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AGENCY FOR INTERNATIONAL DEVELOPMENT
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12 SEP 1996

Prof. Maria Nzomo
Chairperson
National Commission on the Status of Women
P. O. Box 26039
Nairobi

Subject: Award No. 615-0266-G-00-6023-00

Dear Prof. Nzomo:

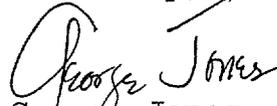
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby grants to the National Commission on the Status of Women (herein after referred to as NCSW or "Recipient"), the sum of \$100,000.00 to provide support for a program in "Democratization and Civic Education Project", 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 August 31, 1997. USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This award is made to NCSW, on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, entitled "Schedule"; Attachment 2, entitled "Program Description"; and Attachment 3 entitled "Standard Provisions."

Please sign the original and each copy of this letter to acknowledge your receipt of this award, and return the original and all but one copy to the Grant Officer.

Sincerely,



George Jones, Ph.D
Mission Director

Attachments:

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

ACKNOWLEDGED: National Commission on the Status of Women

BY: Prof. Maria Nzomo (Ndouma)
Title: Chair, NCSW
Date: 16 Sept 1996

ACCOUNTING AND APPROPRIATION DATA

A. GENERAL

1. Total Estimated Amount: \$100,000.00
2. Total Program Amount:
3. Total Obligated Amount: \$100,000.00
4. Cost-Sharing Percentage
(Non-Federal): %
5. Project No.: 615-0266
6. USAID Project Office: OSPP
USAID/Kenya
P. O. Box 30261
Nairobi
7. Tax I.D. Number:
8. CEC No.:
9. LOC Number:

B. SPECIFIC

1. PIO/T Number: 615-0266-3-60019
2. Appropriation: 726/71021.1
3. Allotment:
4. BPC: GDV6-96-21615-KG13
5. PIO/T Obl. Amount: \$100,000

196

Funds Available
CONT/KENYA
Initials <u>ut</u>
Date <u>9/5/96</u>

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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 August 31, 1997.

1.3 AMOUNT OF AWARD AND PAYMENT

- (a) USAID hereby obligates the amount of \$100,000.00 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\$
Administration Costs	0	17,976	17,976
Personnel Costs	3,182	2,345	5,527
Office Equipment	0	11,217	11,217
TOT & Field Manuals/Publicity	24,034	0	24,034
Workshops (4)	15,727	0	15,727
Participant Costs	12,727	0	12,727
Training of Trainers (TOT) Costs	41,876	0	41,876
Evaluation	909	1,753	2,662
Audit/Accountancy Fees	<u>1,545</u>	<u>0</u>	<u>1,545</u>
TOTAL	100,000	33,291	133,291

1.5 REPORTING

1.5.1 Financial Reporting

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

1.5.2 Performance Monitoring and Planning Reports

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

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

Office of Controller
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. In addition, one copy shall be submitted to USAID/CDIE/D, Washington, DC 20523-1802. It will cover the entire period of the Award.

1.6 RESOLUTION OF CONFLICTS

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

Attachment 1 - Schedule
Attachment 3 - Standard Provisions
Attachment 2 - Program Description

1.7 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.

1.8 AUTHORIZED GEOGRAPHIC CODE

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

1.9 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

1.9 (Continued)

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.

1.10 PAYMENT OFFICE

Office of Controller
P. O. Box 30261
Nairobi

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Democratization and Civic Education Project" and dated July 1996 is attached hereto as the Program Description (Attachment 2) and is made a part of this Award.

PROPOSAL FOR FUNDING:
NATIONAL COMMISSION ON THE STATUS OF WOMEN (NCSW)

**DEMOCRATIZATION AND CIVIC EDUCATION
PROJECT - (DECE)**

1.0 GRANTEE INFORMATION & ADDRESS OF NCSW:

The Democratization and Civic Education Project (DECE) will be co-ordinated by the National Commission on the Status of Women (NCSW)

1.1 NCSW'S PLATFORM:

The National Commission on the Status of Women (NCSW), which was registered under the NGO Act in 1993, grew out of a national lobby group in 1992. NCSW is a national non-partisan, non-governmental organization, concerned that Kenya women's participation in public life be enhanced and strengthened, that gender issues be mainstreamed in development planning and programming, and that women participate in key policy-making positions at all levels of Kenyan society on an equal basis with men. The NCSW is committed to promoting women's rights as human rights and the advancement of the status of women in general, and lobbys for the removal of all forms of gender based discrimination.

