



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
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21 JUL 1998

Prof Nick G Wanjohi
Chairman
Agency for Development Education and Communication
P O Box 44879
Nairobi

Subject Award No 615-0266-G-00-8063

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 Agency for Development Education and (herein after referred to as ADEC or "Recipient"), the sum of \$80,000 00 to provide support for a program in Capacity Building for Democratic Local Governemnt, 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 01/31/2000 USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount

This award is made to ADEC, 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
Grant Officer

Attachments

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

ACKNOWLEDGED Agency for Development Education and

BY Prof. Niek G. Wanjohi 

Title Chairman

Date 23-7-98

ACCOUNTING AND APPROPRIATION DATA

A GENERAL

1 Total USAID Estimated Amount \$80,000 00
2 Total Program Amount \$125,500 00
3 Total Obligated Amount \$80,000 00
4 Cost-Sharing Percentage
(Non-Federal) 36%
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. V281032

106

Funds Available
CONT/KENYA
Initials <u>NS</u>
Date <u>7/14/98</u>

TABLE OF CONTENTS		PAGE
ACCOUNTING AND APPROPRIATION DATA		
ATTACHMENT 1		4
SCHEDULE		
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	COMMUNICATIONS PRODUCTS (OCT 1994)	5
1 11	PAYMENT OFFICE	6
ATTACHMENT 2		7
PROGRAM DESCRIPTION		7
ATTACHMENT 3		8
STANDARD PROVISIONS		
3 1	ALLOWABLE COSTS (JUN 1993)	8
3 2	ACCOUNTING, AUDIT, AND RECORDS (MAR 1994)	9
3 3	REFUNDS (JUN 1993)	10
3 4	REVISION OF GRANT BUDGET (JUN 1993)	10
3 5	TERMINATION AND SUSPENSION (JUN 1993)	11
3 6	DISPUTES (JUN 1993)	12
3 7	INELIGIBLE COUNTRIES (MAY 1986)	13
3 8	DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (MAR 1989)	13
3 9	U S OFFICIALS NOT TO BENEFIT (NOV 1985)	14
3 10	INVESTMENT PROMOTION (JAN 1994)	14
3 11	NONLIABILITY (NOV 1985)	15
3 12	AMENDMENT (NOV 1985)	15
3 13	NOTICES (NOV 1985)	15
3 14	METRIC SYSTEM OF MEASUREMENT (AUG 1992)	15
3 15	PAYMENT - PERIODIC ADVANCE (JUN 1993)	15
3 16	USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (MAR 199	18
3 17	TITLE TO AND USE OF PROPERTY (GRANTEE TITLE) (MAY 1986)	22
3 18	COST SHARING (MATCHING) (JUN 1993)	22
3 19	PUBLIC NOTICES (JUN 1993)	26
ATTACHMENT 4		28

615-0266-G-00-8063

	PAGE
TABLE OF CONTENTS	
STANDARDS FOR USAID-FUNDED PUBLICATIONS	28
STANDARDS FOR USAID-FUNDED VIDEO PRODUCTIONS	30

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 01/31/2000

1 3 AMOUNT OF AWARD AND PAYMENT

- (a) USAID hereby obligates the amount of \$80,000 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 - 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\$
Personnel	8,400	9,000	17,400
Program Activities	63,100	28,000	91,100
Equipments	<u>8,500</u>	<u>8,500</u>	<u>17,000</u>
Total	80,000	45,500	125,500

Exchange Rate KShs 55 00 to US\$1 00

1 5 REPOPTING

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 These reports shall be submitted within 30 days following the end of the reporting period

1 5 2 (Continued)

(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 36% 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 approved in writing by the agreement officer. A copy of the standards for USAID financed publications and video

1 10 (Continued)

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

615-0266-G-00-8063

Attachment 2

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Capacity Building for Democratic Local Governance in Kenya" and dated July 1998 is attached hereto as the Program Description (Attachment 2) and is made a part of this Award

CAPACITY BUILDING FOR DEMOCRATIC LOCAL GOVERNANCE IN KENYA

1 INTRODUCTION

In the last three years ADEC has been mainly involved in capacity building activities intended to encourage and assist NGOs, church organizations, grassroots social and economic groups, and political parties to embark on public education programmes wherever they may be in Kenya. In this respect, ADEC has provided capacity building advice and illustrative seminars or workshops to leaders and groups operating in all provinces of Kenya.

