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UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT

REGIONAL ECONOMIC DEVELOPMENT SERVICES OFFICE
FOR EAST AND SOUTHERN AFRICA (REDSO /ESA)

United States Postal Address
U.S.A.I.D./REDSO/ESA
UNIT 64102
APO AE 09831-4102

September 12, 1997

International Postal Address
POST OFFICE BOX 30261
NAIROBI, KENYA
TEL: 254-2-751613
FAX: 254-2-748607/743204

Rev. Mutava Musyimi
General Secretary
The National Council of Churches of Kenya
Church House, Moi Avenue
P.O. Box 45009
Nairobi

Subject: Award No. 623-G-00-97-00051-00

Dear Rev. Musyimi:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby grants to the The National Council of Churches of Kenya (herein after referred to as NCCK or "Recipient"), the sum of \$190,477.00 to provide support for a program in Voter Education and Election Monitoring 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 09/12/1998. USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This award is made to NCCK, 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,
Beth S. Paige
Beth S. Paige
Grant Officer
REDSO/ESA/Procurement

Attachments:

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

ACKNOWLEDGED: The National Council of Churches of

BY: *[Signature]*

Title: MUTANA MWS YIMI - GENERAL SECRETARY

Date: SEPT. 16th 1997

ACCOUNTING AND APPROPRIATION DATA

A. GENERAL

- 1. Total Estimated Amount: \$190,477.00
- 2. Total Program Amount: \$1,136,619.00
- 3. Total Obligated Amount: \$190,477.00
- 4. Cost-Sharing Percentage
(Non-Federal): 83.2%
- 5. Activity Title: NCKK Voter Education Program
- 6. USAID Technical Office: OSPP, USAID/Kenya
P.O. Box 30261
Nairobi
- 7. Tax I.D. Number: N/A
- 8. CEC No.: N/A
- 9. LOC Number: N/A

B. SPECIFIC

APP: 727/81021
BPC: GDV79721615KG13
RESCTL NO. V271022
MAARD Number: 615-0266-3-70016
Program Manager: Nancy Gitau, USAID/Kenya

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 09/12/1998.

1.3 AMOUNT OF AWARD AND PAYMENT

- (a) USAID hereby obligates the amount of \$190,477.00 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".

LINE ITEM	USAID CONTRIBUTION	NCKK COST SHARING BUDGET
PROGRAM COSTS		
WORKSHOP	-	11,111
9 REGIONAL WORKSHOPS	23,810	61,905
62 DISTRICT WORKSHOPS	-	295,238
DEVELOPMENT AND PRODUCTION OF ELECTION MATERIALS	5,952	183,175
WRITING AND SPACE COSTS	-	38,095
12 ELECTION MEETINGS	-	11,111
9 ELECTION MONITORING TRAINING	23,810	42,857
ELECTION MONITORING	71,587	158,730
CONSULTANCY	-	15,873
PERSONNEL COSTS	44,873	44,873
COMMUNICATION COST	12,508	83,174
AUDIT	7,937	-
TOTALS	190,477	946,142

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 Technical 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:

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. 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 COST SHARING

The Recipient agrees to expend an amount not less than 83.2% 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 productions is attached.
- (c) Communications products which meet any of the following criteria are not eligible for USAID financing under this agreement unless specifically authorized in the agreement schedule or in writing by the agreement officer:
 - (1) Any communication product costing over \$25,000, including the costs of both preparation and execution. For example, in the case of a publication, the costs will include research, writing and other editorial services (including any associated overhead), design, layout and production costs.
 - (2) Any communication products that will be sent directly to, or likely to be seen by, a Member of Congress or Congressional staffer; and
 - (3) Any publication that will have more than 50 percent of its copies distributed in the United States (excluding copies provided to CDIE and other USAID/W offices for internal use.

1.11 SPECIAL PROVISIONS

NCKK shall take action in response to USAID's management assessment recommendations as outlined in USAID letter dated August 1, 1997. NCKK shall provide to USAID no later than March 31, 1998 a written summary of actions taken in this regard.