Postal Address: 26039, NAIROBI
Fax/Tel: 558662, LOCATED AT SOUTH B,
SADI ROAD, HOUSE No. 12

1.2 NCSW LIAISON PERSON:

Prof. Maria Nzomo, the NCSW Chairperson will co-ordinate with the USAID Project Officer on behalf of the NCSW.

2. BACKGROUND

2.1 Other Programmes of NCSW: 1992-1996

Many of the NCSW activities that have been implemented from 1992 to the present, are closely linked to the objectives of the proposed project. These programmes, just like the proposed one, all follow within the broad framework of concerns with Governance and Democratic Development with specific focus on the gender question. A summary of these programme activities are provided below.

* Capacity Building Programme of Women Candidates in 1992.

This programme began with a National Training Workshop for Women Candidates held in July 1992, and attended by over 60 women candidates from all the registered political parties at that time. The two-day training Seminar focused on: electoral laws and procedures, public speaking, fund-raising and political campaign strategies. This seminar was followed by a series of five grassroot training workshops for women candidates, campaign managers and women voters, held in various parts of Kenya, between August and October 1992.

The impact of these workshops was evident in the heightened participation and awareness of women voters and candidates in the 1992 electoral politics and the success of women candidates in the target areas. It is also our assessment that, the contribution of NCSW towards Capacity Building of women candidates and voters, contributed to the relatively

good electoral performance of women in the 1992 general elections. This included the fielding of 50 parliamentary women candidates and up to 200 civic women candidates. Out of this total, 6 women won parliamentary seats and up to 50 women won civic seats. This was despite numerous obstacles and massive rigging of the electoral process.

A month before the 1992 elections, NCSW used the media to highlight women candidates' leadership qualities through Personal Profile Features that were published by the leading national newspaper - *The Daily Nation*.

* Election Monitoring: December 1992

NCSW participated as an accredited monitoring unit in observing the December 1992 general elections, focusing specifically on women candidates and women voters. The NCSW's presence in target areas alongside women candidates greatly boosted the confidence of women candidates and assisted those who had fallen victim to electoral malpractices.

* Civic Education: Gender and Democratisation Programme.

In October 1993, NCSW embarked on a 5-year civic education programme targeted at women and entitled: **Gender and Democratization Programme**. The first two phases of this project were completed in March 1996. This civic education programme focussed on gender sensitization, human and legal rights awareness raising and on issues of political and economic empowerment of women. To-date, NCSW has conducted civic education in many diverse parts of the country

including: (i) Taita Taveta (ii) Kisii (iii) Vihiga (iv) Kitui Central (v) Limuru (vi) Meru (vii) Embu (viii) Homa Bay (ix) Mombasa (x) Nakuru and (xi) South Nyanza.

* **NCSW Gender Sensitization of the Media Programme 1996-1997**

NCSW is currently implementing a Gender Sensitization Programme for the Media, 1996 - 1997. Through this media programme NCSW intends to create gender sensitivity and awareness among the media personnel, with a view to using the media, to report gender issues positively, highlight leadership abilities of women candidates and disseminate quality voter information.

* **NCSW National Women's Seminar entitled: "Post-Election Women's Agenda: Forward Looking Strategies," February 1993.**

The aim of the seminar was to evaluate women's performance in the 1992 elections and reflect on the Women's Agenda as defined in the 1992 National Women's Convention, with a view to identifying more sharply and concretely the pertinent areas of policy intervention and action on the gender question that needed to be addressed in the post 1992 election period.

* **NCSW Women and Governance National Seminar: September 1994.**

In September 29-30, 1994, NCSW organized a national seminar on the theme: **Women and Governance in Kenya**, attended by about 150 participants, including leaders of women's organizations, women politicians, women lawyers, academics and representatives of various human rights NGOs in Kenya. The proceedings of this seminar are in the process of publication.

* **Research and Publications**

NCSW has also engaged in research and publishing of its programme activities and related projects on women's empowerment and gender dimensions of democratisation. The major research project carried out by NCSW was implemented in 1993-1994, on the theme, *The Impact of Structural Adjustment Programmes (SAPS) on the Female Gender in Kenya*. It was published in a book entitled *Women and Autonomy in Kenya* (1995) by Clari Press.

Other publications of NCSW include: *Empowering Kenya Women* (1993). This publication arose out of the proceedings of the February 1993, NCSW National Women's Seminar entitled: *Post-Election Women's Agenda: Forward Looking Strategies*. A copy of this book is attached to this revised proposal.

NCSW also published in October 1993, another book entitled: *Women's Initiatives in Kenya's Democratisation: Capacity Building and Participation in December 1992 Multi-party General Elections (1993)*. This book provides a full report of all NCSW programme activities throughout the 1992 General election's year. A copy of this publication is also attached to this revised proposal.

