

PD-ABG-794

PD-ABG-794

**USAID**



**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**

22 JUL 1993

Ms Lydia Mwangada  
Director  
Kireti Women Organization  
P O Box 75670  
Nairobi

Subject Award No 615-0267-G-00-8062

Dear Madam

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 Kireti Women Organization (herein after referred to as KIWO or "Recipient"), the sum of \$25,000 00 to provide support for a program in Grassroot Civic Education for Women Groups of Mwatate Division Taita Taveta District/Coast Province, 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 11/30/1999 USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount

This award is made to KIWO, 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 "

**BEST AVAILABLE COPY**

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,  
*Dana Vogel*  
Dana Vogel  
Grant Officer

Attachments

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

ACKNOWLEDGED Kireti Women Organization

BY LYDIA MWANGADA *Lydia Mwangada*  
Title DIRECTOR  
Date 27/7/98

2

ACCOUNTING AND APPROPRIATION DATA

A GENERAL

1 Total USAID Estimated Amount \$25,000 00  
2 Total Program Amount \$40,200 00  
3 Total Obligated Amount \$25,000 00  
4 Cost-Sharing Percentage  
Non-Federal) 38%  
5 Activity Title  
6 USAID Technical Office OSPP  
P O Box 30261  
Nairobi  
7 Tax I D Number  
8 CEC No  
9 LOC Number

B SPECIFIC

BPC GDV8-98-21615-KG13  
APP 728/91021  
RCN: V281038

104

Funds Available
CONT/KENYA
Initials. Noa
Date 7/25/98

## 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 AWARD BUDGET	4
1 5 REPORTING	4
1 5 1 Financial Reporting	4
1 5 2 Performance Monitoring and Planning Reports	4
1 6 RESOLUTION OF CONFLICTS	5
1 7 COST SHARING	5
1 8 TITLE TO PROPERTY	5
1 9 AUTHORIZED GEOGRAPHIC CODE	5
1 10 PAYMENT OFFICE	5
ATTACHMENT 2	6
PROGRAM DESCRIPTION	6
ATTACHMENT 3	7
STANDARD PROVISIONS	7
3 1 ALLOWABLE COSTS (JUN 1993)	7
3 2 ACCOUNTING, AUDIT, AND RECORDS (MAR 1994)	8
3 3 REFUNDS (JUN 1993)	9
3 4 REVISION OF GRANT BUDGET (JUN 1993)	9
3 5 TERMINATION AND SUSPENSION (JUN 1993)	10
3 6 DISPUTES (JUN 1993)	11
3 7 INELIGIBLE COUNTRIES (MAY 1986)	12
3 8 DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (MAR 1989)	12
3 9 U S OFFICIALS NOT TO BENEFIT (NOV 1985)	13
3 10 INVESTMENT PROMOTION (JAN 1994)	13
3 11 NONLIABILITY (NOV 1985)	14
3 12 AMENDMENT (NOV 1985)	14
3 13 NOTICES (NOV 1985)	14
3 14 METRIC SYSTEM OF MEASUREMENT (AUG 1992)	14
3 15 PAYMENT - COST REIMBURSEMENT (MAY 1986)	14
3 16 USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (MAR 199	15
3 17 TITLE TO AND USE OF PROPERTY (GRANTEE TITLE) (MAY 1986)	19
3 18 COST SHARING (MATCHING) (JUN 1993)	19
3 19 PUBLIC NOTICES (JUN 1993)	23
ATTACHMENT 4	24
STANDARDS FOR USAID-FUNDED PUBLICATIONS	24

615-0267-G-00-8062

	PAGE
TABLE OF CONTENTS	
STANDARDS FOR USAID-FUNDED VIDEO PRODUCTIONS	26

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 11/30/1999

1 3 AMOUNT OF AWARD AND PAYMENT

(a) USAID hereby obligates the amount of \$25,000 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 - Cost Reimbursement as shown in Attachment 3

(c) One time mobilization advance payment is authorized, after the grantees' pre-award management assessment has been conducted. The advance is to allow the grantee initiate grant activities

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\$
Operating Costs	11,600	9,382	20,982
Program Costs	11,582	5,818	17,400
Monitoring and Evaluation	<u>1,818</u>	<u>-</u>	<u>1,818</u>
TOTAL	25,000	15,200	40,200

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 - Cost Reimbursement 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. 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  
Controller  
USAID/Kenya  
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 Technical 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 3 - Standard Provisions
- Attachment 2 - Program Description

1 7 COST SHARING

The Recipient agrees to expend an amount not less than 38% 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.