[END OF ATTACHMENT 1]

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Voter Education and Election Monitoring" and undated is attached hereto as the Program Description (Attachment 2) and is made a part of this Award.

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PROPOSAL FOR FUNDING

NAME OF THE PROJECT: VOTER EDUCATION AND ELECTION MONITORING

IMPLEMENTING NGO: NATIONAL COUNCIL OF CHURCHES OF KENYA, CHURCH HOUSE, MOI AVENUE; P.O BOX 45009, NAIROBI-KENYA.
TEL: 338211; FAX: 224463.

PROJECT DURATION: 12 MONTHS

TOTAL BUDGET: KSHS. 13,990,000.00

CONTACT PERSONS: REV. MUTAVA MUSYIMI
GENERAL SECRETARY

SAMUEL KABUE

OBJECTIVE

The objective of this project is to undertake a programme of electoral education in advance of the General Elections, in order that the public are more familiar with the electoral process and of their role within a democratic society. It is also aimed at establishing a network to observe and monitor the electoral process with a view to enabling the people of Kenya to exercise their freedom of electing leaders of their choice.

OUTPUTS AND ACTIVITIES

The project will support a programme of electoral education through the five (5) regional workshops on voter education and five on election monitoring. Outputs will include a cadre of 200 qualified facilitators; 1000 district level trainers, 200 trained election monitors, and up to half a million people sensitized about the forthcoming General Elections. Specific activities will include:

Undertaking of 5 regional training of trainers Workshops.

Facilitation of at least 200 district level meetings on the electoral process before the general elections;

Undertaking of 5 regional workshops to train election monitors/observers.

Development of a manual for election monitors/observers.

Election Monitoring on the polling day i.e Poll watching and count certifying.

BACKGROUND

Since the repeal of section 2 (a) of the constitution in 1991, reverting Kenya back to a multi-party democracy, elections in the country have often been characterized by ethno-based block voting as opposed to more issue based campaigns whereby an informed electorate makes balanced choices upon the basis of well researched and presented policy alternatives. Some election activities have also been marred by a degree of violence, with a number of fatal incidents and property destroyed. Violence and insecurity has continued to hinder many citizens from participating in the electoral process.

The process is often a difficult and uneven one, with many stakeholders becoming disillusioned along the way. The on-going activities of this project indicate that a number of Kenyans at the community level are apathetic and do not understand the importance of democratic process.

During the 1992 General Elections, many of the electorates were unaware of their rights, duties and obligations or of the steps involved in elections campaigns or of voting itself. While several local and international groups played a monitoring role, their impact and coverage was sometimes patchy, and there was inadequate complementary activity to work with the electorate to educate them about their rights and responsibilities in the electoral process.

The aim of this project is to address this gap in advance of the next General Elections and beyond. It will involve the undertaking of a programme of electoral education in ten regions through the training of voter education facilitators and election monitors. Subsequently the programme will aim to benefit a significant proportion of the electorate within the nine regions.

Currently the NCKK is closely working with the Catholic Secretariat on voter education and awareness raising at the community level, as well as on the area of dialogue, lobbying and advocacy to the relevant authorities. At the national level the Council has shared information with the National Democratic Institute (NDI) on the electoral process.

The NCKK is collaborating with the Institute for Education in Democracy (IED) and the Catholic Justice Peace Commission in a joint effort to monitor all the aspects of the 1997 general elections. This effort is being supported by the Department for International Development and other donors from the European countries.

PROJECT DESCRIPTION

The aim of the project is to improve the level and quality of electoral participation by eligible voters. This will be undertaken through regional workshops on voter education and election monitoring, production of an election monitoring manual, poll-watching and count-certifying.

Collaboration with other NGOs and the National Electoral Commission of Kenya to identify appropriate materials. Prior to 1992, the National Council of Churches of Kenya were the hosts of the National Ecumenical Civic Education Programme (NECEP). This body produced various voter education materials for awareness raising on the electoral process. NCKK will liaise with other NGOs, namely the IED to identify suitable materials on the forthcoming General Elections. This proposal also seeks support for the production of an election monitoring manual.

