

PD-ABP-607

95236

UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT

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

United States Postal Address
U.S.A.I.D./REDSO/ESA
UNIT 64102
APO AE 09831-4102

International Postal Address
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NAIROBI, KENYA
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August 20, 1997

Brother Martin Okong'o
Financial Administrator
Catholic Justice and Peace Commission
Waumini House-Westlands
P.O. Box 48062
Nairobi, Kenya

Subject: Award.No. 623-G-00-97-00044-00

Dear Brother Okong'o

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 Catholic Justice and Peace Commission (herein after referred to as CJ&PC or "Recipient"), the sum of \$167,142.00 to provide support for a program in Civic Education Program Phase II , 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 08/19/1998. USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This award is made to CJ&PC, 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,
Beth S. Paige
Beth S. Paige
Grant Officer
REDDSO/ESA/PRO

Attachments:

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

ACKNOWLEDGED: Catholic Justice and Peace Commission

BY: Mr. MARTIN OKONGO NYANWINJA

Title: FINANCIAL ADMINISTRATOR

Date: 20/08/1997

ACCOUNTING AND APPROPRIATION DATA

A. GENERAL

- 1. Total Estimated Amount: \$167,142.00
- 2. Total Program Amount: \$210,035.00
- 3. Total Obligated Amount: \$167,142.00
- 4. Cost Sharing Amount: \$ 42,893.00
- 5. Cost-Sharing Percentage
(Non-Federal): 20.4%
- 6. Activity Title: Civic Education Program
- 7. USAID Technical Office: OSPP, USAID/Kenya
P.O. Box 20361
Nairobi, Kenya
- 8. Tax I.D. Number: N/A
- 9. CEC No.: N/A
- 10. LOC Number:

B. SPECIFIC

APPROPRIATION: 727/81021
BPC: GDV79721615KG13
RESCTL NO: V271021

SCHEDULE

1.1 PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide support for the program described in Attachment 2 of this Agreement entitled "Program Description."

1.2 PERIOD OF AGREEMENT

The effective date of this Agreement is the date of the Cover Letter and the estimated completion date is 08/19/1998.

1.3 AMOUNT OF AWARD AND PAYMENT

- (a) USAID hereby obligates the amount of \$167,142.00 for the purposes of this Award.
- (b) Payment shall be made to the Recipient in accordance with procedures set forth in the Standard Provision of this Award entitled Payment - Periodic Advance as shown in Attachment 3.

1.4 AWARD BUDGET

The following is the Award Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with the Standard Provision of the Award entitled "Revision of Grant Budget".

LINE ITEM	AMOUNT (\$)
CONSTITUTUENCY MONITORS TRAINING	34,135
POLL WATCHERS TRAINING	90,780
COUNT CERTIFIERS TRAINERS	3,362
REPRINT OG BOOKLETS	
"ELECTIONS AND US"	6,383
A MANUAL FOR ELECTIONS	6,383
CAPACITY BUILDING	
PERSONNEL	7,660
TRANSPORT	18,440
TOTAL USAID CONTRIBUTION	167,142

CJ&PC COST SHARING

LINE ITEM	AMOUNT (\$)
OFFICE SPACE	5,106
PERSONNEL	4,596
EQUIPMENT	33,191
TOTAL RECIPIENT'S SHARE	42,893

1.5 REPORTING

1.5.1 Financial Reporting

- (a) Financial reporting requirements shall be in accordance with the Standard Provision of this award entitled Payment - Periodic Advance as shown in Attachment 3.

1.5.2 Performance Monitoring and Planning Reports

- (a) Reports. The Recipient shall submit an original and one copy of brief quarterly program performance reports, which coincide with the financial reporting periods, to the USAID Technical Office specified in the Cover Letter of this Award. In addition, one copy shall be submitted to USAID/CDIE/D, Washington, DC 20523-1802. These reports shall be submitted within 30 days following the end of the reporting period.