* **Lobbying and Advocacy**

Since 1992, NCSW has been on the forefront in its lobbying and advocacy role, on all issues affecting the status of women including: violence against women, gender discrimination and women-related human rights abuses. In this regard, NCSW lobbys for women's rights through the local media and through its participation in many international and local conferences, seminars and workshops on gender and human rights issues. NCSW is also represented

in key human rights organizations in Kenya, including Kenya Human Rights Commission(KHRC), The Center for Governance and Democratic Development (CGD), the Task Force on Laws Relating to Women and Citizen's Coalition for Constitutional change (4Cs).

2.2 Linkage of DECE with other NCSW Projects

From the above summary of past and current NCSW programmes, it is clearly evident that the proposed DECE programme is closely linked and indeed complements the other NCSW programmes. Indeed, this programme links well with the NCSW Civic Education Programme, whose second phase was completed in March 1996. DECE will help to fill gaps and strengthen the training capacity and sustainability of the Civic Education Programme. In other words, DECE, by focussing on developing a training package for Trainers of Trainers (TOT) and a field training manual, for the grassroots level, will help improve both the outreach capacity and create the important element of sustainability of the NCSW civic education programme, that is currently lacking.

2.3 Capacity of NCSW to Implement DECE

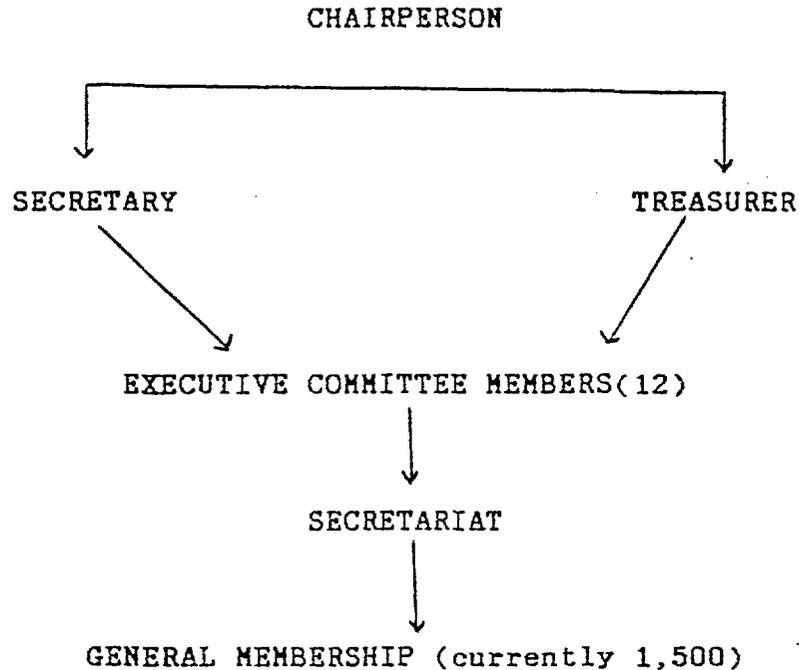
NCSW has the experience, institutional and outreach capacity to carry out the DECE. Firstly, NCSW has an operational Secretariat, based in Nairobi, with basic Administrative Staff and equipments. Secondly, NCSW has effective organisational structures, coordinated by a 15 member Steering Council, composed of members representing most regions of the country. Thirdly, in each region where NCSW has conducted civic education to-date, a focal point(or person) has been established, for future mobilization of the target community of that area. The areas to be covered under DECE are adjacent to these focal points. Finally, NCSW has at present a total membership from the grassroots to

the national level numbering about 1,500 members. All these members can be called upon wherever necessary, to support NCSW activities.

In regard to financial management capacity, NCSW has to-date demonstrated sound financial management, and accountability for all donor funds it has received. NCSW's Treasurer, in conjunction with the Chairperson, the Secretary and the other 12 members of the Executive Committee, manages and regulates NCSW's programme expenditures and accounts, as per the agreed upon budget lines for all programmes. The Executive regularly reviews NCSW's accounts and financial reports. NCSW operates a current bank account number 021-082-375 with the National Bank of Kenya; Kenyatta Avenue Postal code 30645, NAIROBI. The account is in the name of the National Commission on the Status of Women, and has three signatories:- the Chairperson, Treasurer and Secretary. Furthermore, following the completion of each program activity, audited accounts are always examined and certified by an external auditor. The current NCSW external auditors are Otieno Oboge & Co. Certified Public Accounts, Utalii House 2nd Floor North Wing, Uhuru Highway, Postal Code 55142, NAIROBI. Tel.220307.