All materials used by NCKK will be copied to the Electoral Commission of Kenya (ECK), and will in particular aim at imparting information on the electoral process. These will include the rights and obligations of the electorate, the technical steps involved in casting the vote and the personnel with whom they should be familiar with at the polling station i.e the Returning Officers, Poll monitors, Party agents etc. NCKK has also produced materials that inform the electorate about the implications of buying votes and voter intimidation at polling stations.

The NCKK has an extensive network of professional staff right down to parish level that are utilized in the design and implementation of church related and other community based initiatives. It is anticipated that this network will be primarily engaged in election related activities during the period prior to the General Election that will necessitate considerable liaison between the Regional Offices and the Advocacy Unit itself (who will have a Programme Director together with three Project Secretaries working on the project).

The conducting of 5 regional Workshops in order to train up to 200 Voter Education Facilitators. These will be conducted in five Regions, and will be arranged and hosted by the respective NCK's Regional Coordination Offices and the respective regional committees. Action Plans will be drawn at these Workshops through Regional Committees, who will be key stakeholders in the successful implementation of the District and parish initiatives as well as their sustainability.

The conducting of 5 regional Workshops in order to train up to 200 Election Monitors. The NCK will recruit, train and deploy upto 6,500 Poll Watchers and Count observers. Through the Regional and District Co-ordinating Committees, the NCK will be involved to suggest relevant people for the task.

Up to about Two Hundred District Level Meetings. These will take place after weekly or other regular church services, which are well attended throughout the country. Approximately 5-10 will be conducted by each of the 1,000 trained trainers at the regional workshops and District meetings in a period of two (2) months prior to the anticipated election date. It is expected that up to fifty participants will attend each. Where the trained community members will use the materials to explain their rights and obligations on polling day, and why it is important to vote. If this target number of meetings is met, the project is expected to reach up to 500,000 people.

An ongoing process of monitoring and follow-up. This will be principally undertaken by the project officers in collaboration with regional coordinators and the District Co-ordinating Committee officials who will report to the Advocacy Unit. Each trainer will be required to record the details of each meeting on a basic form, including an estimated number in attendance, and the expenses incurred during the day (for transport and food). This will then be counter-signed by the Secretary or Chairman of District Co-ordinating Committee. Forms will be forwarded to district representatives every fortnightly and collected by regional coordinators to advocacy unit monthly.

The Advocacy Unit will undertake random monitoring exercises within the regions, and at an early stage of implementation fine-tune any procedures for project implementation and monitoring. Each of the Project Secretaries, together with the Director of the Advocacy Unit, will be responsible for monitoring and follow-up within the different regions. Donors will also monitor the project closely, and will be invited to join the Advocacy Unit on some of its implementation and monitoring exercises.

An evaluation exercise after the General Election. Though the 1992 National Civic Education Programme was extensive and involved the disbursement of a considerable amount of resources, it was never independently evaluated. As this project is also considerable, it is important that any lessons learned are documented and disseminated. Through the support of our partners the NCK will carry out an external evaluation.

PARTICIPANTS/BENEFICIARIES:

The primary beneficiary of this project will be the grassroots communities who will be equipped with the knowledge on the electoral process such as their rights as voters, importance of voting, responsible citizenship and political participation among others.

They will also be equipped with skills on election monitoring.

Special attention will be given to women at the community level through the NCKK Member Churches. Apparently, the church leadership in Kenya is also male dominated hence the tendency to marginalize women. Out of this realization the NCKK has established a network for Church women up to the grassroots level. This network is coordinated by the Gender Desk of the Advocacy Unit. Currently, the network is encouraging women to fully participate in the forthcoming general elections.

This is because women need awareness more than other voters as they are easily influenced by non-political factors like food, money, clothing and decisions made by their husbands.