Continued on page 3.

1.5.2 (Continued)

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

Controller
USAID/Kenya
P.O. Box 30261
Nairobi, Kenya

(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 Technical 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 3 - Standard Provisions
Attachment 2 - Program Description

1.7 COST SHARING

The Recipient agrees to expend an amount not less than 20.4% 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.

1.10 (Continued)

- (b) Standards - USAID has established standards for communications products. These standards must be followed unless otherwise specifically provided in the agreement or approved in writing by the agreement officer. A copy of the standards for USAID financed publications and video productions is attached.
- (c) Communications products which meet any of the following criteria are not eligible for USAID financing under this agreement unless specifically authorized in the agreement schedule or in writing by the agreement officer:
 - (1) Any communication product costing over \$25,000, including the costs of both preparation and execution. For example, in the case of a publication, the costs will include research, writing and other editorial services (including any associated overhead), design, layout and production costs.
 - (2) Any communication products that will be sent directly to, or likely to be seen by, a Member of Congress or Congressional staffer; and
 - (3) Any publication that will have more than 50 percent of its copies distributed in the United States (excluding copies provided to CDIE and other USAID/W offices for internal use.

1.11 SPECIAL PROVISIONS

- 1. In accordance with OMB Circular A-122, Section 13.b.(1) grant officer approval is required for the purchase of general purpose equipment with a unit value over \$500. Approval is hereby provided to purchase the following general purpose equipment as budgeted in the negotiated agreement budget:
 - 1 Motor Vehicle
- 2. Recipient shall furnish the Grant Officer with copies of audited financial statements for years 1995 and 1996 by March 31, 1998.

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Civic Education Program Phase II" consisting of 8 pages and dated May 1997 is attached hereto as the Program Description (Attachment 2) and is made a part of this Award.

Executive Summary

This proposal, specifically written for U.S.A.I.D, is more of an update of the originally submitted proposal in June 1996. It is an update owing to the fact that the proposal had been sent to many prospective Donors. It therefore seeks to specify already achieved components as well as specifying for the component that funding is sought from U.S.A.I.D.

This component will be:

Electoral process leading to 1997. General elections, spanning August 1997 to August 1998.

In consonance with the above, further funding will be sought for support variables in the area of Human Resource development and organisational capacity building to successfully realise set objectives. This will also include reprint of already available civic education materials.

1.0 Programme Overview

Since 1992, the Catholic Justice and Peace Commission (CJPC) has sustained a democratisation programme which no doubt a recurrent. The need for civic education emerged in the period immediately preceding repeal of section 29 of the Kenya Constitution, when it emerged that there was a dire need for political education.

Noting that 1997 was going to be General election year, the CJPC conceived of a three year civic education programme in 1996, spanning unto 1998. Essential components of the proposed programme were as follows.

- a) workshops at the following levels.
 - . National
 - . Regional
 - . Diocesan

annual

- b) Evaluation workshops
- c) Civic education materials procurement involving reprint of 1992 materials, and possible development.
- d) Organisational capacity building

2.0 Programme Update

Initially, the response to the donors that the proposal had been submitted to was cautious with the Swedish, Royal Netherlands, Italian embassies and the British High Commission expressing interest in funding, while the Danish embassy, the Fredrich ebert foundation expressing their inability to fund the proposal.

In 1997 however, the Swedish embassy has allocated 300,000 Swedish kroner which has gone to fund regional seminars on election monitoring to train and identify constituency monitors. In addition the embassy also donated one complete computer system and 20 hours of training.

The Italian and Norwegian embassies have also indicated that they are interested in funding the proposal.

Follow up with the British High Commission did not yield much. At one point the outgoing Project Manager Mr. Wyatt Matthews indicated that they will be willing to fund materials productions in the proposal. On his leaving, the successor Mr. Daniel Davies after many meetings, turned down the offer. In a recent Breakfast meeting with the High Commissioner at his residence, Sir Herman asked the Commission to submit a proposal, especially towards activities geared to the 1997 general elections.