To illustrate the NCSW management structure, a graphic presentation is provided below.

NCSW MANAGEMENT STRUCTURE



3. STATEMENT OF OBJECTIVES:

Project goals are as follows;

1. To create gender, legal and general human rights awareness among grassroot based women and men.
2. To educate women and men voters on electoral laws and procedures.
3. To sensitize rural communities on their political and democratic freedoms and rights.

4. To create civic awareness among the electorate with a view to building their capacity for the effective participation in the 1997 General Elections.
5. To encourage potential women candidates to vie for elective posts.
6. To help eliminate irregularities and corrupt practices related to electoral politics and governance processes.

Some of the major issues the project will address include:

- (i) civic and human rights education
- (ii) gender sensitization and training on gender relations and rights, focussing on both women and men
- (iii) enhancing participatory democratic practices in electoral politics and governance processes generally
- (iv) training for empowerment to enable grassroot communities to take control over their lives and improve their social, political and economic statuses.

4. RATIONALE:

Formal political pluralism, without a well informed citizenry, with the capacity to control its lives and provide basic human welfare needs, will not bring about democracy in Kenya. The past four and a half years since the return to multipartism in Kenya, testify to the futility of attempting to create democracy without democrats and without an empowered civil society and citizenry. 30 years of single party rule in Kenya, systematically muzzled the development of an autonomous civil society and curtailed human and legal rights awareness among the citizens. Hence the return to political pluralism in December 1991, found most Kenyans unaware of their legal and human rights. Since then, human/legal awareness and gender sensitization programmes have been set up by various human rights NGOs, including NCSW. However, their efforts have been limited due to factors such as

short time span and enormity of the task, the slow process of registering NGOs, harassment, red-tape and unnecessary government interference in NGO's work. In light of this situation, it is very important that NGOs and other civil society groups, intensify their efforts to play a more effective role in educating and empowering Kenyan society.

More importantly, with the 1997 general elections just around the corner, there is an urgent need to equip the electorate with the necessary knowledge to participate effectively in exercising their democratic rights in the electoral process by contesting political office and/or voting responsibly as informed citizens. It is therefore important to increase citizen's level of civic awareness and understanding of electoral laws, human and legal rights, and hence empower them to advocate for reforms in all sectors and to elect good leaders who can facilitate and mobilize for democratic change.

5. JUSTIFICATION FOR THIS PROJECT:

As explained under (2) above, NCSW has during 1993 - 1996 implemented Phase I and II of a nationwide civic education programme, focussing on raising political, legal and gender awareness among women. The proposed DECE project complements, without duplicating our earlier Civic Education Programme. Thus whereas most of the issues to be addressed under the DECE programme are similar to those of the NCSW Civic Education Programme, the focus under DECE is broader - being for both women and men - and the approach is also different. The new strategy under DECE is an "out-reach" training through TOTs and grass root's community leaders. Thus Instead of NCSW training directly through seminars or workshops for members of target communities, the emphasis will be on providing materials through TOTs, which the communities will have at their disposal. In addition, the local population will be involved in implementing and sustaining the project.

6. IMPLEMENTATION PLAN:

The DECE outreach project will concentrate on the development of materials to be used by Trainers of Trainers (TOTs), and community leaders working at the grassroots level. The first stage in the implementation plan of DECE is therefore the preparation of a TOT's manual, by experts to be identified and coordinated by NCSW. The TOTs identified from among the target local communities will then be trained by a team of NCSW trainers who will provide them with the knowledge and the skills necessary to be able to train other trainers, who will in turn reach out to community leaders in the rural communities. The TOTs and NCSW trainers will together develop a "kit" containing information on content and strategies of training grassroots communities on issues pertaining to democracy and human rights. This "kit" should be broad enough to be able to cater for the needs of various target communities covered under this project. The community leaders, in conjunction with the TOTs will reach out to the general public and organised groups, in formal and informal fora such as barazas, religious and women's meetings etc., ultimately creating forums for discussion and dialogue. The TOTs will also work with the target communities for an extended period of time to ensure sustainability of the project, and to enable the TOTs to evaluate the extent to which the participants have internalized the materials. Initially, the TOTs should carry out outreach work with their target communities for about 100 days. But NCSW would encourage them to continue to provide their voluntary services beyond the funded period, as part of their own contribution to their own community.