The secondary target group will be the facilitators, Church leaders at the executive level, the media, policy makers, the electoral commission, political parties and other civic education organizations who will be urged and encouraged to ensure a peaceful and conducive environment during the election period.

The NCKK involves the community from the beginning because member churches bring to the attention of the council, issues that come from the community. The issues are discussed and debated at committee level and finally the Annual General Assembly of the NCKK. Widespread mobilization and participation of the people at the regional, district and constituency level through the NCKK regional offices and member churches is a goal of the project and critical to its success.

IMPACT:

The project expects to see a high number of people registered as voters.

The project also expects to see increased awareness among Kenyans especially women and youth on issues of constitutional reforms, electoral process in an enhanced democratic culture.

It is also expected that both the print media and electronic media will undertake to educate on the electoral process and responsible citizenship.

The Project aims at seeing greater respect for the constitution and the democratic processes among the various political parties and the Civil Society in general.

The project expects to see an orderly and fair campaign process by all political parties for the benefit of free, fair, peaceful & informed elections in 1997.

It is expected that the commitment by the government to undertake constitutional reforms will be attained in order to create an enabling environment for the conduct of multi-party politics.

The NCKK will continue to dialogue on various issues for purposes of policy influencing and advocacy. Various representations will be made to relevant bodies as appropriate in articulation with the Council's position on national issues impacting on the member churches and Kenyans at large.

The main outputs of the project will be:-

An election monitoring manual.

At least 200 qualified facilitators trained through the 5 regional workshops.

Up to 200 District level meetings.

At least 1,000 trained election monitors including Poll-watchers, count-certifiers, constituency and district coordinators.

INSTITUTIONAL APPRAISAL

The NCKK is a well established organization that has been in existence since 1943, and has implemented a number of sizeable development initiatives throughout the country. Recently, it has undergone a major restructuring process, reflecting a change from an implementing to a facilitating organization. This process has strengthened its institutional capacity to manage and implement a programme of this magnitude.

The capacity of the Regional Offices of the NCKK is nevertheless more limited, and HQ will have to be proactive in the provision of assistance in order to ensure that the project is adequately implemented. However, the established NCKK regional and district structures up to the grassroots levels, have increased the level of participation and ownership by the member churches in all its activities. This has greatly endeared the council to its members and the community in general, who now feel the presence of the council in their locality.

As a result, this will also strengthened the dissemination of information on voter education and election monitoring which will be done through normal churches services, parish meetings, youth rallies and women fellowships among others.

Structure: The NCKK is headed by a General Secretary. Beneath the General Secretary is the Deputy General Secretary and seven unit and departmental heads. The General Assembly, Executive Committee, Finance Committee, Personnel and Administration Committee and Programmes Committee are the main organs of the Council and through which the involvement of the Member Churches is facilitated. The General Secretary, the Deputy General Secretary and the unit Directors are very instrumental in initiation and formulation of policies.

With the recent restructuring of NCKK, four programmes have been identified as central in its business. Advocacy, Capacity Building, Development and Theology are the core programmes of the Council. In order to implement these activities, the project will work in collaboration with Capacity Building Programme. It is under this programme that the

newly established regional offices fall and it is expected these coordinators will be key contact persons for the project.

The NCKK, through the member Churches, has an extensive network of professional staff, right down to parish level that are utilized in the design and implementation of Church related and other community based initiatives. It is anticipated that this network will be primarily engaged in election related activities, that will necessitate considerable liaison between the regional offices and the advocacy unit.

Social Appraisal: The project is targeted at all eligible voters. Its central aim is to impart to them the principles and practical steps involved in popular participation through the electoral process. This process will culminate in election monitoring particularly on the polling day. Electoral education is by definition aimed at that section of the populace that is less aware of the rationale for elections and of their own role within a democratic society. It is expected that this will encompass a large proportion of the rural population, particularly the more marginalized, non-literate groups, and it is these that are likely to benefit most from the project. It is not anticipated that the project will have any detrimental social impact.