Advisory services were provided in the following areas

- Establishment of departments of public education in various NGOs and political parties, and establishment of departments of justice and peace at various churches, dioceses and parishes,
- Advise on suitable approaches to civic education organization
- Advise on the suitable and functionally relevant contents of public education themes such as
 - Democratic Governance
 - Reconciliation and Economic Dialogue
 - Political Participation,
 - Responsible Citizenship
 - Meaning and Respect for Human Rights,
 - Voter Education
 - Electoral Process, and
 - Election Monitoring, among others

Together with advisory services, ADEC has in the past three years provided several **trainers workshops and illustrative civic education seminars**. Trainer's workshops focused on training civic education providers both at the regional and grassroots levels. Illustrative seminars, on the other hand, had the objective of illustrating methods of civic education delivery, especially those related to making civic education issues as easily understandable and as functionally relevant to grassroots participants as possible. Again, nearly all provinces of Kenya have benefited from such trainer's workshops and illustrative seminars.

AGENCY FOR DEVELOPMENT EDUCATION AND COMMUNICATION

Ufungamano House, P O Box 44879, Phone 725922/3 – Fax 719918, Nairobi, Kenya



June 10, 1998

Nancy Gitau
D&G Project Manager,
Office of Strategic Planning & Participation
USAID Mission to Kenya
P O Box 30261,
NAIROBI, KENYA

REVISED PROPOSAL AND BUDGET

Following our discussions with Mr Isaac Kataka and Mr Paul-Albert Emoungu on June 2, 1998, we are pleased to forward the enclosed revised proposal and corresponding budget for the new project entitled "Capacity Building for Democratic Local Governance in Kenya". It is our hope that this proposal will now enable you to finalize the new grant award so as to enable ADEC embark on the new project by July 1, 1998 at the latest.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Nick G Wanjohi', is written over a horizontal line.

Prof Nick G Wanjohi
CHAIRMAN AND CHIEF CONSULTANT,
ADEC

CC Mr Isaac Kataka ✓

Encl

In addition to the foregoing, the year 1997 presented ADEC with a unique opportunity to participate in various capacities to encourage realization of free and fair elections at the end of the year. In this regard ADEC was involved primarily in the area of election monitoring and voter education. Under election monitoring the following were the most important activities carried out by ADEC

- Designing of election monitoring strategies and instruments, especially for the church
- Training of election monitors and trainers of election poll watchers
- Training of community election monitors
- Training of party election monitors variously known as election agents, polling agents, counting agents

Under voter education, ADEC staff facilitated twenty five one-day voter education seminars in all provinces of Kenya except Coast and North Eastern provinces. Grassroots religious and community groups organized these seminars. Political party organs at the grassroots also organized some. Such voter education seminars were conducted both in the rural and urban areas, though the majority of them went to the rural areas.

As can be seen, ADEC has gained an enormous wealth of valuable experience and knowledge in the field of capacity building and provision of civic education. On this basis, ADEC now proposes to step up its activities by way of providing the kind of capacity building and civic education Kenya needs most in her post-election years. More so in terms of those programs which will enable the country step into the next millennium with a sound foundation of political and community leadership.

