

PD-ABC-159
96520



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

UNITED STATES POSTAL ADDRESS

US AID MISSION TO KENYA
UNIT 64102
APO AE 09831 - 4102

INTERNATIONAL POSTAL ADDRESS

POST OFFICE BOX 30261
NAIROBI, KENYA
TEL: 254-2-751613
FAX: 254-2-749590

05 DEC 1997

Mr. Patrick Merleo
Senior Associate
National Democratic Institute
Nairobi

Subject: Award No. 615-0266-G-00-8010

Dear Mr. Merleo:

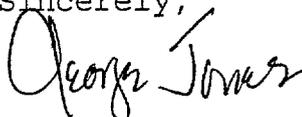
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby grants to the National Democratic Institute (herein after referred to as NDI or "Recipient"), the sum of \$62,491.00 to provide support for a program in Political Party Pollwatcher Training, 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 December 31, 1998. USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This award is made to NDI, on condition that the funds will be administered in accordance with the terms and conditions as set forth in 22 CFR 226, entitled "Administration of Assistance Awardsto U.S. Non-Governmental Organizations"; 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,



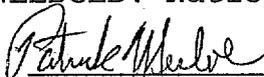
George Jones, PhD
Grant Officer

Attachments:

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

ACKNOWLEDGED: National Democratic Institute

BY:



Title:

Senior Associate

Date:

08-12-97

ACCOUNTING AND APPROPRIATION DATA

A. GENERAL

- 1. Total Estimated Amount: \$62,491.00
- 2. Total Program Amount: \$62,491.00
- 3. Total Obligated Amount: \$62,491.00
- 4. Cost-Sharing Percentage
(Non-Federal): %
- 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
- 2. Appropriation: 727/81021 - \$50,000 V281006
728/91021 - \$12,491 V281007
- 3. Allotment:
- 4. BPC: GDV7-98-21615-KG13
GDV8-98-21615-KG13
- 5. PIO/T Obl. Amount: \$62,491

196

Funds Available
CONT/KENYA \$12,491
Initials NDA
Date 12/5/97

05 Dec 97

TABLE OF CONTENTS		PAGE
ACCOUNTING AND APPROPRIATION DATA		
ATTACHMENT 1		4
SCHEDULE		4
1.1	PURPOSE OF AGREEMENT	4
1.2	PERIOD OF AGREEMENT	4
1.3	AMOUNT OF AWARD AND PAYMENT	4
1.4	BUDGET	4
1.5	REPORTING AND EVALUATION	5
1.5.1	Financial Reporting	5
1.5.2	Monitoring and reporting program performance	5
1.6	TITLE TO AND CARE OF PROPERTY	5
1.7	AUTHORIZED GEOGRAPHIC CODE	5
1.8	INDIRECT COSTS	5
1.9	RESOLUTION OF CONFLICTS	5
1.10	COMMUNICATIONS PRODUCTS (OCT 1994)	6
1.11	PAYMENT OFFICE	6
ATTACHMENT 2		7
PROGRAM DESCRIPTION		7
ATTACHMENT 3		8
STANDARD PROVISIONS		8
3.1	INELIGIBLE COUNTRIES (MAY 1986)	8
3.2	NONDISCRIMINATION (MAY 1986)	8
3.3	U.S. OFFICIALS NOT TO BENEFIT (NOV 1985)	8
3.4	INVESTMENT PROMOTION (JAN 1994)	8
3.5	NONLIABILITY (NOV 1985)	9
3.6	AMENDMENT (NOV 1985)	9
3.7	NOTICES (NOV 1985)	9
3.8	OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT (AUG 1992)	9
3.9	INTERNATIONAL AIR TRAVEL AND TRANSPORTATION (DEC 1995)	10
3.10	AID ELIGIBILITY RULES FOR GOODS AND SERVICES (AUG 1992)	15
3.11	REGULATIONS GOVERNING EMPLOYEES (AUG 1992)	19
3.12	USE OF POUCH FACILITIES (AUG 1992)	20
3.13	CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY (NOV 1985)	21
3.14	PUBLIC NOTICES (AUG 1992)	21
ATTACHMENT 4		22
STANDARDS FOR USAID-FUNDED PUBLICATIONS		22
STANDARDS FOR USAID-FUNDED VIDEO PRODUCTIONS		24

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 December 31, 1998.

1.3 AMOUNT OF AWARD AND PAYMENT

- (a) USAID hereby obligates the amount of \$62,491.00 for the purposes of this Agreement.
- (b) Payment shall be made to the Recipient by Payment - Periodic Advance in accordance with procedures set forth in 22 CFR 226.22.

1.4 BUDGET

The following is the Agreement Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with 22 CFR 226.25.

ESTIMATED GRANT BUDGET

Cost Element	USAID US\$	Counterpart US\$	Total US\$
Workshops	20,000	0	20,000
Transport & Perdiem	20,400	0	20,400
Communication & Printing	5,000	0	5,000
Consultants/Training	5,200	0	5,200
Indirect Cost @ 23.5%	11,891	0	11,891
Total	<u>62,491</u>		<u>62,491</u>

Exchange Rate: KShs. 63.00 to US\$1.00

1.5 REPORTING AND EVALUATION

1.5.1 Financial Reporting

In keeping with the requirements established in 22 CFR 226.52, the Recipient is required to:

- (a) Submit an original and two copies of a "Request for Advance or Reimbursement", SF 270, on a monthly basis to:
- (b) Prepare a "Financial Status Report", SF 269a, on an accrual basis and submitted quarterly in an original and two copies to:

1.5.2 Monitoring and reporting program performance

- (a) Requirements. The Recipient shall submit an original and one copy of a brief quarterly program report to the address listed in the Cover Letter. In addition, one copy shall be submitted to USAID/CDIE/DI, Washington, DC 20523-1802. A final performance report is also required.
- (b) Contents. The Program report shall briefly present the information contained in 22 CFR 226.51(d).

