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

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30 SEP 1997

Mr. John Munuve  
Chief Executive Officer  
The National Council of NGOs  
P. O. Box 48278  
Nairobi

Subject: Award No. 615-0266-G-00-7034

Dear Mr. Munuve:

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 The National Council of NGOs (herein after referred to as NCNGO or "Recipient"), the sum of \$30,500.00 in support of Young Muslims Association ("YMA") for a program entitled "Muslim Stake in the Constitutional Reform Process", 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 September 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 NCNGO, 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 which have been agreed to by your organization."

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,

*Lee Ann Ross*

Lee Ann Ross  
Grant Officer

Attachments:

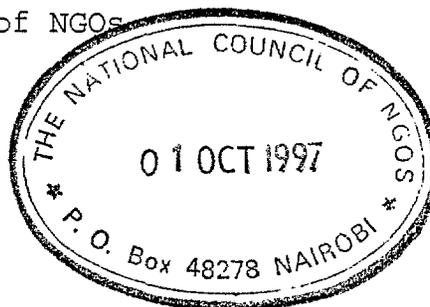
1. Schedule
2. Program Description
3. ~~Standard Provisions~~
4. ~~Standards for USAID Funded Communications Projects~~

ACKNOWLEDGED: The National Council of NGOs

BY:  John M. Murre

Title: CEO.

Date: 1-10-1997.



ACCOUNTING AND APPROPRIATION DATA

A. GENERAL

1. Total Estimated Amount: \$30,500.00
2. Total Program Amount: \$44,000.00
3. Total Obligated Amount: \$30,500.00
4. Cost-Sharing Percentage  
(Non-Federal): 30%
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

1. PIO/T Number: 615-0266-3-70044
2. Appropriation: 727/81021
3. Allotment: V271080
4. BPC: GDV7-97-21615-KG13
5. PIO/T Obl. Amount: \$30,500

196

Funds Available
CONT/KENYA
Initials <i>NS</i> 29 97
Date 9/29/97

*NS*

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ATTACHMENT 1

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 September 30, 1998.

1.3 AMOUNT OF AWARD AND PAYMENT

- (a) USAID hereby obligates the amount of \$30,500.00 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".

ESTIMATED GRANT BUDGET

Cost Element	USAID US\$	Counterpart US\$	Total US\$
Secretariat Support	5,137	1,000	6,137
Civic Education Materials Workshops, Production and Distribution of Reports	12,182	0	12,182
Administrative Officer and Transport Coordinator	13,181	0	13,181
	0	12,500	12,500
	<u>30,500</u>	<u>13,500</u>	<u>44,000</u>

Exchange Rate: KShs. 55.00 to US\$ 1.00

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 (Continued)

## 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 Project Office specified in the Cover Letter of this Award. These reports shall be submitted within 30 days following the end of the reporting period.

(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. 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 30% 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

## 1.10 (Continued)

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.

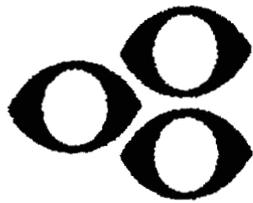
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Attachment 2

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Muslim Stake in the Constitutional Reform Process" and dated August 1997 is attached hereto as the Program Description (Attachment 2) and is made a part of this Award.



# The National Council of NGOs

26th September, 1997

Ms. Lee Ann Ross  
USAID  
NAIROBI

Dear Lee Ann,

**RE: YOUNG MUSLIMS ASSOCIATION**  
**CONSTITUTIONAL REFORMS PROJECT**

I am writing to confirm that the NGO Council has agreed to support the above mentioned project.

In line with this commitment, the Council agrees to facilitate the program on behalf of the **YOUNG MUSLIMS ASSOCIATION**. This includes submitting the necessary financial and narrative reports.

Regards

**JOHN MUNUVE**

C.C. Mr. Abdulrahman Wandati  
Young Muslims Association  
NAIROBI

**MUSLIM CONSULTATIVE COUNCIL  
FOR CONSTITUTIONAL REFORMS**

(Under the umbrella of SUPKEM)

P. O. BOX 48509  
NAIROBI1st Floor, Jamia Plaza  
Kigali StreetTEL : 02-229896  
FAX : 02-22975622<sup>nd</sup> July 1997Ms Nancy Gitau  
USAID  
Fax No 749590  
Nairobi

Dear Ms Gitau

**REVISED PROPOSAL ON MUSLIM STAKE ON CONSTITUTIONAL  
REFORM PROCESS**

Further to our telephone conversation of 3<sup>rd</sup> July, enclosed please find the revised proposal.