2 THIS APPLICATION

In this application ADEC proposes to mount a new project to assist the country meet the challenges of developing a democratic and participatory local governance in Kenya in the run up to the next millenium and beyond

1) *The Purpose*

The purpose of this project is to strengthen local governance as the pillar of democratic development in Kenya. This is to be done through the provision of advisory services to local authorities, and through the provision of training to the local leadership as well the population

2) Rationale

Over the last few years of ADEC role in the field of civic education, it has become clear that many of the problems of developing democracy and bringing about economic and social transformation have to do with the massive ignorance besting both the local leadership and the population alike

Yet it is now generally accepted that effective decentralization and proper local governance is a major hallmark in the development of a country. The local leadership has to be made aware of its responsibilities in the social and economic development of the population. Proper investments and incentives by local authority can make a difference between development and stagnation. In addition, transparency, openness and accountability on the part of the local councilors and officers can boost or inhibit people's efforts in bringing about their own economic transformation and social progress

The first beneficiaries of the project will include *the local government councilors and officers* with a view to strengthening local councils as vehicles of democratic decentralization, population mobilization and service provision. Consultations over this initiative are at an advanced stage between ADEC and Amalgamated Local Government Associations of Kenya (ALGAK), and the ministry of local authorities

The second category of beneficiaries of the project will be the local citizens themselves. ADEC will organize and provide civic education for the leaders of

various local communities and social and economic organizations, local trade union leaders, and the local religious leaders

3) Objectives

Arising from the above purpose and rationale, ADEC seeks to realize the following objectives over the next three years

- 1) To enhance ADEC's full time professional staff
- 2) To provide annually over 80 man days of capacity building advisory services to various Local Authorities on democratic decision-making process, confidence support between the councilors and the council officers, and public support mobilization
- 3) To organize two one day consultative workshops of ADEC, ALGAK, Ministry of Local Government, USAID and other donors, some chairmen/mayors of county, urban and municipal councils, **first**, to examine priorities in functional education for the councilors and officers, and **second**, to facilitate discussions on the local authorities aspects of the forthcoming constitutional review
- 4) To provide in conjunction with ALGAK and other organizations 10 (ten) three-day seminars for local government councilors and officers, thereby training about 400 councilors and officers from various local authorities countrywide
- 5) To organize ten (10) civic education seminars for the community, social and economic leadership in the local authorities with the view to make them aware of their rights as local residents, their obligations, and the power and responsibilities of the local councils in dealing with the local problems
- 6) To produce two publications in support of above programs, namely,
 - *Democratic Local Governance and Development*
 - *The role of the local councils and citizen responsibilities*
- 7) To prepare periodic reports to the donors detailing ADEC implementation experience, and to prepare annual report for distribution to the donor community other interested parties

Expected Impact

From the above programs, the expected impact will be as follows

- 1) More than 1,400 local councilors and citizens, including women and youth, are expected to benefit from education for democratic local governance to be provided under this project
- 2) The populations of about 50 local councils are expected to exhibit greater interest in decision-making processes concerning the local public affairs and the corresponding public services
- 3) More community, religious and social economic groups will strengthen their capacity to provide civic education as part of their public education activities
- 4) Many local government councils are expected to improve their decision-making processes, enhance their resource base and resource mobilization, improve their operational capacity in the provision of services to the local populations, and strengthen their capacity as vehicles of democratization through decentralization and locally based participation

3 ADEC THE IMPLEMENTING AGENCY

The implementing agency for this project will be the Agency for Development Education and Communication (ADEC), a non-profit making company limited by guarantee and registered under Chapter 486 of the Laws of Kenya on 11th November, 1994. The main aims and objectives of ADEC is to develop a society that has a sufficient level of awareness and basic skills, related to its improved capacity to demand and assert their human rights, demand good, responsible and democratic governance, and capable of uplifting the economic and living standards of its own people. This is achieved through participatory educational seminars, trainers' workshops, short courses and conferences.

• Operational Capacity

The operational capacity of ADEC has improved considerably in the last two years, thanks to the assistance received from USAID and the Konrad Adenauer Foundation. The membership of the organization has expanded to five ordinary members, including two women. The organization has now started receiving applications for affiliated membership which is created for the various organizations being served by ADEC especially under economic dialogue department.