1.6 TITLE TO AND CARE OF PROPERTY

Title to all property financed under this award shall vest in the Recipient subject to the requirements of 22 CFR 226.30 through 37.

1.7 AUTHORIZED GEOGRAPHIC CODE

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

1.8 INDIRECT COSTS

No indirect costs will be charged to this Award. The Recipient understands and agrees that indirect costs attributable to this Award will be absorbed by the Recipient and considered cost sharing.

1.9 RESOLUTION OF CONFLICTS

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

- Attachment 1 - Schedule
- 22 CFR 226
- Attachment 2 - Program Description
- Attachment 3 - Standard Provisions

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 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 PAYMENT OFFICE

RFMC
P. O. Box 30261
Nairobi

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Political Parties' Pollwatcher Training" and dated November 1997 is attached hereto as the Program Description (Attachment 2) and is made a part of this Award.

SUPPLEMENTAL PROPOSAL: POLITICAL PARTY POLLWATCHER TRAINING

Program Dates: December 9-22, 1997

Amount: \$62,491

SUMMARY

The National Democratic Institute for International Affairs (NDI), in ^{collaboration} partnership with the Institute for Education in Democracy (IED), proposes to organize a series of political party pollwatcher training sessions prior to the presidential, parliamentary and municipal elections scheduled for December 29, 1997. This is in response to requests made by political parties which seek to increase their capacity to participate effectively in the electoral process, thereby contributing to its overall transparency.

BACKGROUND

National elections have been scheduled to take place on December 29. They take place against the backdrop of considerable unrest in the country over a large number of institutional impediments to legitimate elections. A series of demonstrations earlier in the year have led to renewed pressure on President Moi to institute a number of critical reforms. At the same time, the international community and international financial institutions sent a common and clear signal indicating that fraudulent elections would not be countenanced.

In response to this domestic and international pressure President Moi encouraged a parliamentary negotiation process, the Inter-Parties Parliamentary Group (IPPG), in which KANU and most of the opposition parties represented in parliament agreed on a series of wide-ranging and potentially significant reforms. Some parties and civic groups have criticized the reforms as falling short of creating conditions under which legitimate elections could take place.

Most political parties have agreed to participate in the elections, but many continue to express concerns about the integrity of the process. These concerns include, in part, potential or actual problems with voter registration, intimidation before and during the polls, pro-government media orientation, bias on the part of the polling place officials and manipulation of the results.

The pre-election Kenyan environment reflects the promise inherent in the reforms underway. It also contains, however, the possibility of elections which could be undermined by a lack in confidence both in the transparency of the process and its results. NDI therefore proposes to implement a program, in collaboration with IED, to train political party pollwatchers who could observe election activities and be present in polling places. Their presence could help to deter fraud. They could also identify problems as they arise and report to their parties on the conduct of the elections. In this fashion, the overall legitimacy of the process could be heightened.

A successful political party training program could also position NDI well to play a productive roll in the post-election environment when relations between parties may be difficult and communication important. NDI may be able to play a role in organizing a post-election round-

table or support intra-party dialogue on further constitutional and institutional development.

ACTIVITIES

NDI would identify two international trainers with backgrounds in political party training. They would arrive in-country on about December 10 for two days of orientation and preparation for the training of trainers seminars. Issues to be covered in the training session would include: security; electoral procedures; roles of election officials, party agents and observers; the voting process; the complaint process and transmission of ballot boxes to counting places.

The first training session would be conducted in Nairobi for national party heads responsible for organizing their respective party's agent program. A second series of training seminars would be conducted in each of the eight regions of the country. These seminars would be attended by regional party trainers who would then be responsible for training at the constituency level.

Printed materials would be produced on the rights, duties and responsibilities of party agents at the polling sites and counting centers. NDI would invite all major parties to participate.

EVALUATION

NDI would assess the impact of the project by determining the extent to which the information conveyed has been utilized by the political parties. This includes, for example, whether party agents recognize problems or deal with questionable situations more effectively than in the absence of the training. NDI will have a small presence in Kenya at the time of the elections in part to assess the effectiveness of its NGO and political party training. NDI also anticipates conducting post-election programming during which further assessments can be conducted. The NGO monitoring report on the elections would also provide useful information on the role of the party agents.

POLITICAL PARTY POLLWATCHING TRAINING
BUDGET (drafted 3 December 1997)

I. COMMUNICATIONS		\$ 1,000
II. TRAVEL AND PER DIEM		
a. International Travel		
2 RT DC/Nairobi @ \$3,500	\$ 7,000	
b. Per Diem		
2 international trainers		
@ \$185/day x 6 days in Nairobi	\$ 5,180	
@ \$146/day x 7 days in regions	\$ 2,044	
2 Kenyan consultants		
@ \$146/day x 13 days	\$ 3,796	
c. Ground Transportation		
Nairobi: 2 cars @ \$50/day x 6 days	\$ 600	
Regions: 2 vehicles @ \$540/week x 1 week	\$ 1,080	
Fuel	\$ 500	
c. Other travel costs	\$ 200	
Subtotal		\$20,400
III. CONTRACTUAL SERVICES		
Printing		\$ 4,000
IV. CONSULTANTS		
2 x NDI Consultant fees @ \$200/day x 13 days	\$ 5,200	
V. OTHER DIRECT COSTS		
Workshops		\$20,000
TOTAL DIRECT COSTS		\$50,600
Indirect costs (@ 23.5%) of total direct costs		\$11,891
TOTAL COSTS		\$62,491