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Grassroots Civic Education for Women Groups of Mwatate Division Taita Taveta District/Coast Province" and dated May 1998 is attached hereto as the Program Description (Attachment 2) and is made a part of this Award



27th May, 1998

Paul-Albert Emoungu  
Project Assistant  
USAID  
NAIROBI

Dear Sir,

REVISED PROJECT PROPOSAL

Further to our revised project proposal on Civic Education, as agreed in our Telephone conversation, attached are the remaining documents showing the project activities and the Budget Summary.

Yours faithfully,

Lydia Mwangada (Ms)  
DIRECTOR

BRIEF NOTES ON THE BUDGET SUMMARY

1. SALARIES  
DIRECTOR

USAID to fund Kshs 15,000 per month and KIWO to fund 25,000 in kind and other sources of fund raising.

ACCOUNTANT

USAID to fund Kshs 15,000 and KIWO to contribute Kshs. 5000 in kind and other sources of funding.

PROJECT OFFICER

USAID to fund Kshs. 10,000 and KIWO to contribute Kshs 8,000 in kind and other sources of funding

2. PROJECT TRAVEL EXPENSES

This would cover approximately 10,000km arrived at as follows.-

Nairobi to Voi - 350 kms

Voi to Kidaya (Office and Taita FTC venue of workshops) 65 km.

Total mileage (350+65) = 415 km

On monthly basis we would hire a vehicle to travel to Kidaye for the Seminars and other activities and back to Nairobi which would be 830 kms

In a year we would hire the vehicle for (830x12 months) = 9960 km.

The car hire rates calculated at Kshs 15 80 per kilometer are based on the market rates which exclude Kshs 1500 charged per day, Kshs 800 Insurance and Kshs 800 per day for the driver. These expenses would be met by KIWO in kind and other sources of funding.

3. OFFICE RENT

Office rent is paid by KIWO at Kshs. 5000 per month

4. MATERIALS

KIWO will contribute Kshs 8000 for the felt pens for use during the seminar and we request for Kshs 201,000 from USAID

5. VENUE EXPENSES

We request for Kshs. 225,000 from USAID and the Community (Participants) would meet for their meals thru



PROPOSED QUARTERLY BUDGET

	ALLOCATION				TOTALS
	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	
SALARIES	120,000	120,000	120,000	120,000	480,000
VENUE AND MEALS	56,250	56,250	56,250	56,250	225,000
OUTREACH EXPENSES	30,000	30,000	30,000	30,000	120,000
ACCOMMODATION	54,000	54,000	54,000	54,000	216,000
TRANSPORT EXPENSES	39,500	39,500	39,500	39,500	158,000
MONITORING AND EVALUATION BY EXTERNAL CONSULTANT	—	—	—	100,000	100,000
MATERIALS	50,250	50,250	50,250	50,250	201,000
<b>TOTALS</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>450,000</b>	<b>1,500,000</b>

KIWO BUDGET SUMMARY

EXPENDITURE ITEM	USAID		KIWO / COMMUNITY	
	KSL	US	KSL	CF
1 PERSONNEL SALARIES				
DIRECTOR	180,000	00	300,000	00
PROJECT OFFICER	120,000	00	96,000	00
ACCOUNTANT	180,000	00	60,000	00
2 PROJECT TRAVEL EXPENSES	158,000	00	152,000	00
3 OFFICE RENT	—	—	60,000	00
4 MATERIALS AND FACILITATION	201,000	00	8,000	00
5 PARTICIPANTS (ACCOMMODATION)	216,000	00	—	—
6 VEHUE EXPENSES	225,000	00	312,000	00
7 OUTREACH EXPENSES	120,000	00	—	—
8 MONITORING AND EVALUATION	100,000	00	—	—
<b>TOTALS</b>	<b>1500,000</b>	<b>00</b>	<b>998,000</b>	<b>00</b>