Economic Appraisal: It is hoped that this project will make some contribution to ongoing efforts to promote the emergence of a mature pluralist democracy in Kenya. Worldwide evidence indicates that political pluralism and stability enhances the prospects for foreign and domestic investment, which in turn enhances the prospects for economic prosperity.

It is nevertheless inappropriate to undertake a formal economic appraisal of the project in cost/benefit terms, as it is not possible to quantitatively measure the benefits of the activities. In addition, electoral education is a 'process' activity where the real output is a more informed populace.

Working through the church networks is nevertheless a cost-effective approach to imparting basic voter education to the electorate. This is because the church is well established and extensive throughout Kenya, with churches under the NCKK's jurisdiction existing within every sub-location of every district throughout the Republic.

NCKK will also not have to go to the expense of mobilizing groups in order to undertake the work, as they will be convened for normal church services, and the congregation will be addressed by the trainers in order to take the voter education exercise after each service.

NCKK has also established regional offices which oversee the training of trainers and the success of the cascade phase of the project within each region.

The total number of registered voters in 1992 was 7,855,880. As there were 188 constituencies, this meant that there was an average of 41,500 registered voters in each constituency. It is estimated that there will be approximately 10 million registered voters on the electoral role in 1997, but this will be offset by an increase in the number of constituencies. Therefore it is assumed that the number of voters in each constituency will

remain the same. The cost per head of undertaking the electoral education will be the total cost of the project divided by the number of people that are expected to benefit.

RISKS AND ASSUMPTIONS

The democratization process in Kenya has generally been embraced by the donor community with enthusiasm, which has been reflected in continuing financial support for the legal and human rights NGO community. During the 1992 general elections, NCKK received a lot of support from many donors and partners to undertake election monitoring, voter/civic education, and advocacy work. The Council has already requested for accreditation by the Electoral Commission for the undertaking of election monitoring. However, there are a number of risks in undertaking this project, and its impact is contingent upon certain factors.

The environment in which the project is set is assumed to be conducive and enabling to the undertaking of electoral education. It is assumed that the NCKKs non-partisanship position will endeavour it to the powers that be to facilitate the carrying out of the proposed activities. It is also assumed that the strategy of regional workshops will facilitate the conduct of civic/voter education seminars with expected results.

The main risk is to be denied an opportunity by the Government to facilitate these workshops in the various political zones. Whereas there is very little that can be done to forestall a snap election given that this is a presidential prerogative, the council will continue the dialogue between it and the government. It will also continue to press for minimum constitutional reforms prior to the holding of elections in a bid to create an even political landscape.

As for hostility from either the government or opposition, the council will endeavor to use its good offices to ensure that the voice of reason prevails throughout and respect for the laws of the land are maintained.

MONITORING AND EVALUATION

The project will be monitored closely. Monitoring will be undertaken through a two way flow of information between the NCKK Advocacy Unit and constituency facilitators. All project and unit staff will be involved in attendance, evaluation and facilitation of workshops. However, the regional coordinators who are NCKK staff in the regions will serve as key link persons to collect and despatch to Nairobi all data agreed upon for monitoring purposes.

The project will maintain one person at the Headquarters to key in and analyze the data as it comes in. The reports from the district workshops will be sent in on a regular basis by regional coordinators to contact persons at the headquarters. Reports shall be produced by the project secretaries for information to donors and any other interested parties.

A final evaluation will be done jointly between the donors and the project to assess the impact of the project and its future.

INPUTS FOR THIS PROPOSAL:

Human resources:

The project will be carried out by the following personnel.

1. Director, Advocacy Unit
2. Project Secretary, Civic Education Project.
3. Project Secretary, Human Rights Project.
4. Project Secretary, Economic Justice Project.

- ◆ They will be supplemented by consultants and resource persons with diverse expertise. The consultants will be drawn from human rights lawyers, Political scientists, gender activists and economists to enrich the programme.

Support Staff:

- ◆ Two Secretaries
- ◆ Three Drivers
- ◆ One Messenger