

CONSTITUTION OF KENYA REVIEW COMMISSION

MOBILIZATION & OUTREACH COMMITTEE



**DETAILS OF THE MOBILIZATION & OUTREACH COMMITTEE
PROGRAMME OF CKRC FOR CIVIC EDUCATION AND REFERENDUM
JANUARY - DECEMBER, 2005**

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ABBREVIATIONS

APO	-	Assistant Programme Officer
CCC	-	Constituency Constitutional Committee
CCF	-	Constituency Constitutional Forum
CKRC	-	Constitution of Kenya Review Commission
DS	-	Deputy Secretary
ECK	-	Electoral Commission of Kenya
F&A	-	Finance & Administration
M&O	-	Mobilization & Outreach Committee
NCC	-	national Constitutional Conference
PO	-	Programme Officer
RDB	-	Resource Development & Budgeting

DETAILS OF THE MOBILIZATION & OUTREACH COMMITTEE PROGRAMME OF CKRC FOR CIVIC EDUCATION AND REFERENDUM

PART I

1.1 BACKGROUND TO THE 2005 CKRC MOBILIZATION & OUTREACH PROGRAMME

1.1 Introduction

This strategic plan has been developed in line with the time frame provided for in the Constitution of Kenya Review (Amendment) Act, 2004. Section 27 (1) of the Act provides that the National Assembly will within ninety (90) days debate the draft bill adopted by the NCC. Section 27 (2) provides that after the draft bill is presented to the Attorney General, he will within (thirty (30) days publish the proposed new constitution based on the draft bill and amendments as approved by the National Assembly.

It is envisaged that a referendum will be held to ratify the new constitution within ninety (90) days after the Attorney General publishes the proposed Draft Constitution (Sec. 28(1). This is the period during which the Commission is expected to conduct and facilitate civic education to support the referendum, and also monitor the conduct of the referendum.

The legal requirement as provided in the (amended) Cap 3A has formed the main reference point in drawing a list of activities in which M&O has participated.

This paper outlines the department's activities for civic education and the referendum which include: -

- a) The work plan as envisaged from the Review Act (Cap. 3 A);
- b) District Coordinators and their activities;
- c) Constituency Constitutional Committees (CCCs) and their role in the outreach programme;
- d) The Commissioners and their activities;
- e) The Provincial Administration and their role in the outreach programme;
- f) The objectives of the department's activities that are of relevance to the implementation of the general outreach activities including civic

- education and monitoring of the referendum as well as winding up activities; and
- g) The budget to support these activities

1.2 Methodology

The development of this concept paper is a product of four processes:

- a) Preparation of the programme activities;
- b) CKRC Seminar on Civic Education Strategy on the Referendum held in the CKRC Boardroom from October 27th to 29th 2004;
- c) Further consultations by M&O Committee and staff; and
- d) M&O Taskforce's meetings and recommendations;

1.3 District Coordinators

1.3.1 The Role of District Coordinators in Phase I

CKRC is required by law to have a countrywide presence and representation to discharge its mandate. The Commission established an office in every district in fulfilment of this requirement. Apart from acting as the regional office, the offices had a substantive role of initiating, coordinating and facilitating constitutional review activities at the grassroots level countrywide.

The Commission employed seventy-four (74) coordinators in October 2001, one each for all the districts excluding Nairobi and Mombasa, which had four (4) and two (2) District Coordinators respectively. The high population density in the two cities necessitated the additional coordinators. Each coordinator was allowed to engage services of one office assistant.

Reporting to the respective Programme Officer National Coordination at the CKRC head office, the tasks and Terms of Reference for the District Coordinators included: -

- a) General mobilization and outreach activities in the district to grass root level;
- b) In charge of the Documentation Center's in the district, facilitating its/ their management, ensuring they are stocked and are easily accessible to the public and also organize their safety and security;

- c) Gathering any relevant local information/materials for the purpose of constitution making e.g. population, number of organized groups in the district, locations etc;
- d) Facilitating the identification, classification and organization of the physical and electronic retrieval and dissemination of information and materials for constitution making;
- e) Supplying such information needed by local constituency forums and CCC's members;
- f) Liaising with other documentation centers nearby and others for information;
- g) Facilitate the formation of CCC's with the guidance and assistance of the CKRC;
- h) In collaboration with the CCC's, identifying and arranging for venues for public hearings whenever CKRC visits the constituencies in their areas;
- i) Facilitating regular meetings of the CCCs, taking minutes and involve local people as much as possible in discussing constitutional issues;
- j) Sourcing and identifying any other key personnel that the CKRC wish to consult or engage in its work;
- k) Identifying and arranging for simultaneous local translations, sign language users, procurement or hiring of public address system, transport and communication facilities for CKRC's meetings in the district;
- l) Monitoring the implementing of civic education by CEP's in their Districts;
- m) Facilitating capacity building for CCC members and;
- n) Performing any other tasks as directed by CKRC;

The services of District Coordinators were terminated in February 2003 when the CKRC first phase of field-based activities were deemed to have ended.