**REVISED**  
**FUNDING PROPOSAL**

**ON**

**GRASSROOT CIVIC EDUCATION**

**FOR WOMEN GROUPS**

**MWATATE DIVISION**

**TAITA TAVETA DISTRICT / COAST PROVINCE**

**SUBMITTED BY:** KIRETI WOMEN ORGANIZATION (KIWO)  
P.O. BOX 75670  
NAIROBI  
TEL. 213162  
FAX. 254-2-220727

**CONTACT PERSON:** DORCAS MGHOI KARINDA

**TOTAL PROJECT COST:** KSHS. 2,000,000

**REQUEST FROM USAID (75%)** KSHS 1,500,000 (US\$ 25,000)

**CONTRIBUTION BY KIWO (25%)** KSHS 500,000

**SUBMITTED TO:** NANCY GITAU  
OFFICE OF STRATEGIC PLANNING & PARTICIPATION  
USAID/KENYA  
P.O. BOX 30261  
NAIROBI

## **NAME OF THE ORGANIZATION: KIRETI WOMEN ORGANIZATION**

### **TYPE OF PROJECT: GRASSROOT CIVIC EDUCATION FOR WOMEN GROUPS IN MWATATE**

#### **1 EXECUTIVE SUMMARY**

The women groups in Mwatate Division number 200, with a total membership of 20,000. These women groups are all registered with the Ministry of Culture and Social Services, and undertake activities ranging from income generating activities to communal service projects that include putting up primary schools, churches, water projects etc, as an effort towards improving their living conditions and alleviate poverty.

The major problems experienced by such groups is general poverty, illiteracy, at the group level and lack of support or rather minimal support from both the public and private sectors. All this has led to deterioration of standard of living for families in this particular area. While KIWO is trying to address itself to a number of problems faced by such women groups through its multi-disciplinary approach. The organization requires resources to be allocated to facilitate links between existing women groups and the delivery of technical support. The civic awareness level is very low amongst the women voters as evidenced by their traditional voting procedures.

Although KIWO is dealing with so many other projects it is evident that Women Groups in Mwatate lack Civic education, and therefore, this proposal addresses itself to civic education for women groups in Mwatate.

Other than the literate women who have had some formal education, none of these women have knowledge of their civil rights and are exposed to danger of being manipulated by the elite class.

The objectives of this programme namely Grass Root Civic education for women groups in Mwatate is to instill civic education that will benefit 240 women who will be the direct beneficiaries of the project. Taking into account the trickle down effect, these women will eventually pass such messages to other women who might not necessarily be members of groups.

An initial outreach pretesting workshop will be done with four women groups of thirty women members.

The strategies that will help achieve the objectives of the project are as follows -

- Use of the locally available Technical Expertise
- Recruitment of extra staff to man the project
- Purchase of office equipment
- Creation of civic awareness to individual groups through village meetings and on the site workshops
- Organizing trainings for 240 women participants drawn from the registered women groups

The overall budget cost for the project is Kshs 2,000,000 of which 755 is being requested from USAID. It should be noted that KIWO is the only Non Governmental Organization in Mwatate that has included Civic education among its varied programmes.

The civic education project will be an integrated project within other on going projects of KIWO on community capacity building. KIWO will provide 25% of the budget cost through in kind contribution.

#### **2 BACKGROUND INFORMATION**

Mwatate Division, is in Taita/Taveta District and has a population of 80,000 people, three quarters of them being women, who make a living through some primitive farming practices and handicrafts making.

Continued application of traditional systems of inheritance (whereby land is divided among sons) together with the continued rapid growth of population inevitably requires that many people will have to adopt other means of survival.

than subsistence agriculture

Due to urban migration mostly by men, most of the households are managed by women, who have to bear the burden of bringing up families from meagre resources

As mentioned earlier the Rural Women are mainly semi illiterate particularly when it comes to issues of civil rights, an issue that is of great concern to KIWO

### **3. OBJECTIVES OF KIWO ORGANIZATION**

The KIWO organization has the following objectives

The primary objective of KIWO is to improve the welfare and standards of living of the Mwatate Communities through divisional based development and beneficiary participation programmes

Collaborate with Government agents and other NGOs with a view of promoting civic awareness in programmes aimed at eradicating ignorance, and provide effective networking for women through group approach.