Meanwhile, the number of staff has also increased. In both cases efforts have been made to realize gender balance. The effect has been to boost project

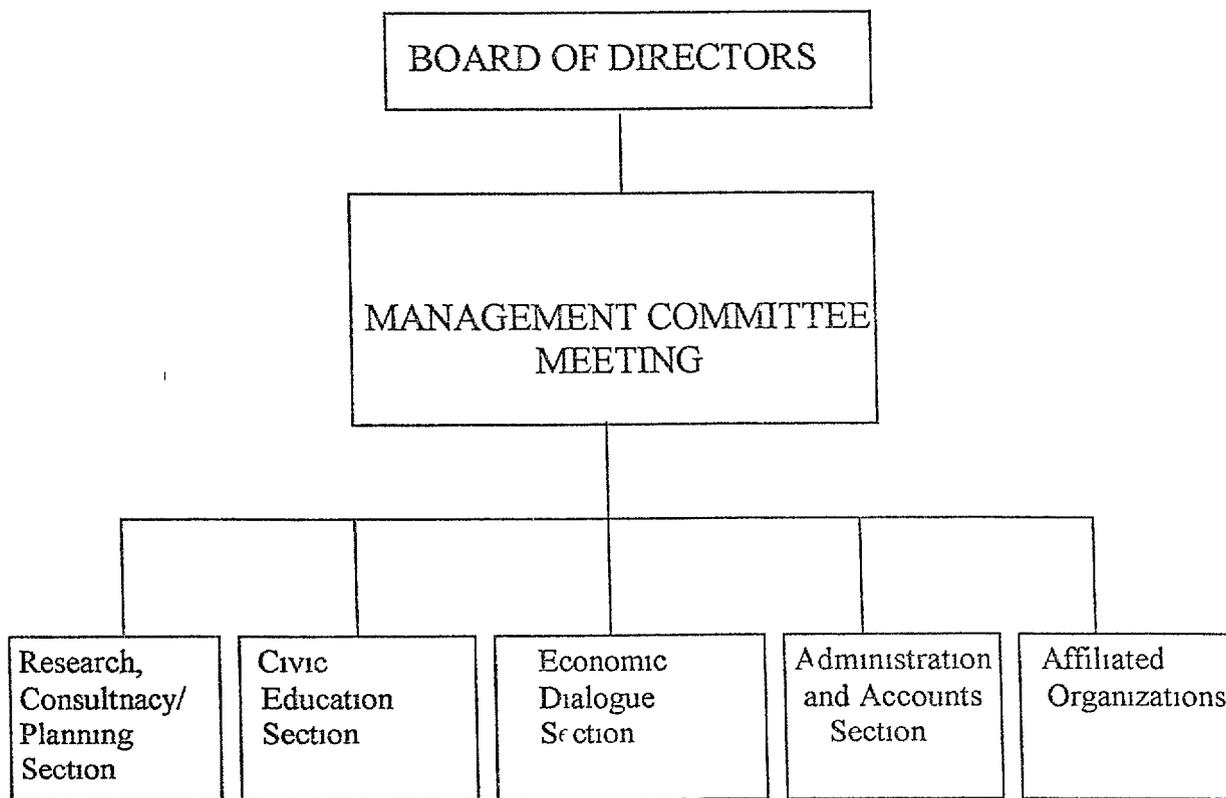
implementation capacity of the organization and to include more gender sensitivity in ADEC's programs

- **Organizational Structure**

The **Board of Directors** composed of the Chairman, the Secretary and other members is responsible for all policy matters of ADEC. A **weekly Management Committee Meeting** presided by the Chairman is attended by the operations manager, who is in charge of finance and personnel administration, and Section Heads in charge of implementation of assignments in different projects. The Chairman is in charge of day to day running of ADEC activities and is answerable to the Board of Directors

- The organizational chart of ADEC is as follows

ADEC ORGANIZATIONAL CHART



This project will be implemented under Consultancy and Civic Education activities of ADEC

- **The following are ADEC's members and staff:**

Prof Nick G Wanjohi, Chairman - Associate Professor of Political Science at the Department of Government, University of Nairobi. He is very well trained in political party management, and local government as a tool of people's development. He has more than ten years experience in civic education, training of party officials and staff, and training of local government councilors and officers. He has published widely in the area of Democratic Governance, Electoral Process, Political Parties, and Political Economy. He has twelve years experience as a political consultant.