1.3.2 Reactivation and Role of District Coordinators in Phase II of the Review Process

The primary role of the District Coordinators in phase II will be to coordinate mobilization of the CCCs and CEPs to conduct civic education. They will also mobilize the CCCs to help in monitoring the referendum. The Commission is required by law to conduct civic education for a national referendum to ratify the draft constitution produced by the NCC at Bomas of Kenya and amended by the National Assembly. The referendum became mandatory following the ruling of Rev. Timothy Njoya case in May 2004 and the subsequent enactment of the Constitution of Kenya Review (Amendment Act) 2004 also popularly referred to as the Consensus Bill.

The Commission intends to reactivate the District Coordinators offices by May 2005. The offices will form an important focal point in the district for the Commission activities. The offices will act as a resource, documentation, and administrative centre for the civic education process and monitoring of the referendum in the district.

During Phase II of the process, the District Coordinators will specifically carry out the following additional responsibilities:

- a) Coordinate the dissemination of the Commission Report and draft constitution by CKRC Commissioners;
- b) Coordinate training of the training the CCCs and CEPs on how to conduct civic education for the referendum;
- c) Mobilize the people to actively take part in activities leading to the referendum;
- d) Improve the capacities of both CCCs and CEPs in monitoring of the referendum and its activities; and
- e) Ensure that all categories of people, especially the less advantaged, the disabled, women, youth are fully involved in the remaining phases of the constitution review process;
- f) Coordinate the replacement of vacant CCCs positions;
- g) Account for funds allocated to constituencies for civic education and related activities and
- h) Coordinate and mobilize the people for civic education and meetings to be conducted by CKRC Commissioners.

1.4 Office Assistants

Each District Coordinator is expected to locally hire a suitable and capable Office Assistant to carry out day-to-day office work. The Office Assistants will among other duties perform the following tasks:

- a) Provide clerical and secretarial work to the District coordinator;
- b) Assist in day to day management of the office and the documentation centre;
- c) Posting of daily expenses by the office;
- d) Carry out any other tasks assigned to him/her by the District Coordinator.

1.5 Constituency Constitutional Forum (CCF) and the Constituency Constitutional Committees (CCCs)

The Constitution of Kenya Review Act provides that the constituency shall be the primary site for community participation in the constitutional review process.

In furtherance of this objective, the Review Act (section 20) made the establishment of Constituency Constitutional Forum (CCF) mandatory for debate, discussion and collection of the views from members of the public on proposals to alter the constitution. The forum was also intended to generate awareness on constitutional issues as part of civic education.

The CCF was intended to be for all the residents of the constituency and was open for the attendance of any person. The Forum provided an opportunity for citizens to debate reform proposals, generate awareness on constitutional issues and facilitate and organize meetings at which CKRC Commissioners were to harvest views and opinions on constitutional reform.

The CCC was established as a facilitative and advisory body to enhance and manage the activities of the CCF.

To fulfill this mandate, the CCCs were established and officially launched between December 2001 and January 2002. The purposes for establishing the CCFs remain alive, and the CCCs are an essential component in the coming phase of the process.

1.5.1 Composition of the CCCs

The Committee is composed of the following: -

- a) The MP for the Constituency,
- b) The Chairperson of the County Council in which the constituency is situated or a councillor designated by him or her,
- c) Seven other members and
- d) The District Coordinator.

The seven members referred to in (c) above were normally agreed upon by a panel (the appointing panel) consisting of the MP, the District Coordinator of the District and one or more designated Commissioner(s) of the CKRC designated by the Commission.

Membership of the committees was broad in representation and as much as practically possible diverse. In making the appointments the nominating panel was to take into account ethnicity, age, religion, professional, occupational background and any other relevant factors that were relevant to the particular constituency in question. At least one third of the members of the committee were to be women.

1.5.2 Role of CCCs in the Review Process

Specifically the CCCs were charged with the following responsibilities:

- a) Ensured that the review process accommodated the views of all Kenyan people.
- b) Encouraged and facilitated the Kenyan people to actively participate in generating and debating proposals and issues to alter the Constitution.
- c) Ensured that the debates were carried out in an open manner.
- d) Ensure that the final product of the constitution reflects the views and wishes of the Kenyan people.
- e) Promote, facilitate, monitor and report on Civic Education at Constituency level.
- f) Ensure that the respective constituency had access to all information relevant to constitutional reform.
- g) Assist the Commission in disseminating information and receiving from the constituencies.
- h) In collaboration with the District Coordinator organize for the venues of the Commissions meetings and hearing venues.
- i) Assist in the dissemination of the Draft Bill and Commissions' report.