To offer training opportunities for Women, Youth and Children in their respective roles in development

To solicit for funds both locally and outside and technical assistance for programmes aimed at poverty alleviation and in particular those that are community based.

To set up a resource centre and to publish information on poverty alleviation programmes on issues affecting women empowerment

### **4. OBJECTIVES OF GRASSROOT CIVIC EDUCATION FOR WOMEN GROUPS IN MWATATE**

As mentioned earlier, the grassroot civic education for women groups in Mwatate will be an integral part of other on-going projects within the KIWO organization. Although integrated within other projects that will be handled by the organization, the objectives of this component will be -

To empower women in Mwatate by making them aware of their rights and freedoms. Once they are aware of their rights and freedoms, they can demand, promote, respect and protect them.

In the end we can hope for a civil society where both Governors and the Governed respect the constitution and the laws that guide them.

### **5. DETAILED PROJECT ANALYSIS**

This project is based on assisting groups to understand changes aimed at the realization of a better life now and a bright future for the disadvantaged members of Mwatate Division. The approach to be used will be a group approach where women groups are used as conduits for development

The design of this project is aimed at promoting and enhancing civil rights in Kenya. It will serve as a mechanism of sensitizing the public at large on social-legal problems

The project will use two basic methods namely the community outreach Training programme on TOT Basis and workshops/seminars in order to achieve its objectives. In particular during the initial stages of project implementation, community mobilisation will be used as a way of sensitizing the groups, Kiwo will collaborate with the social Development officer in the Division for timely identification process of the participants

The project will recruit the following members of staff, project officer (Grassroot Civic Education) and Accountant while the salary of the director will be topped up. The project will use consultants at times on facilitation of the workshops to provide 50% man hour training while 50% will be done by KIWO staff and volunteers.

All these officers will be based in Mwatate in order for timely implementation of the project. A total of 34 women groups in the Division will benefit from the project.

The project will seek cooperation from the GOK Officials and other leaders from and within the community. There is already a fruitful working relationship with the Divisional Development Committee.

## **6 SPECIFIC ACTIVITIES & BUDGET**

The organization plans to train 34 women groups members. It will train four officials from each group thus, a total of thirty women groups will be trained. On residential bases then another 120 on an in-house outreach basis at their respective communities as a pretest of the same training using the already trained women participants in the Grassroot civic Education workshops.

*The Activities are -*

### **1 Shortlisting of participants**

- 1 Shortlisting of 34 women groups, the list of the registered groups will be got from the social Development officer, a list of the Active women groups will be identified then a letter will be written to them to nominate six officials within a given period of time. The results will be a final list of 240 participants of the Grassroot civic Education workshop.
- 2 **Invitation to seminar.**  
After the nomination process and making of the final list of participants official invitation will be done to the groups specifying the deadline dates for them to attend the workshop.
- 3 **Booking of the seminar hall**  
This will be immediately when funds are availed by USAID.
- 4 **Invitation of the Resource persons:**  
The resource persons will be invited to submit their curriculum vitae, immediately after funding. Use of the locally available expertise will be emphasized, in order to set room for sustainability.
- 5 **Training curriculum.**  
This will be an ongoing process, pre-testing after the training of the first group. The purpose will be to make community training materials on civic Education.
- 6 **Report writing**  
After each training takes place. It will be the role of the project officer (Grassroot Civic Education) to write the report. This will be compiled to the final Donor Report.
- 7 **Evaluation:**  
Workshop evaluation will be after each workshop. We expect not to have homogenous participants thus the learning experiences will be different. An evaluation tool in form of an assessment Questionnaire will be applied on each group.