The Implementation Structure and Workplan Schedule is provided below:

* DIAGRAM OF STRUCTURE:

NCSW EXPERTS	TOTS	TRAINERS	C. LEADERS
-will develop training manuals	-will train trainers with manual	-will use kit & train community leaders	-will train the public at large

* WORKPLAN SCHEDULE

- i) The identification of resource persons will start as soon as funds become available and will take (2 - 4 weeks)
- ii) Development of materials on the specified themes: (1 - 2 months)
- iii) Development of the Trainers of Trainers Kit: (1 month)
- iv) Development of the manual to be used in the field: (1 month)

- v) Translation of the manual into various languages: (1 month)
- vi) District Workshops to train ToTs (4 months)
- vii) The Trainer of Trainers outreach work within the Districts and co-ordination of the same by NCSW, and Evaluation of the project - 4 months.

Training Themes to be covered include the following;

- (i) Legal and Human Rights
- (ii) Electoral Laws and Procedures
- (iii) Political and Democratization Processes in Kenya, and
- (iv) Campaign Issues and Strategies.

DECAPITALISE AREAS TO BE COVERED

- (i) Kitui District
- (ii) Nyeri District
- (iii) Kilifi District
- (iv) Siaya District

The above districts were chosen because they have not (except for a small part of Kitui) been previously covered under the NCSW

civic education programme to-date and hence are in dire need of democratisation information. At a later stage, NCSW intends to extend this programme to other parts of the country.

The materials to be developed consist of the following:

- (i) Trainers of Trainers Kit
- (ii) Manual for training on the field.

Some of the training materials used in past NCSW civic education activities would be selectively adopted for the DECE programme. But unlike previously, NCSW would for the first time also develop a TOT kit and formal training manual. The materials prepared for the DECE project would also be target specific, rather than general as has been the case before.

The materials will be printed in the following languages:

- (i) English
- (ii) Kiswahili and
- (iii) Vernaculars (only for districts where Kiswahili & English are not understood).

7. PARTICIPANTS/BENEFICIARIES:

Generally speaking, the intended beneficiaries encompass a broad cross section of individuals and groups in each community including women, men, the young and elderly. NCSW estimates that by the expiry of the formal outreach period, the 50 TOTs and community leaders in each district will have provided training and/or information to a total of 100,000 people in each target district.

In regard to the specific role of women, since NCSW's primary mandate is the empowerment of women, naturally special emphasis will be placed on reaching out to women as a whole. Women of all

ages and status (married, single, widowed, divorced) will be targeted especially in raising gender awareness, voter education and capacity building of women candidates, from all registered political parties in the country.

In its previous educational programmes, the NCSW has encouraged participants to be part and parcel of the entire training programmes during seminars and workshops, and thus the beneficiaries always have a significant role to play in the training process. Accordingly, although a written manual will be used, NCSW will encourage the TOTs to adopt the participatory method of teaching. This will not only encourage participants to contribute in discussions, but to also come up with suggestions on how to best sustain the programme for their own empowerment, beyond the initial training. The assumption therefore is that the trained local personnel will continue with the project even when the TOTs are withdrawn from the area.

8. SUSTAINABILITY

The main way in which to ensure the sustainability of the project is through the training kit and manuals which will enable communities to have continued access to the information. The Trainers of Trainers will identify opinion leaders either through women's groups, church leaders or youth development programmes and social groups who will be further trained to help sustain this programme. The assumption is that these community leaders in the course of their normal community service, would continue to incorporate in their work, the lessons learnt from the project, long after the TOTs are withdrawn from the area. Furthermore, the Trainer's manual, would be made available to these community leaders to assist them to continue with training informally. The community leaders would also be encouraged to train other trainers with a view to expanding this multiplier effect and sustainability of the project.

8. PROJECT IMPACT, MONITORING AND EVALUATION:

A) During project implementation:

1. There will be a system of monthly reports from the TOTs.
2. There will be a team of supervisors to monitor the progress of the TOTs.

B) Immediately upon the project completion:

1. There will be district seminars to assess the impact of the training programmes and the relevance of the field training manual, if sufficient funds are made available.
2. The voter behaviour and nature of participation in 1997 General Elections, will serve as an important method of assessing the impact of the project in the short term. The electoral behaviour will serve to measure the impact of voter education and general civic awareness component of this project.

C) Long Term

NCSW will develop a long term monitoring system for the assessment of the long term objectives, which include, the changing of retrogressive attitudes and ultimately, the empowerment of the target communities to take full control over their lives.

10. BUDGET:

The proposed programme as described above, will cost a total of Kshs.7,333,000/= (US dollars 133,327) to implement. Attached please find a detailed budget, with budgetary notes for the NCSW DEMOCRATIZATION AND CIVIC EDUCATION PROJECT - DECE, to be carried out in Kitui, Nyeri, Kilifi and Siaya Districts.