Functions of the CCCs were however not exhaustive, and the local communities were free to modify them to their specific cultural, social and economic circumstances. The CCCs were valuable towards the review process and greatly contributed in the success of Phase I of the process which included civic education, collection of views and dissemination of the draft bill and report.

1.5.3 Experience with CCCs in Phase I of the Process

The purpose of the CCC during Phase I of the review process was to enhance the effective participation of the people at the constituency level in the constitution review process.

The CCCs played critical role in the Commission's grassroot work. The training provided by the Commission was critical in ensuring that the CCCs were efficient in provision of mobilization of the constituents.

The one-day training for the CCCs held in January 2001 was vital but inadequate. The Commission should enhance the training to be provided to the CCCs before the commencement of the next phase. This should include identifying CCC members with capacity to conduct civic education and mobilization and assigning them relevant tasks.

There were complaints regarding the payment of allowances to the CCCs. The Commission should also put in place a better compensation structure in form of allowances if the CCC members are expected to work effectively and meet the set targets within the provided period.

1.5.4 Reconstitution of the CCCs

CKRC requires the services of the CCCs during phase II of the review process. They will play a crucial role in mobilizing the public and in provision as provided for in the referendum.

The law governing the formation of the CCCs remains unchanged and the Commission shall reactivate these committees and fill in vacant positions following the provisions provided in the regulations governing the appointment of the committee members.

1.5.5 The Role of CCCs in Phase II of the Process

CCCs will undertake the following activities:

- a) Mobilize the constituents to actively participate in civic education;
- b) Promote, facilitate, and conduct civic education at Constituency level;
- c) Ensure that the respective constituency has access to all information relevant to constitutional reform.
- d) Assist the Commission in disseminating information to constituencies;
- e) To ensure that the debates are carried out in an open manner.
- f) Ensure that the constituents are sensitized and prepared to vote in the referendum;
- g) In collaboration with the District Coordinator organize for the venues of the Commissions meetings, civic education venues, referendum arrangements etc.
- h) Mobilize constituents to participate in the referendum;
- i) Monitor the referendum;
- j) Carry out other tasks as directed by the Commission;

The Commission guided by the qualifications expertise and suitability of the CCCs members will structure each Committee in such a manner as to carry out the above tasks.

1.6 The Provincial Administration

In realization of the important role played by the Provincial Administration in mobilization and security arrangements, the Commission partnered with the latter in a number of ways. At the onset, the Commission

organized a Seminar for the Provincial Administration in all provincial headquarters in November 2001. The seminar was attended by senior administrative officials i.e. Provincial Commissioners (PCs) and District Commissioners (DCs) Kenya Police Officers at the level of Officer Commanding Police Division (OCPD) and Provincial Police Officer (PPOs).

The seminars played a key role in sensitizing members of the administration on the review process. This resulted in a smooth working relationship between the Commission and the Provincial Administration. Following a letter written by the Commission Secretary to the Permanent Secretary in charge of the Provincial Administration, the District Coordinators received a lot of support from the administration especially in issues related to provision of civic education, transportation and logistics for mobilization and conducting of public hearings to collect views and dissemination of the draft constitution.

The Kenya Police Force was always at hand to provide security for Commissioners and secretariat staff whenever they were called to do so. The Police were also placed on notice for search and rescue during the CKRC field activities.

1.7 District Documentation Centres

District Documentation Centres were established as a requirement of Section 23 (1) of the Constitution of Kenya Review Act Cap 3A. The County Council of every district was expected, to facilitate the establishment of a documentation centre for the preservation and dissemination of deliberations and proceedings of the Commission and such other information as the Commission may direct.

The County Councils, public libraries and District Commissioners offices provided space within their offices but in districts that did not have room available, the Commission acquired offices from private entrepreneurs.