Mr Joseph K. Muchemi, Secretary - Kenya's former Permanent Secretary in various Ministries, including Foreign Affairs, and Housing and Public Works, and a former Deputy Secretary of the defunct East African Community. Has experience in organizing seminars and training programs as a former coordinator of Democratic Foundation.

Ms Aderine Mutegi, Member - former Project Coordinator for Women and Youth in Stress Project, National Council, of Churches of Kenya (NCCCK) and currently consultant on Youth Training.

Ms R. Berewa Njomo, Member - African Regional Director of the International Community Education Association (ICEA).

Mr Charles N. Mwaura, Member - Lecturer, Department of Government, University of Nairobi.

Mr John K Wamatu, Operations Manager, is a qualified management consultant with many years of financial management and controls in the public service. He is non-salaried but is paid on the basis of service performed.

Mr R. A. Gathogo, Project Officer, is a former District Commissioner, Former Deputy Secretary Ministry of Finance, Kenya. He is non-salaried but is paid on the basis of service performed.

To be recruited

Ms Jane Mwihaiki,
Ms Kaari Mugwika
To Be Recruited

Project Officer
Project Assistant
Administrative Secretary
Accountant, CPA I Holder
Secretary
Clerical Officer
Driver

Part-time resource people

Prof F N Kibera, Associate Professor, Faculty of Commerce, University of Nairobi

Mr. Smokin Wanjala, Senior Lecturer, Faculty of Law, University of Nairobi

Rev Japhethah K. Gathaka, Executive Director, Ecumenical Center for Justice and Peace (ECJP)

Mr. Geoffrey R. Njeru, Research Fellow/Lecturer, Institute for Development Studies, University of Nairobi

Many other resource persons will be used as and when required in support of whatever is internally available within ADEC

4 BUDGET

The total budget for this project is US \$138,000 running for eighteen months from July 1998 to December 1999. It caters for different items including personnel, program activities, travel, office rent, equipment and supplies. ADEC expects that the USAID will provide US \$ 100,000 or about 72.5 percent of the total. A large portion of counterpart funding amounting to US \$38,000 or 27.5 percent of the total budget is expected to come from other donors like the Konrad Adenauer Foundation (KAF), Swedish International Development Agency (SIDA), and hopefully from the Department for International Development (DFID) of the United Kingdom. ADEC will provide a small element of the counterpart fund in form of Directors' donations to the organization, the time spent in the organization of the activities, and furniture and equipment in their offices.

The details of the proposed budget are spelt out in the Table below

BUDGET FOR 1998/99

<u>CATEGORY AND ITEM</u>	<u>USAID</u>	<u>COUNTER-PART</u>	<u>TOTAL</u>
	US\$	US\$	US\$
<u>Personnel</u>			
Salaries for			
1 Project Officer,	6,000		6,000
1 Project Assistant		3,000	3,000
1 Administrative Secretary	3,000		3,000
Accountant	2,400		2,400
Administrative staff	3,000		3,000
Sub-Total	14,400	3,000	17,400
<u>Program Activities</u>			
Professional Services	13,500	6,500	20,000
Workshop Materials	4,500	3,500	8,000
Resource People Fee	11,500	9,000	20,500
Travel and Accommodation	30,000	2,500	32,500
Publications	5,000	1,500	6,500
Sub-total	64,500	24,000	88,500
<u>Travel</u>			
Staff and Resource People	7,500	2,500	10,000
Sub-Total	7,500	2,500	10,000
<u>Equipment, Supplies and Other Costs</u>			
Office Rent	2,500	2,500	5,000
Office Supplies	3,000		3,000
Equipment			
Telephone Fax Internet	2,000	2,000	4,000
Photocopier	4,600	1,500	6,100
Furniture	1,500	2,500	4,000
Sub-Total	13,600	8,500	22,100
TOTAL	100,000	38,000	138,000