Concretely, the Swedish embassy and now U.S.A.I.D will tangibly contribute to the proposal.

3.0 Specific Project Components and rationale justifying visioned projection

This proposal specifically indicates one phase.

3.1 The Electoral process leading to 1997 General elections.

In this proposal, owing to successful 1 national and four regional workshops on elections monitoring (funded by SIDA), funding is sought to actualize the following:

- . Training of 630 constituency members.
- . Training of 20,000 poll watchers.
- . Reprint of 1992 Civic education materials that are relevant to election monitoring.
- . Institutional capacity building, in the way of procuring equipment, and hiring programme staff.

3.1.1 Constituency Monitors

There are 625 parishes in the Catholic Church in Kenya, which roughly sit astride constituencies. The vision is to involve Parish Priests as constituency monitors for a period of two months preceding the elections. Justification for involving them is the fact that they live in the constituencies and have a thorough knowledge of the political dynamics of the area and have means of transport to access the areas. Three monitors in every constituency has identified.

Training will be in the following areas.

- . electoral process
- . management of elections monitoring
- . content of elections monitoring
- . advocacy and community mobilization skills
- . communication skills.

Duration

Training will cover a minimum of 3 days considering that these are the heart and soul of monitoring, and training must be extremely thorough.

Trainers

ADEC has been contacted and expressed willingness and availability to train these monitors.

3.1.2. Poll Watchers

Two poll watchers will be deployed on average in each polling station. With

a working total number of 10,000 polling stations (actual figure 12,500), then 20,000 poll watchers will be trained in the 210 constituencies.

In every polling station, the polling streams/booths vary from one to twenty two. This justifies the placement of two persons per polling station on average basis. Provision has also been made for cases where one is unavailable for duty during the polling day. In addition, one poll watcher may be inside the polling hall, while the other may be outside.

Of crucial importance is the physical presence of Church personnel in polling stations will vitalize, energize and motivate Christians to vote. This is particularly crucial in redressing voter apathy.

Training Areas

The poll watchers will be trained to use the monitoring checklist for polling day.

Trainers

Constituency monitors, and the trained elections monitors (in the month of February 1997) will train the poll watchers. ADEC will provide principal consultancy in technical areas.

Duration

A one day training will be sufficient awaiting announcement of election day when the poll watches will be oriented in a half day exercise.

3.1.3 Count Certifiers

In most cases, the counting of votes takes longer than 12 hours. This is perhaps a time when electoral malpractices abound. For this reason, two count certifiers have been identified. This brings a total of 420 count certifiers for 210 constituencies.

4.0 Reprint of support civic education materials

For purposes of the project, two booklets have been deemed necessary to support the training initiative. These are:

- i) A manual for election monitor
'Monitoring democracy in Kenya' - NEMU, 1992
- ii) Election and Us - Oketch Owiti 1992

For each booklet, it is projected that 15,000 copies will be produced.

5.0 Capacity Building

5.1 Human Resource - Personnel

For this programme, an accountant will be recruited to specifically deal with the financial matters pertaining to the project.

A programme officer, incharge of the electoral elections 1997 will be recruited for the programme period.

5.2 Institutional Buildup

This proposal seeks to purchase one motor vehicle to cater for the transport requirements. The Commission staff will travel long distances to supervise and monitor training.