1.8 Management of Funds for Constituency Activities

1.8.1 Disbursement, Expenditure and Accounting for Funds for District Coordinators' Offices and Documentation Centres During the Last Phase

During the last phase of employment, each of the District Coordinators operated a bank account opened in the nearest branch of Kenya Commercial Bank. The funds allocated to each constituency were used for various purposes such as:

- a) Setting up their offices and documentation centres i.e. Purchase of furniture and office equipment;
- b) Mobilization of the public, to participate in the Commissions activities e.g. Civic Education, Public hearings, launch and dissemination of the Draft Bill and Commissions' report etc;
- c) Payment of salaries for the Office Assistant;
- d) Payment of allowances to the CCC members and CEP's for their transportation and meals when conducting CKRC activities;
- e) Payment of CCC meetings to arrange for CKRC activities;
- f) Reimbursement of transport expenses incurred during the various CKRC activities;
- g) Payment of facilitators and consultants involved in the exercises and;
- h) Payment of office services including rent, electricity, water, telephone, stationery, photocopying etc.

Funds were transferred periodically from the Commission's main accounts to the district accounts for the operation of the offices. The Commission Secretary issued guidelines on how the funds were to be spent through circulars to the District Coordinators. Whenever there was a major activity such as the constituency hearings or such others like the dissemination of the draft, additional amounts budgeted for each district were transferred to the district accounts. The amount of money allocated to each constituency was disclosed to the CCC members for transparency and accountability.

The Commission provided slightly higher amounts to hardship areas to compensate for the higher costs. In total, the Commission transferred Kshs. 83,751,964.00 during the period of the existence of the district offices.

The accounting of funds was done in accordance with the laid down Government procedures. The District Coordinators were required to submit monthly financial returns indicating the amount spent to the F & A Department. The M & O Programme Officers in charge of the respective province were initially required to verify the amounts spent and the nature of the expenses. Later this task of verification was transferred to F7A department. This created problems as F7A staff were very few and also not conversant with the field activities and the guidelines governing the expenditure.

1.8.2 Disbursement, Expenditure and Accounting for Funds for District Coordinators' Offices and Documentation Centres During Next Phase

The department's budgetary proposal for the forthcoming phase of the review process is attached. The proposal is principally a guide because changes in the timing, volume of the Committee's workload and political outcomes are bound to have influence on the financial requirements.

The Committee is currently working on modalities of disbursing the funds to the districts during the next phase. A more reliable and efficient way of accounting will be developed as the funds envisaged are likely to be much higher than during Phase I with limited time to account for the same at the conclusion of the process.

Funds will have to be disbursed to the districts in time to facilitate office expenses, civic education, awareness and monitoring of the referendum.

Funds will be transferred periodically from the Commission's main accounts to the district accounts. The Commission Secretary will issue guidelines on how the funds will be spent and accounted for.

PART II

2.0 PROPOSED PROGRAMME ON MOBILIZATION & OUTREACH IN PHASE II

2.1 Re-establishing District Offices & Documentation Centres

The Commission will re-establish the district offices and documentation centers in all the seventy-four (74) districts. The District Coordinator will be in charge of the respective offices and will be assisted by an Office Assistant.

The Documentation Centres will contain among others the following materials and literature necessary for the review exercise:

- a) The Constitution of Kenya Review Act
- b) Constitutions of various Countries of the World
- c) Newspapers and Periodicals
- d) Journals on topics of interest
- e) Current Constitution
- f) Records of Commission's proceedings, and other related materials
- g) Civic Education Curriculum
- h) Popular Version of the Draft Constitution
- i) Copies of the Kenya Gazette
- j) Seminar Papers
- k) Research Papers
- l) Copies of the Commission's Main Report
- m) Copies of the Commission's Report – Short Version (Kiswahili)
- n) Copies of the Commission's Report – Short Version (English)

2.2 Recruitment of District Coordinators

The Commission is currently engaged in reactivating District Coordinators. Interviews for twenty-one (21) vacant District Coordinators positions were held on 1st, 2nd and 15th of March 2005 and the successful candidates picked. The new coordinators will join the old coordinators in embarking on the next phase of the review process.

The Committee is laying a countrywide structure and opening of offices, re-engaging CCCs and setting up of documentation centers.

In the next phase of the review, several workshops are planned. They are:

2.3 Capacity Building Workshops for District Coordinators

Mobilization & Outreach Committee organized a workshop for the twenty-one newly recruited District Coordinators. The workshop was aimed at ensuring that the new coordinators are introduced to the general review process and the Commission's activities before joining the others for the 2nd District Coordinators' Workshop.

The workshop also inducted the Coordinators on the review process, organs of review, and the general principles and guidelines governing the review process. They were also introduced to their terms of reference, the duties and responsibilities of the CCCs, financial management and civic education.

The Committee will organize two other capacity building workshops. The workshops will aim at providing skills on reactivation and mobilization of the CCCs, capacity building for planning civic education and mobilizing the people for the same. The workshops will also look at the setting up of District Offices, documentation centres, establishment of the CCC's and financial management.