The training will be done in series Six training workshop will be held on residential capacity each taking three days in each month thus the training will take 6 months each having 20 participants The training participants identification will take two months after funding assuming the funding is given in June 98 The identification of participants starts in July and ends in August 98 then invitation starts in September 98 and ends in October 98, then training starts in October 98 and ends in March 99 then the pre-test outreach non residential training starts on May 99 and ends in June 99 then the final project evaluation is done in July 99, then the project report in August 99 and its submitted to the donor in September 1999

### **OBJECTIVES OF THE PROJECT**

- 1 The project expects to train 240 women participants from Taita Taveta on Electoral process in Kenya, civic awareness election procedure, the Rights, of a voter the Role of multiparty in promotion of Constitution of Kenya and Human Rights
- 2 Training of women on their rights and how to fight for them.
- 3 Understanding the political parties manifestos
- 4 Tolerance and peaceful co-existence

The Grassroot Civic education project committee will be responsible of implementations and learning of the project

### **PERSONEL RESOURCES BUDGET**

The project will engage the services of two full time staffs for efficient implementation and up to date project audits The project will also top-up the salary of the Director in order to enhance the efficient two way communication with the donor The two posts to be filled are

1 Accountant at Kshs 20,000 per month for 12 months the role will be for timely reporting to the USAID and request of the quarterly disbursement the position will be filled locally The Total Cost is Kshs 240,000/-

#### **2. Project Officer (Grassroot civic education)**

The position will be filled with the local person with an experience local person with an experience in legal issues and sociology, The position will fetch a salary of Kshs 18,000 per month thus a salary of Kshs 216,000 for the twelve months The duty include timely organisation fo the civic awareness workshops, report writing and the overall coordination of the Grassroot Civic education

3 Directors Salary will topped at Kshs 15,000 monthly for a period of 12 months This gives a total of Kshs 180,000 for the twelve months of the project period, the Director is incharge of all the official communication with the Donor, and this top-up is for the purpose of the m-built co-ordination and capacity build-up

**Sub-total for the salary is Kshs 636,000 for 12 months**

NB The exchange rate used in this project proposal is one US\$ = 60 Kshs

#### **Project Travel Expenses**

Generally in a verse division like Mwatate Division Deliveries, Mobilisation work and co-ordination A transport requirement from the training venue to the other important localities for the successful implementations of this kind of project needs to be given attention in order to improve, KIWO plans to hire a private car at Kshs 15/80 per Kilometre to cover 10,000 kilometre within the project period of 12 months total Kshs 158,000

**Sub Total for Project Travel Expenses Kshs 158,000**

18

## PROGRAMME ACTIVITIES - GRASSROOT CIVIC EDUCATION

There will be six trainings each to be organized every month for six months each with 20 women participants four women groups of 30 will be nominated for a pilot outreach training to be conducted by the officials who would have undergone the three days Grass root civic education workshop This will be 240 women participants as direct beneficiaries coming from 34 women groups

## PROJECT MATERIALS AND INPUTS REQUIREMENTS

Will include pens, newsprint, venue expenses, secretarial expenses, facilitation expenses photocopy report binders and telephone postage & instructional materials This inputs are very important especially the information education communication very important IEC materials since they will ease the training work the secretarial services will ease the logistic work expenses

Items	Costs (Kshs.)
Pens (a) felt pens 100 x 80	= 8,000
(b) Biro pens 12 P x 3 50	= 2,400
Newsprints 1500 pieces x 10	= 15,000
Photocopy expenses,	= 10,600
Secretarial services for 20 days	= 44,000
Telephones 600 x 20 days	= 12,000
Instruction materials (Production)	= 15,000
Reports Expenses	= 10,000
Facilitation Expenses 8,000 x 12 days	= 96,000
<b>Sub-Total Kshs</b>	<b>213,000</b>

## COLLABORATION AND NETWORKING

KIWO will collaborate with other organizations who have been involved in civic education in Kenya these include National commission for status of women, National council of women, FIDA, NCCK and Maendelo ya wanawake in order to seal the gaps rather than duplicate on what has already been done, we hope to go through the IEC materials already developed by these organisations before setting ground for Actual implementation of the Civic education Trainings