THE NATIONAL COMMISSION ON THE STATUS OF WOMEN (NCSW)
SUMMARY BUDGET

BUDGET ITEM	USAID Kshs.	USAID Dollar	NCSW Kshs.	NCSW Dollar	TOTAL Dollar
SECRETARIAT COSTS					
Rent	0	0	60,000	1,091	1,091
Postage	0	0	12,000	218	218
Courier Services	0	0	40,000	727	727
Photocopying	0	0	78,675	1,430	1,430
Power/Water	0	0	25,000	455	455
Stationery(Letter heads)	0	0	5,000	91	91
SALARIES					
Administrator	100,000	1,818	40,000	727	2,545
Secretary	75,000	1,364	30,000	545	1,909
Executive Committee	0	0	768,000	13,964	13,964
Messenger	0	0	35,000	636	636
Night Guard	0	0	24,500	445	445
FURNITURE					
	0	0	327,053	5,946	5,946
EQUIPMENT					
Computer	0	0	236,250	4,295	4,295
Fax	0	0	53,625	975	975
PLANNING COSTS					
Consultants	640,000	11,636	0	0	11,636
TOT Manuals	75,000	1,364	0	0	1,364
Conference Facilities	8,000	145	0	0	145
Field Manuals	180,000	3,455	0	0	3,455
Publicity Literature	410,000	7,455	0	0	7,455
WORKSHOP COSTS(4)					
Coordinators	160,000	2,909	0	0	2,909
Trainers Fees	320,000	5,818	0	0	5,818
Per Diem Costs	160,000	2,909	0	0	2,909
Materials/Supplies	185,000	3,364	0	0	3,364
Conference Facilities	40,000	727	0	0	727
PARTICIPANT COSTS					
Transport	150,000	2,727	0	0	2,727
Accommodation	500,000	9,091	0	0	9,091
Out-of-pocket Allow.	50,000	909	0	0	909

TOT COSTS

Coordinators	80,000	1,455	0	0	1,455
Transportation	1,400,000	25,455	0	0	25,455
Per Diem Costs	823,200	14,967	0	0	14,967
EVALUATION	50,000	909	96,400	1,753	2,662
AUDIT	57,000	1,036	0	0	1,036
ACCOUNTANCY SERVICES	28,000	509	0	0	509
TOTAL	5,501,200	100,022	1,831,503	33,298	133,320
	=====	=====	=====	=====	=====

Exchange Rate used is Kshs.55 = \$1.00

REVISED BUDGET FOR NCSW Democracy/Governance Project

Project - DECE

KSHS.

SECRETARIAT COSTS

1.0	Rent	60,000
1.1	Power/Water	25,000
1.2	Furniture	327,053
1.3	Computer	236,250
1.4	Fax	53,625
1.5	Postage	12,000
1.6	Courier Service	40,000
1.7	Photocopies	78,675
1.8	Stationery(Letter heads)	5,000

SALARIES

1.9	Administrator	140,000
1.10	Secretary	105,000
1.11	Executive Committee	768,000
1.12	Messenger	35,000
1.13	Night Guard	24,500
	Sub-total.....	1,910,103

PLANNING

2.0	Planning meeting by Thematic Consultants and Language Translators to design OUT-REACH method of teaching x @ 10,000 x 8 x 3	240,000/
2.1	Development of teaching material (TRAINING KIT for Trainer of Trainers (TOTs; and TRAINING MANUAL to be used in the field) by the Thematic Consultants and Language Translators @ kshs. 10,000 x 8 x 5	400,000/
2.2	Hire of Meeting place & Snacks @ Kshs.1,000	8,000/
2.3	Printing of 500 TRAINING KITS for the TOTs @ Kshs.150/=	75,000/
2.4	Printing of 2,000 TRAINING MANUALS to be used in the field @ Kshs. 95/=	190,000/
2.5	Printing of Brochures, Stickers, Educational Leaflets	410,000/
	Sub-total	1,323,000

WORKSHOPS (Four)	KSHS.
3.0 Co-ordination @ Kshs. 40,000 x 4 (Districts).....	160,000
3.1 Honorarium for Trainers (8) @ Kshs. 10,000 x 8 x 4 (Districts).....	320,000
3.2 Per Diem for Workshop Personnel (4) @ Kshs. 2,000 per day x 4 x 4 x 5 Days	160,000
3.3 Hotel space/Conference Room @ Kshs. 2,000 x 4 x 5 Days	40,000
3.4 Travel and Accommodation costs for 50 people	
(i) Transport @ Kshs. 750 x 50 x 4 (Districts)	150,000
(ii) Accommodation, food plus teas Kshs. 500 per day x 50 x 4 x 5	500,000
3.5 Out-of-pocket allowance for 5 days for participants @ Kshs. 50 per day x 50 x 5 x 4	50,000
Sub - total	<u>1,380,000</u>