Other objectives of the workshops will include:

- a) Familiarize the district coordinators with the contents of the draft bill
- b) Develop strategies for its dissemination
- c) Develop clear plan of action for civic education process
- d) Develop a training module for the Constituency Constitutional Committee (CCC) members
- e) Identify target groups that the CCC will deal with
- f) Develop tools for monitoring and evaluation of civic education
- g) Financial management and accounting procedures

The Committee proposes a second 2-3 day Workshop for District Coordinators to familiarize themselves with the contents of the Draft Constitution and train them further on Civic Education, and mobilizing people for Civic Education and monitoring of the Referendum. This workshop will be held after the Parliament has debated and approved the draft constitution that will be disseminated to the public in accordance with the law.

2.4 CCCs Data Forms Collection and Processing

The Commission has started the process of obtaining crucial information and data on the CCCs. The information obtained will be used in planning for civic education and mobilization of the people.

The information sought includes:

- a) Postal, courier and telephone contacts
- b) Physical Address
- c) Academic and professional qualifications
- d) Previous experience in mobilization
- e) Previous experience in conducting of civic education

2.5 Filling of Vacant CCCs Positions

Constituencies with vacant CCCs positions shall be identified and the Commission will put the necessary mechanism in place to fill the vacancies before the commencement of civic education.

2.6 Capacity Building for CCCs

The Committee is making arrangements at the training of the CCCs after their reactivation. The training will aim at inducting new CCC members, build capacity of all the CCCs, help the participants understand their roles and responsibilities in the current phase of the review process, equip them with relevant skills to mobilize and provide meaningful and relevant Civic Education. A three –day workshop at each district headquarter is planned for this purpose.

2.7 Re-establishing Linkage with the Provincial Administration and the Police Force

The provincial administration and the Kenya Police assisted the Commission carry out its activities during the last phase of the process. The Commission is set to renew the partnership which contributed greatly to the success of the process to grassroot levels countrywide. Security during the forthcoming civic education will be as crucial as the last phase hence the need for close liaison between the two institutions.

In Phase II of the review process, the Commission has proposed a one-day workshop to sensitize the provincial administration and the police on their role in providing security and assisting in mobilizing the public for Civic Education and Referendum. The Committee will also discuss with the provincial administration and the Police including provision of security and assisting in mobilizing the public for civic education and referendum.

2.8 CKRC/ECK Collaboration

Several issues will require close coordination between M&O and some departments at the ECK. The M&O Committee has developed various issues that will be discussed by the CKRC/ECK consultative meetings.

The issues to be discussed with ECK are:

- Timing of Voter Education vis-à-vis the Civic Education
- Referendum Logistics and Timing
- Coordination of Logistics with ECK
- Joint Meetings with ECK
- Joint Training/ workshops with ECK
- Campaigns for the Referendum and when they should be factored in
- Debate whether Kenyans living outside the country can participate in the referendum

Close coordination between the CKRC and ECK will be required for the successful completion of the remaining phase of the process. The CKRC District Coordinators and the ECK District Election Coordinators will need close working relationship. To promote this, the Commission will hold a workshop for the two groups. The workshop for the two groups will promote and enhance the expected collaboration/cooperation.

2.9 Mobilizing Kenyans for Civic Education

CCCs will be trained by CKRC to mobilize the public and conduct civic education at grassroots level. Adequate meetings are required in each constituency if the process has to succeed. The need will however vary from one constituency to another. It is estimated that at least thirty (30) meetings per constituency should be adequate for these purposes. The meetings will be equitably spread to ensure maximum coverage of the constituency.

It is proposed that four members of the CCCs be used for mobilization of the constituents while the remaining four be used to conduct civic education.

Where there may not be adequate CCC members to conduct civic education, M&O has allocated contingent resources to engage local CEPs.

2.10 Mobilizing Commissioners for Conduct and Monitoring of Civic Education

Commissioners will be paneled to visit constituencies to provide civic education, meet with a cross-section of leaders, CCCs, CEPs, different groups such as women, disabled persons and to evaluate the civic education programme and recommend the way forward. Commissioners will provide both civic education and also monitor the same.

Each panel of Commissioners will visit at least one venue per constituency to conduct civic education. The programme will be arranged to enable Commissioners go back to areas they have already covered for effective monitoring of the conduct of civic education. The monitoring process will include meetings with leaders, different categories of recipients such as women, disabled persons to evaluate the civic education provision.

2.11 Monitoring of Referendum

The monitoring which will take about five days will revolve around the preparations for the referendum, the voting and the counting. The monitoring will aim at ensuring that the voting is free, fair and that the voting atmosphere is conducive and facilitative.