6.0 Budget

6.1.1 Constituency Monitors Training

	KSHS.
Accommodation @ Kshs.600/- x 3 days x 630	1,134,000.00
Resource persons honorarium @ Kshs.8,000/- x 3 days x 10 workshops	240,000.00
Stationery @ Kshs.7,000/- x 10	70,000.00
Transport refunds @ Kshs.1,000/- x 630	630,000.00
Photocopies @ Kshs.100/- x 630	63,000.00
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	2,137,000.00
Administration expenses @	
i) Telephone costs & faxes 6500 x 11	71,500.00
ii) Postage 3500 x 11	38,500.00
iii) Transport for Coordinators 4000 x 11	44,000.00
iv) Head office operations:	
Transport 5000 x 11	55,000.00
v) Report writing 3000 x 11	33,000.00
vi) Over time for project staff 2000 x 11	22,000.00
vii) Financial accounting & auditing 500 x 11	5,500.00
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	2,406,500.00

6.1.2 Poll Watchers training

No. to be trained - 20,000

No. of workshops - 400

No. of training days 1

Transport refunds @ Kshs.100/- x 20,000	2,000,000.00
Resource persons honorarium @ Kshs.5,000\ - x 400	2,000,000.00
Stationery @ Kshs.1,000/- x 400	400,000.00
Administration expenses:	
i) Telephone costs & faxes 1000 x 400	400,000,00
ii) Postage 500 x 400	200,000,00
iii) Transport for Priests & Coordinators 1000 x 400	400,000,00
iv) Report writing 2000 x 400	800,000,00
v) Accounting & auditing 500 x 4000	200,000,00

Total

6,400,000.00

KSHS.

6.1.3 Count Certifiers training

No. to be trained 420

length of training - 1 day

No. of workshops - 9

Transport refunds - @ Kshs.250/- x 420	105,000.00
Resource persons honoraria @ Kshs.5,000\ - x 9	45,000.00
Stationery @ Kshs.100\ - x 420	42,000.00
	<hr/>
	192,000.00
Administration expenses	
i) Telephone costs & faxes 1000 x 9	9,000.00
ii) Postage 500 x 9	4,500.00
iii) Transport for Priests & Coordinators, 1000 x 9	9,000.00
iv) Report writing 2000 x 9	18,000.00
v) Accounting and auditing 500 x 9	4,500.00

Total

237,000.00

Notes

1. Extra funding will be solicited towards auditing accounts.
2. Monies for activities contained in 3.0 3.1.1 - 3.1.3 and provided for in 6.1.1 - 6.1.3 will be given to the dioceses for implementation, with the supervision of the National Catholic Justice and Peace Commission and (CJPC) U.S.A.I.D officials.
3. For budgeted items contained in 6.2.0 and 6.3.0 implementation will be by the National CJPC.
4. Attached also are the two Booklets that we proposed to reprint.

7.0 Banking Details

Bank Name: Kenya Commercial Bank
Branch: Sarit Centre - Westlands
Account No: 200642556
Account Name: K.C.S. Justice and Peace Commission

8.0 Proposal Prepared by:

Anthony Ndungu Njui
National Secretary
Catholic Justice and Peace Commission

6.2 Reprint of Booklets

6.2.1 'Election and Us'

15,000 copies @ Kshs.30\ - 450,000.00

6.2.2 A manual for Election Monitors

15,000 copies @ Kshs.30\ - 450,000.00

6.3.0 Capacity Building

6.3.1 Human Resource - Personnel

. Programme officer @ Kshs.25,000\ - 300,000.00

. Accountant @ Kshs.20,000\ - 240,000.00

Total 540,000.00

6.3.2 Institutional Capacity Buildup - Transport

1 Motor vehicle (Duty free) @ Kshs.1,300,000\ -

Total 1,300,000.00

SUMMARY FOR ONE YEAR

6.1.1 Constituency Monitors training 2,337,000.00

6.1.2 Poll Watchers training 6,400,000.00

6.1.3 Count Certifiers training 237,000.00

6.2.0 Reprint of Booklets

6.2.1 'Election and Us' 450,000.00

6.2.2 'A manual for Election Monitors' 450,000.00

6.3.0 Capacity Building

6.3.1 Personnel 540,000.00

6.3.2 Transport (Motor Vehicle) 1,300,000.00

Total 11,783,500.00