WORKSHOP COSTS (4)

4.0 Workshop stationery: (Files, Pens, Pencils, Writing pads, Rubbers) @ Kshs. 300 x 50 x 4	60,000
4.1 Photocopying	60,000
4.2 Telephone	35,000
4.3 Rental of audio-visual material @ Kshs 7,500 x 4	30,000
Sub - total	<u>185,000</u>

TRAINER OF TRAINERS (TOTs)

EXPENSES:

5.0 Co-ordination @ Kshs. 20,000 per District x 4	80,000
5.1 Travel/Accommodation Costs (for an average of 70 days) @ Kshs. 100/= x 50 x 70 x 4	1,400,000

	KSHS.
5.2 Honorarium for the Trainer of Trainers (TOTs) @ Kshs. 58/80 x 50 x 70 x 4	823,200 -----
Sub - total	2,303,200
6.0 EVALUATION	146,400
7.0 ACCOUNTANCY SERVICES	28,000
8.0 AUDIT	57,000
T O T A L .(US \$ 133,322).. KSHS.....	7,332,703 =====

TO BE FINANCED BY:

U.S.A.I.D. SUPPORT (US\$ 100,022)	5,501,200
25% NCSW SECRETARIAT AND EXECUTIVE COMMITTEE CONTRIBUTION IN TERMS OF VOLUNTARY WORK (US\$ 33,300)	1,831,503 -----
TOTAL	7,332,703 =====



Julie Ongudi
Treasurer
National Commission on the Status of Women(NCSW)

BUDGETARY NOTES

SECRETARIAT COSTS contribution towards the DECE Project as follows:-

- 1.0 Rent paid for the NCSW Secretariat is Kshs. 30,000 per month, a total of Kshs. 60,000 for 2 months.
- 1.1 Power/Water consumption @ at Kshs. 5,000 per month, for 5 months, a total of Kshs. 25,000
- 1.2 75% of the total furniture cost of Kshs. 436,070 to be utilized during the DECE Project is Kshs. 327,053.
- 1.3 75% of Kshs. 315,000 being the purchase cost of the NCSW computer is Kshs. 236,250.
- 1.4 75% of Kshs. 71,500 which was paid for the NCSW Fax Machine is Kshs. 53,625
- 1.5 Postage of about 2,000 letters at Kshs. 6/= each, a total of Kshs. 12,000
- 1.6 Experience has shown that Courier Service is very fast and reliable. This has been estimated at Kshs.1,000 per 10 couriers at each of the 4 Districts at, a total cost of Kshs. 40,000.
- 1.7 Photocopies of about 15,735 at Kshs. 5/= a copy, a total cost of Kshs.78,675, during the preparation of the TOTs Kit and field manual.
- 1.8 During the term of the DECE Project NCSW letterheads will be used costing Kshs.5,000.

SALARIES

- 1.9 The Administrator's salary is Kshs.20,000 per month, USAID will pay for 5 months Kshs.100,000, while NCSW will meet the salary of 2 months Kshs.40,000.
- 1.10 The Secretary's salary is Kshs. 15,000 per month, USAID will meet the cost of 5 months, Kshs.75,000 and NCSW to pay the salary of 2 months which is, Kshs.30,000
- 1.11 Eight(8) members of the Executive will meet 16 times to discuss the DECE Project for about 3 hours per meeting at Kshs. 2,000 per hour, at a total cost of Kshs. 768,000.
- 1.12 The salary of the NCSW Messenger at Kshs.5,000 per month for 7 months, a total of Kshs.35,000.
- 1.13 The salary of the NCSW Night Guard at Kshs.3,500 per month for 7 months, Kshs.24,500.

PLANNING

- 2.0 Eight(8) experts made up of Thematic Consultants and Language Translators, to be paid for each of the 3 planning sessions Kshs. 10,000, making a total of Kshs.240,000.
- 2.1 The eight(8) experts described at 2.0 above to be paid Kshs.10,000 each per meeting during the 5 sessions to develop the TRAINING KIT for the Trainer of Trainers (TOTs) and a TRAINING MANUAL to be used in the field. Total payment amounts to Kshs.400,000.
- 2.2 Hire of meeting place/snacks during the exercises at 2.0 and 2.1 above @ Kshs. 1,000 a session for 8 sessions, giving a total of Kshs. 8,000.