Commissioners, CCCs and CEPs will oversee this exercise by going round polling stations in all parts of the country during the voting. Three Commissioners will be paneled per district and will be assisted by programme officers / assistant programme officers. Nine CCCs members will provide grassroot monitoring in every constituency.

2.12 HF Communications Network

The Commission will conduct, monitor and evaluate civic education throughout the entire country. The Commission is also mandated and expected to monitor the referendum countrywide.

To effectively and efficiently perform the above tasks, mobilization thinks it prudent to establish a reliable communication with the commissioners and staff deployed in areas not covered by other types of communication. The HF communication will ensure that communication with CKRC Head Office and between mobile HF units is maintained throughout. The communication network will therefore not only facilitate rapid logistical responses but also provide responsive search and rescue in those remote areas.

A mobilization Task Force is working on the viability of the network and make the necessary recommendations. Preliminary research on the cost of fitting 15 vehicles with mobile sets, installation of one base station, CCK licenses and commissioning of the system is estimated to cost between KSHs. 2.2 – 5 million depending on the system chosen.

PART III

3.0 IMPLEMENTATION STRATEGY

3.1 M&O Committees Role in the Implementation

The implementation of activities in part II of this report will be carried out by the M&O Committee and the Commission's secretariat staff in the department. This includes Commissioners, Programme Officers, Assistant Programme Officers, District Coordinators, Office Assistants and the entire staff at the Commission's secretariat.

The M&O Committee will provide a lead role in planning the logistics for and mobilizing the people to participate in civic education and the national referendum.

The M&O Committee will provide policies to be implemented by the department after approval by the plenary. The implementation, just like in Phase I last phase of the review process will be done by the department under the Committee's direction.

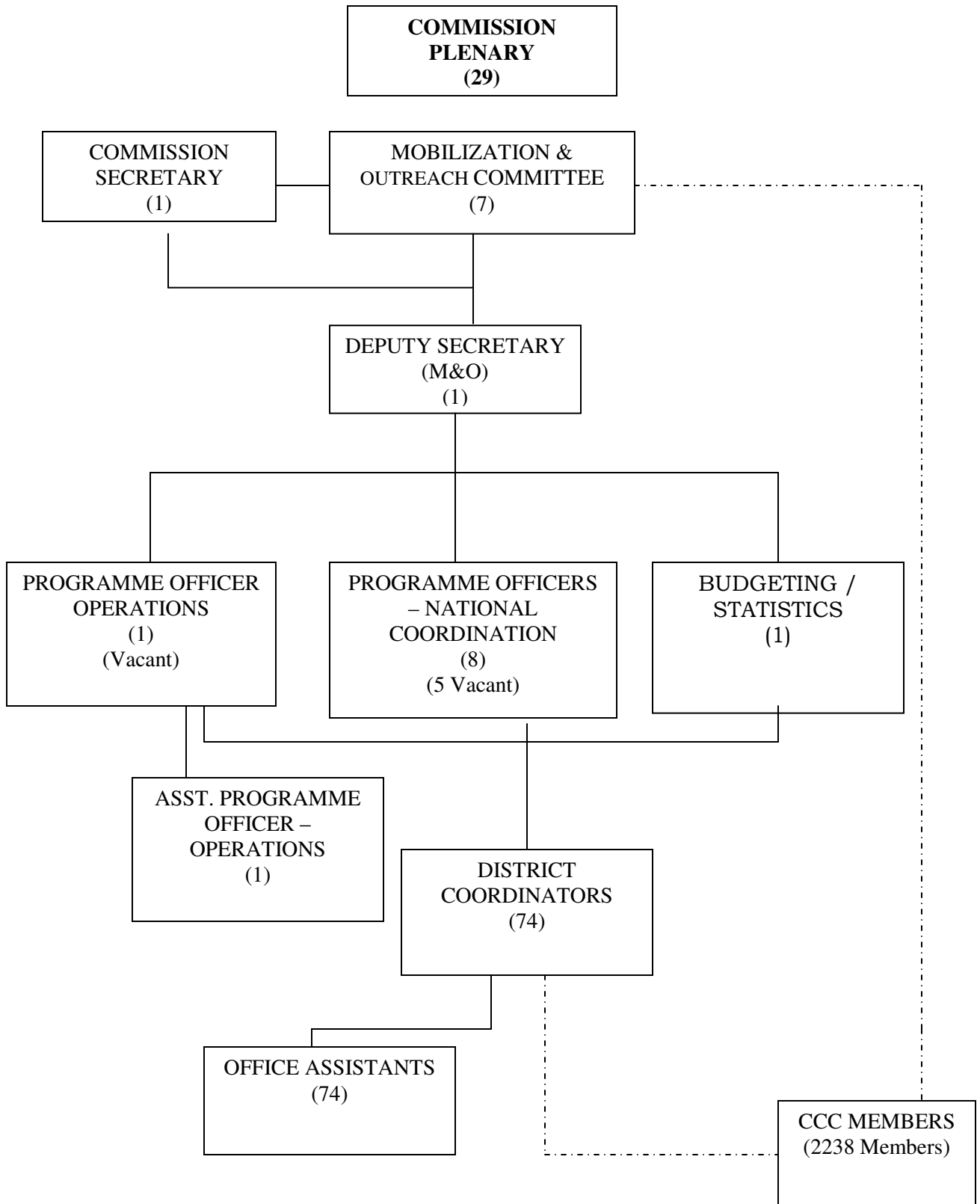
The department is structured into the three sections with each section having programme officers who currently are sharing the tasks:

The department's sections are:

- a) Operations
- b) Budgeting, Data and Statistics and
- c) National Coordination

The following is the Committee's organizational chart.

3. 2 The Committee's Organizational Chart



3.3 Responsibilities Of Various officers at CKRC Head Office

The department has one Deputy Secretary, four Programme Officers, one Assistant Programme, one Secretary and one Clerk under its personnel establishment.

3.3.1 Deputy Secretary (Mobilization & Outreach Department)

The M&O department is headed by a Deputy Secretary (DS) who reports to the Commission Secretary for the day-to-day running of the department. The DS works under the direction of the Committee in discharging his responsibilities. The DS is responsible for coordination and management of the department's activities. He is assisted by Programme Officer (POs) working in the following three sections.

i). Programme Officers – Provincial Coordination

The department currently has four Programme Officers and will require four additional ones to cope with the increased workload. This will cost the Commission KSHs. 3.4 million in form of remuneration for a period of ten (10) months.

Some of the provincial coordinators will be drawn from among the programme officers in the department and will be based at the CKRC Head Office, Kencom House and will be charged with coordination of the review activities in the assigned province.

Their responsibilities will include the following:

- a) Coordinating activities in the in the respective province under their jurisdiction;
- b) Liaise with the accounts office to ensure timely release of funds for the review process and supervise the accounting of such funds;
- c) In consultation with the District Coordinators, identify and arrange for venues for civic education, whenever CKRC visits the field;
- d) Facilitate regular communication between the District Coordinators and the department;
- e) Monitoring the performance of the district coordinators;
- f) Participate in the implementation of the strategic plan of the department, and by extension of the Commission;
- g) Compile reports on the general performance of the District Coordinators;

- h) Carry out inspection visits to the District office and report on their performance; and
- i) Perform any other tasks as directed by M&O Committee.

ii). Programme Officers – Operations

Their responsibilities will include the following:

- a) Develop the work plan for the department and the Commission;
- b) Develop the roll out plan for the conduct of the civic education, monitoring of the civic education, the referendum and other Commission's activities;
- c) Coordinate the Commission's workshops and other functions;
- d) Participate in the implementation of the strategic plan of the department, and by extension of the Commission;
- e) Performing any other tasks as directed by CKRC;

iii). Programme Officers – Budgeting / Statistics

Their responsibilities will include the following:

- a) Develop budgets for the Commission's activities in collaboration With the F&A department;
- b) Gathering any relevant information/materials for the purpose of constitution making e.g. population, number of organized groups in the districts, constituencies etc;
- c) Facilitating the identification, classification and organization of the physical and electronic retrieval and dissemination of information for constitution making;
- d) Supplying such information needed by other Commission's departments;
- e) Performing any other tasks as directed by CKRC;

3.3.3 Accounts Assistants

Four additional accounts assistants will be employed by the Commission and based under the F&A department in the Accounts Office. They will be charged with the following responsibilities.

- a) Work with the provincial coordinators on assigned provinces on all financial matters;
- b) Accounting for all funds sent to the respective District Coordinators;

- c) Liaise with the respective provincial coordinators on matters regarding finance;
- d) Coordinate with the Provincial Coordinators and arrange for the dispatch of funds to the District Coordinators for various activities;
- e) Perform any other tasks as directed by Deputy Secretary Finance & Administration.

Appendix : M&O Department Activities Towards The Implementation of the Civic Education Programme and Conduct of the Referendum, Projected Time Frame and Budget.