We wish to also inform you that the two day Convention for which we submitted the first proposal ended very successfully. This Convention was made possible by SIDA.

If any fruits have to be reaped from it, then follow-up action is imperative. On the strength of our telephone conversation, we have refrained from sending this proposal to any other donor(s).

Since I will be away on a USAID Democracy Scholarship until the end of August 1997, please feel free to deal with Mr Said Athman on Tel 246618 or Mr Abdulhamid Slatch on 229896 or 2 9756.

We hope that USAID will find it worth of its support.

Sincerely yours

  
For A. M. Wandati

**PROPOSAL**

**1.0 NAME:** MUSLIM STAKE IN THE CONSTITUTIONAL REFORM PROCESS  
The quest for the Muslim Position.

**1.1 Target areas:** The Muslim opinion leaders, Muslim community and other stake holders.

**1.2 Beneficiaries:** The Muslim community and the nation in general.

In this respect, the Muslim community will benefit through awareness created by this project and will appreciate the constraints of the current constitution and the positions taken by both Government and the pro-reform activists.

Other stake holders will benefit from the muslim position articulated and disseminated within the realm of this project. Finally, with an enhanced awareness of issues by the Muslim community, with an appreciation of the muslim position by the other stake holders meaning full dialogue - a dialogue of partners will ensue and be sustainable.

**1.3.0 Umbrella Body:** SUPKEM (Supreme Council of Kenya Muslims)

**1.3.1 Implementing Body:** Muslim Consultative Council (M.C.C). This body initially known as IJMA was renamed during the meeting of Muslim Scholars held at the Panafic Hotel Nairobi on 5th July 1997. It was felt that IJMA be replaced by the name: Muslim Consultative Council (MCC).

**1.3.2 Application forwarded to:** United States Agency for International Development (USAID).

**1.4 Community Contribution:**

For the purpose of this part of the proposal community shall mean Muslim Consultative Council of Scholars and Opinion leaders (MCC) and the general Muslim Community in the country. The Community's contribution will be the pursuit of the establishment of Democratic Principles in the society, mobilization towards the same, dissemination of principles and identification of ideal candidates for training as trainers for Democracy, Election Monitoring and Observation and Civic Educators.

**1.5 Project Costs:** See budget

**1.6 Amount requested for:** See budget

**1.7 Funding cycle:** See budget

**1.8 Duration**

This project was designed to have 4 phases. Part of phase I was funded by SIDA and took the form of a two day workshop for Muslim Scholars and Opinion Leaders. The purpose of this workshop was to get a theological verdict from the scholars on the permissibility or otherwise of Muslims engagement in the constitutional reform debate and process and Elections.

Secondly was to get an indication from Muslim opinion leaders regarding the muslim community's aspiration as basis for negotiations with other stake holders in the Constitutional Reform Debate.

Part of the activities for this phase include dissemination of the workshop proceedings, establishment of task forces and alliances. While the past workshop brought together Muslim scholars and opinion leaders from across all sectors of society, and while a consensus was developed regarding the permissibility of Muslim participation in the country, there is currently a strong voice advocating the contrary.

Phase II of the project therefore intends to carry out a series of activities starting with a symposium bringing the scholars who benefited from the two day workshop on one side and those opposed to the participation of Muslims living in a non-Islamic state in the political affairs of their countries on the other.

It is expected that arguments advanced in support of Muslim participation in the political affairs of the country will convince all those who could otherwise not be won over.

The second activity in this phase will include the publication and dissemination of the symposium proceedings Phase III intends to sensitise key Imams to whom the whole Muslim community look.

#### 1.9 Project Description:

*Muslim stake in the Constitutional Reform Process: The quest for the Muslim position is a means of involving the Muslim community into the democratization process through a consultative and participatory manner, designed initially to deal with the Constitutional Reform Debate. This project by mandate of resolutions passed on 5th and 6th July 1997 during the IJMA convention of Muslim Scholars and Opinion Leaders held at Panafric Hotel has broadened and will seek to initiate and oversee all democratisation activities in the Muslim community. The project will undertake Consultation Civic Education, Monitoring and Observing of Elections and Promotion of Just Practices in society.*

#### 2.0 Background:-

Muslim stake in the Constitutional Reform Process was convened to create a forum through which the Muslims in Kenya could reach a consensus on the theological basis for the community's involvement in the Constitutional and Electoral Process. This was achieved through the resolutions passed during the two day convention mentioned above.