## PROJECT RESULTS

KIWO plan to train four officials from thirty women groups in grass root civic education for a period of six months That is six workshops each with 20 participants In order to assess the effects of the trainings An outreach activity of the grassroot civic education workshops will be done for four women groups whose officials will not have attended the initial in-house trainings will be selected for the similar three days trainings 120 women being trained KIWO hopes to develop community training materials on civic education with the participants A written paper will be given to the 240 women participants from the 34 women groups, this will be later be developed into a participatory tool on awareness assessment on civic education in the Mwatate Division Taita Taveta District

Generally the workshops as earlier stipulated will be held in a central place thus there will be costs to be hunted both by the KIWO staff and the participants all the training will be held at Taita Farmers Training Centres All the previous KIWO trainings have been held here

### Grassroot civic education workshop budget

A total of 60 workshops will be held for 4 officials from each of the thirty women groups and 4 outreach workshops for pretesting purposes each comprising 30 women members participants. Thus the total women participants are 240 (Two hundred forty)

### Budget for the in-house training for the 120 women officials (4) from 30 women groups in Mwatate Division at Taita Farmers Training Centre.

Item	Cost per unit	Total cost
1 Venue expenses for the workshop	500 x 3 x 6	9,000
2 Meals expenses		
(a) Breakfast	120 x 50 x 3 x 6	108,000
(b) Lunch	120 x 100 x 3 x 6	216,000
(c) Supper	120 x 100 x 3 x 6	216,000
(d) Teas	120 x 50 x 3 x 6	108,000
	<b>Sub - Total</b>	<b><u>648,000</u></b>
3 Accommodation	120 x 100 x 3 x 6	216,000
4 Outreach pretesting Expenses	10,000 x 3 days x 4 workshop	<u>120,000</u>
	<b>Sub total</b>	<b>Kshs <u>993,000</u></b>

### 7. MONITORING AND EVALUATION

The reporting procedures on the progress and utilization of the resources will be reported on monthly basis. This monthly progress report will contain the physical achievement and the financial report that will relate directly to the specific activities. Other than the monthly reports, quarterly and the end of the project report will be prepared.

During the project implementation, the donor can conduct review mission, and the end of project evaluation mission.

It is expected that once this proposal receives donor blessing, the project will design elaborate but simple workplans and budgets, that should act as basis for the release of funds. In the workplans and budget, activities and the planned target will have been set, and therefore, the progress reports that will follow thereafter will simply compare between the planned targets and achievements during the reporting period. The financial narratives shall be after every three months, to be prepared by the Accountant.

A provision of Kshs 100,000 will be set aside for the purpose of monitoring and evaluation. The end of the project evaluation to be undertaken by external consultant.