SER.	ACTIVITY DESCRIPTION	TIME FRAME	AMOUNT
(A). PUTTING THE INFRASTRUCTURE IN PLACE			
1.	Recruitment of District Coordinators <ul style="list-style-type: none"> - Advertise vacant District Coordinators position in 3 daily newspapers - Short listing of candidates - Conduct interviews in Kencom House. - Notification of successful applicants by phone and letters 	Jan. – Mar. 2005	202,000.00
2.	Induction Workshop for new District Coordinators <ul style="list-style-type: none"> - Induct 21 new District Coordinators during 3 day - Provide requisite financial management guidelines and skills. 	March 2005	875,581.00
3.	2nd District Coordinators' Capacity Building Workshop <ul style="list-style-type: none"> - 3 day Workshop for all the 74 District Coordinators to build capacity and provide skills on reactivation and mobilization of CCCs and CEPs - Map out civic education Venue – Nairobi. 	May 2005	5,623,200.00
4.	3rd District Coordinators' Capacity Building Workshop (Draft Bill Familiarization) <ul style="list-style-type: none"> - A-6 day Workshop for District Coordinators to familiarize themselves with contents of the Draft Constitution - Provide further training on Civic Education. 	July 2005	5,623,200.00

	<ul style="list-style-type: none"> - Sharpen skills for mobilizing and mapping for civic education and Referendum. - Train District Coordinators on monitoring of referendum <p>Venue – Nairobi</p>		
5.	<p>Workshop for CKRC, ECK Coordinators</p> <ul style="list-style-type: none"> - Joint Workshop for Coordinators of both Commissions to explore areas and ways of collaboration <p>Venue – Nairobi.</p>	July 2005	7,882,820.00
6.	<p>Reactivation of District Coordinators Offices</p> <ul style="list-style-type: none"> - Hire offices - Recruit /Re-engage Office Assistants - Provide funds required for monthly salaries of District Coordinators other allowances, purchase of stationery 	June 2005	118,234,035.00
(B). REACTIVATION OF CONSTITUENCY CONSTITUTIONAL COMMITTEES			
7.	<p>Collecting Data on CCCs</p> <ul style="list-style-type: none"> - Send out data forms to be filled by CCCs - Receive and analyze the returned forms 	Feb. – April, 2005	220,000.00
8.	Recruit new CCC members where there are vacancies	June - July 2005	22,992,200.00
9.	<p>Training of CCCs by CKRC</p> <ul style="list-style-type: none"> - 3- day training for CCC members at District Hq - Commissioners travel to district to conduct the training - Training to be completed in all districts within 17 days - Develop Roll-out Plans 	July - August 2005	30,048,200.00

(C) PARTNERING WITH THE PROVINCIAL ADMINISTRATION AND THE POLICE

10.	Sensitization Workshop for Provincial Administration and Police Officers <ul style="list-style-type: none">- One-day workshop at Provincial Headquarter attended by District Commissioners and Officers Commanding Police Division.- Workshop expected to sensitize DCs and OCPD's on their role in providing security and assisting in mobilizing the public for Civic Education and Referendum.- Panels of Commissioners to be assigned specific Provinces to facilitate during the workshop	August 2005	5,453,375.00
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(D) MOBILIZING CONDUCT OF CIVIC EDUCATION

11.	Conduct of Civic Education at Grassroots by CCC's <ul style="list-style-type: none">- 3 panels of 2 CCC members to provide Civic Education at the grassroots level.- 3 CCCs to mobilize / organize 3 meetings for Civic Education per Week for 3 Months (total 36 meetings) in each constituency	July – Sept. 2005	378,000,000.00
12.	Civic Education Provision by CKRC. <ul style="list-style-type: none">- 18 panels of Commissioners to visit constituencies- Provide Civic Education in two (2) venues in each constituency	Aug. – Oct. 2005	36,000,000.00
13	Monitoring of Civic Education by CKRC <p>Commissioners to visit constituencies to monitor the conduct of Civic Education</p>	Aug. – Oct. 2005	36,823,840.00

(E). MOBILIZING FOR MONITORING REFERENDUM			
14.	Monitoring of Referendum 3 days monitoring of referendum by: - 29 Commissioners & 20 Programme Officers - 74 District Coordinators and CCC members	October 2005	5,045,250.00
(F). HIRE OF SIX PROGRAMME OFFICERS			
15.	Hiring of five (5) additional Programme Officers (Provincial Coordinators) and 1 Programme Officer (Operations)	June 2005 – Jan. 2006	6,750,000.00
(G). HF COMMUNICATIONS NETWORK			
16.	HF Communications Network to help in communication with the commissioners and staff deployed in areas not covered by other types of communication.	April – Jul. 2006	5,000,000.00
TOTAL BUDGETARY PROJECTION			659,773,701