These resolutions established the foundation for Muslim co-operation with other stake holders in the democratization and reforms arena. In order to implement the resolutions, a plan of action and budget were developed and are attached.

#### 3.0 Justification

The political participation of Muslims in the country has almost always been individual in approach. The result of this situation has been a misrepresentation of the true Muslim position on many matters. An individual voice has always been mistaken for the community's position. This state of affairs has seen Muslims always lag behind in national initiatives or fall upon their own cacoon for "political survival".

The success of the convention referred to above is proof that Muslims as a community have now come of age in political terms and are ready for a communal approach to democratization and reform. That this convention was funded by non traditional Muslim sources could further illustrate that perhaps now is the time to breakdown the "Isolationist" principle that define Muslim-non-Muslim relations in the world generally and in Kenya in particular.

The political rhetoric in the country today seems to revolve around the call for dialogue. Muslims would like to be part of this dialogue. To effectively do that, they need to identify fitting principles representatives and to review commonly held principles of democratic Governance. It cannot be denied that in this process Muslims need affirmative action and acceptance by others. Any other way will drive them back to seclusion once more.

If the community is well prepared and empowered to participate in the National politics within clearly defined rules, there will not be any reason to support ethnic based calls from any quarters. With the conclusion of the two days convention was established an important human resource base that can be relied upon to act as fulcrum for this process. What is required is the immediate implementation of the resolutions to keep the spirit alive and reach out to more people.

In short, only immediate follow-up activities can guarantee the survival of this spirit and dissemination of the ideals of this process.

#### 4.0 Organizational Goal

To establish and maintain a consultative representative and democratic forum through which the Muslims aspirations and contribution to national debate can be main-streamed.

#### 4.1 Objectives

1. To fill the structural vacuum oftenly filled by opportunists to push for individual positions in the name of Islam and Muslims.
2. To maintain a close link with other democratic initiatives in the country.
3. To undertake civil education and other democratic compaigns within the Muslim community.

4.2 Activities: See plan of action

4.3 Budget: See budget

5.0 Management: See MCC structure

**MUSLIM CONSULTATIVE COUNCIL (MCC)  
ACTION PLAN**

	TASK	DURATION	ANTICIPATED START DATE	ANTICIPATED END DATE	RESPONSIBILITY	ANTICIPATED OUTPUTS
1	Set up MCC structures and reporting mechanisms	2 weeks	01.09.97	15.09.97	BOARD	Defined MCC scope, structures and potential
2	Set up Secretariat	8 weeks	15.09.97	15.11.97	BOARD	Defined MCC Executive Focus
3	Disseminate 1st Convention Information	2 weeks	01.09.97	15.09.97	SECRETARIAT	500 pax receive seminar information
4	Set up Technical Task Force (TTF) and facilitate its operations	4 months	07.09.97	07.01.98	BOARD	Specific Muslim concerns in the Constitution identified
5	Disseminate outcome of TTF	2 months	21.01.98	20.03.98	SECRETARIAT	Informed position by Muslims on their concerns
6	Set up Sisters Network and facilitate its operations	6 months	07.09.97	06.03.98	BOARD	Mobilisation of Muslim women input in the process
7	Set up Professionals and Businessmen Forum and facilitate its operations	6 months	01.10.97	01.04.98	BOARD	Adoption of the Muslim Position by key Muslim actors
8	Popularise Constitutional Reforms amongst Muslim Structures	12 months	01.09.97	01.08.97	BOARD & SECRETARIAT	Acceptance of MCC in Muslim and national fora
9	Engage with non-Muslim actors in the reform process	2 months	01.09.97	01.08.97	BOARD & SECRETARIAT	Mainstreaming of the Muslim position
10	Involve Muslims from all political persuasions in MCC structures and processes	12 months	01.09.97	01.08.97	BOARD & SECRETARIAT	Galvanising of the Muslim voice on issues
11	Hold a workshop with anti-reformists	2 days	18.10.97	19.10.97	BOARD	Correct Islamic Position published
12	Initiate regular consultation with Muslim institutions	12 months	01.09.97	01.08.97	BOARD & SECRETARIAT	Adoption of the Muslim Position by key Muslim actors
13	Hold 2nd Convention and develop the Muslim Position	1 day	06.09.97	06.08.97	MCC	Feedback and endorsement of the Muslim Position
14	Design and disseminate civic education materials specific to Muslims	4 months	01.10.97	02.04.98	BOARD & SECRETARIAT	Domesticate civic education to Muslims
15	Train Muslim civic educators	1 month	01.10.97	30.11.97	BOARD	Developed confidence to manage democratic processes