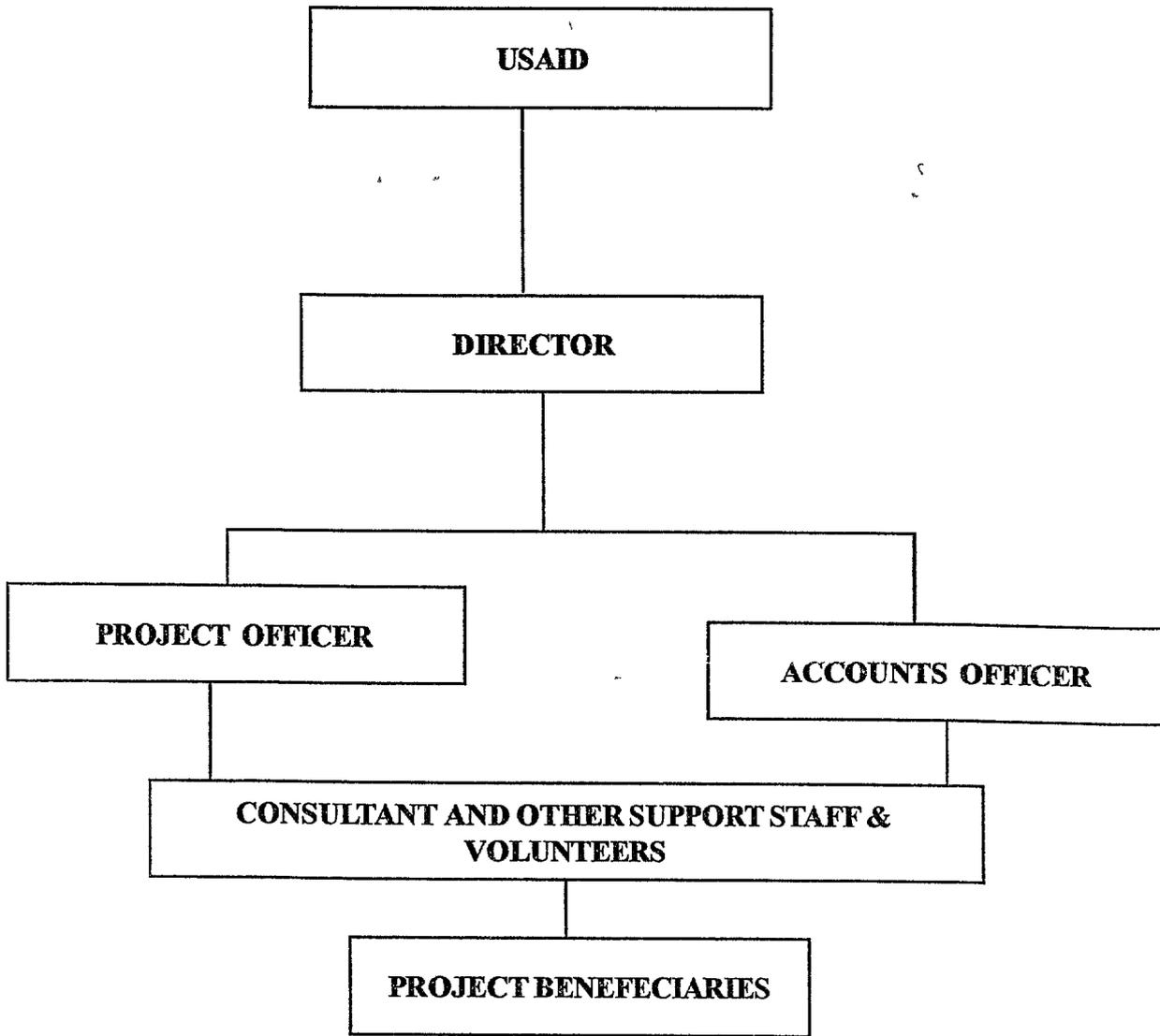
### 9. CONCLUSION

In conclusion I would like to appeal to you to honour our request. This will go along way in educating our society on their basic rights and live a better life.

Once our request has been approved, we shall be willing to come up with up to date reports and requests for your approval and disbursement of funds.

We will maintain USAID strict accounting systems during the project period.

**ORGANIZATIONAL CHART**  
**DURING THE GRASSROOT CIVIC**  
**EDUCATION PROJECT IMPLEMENTATION**



21

ATTACHMENT 3

STANDARD PROVISIONS

3 1 ALLOWABLE COSTS (JUN 1993)

(a) The grantee shall be reimbursed for costs incurred in carrying out the purposes of this grant which are determined by the grant officer to be reasonable, allocable, and allowable in accordance with the terms of this grant and the applicable\* cost principles in effect on the date of this grant, which are attached

