *revised budget* based on these activities.

## 2.0 PROPOSED ACTIVITIES

### 2.1 Preparatory seminars-visits

As part of the preparations for, the Centre will facilitate seminars and make visits to two (2) areas in which will be carried out. The two areas are Rift Valley/Eastern Provinces and Western Province. In respect of these areas, there will be need to discuss the criteria for, and process of, selection of those to be trained, apart from dealing with the community-based problems related to the electoral process and modalities of the re-training workshop (including dates; venues; participation and invitations; programme and necessary resources).

No visits will be necessary for the six existing networks in which re-training will be carried out. The six networks are Laikipia Para-legal Network (PLN) (Laikipia District, Central Province), Thika PLN (Thika District, Central Province), Kitui/Mwingi PLN Kitui/Mwingi Districts, Eastern Province), Nyakach PLN (Kisumu District), Rangwe PLN (Homa Bay District) and Coast PLN (Coast Province). The preparatory activities for these will be carried out by the Community-based Network Co-ordination Committee (COBNECCO) of each network.

### 2.2 Preparation of training materials

Each trainee will be provided with materials relating to electoral laws, procedures and principles. This will require reproduction of two booklets which already exist on electoral laws, procedures and principles, and one on election monitoring, through either re-printing or xeroxing. Trainees who are not practising para-legal workers (PLWs) will also be given materials relating to social science research; communication theory and skills; community development; para-legal workers in the community; and dramatic communication as enabling resources.

### 2.3 Training workshops

The Centre will carry out six (6) *re-training workshops*, one (1) each for:

- PLWs/CEWs from Nakuru; Ng'arua; Nanyuki and Thika;
- PLWs/CEWs from Nyakach;
- PLWs/CEWs from Coast; and
- PLWs/CEWs from Rangwe;

and two (2) for PLWs/CEWs from Kitui and Mwingi;

Two (2) *training workshops for new PLWs/CEWs* will be carried out as follows:

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#### **4.0 CO-ORDINATION OF FIELD WORK**

Each of the networks has a five-member Community-based network Coordination Committee (COBNECCO) which co-ordinates the activities of all the PLWs/CEWs within the PLN. In respect of the two new areas, those trained will establish COBNECCOs for the same purpose. The Centre will support the co-ordination activities of the COBNECCOs, including providing minimal support in the form of stationery, record-keeping, report-writing, postage, transport and meals.

The Centre will be responsible for the overall management and co-ordination of the project.

<b>6.1 Preparatory/plann</b>
Transport (Hiring) (1500/
Accommodation and me
Preparatory/planning me
<i>Sub-total (1)</i>
<b>6.2 Production and di</b>
Production (Electoral me
Production (Para-legal n
Purchase of statutes (10
Distribution (15/-x40pax
<i>Sub-total (2)</i>
<b>6.3 Training worksho</b>
<i>Estimates for each traini</i>
Venue (2000/-x2days)
Stationery and related st
Transport (800/-x40pax)
Meals and accommodati
Facilitation expenses
Transport (Hiring) (150
Accommodation/Meals
Production and distributi
<i>Sub-total (3) Estimates f</i>
<b>6.4 Support for post-t</b>
<i>Sub-total (4) Transport &amp;</i>

7. E. V. S. T. M. F. |  
| P. |  
| S. |  
7. T. A. M. S. |  
7. O. S. C. S. |  
| T. C. |  
| G. |  
| G. |

*illustrative budget.*

Attachment A

ILLUSTRATIVE BUDGET CENTRE FOR LEGAL EDUCATION AND AID NETWORKS a programme of CIVIC RESOURCE AND INFORMATION CENTRE	
BUDGET ITEM	AMOUNT US Dollars
PREPARATORY/PLANNING VISITS:	
Transport (Car hire)	288
Accommodation/meals (Resource Persons)	462
Participants' transport & meals	58
Sub Total	<b>808</b>
TRAINING MATERIALS:	
Production costs	846
GOK Statutes	231
Distribution costs	92
Sub Total	<b>1,169</b>
WORKSHOPS (8)	
Venue	615
Stationery/Supplies	769
Participants Transport	4,923
Accommodation/Meals	12,308