**MUSLIM CONSULTATIVE COUNCIL (MCC)  
ACTION PLAN**

	TASK	DURATION	ANTICIPATED START DATE	RESPONSIBILITY	ESTIMATED COST (KSH)	ANTICIPATED OUTPUTS
1	Set up MCC structures and reporting mechanisms	2 weeks	14.7.97	BOARD		Defined MCC scope, structures and potential
2	Set up Secretariat	8 weeks	21.7.97	BOARD	175,000	Defined MCC Executive Focus
3	Disseminate 1st Convention Information	2 weeks	21.7.97	SECRETARIAT	70,000	500 pax receive seminar information
4	Set up Technical Task Force (TTF) and facilitate its operations	4 weeks	14.7.97	BOARD	30,000	Specific Muslim concerns in the Constitution identified
5	Disseminate outcome of TTF	2 weeks	18.8.97	SECRETARIAT	15,000	Informed position by Muslims on their concerns
6	Set up Sisters Network and facilitate its operations	4 weeks	21.7.97	BOARD	60,000	Mobilisation of Muslim women input in the process
7	Set up Professionals and Businessmen Forum and facilitate its operations	4 weeks	28.7.97	BOARD	2,500	Adoption of the Muslim Position by key Muslim actors
8	Popularise Constitutional Reforms amongst Muslim Structures	Continuous	21.7.97	BOARD & SECRETARIAT	150,000	Acceptance of MCC in Muslim and national fora
9	Engage with non-Muslim actors in the reform process	Continuous	14.7.97	BOARD & SECRETARIAT	5,000	Mainstreaming of the Muslim position
10	Involve Muslims from all political persuasions in MCC structures and processes	Continuous	14.7.97	BOARD & SECRETARIAT	0	Galvanising of the Muslim voice on issues
11	Hold a workshop with anti-reformists	2 days	28.7.97	BOARD	50,000	Correct Islamic Position published
12	Initiate regular consultation with Muslim institutions	Continuous	21.7.97	BOARD & SECRETARIAT	0	Adoption of the Muslim Position by key Muslim actors
13	Hold 2nd Convention and develop the Muslim Position	1 day	30.8.97	MCC	450,000	Feedback and endorsement of the Muslim Position
14	Design and disseminate civic education materials specific to Muslims	8 weeks	15.9.87	BOARD & SECRETARIAT	370,000	Domesticate civic education to Muslims
15	Train Muslim civic educators	1 week	1.10.97	BOARD	300,000	Developed confidence to manage democratic processes
					1,677,500	

ILLUSTRATIVE GRANT BUDGET  
YOUNG MUSLIMS ASSOCIATION

COST ELEMENT	USAID Kshs.	USAID \$ U.S.
<b>SECRETARIAT COSTS:</b>		
Administrator	20,000	364
Office Assistant	8,000	145
Telephone Heads/Lines/Fax Machine	56,000	1,018
Stationery/Telephone/Fax/Photocopying	91,000	1,655
<b>Subtotal</b>		<b>3,182</b>
<b>CIVIC EDUCATION</b>		
Materials & Printing	208,000	3,782
Travel/Communication/Venue	169,000	3,073
Accommodation/Meals	161,000	2,927
Facilitation/Coordination	132,000	2,400
<b>Subtotal</b>		<b>12,182</b>
<b>TECHNICAL &amp; PROFESSIONAL TASK FORCE</b>		
Technical Task Force	45,000	818
Professional & Businessmen Forum	2,500	45
Other Networks	60,000	1,091
<b>Subtotal</b>		<b>1,955</b>
<b>CONSTITUTIONAL REFORM</b>		
Workshops	505,000	9,181
Production & Distribution of materials	220,000	4,000
<b>Subtotal</b>		<b>13,181</b>
<b>TOTAL</b>	<b>1,677,500</b>	<b>30,500</b>

EXCHANGE RATE Ksh.55=\$1.00

**MUSLIM CONSULTATIVE COUNCIL  
FOR CONSTITUTIONAL REFORMS**

(Under the umbrella of SUPKEM)