2.3 Printing of 500 TRAINING KITS for the Trainer of Trainers @ Kshs. 150 each, giving a total of Kshs.75,000.

2.4 Printing of 2,000 TRAINING MANUALS to be used in the field @ Kshs.95 each at a total cost of Kshs.190,000.

2.5 Printing of:

5,000 size A4 BROCHURES	Kshs. 34,650
15,000 size 6" x 2" STICKERS	Kshs. 34,800
20,000 size A2 POSTERS	Kshs.225,150
3,000 size A3 EDUCATIONAL LEAFLETS ..	Kshs. 23,000
6,000 size A4 EDUCATIONAL LEAFLETS ...	Kshs. 92,400

TOTAL KSHS. 410,000
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WORKSHOPS

3.0 Four(4) Workshops will be carried out in the four(4) Districts to be covered by the project i.e. KITUI, KILIFI, NYERI and SIAAYA. For each workshop Kshs.40,000 will be spent on co-ordination and mobilising participants in each District, at a total cost of Kshs.160,000.

3.1 A total of eight(8) Trainers will be paid Kshs.10,000 each per District for the four(4) District Workshops, at a total cost of Kshs.320,000.

3.2 Four(4) Workshop Personnel will be paid Kshs.2,000 per day, for five(5) days, at each of the four(4) District Workshops at a total cost of Kshs.160,000.

- 3.3 Hotel space/Conference Room at Kshs.2,000 per day, for 5 days, at each of the 4 District Workshops, at a total cost of Kshs.40,000.
- 3.4. Travel and Accommodation for both Participants, Workshop Personnel and Trainers.
- i) Transport @ Kshs.750 per person for 50 people at each of the four(4) District Workshops at a total cost of Kshs.150,000.
 - ii) Accommodation, food plus teas at Kshs.500 per person, for 50 people per day, for 5 days, at each of the 4 District workshops, giving a total of Kshs.500,000.
- 3.5 Out-of-pocket allowance of Kshs.50 per each of the 50 participants per day, for five(5) days, at each of the 4 District Workshops, giving a total of Kshs.50,000.

WORKSHOP COSTS

- 4.0 Workshop Stationery:
(Files, Pens, Pencils, Writing pads, rubbers, etc.) At Kshs.300 per each of the 50 participants attending 4 District Workshops, at a total cost of Kshs. 60,000.
- 4.1 Photocopying of documents in regard to the NCSW DECE PROJECT will cost a total of Kshs.60,000, at an allocation of approximately Kshs.15,000 for each of the 4 District Workshops.
- 4.2 Telephone:
It is estimated Kshs.5,000 will be spent on telephone/fax per month, for 7 months of the project, at a total cost of Kshs.35,000.

4.3 Rental of audio-visual material is Kshs.7,500 per each of the 4 District Workshops, giving a total cost of Kshs.30,000.

TRAINER OF TRAINERS (TOTs)

EXPENSES:

5.0 For each of the 4 Project Districts, Kshs.20,000 will be spent on Co-ordination of the TOTs training in the field, at a total cost of Kshs.80,000.

5.1 Travel Costs (for an average of 70 days)

The 50 TOTs in each of the 4 Project district will be paid travel expenses at Kshs. 100 per day, for 70 days, at a total cost of Kshs. 1,400,000

5.2 Honorarium for the Trainer of Trainers (TOTs) will be Kshs.58/80 per day for 70 days, per TOT, for 50 TOTs at each of the 4 Project District at a total cost of Kshs. 823,200.

6.0 EVALUATION

About 8 members of the Executive will evaluate the DECE Project for a total of 5 hours each at a cost of Kshs.2,410 per person, at a total cost of Kshs.86,400.

Evaluation report production will require an additional of Kshs. 50,000, making a total of Kshs. 146,400.

7.0 ACCOUNTANCY SERVICES

Services of an Accountant on a part time basis once a week for 2 hours at Kshs.500 an hour, during the 7 months of the DECE Project: 4 X 2 X 7 X 500 totals to Kshs.28,000.

8.0 AUDIT fee of Kshs.57,000 will be paid to an Auditor to examine and certify the accounts of the DECE Project.

25% NCSW EXECUTIVE COMMITTEE AND MEMBERS CONTRIBUTION

Total expenditure for the NCSW Democratization and Civic Education Project - DECE is Kshs. 7,332,703 (US\$ 133,322). U.S.A.I.D. support is US \$ 100,000, the balance of US\$ 33,300, being approximately 25% of the total expenditure to be met in the form of contribution of voluntary work by the NCSW members and Executive Committee towards the implementation of the project.