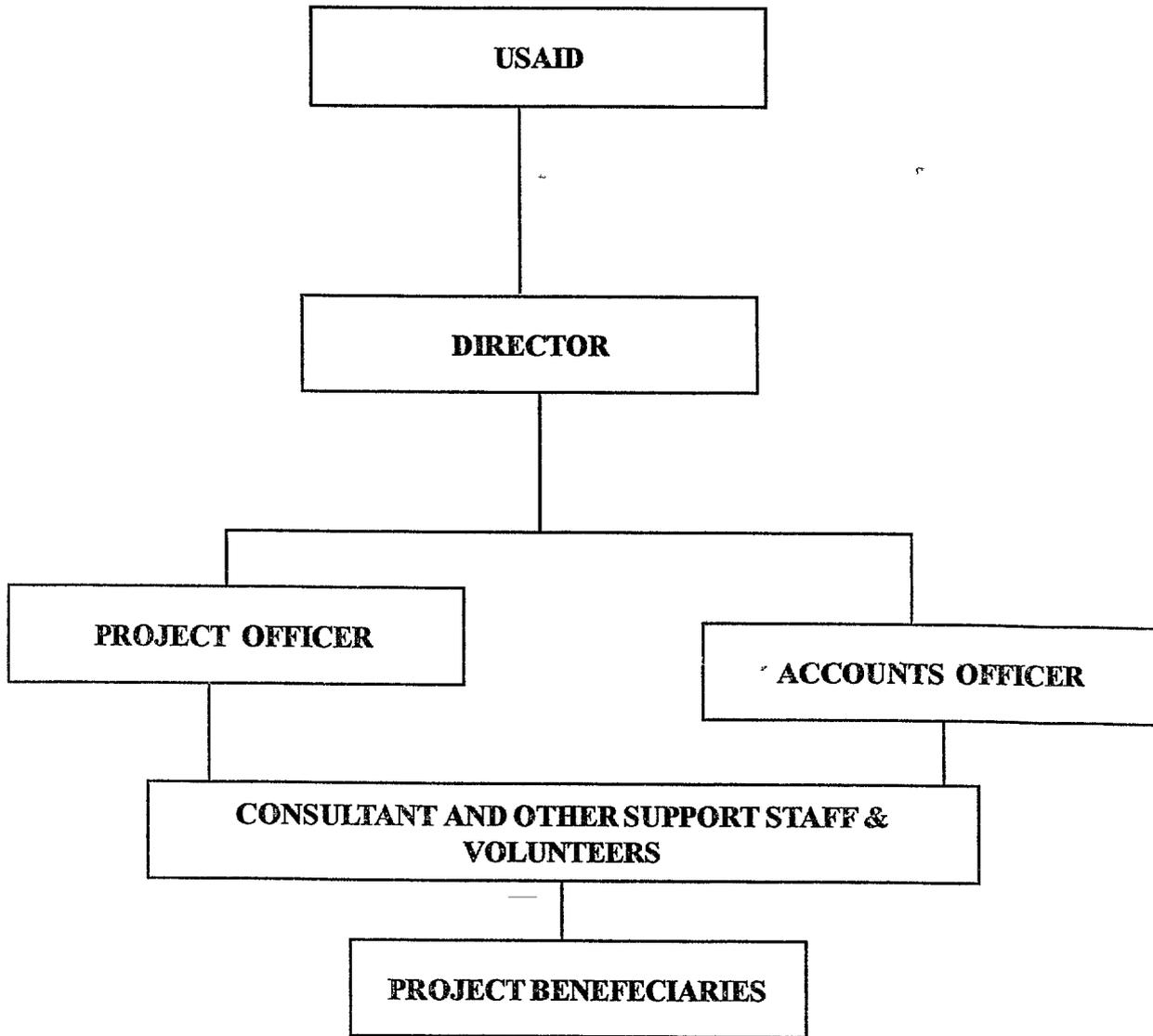
- (1) Reasonable Shall mean those costs which are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business
- (2) Allocable Costs Shall mean those costs which are incurred specifically for the grant
- (3) Allowable Costs Shall mean those costs which conform to any limitations in the grant

\*NOTE For educational institutions use OMB Circular A-21, for all other non-profit organizations use OMB Circular A-122, and for profit making firms use Federal Acquisition Regulation 31 2 and AID Acquisition Regulation 731 2

When these Standard Provisions are used for cooperative agreements, the following terms apply "Grantee" means "Recipient" "Grant" means "Cooperative Agreement," and "AID Grant Officer" means "AID Agreement Officer "

- (4) Unallowable costs, direct or indirect, include but are not limited to the following examples Advertising, bad debts, contingencies, entertainment, fines and penalties, interest, fund raising, investment management costs, losses on other awards, and first class air fare unless specifically approved Public information service costs are unallowable as indirect costs
- (b) Prior to incurring a questionable or unique cost, the grantee should obtain the grant officer's written determination on whether the cost will be allowable

**ORGANIZATIONAL CHART**  
**DURING THE GRASSROOT CIVIC**  
**EDUCATION PROJECT IMPLEMENTATION**



23