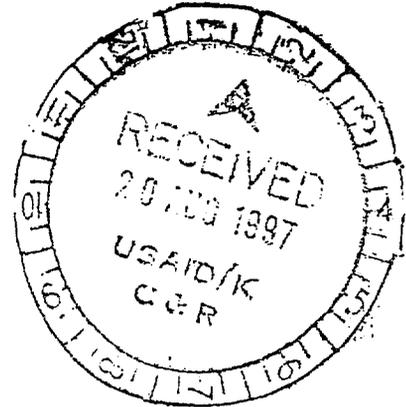
P. O. BOX 48509  
NAIROBI

1st Floor, Jamia Plaza  
Kigali Street

TEL : 02-229896  
FAX : 02-229756

20<sup>th</sup> August 1997

Ms Nancy Gitau  
Project Manager  
Democracy and Governance Project  
United States Agency For International Development  
Fax No 751613  
Nairobi



For the attention of Isaac Kataka

Dear Ms Gitau

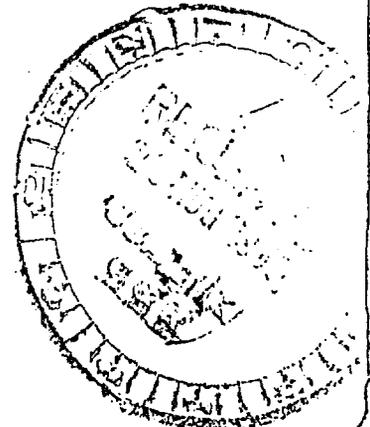
**BREAKDOWN OF BUDGET LINES FOR THE PROPOSAL ON MUSLIM  
STAKE ON CONSTITUTIONAL REFORM PROCESS**

Further to our meeting on 7<sup>th</sup> August 1997 we send herewith the budget  
breakdown as agreed.

We hope we shall now be able to sign the contract so that work can start.

Sincerely yours

Said Athman



# MUSLIM CONSULTATIVE COUNCIL

## BUDGET BREAKDOWN

ACTIVITY	ITEMS	BUDGET	MUSLIM CONTRIBUTION
1 Set up Secretariat (2 months)		175,000	Offices
	Fax	30,000	Volunteers
	2 telephone heads	6,000	Coordination
	2 telephone lines	20,000	
	Postage	19,000	
	Administrator	20,000	
	Office assistant	8,000	
	Telephone bills	20,000	
	Photocopying	20,000	
	Stationery	20,000	
	Office expenses	12,000	
2 Disseminate 1st Convention Information		70,000	
	Translations	9,000	Offices
	Photocopying	45,000	Volunteers
	Travel	10,000	
	Postage	6,000	
3 Set up Technical Task Force (TTF) and facilitate its operations		30,000	
	Stationery	4,000	Offices
	Documentation	8,000	Volunteers
	Refreshments	8,000	Venue
	Allowances	12,000	Transport
4 Disseminate outcome of TTF		15,000	
	Photocopying	4,500	Offices
	Translation	4,300	Volunteers
	Travel	5,000	
	Postage	1,200	
5 Set up Sisters Network and facilitate its operations		60,000	
	Stationery	8,000	Offices
	Documentation	12,000	Volunteers
	Refreshments	16,000	Venue
	Allowances	24,000	Transport
6 Set up Professionals and Businessmen Forum and facilitate its operations		2,500	
	Refreshments	1,000	
	Documentation	1,500	
7 Popularise Constitutional Reforms amongst Muslim Structures		150,000	
	Design MCC materials	10,000	Offices
	Printing	20,000	Volunteers
	Postage	20,000	
	Travel 8 provinces	40,000	
	Newsletter	60,000	
8 Engage with non-Muslim actors in the reform process		5,000	5,000 Volunteers

9	<i>Hold a workshop with anti-reformists</i>	<b>50,000</b>	
	Travel		9,000 Volunteers
	Accomodation		8,000
	Venue		10,000
	Documentation		6,000
	Lunch & teas		12,000
	Facilitation/Coordination		7,000
10	<i>Hold 2nd Convention and develop the Muslim Position</i>	<b>450,000</b>	
	Venue		10,000 Volunteers
	Transport		50,000 Offices
	Accomodation		125,000
	Documentation		40,000
	Meals		140,000
	Communication		30,000
	Facilitation/Coordination		55,000
11	<i>Design and disseminate civic education materials specific to Muslims</i>	<b>370,000</b>	
	Design materials		40,000 Volunteers
	Printing		150,000
	Travel		108,000
	Facilitation/Coordination		72,000
12	<i>Train Muslim civic educators</i>	<b>300,000</b>	
	Venue		10,000 Volunteers
	Transport		21,000
	Accomodation		70,000
	Documentation		18,000
	Meals		81,000
	Communication		30,000
	Facilitation/Coordination		60,000
<b>Total Budget</b>		<b>1,677,500</b>	