

CONSTITUTION OF KENYA REVIEW COMMISSION

RESOURCE DEVELOPMENT & BUDGETING

RESOURCE DEVELOPMENT & BUDGETING COMMITTEE ACTIVITIES MARCH – DECEMBER 2005

PREPARED BY:
FINANCE & ADMINISTRATION DEPARTMENT

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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

RESOURCE DEVELOPMENT & BUDGETING COMMITTEE

ACTIVITIES

March – December 2005

1.0 INTRODUCTION

1.1 Background

The Resource Development and Budgeting (RDB) Committee draws its mandate from section 6 (2) (a) of the Constitution of Kenya Review Act which gives the Commission authority to purchase or otherwise acquire, hold, charge or dispose movable and immovable property.

As one of the departments of the CKRC, RDB Committee will have to carry out a number of activities in discharge of its mandate for the remaining phase of the constitution review process.

The next major activity to be undertaken by the Commission is the conduct of civic education. The Committee is now putting in place several measures to ensure that funds are obtained, spend and accounted for according to the set regulations. The Committee working with the Chair's Office has developed several budget proposals for the related activities and has presented them to the Treasury and donor organizations for consideration.

1.1 Methodology

The development of this strategic paper is a product of three 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 RDB Committee and Finance & Administration staff; and

2.0 ACTIVITIES BY RESOURCE DEVELOPMENT AND BUDGETING (RDB) COMMITTEE

The Committee is engaged in a number of activities which can be classified both as short-term and long-term.

This paper outlines the department's activities for civic education and the referendum which the Committee will continue to be involved in: They include:

- Budgeting for the Commission's activities
- Resource Mobilization
- Procurement
- Accounting and financial management
- Inventory management
- Monitoring of expenditure
- Supervision of Staff
- Human Resources Management
- Transport management

2.1 Resource Mobilization

The Committee is spearheading several fund raising initiatives. These include the normal statutory from the Ministry of Finance and those from donors. These efforts are being coordinated through the chairperson's office.

In furtherance of this several proposals have been submitted to potential donors for consideration, The Committee has held several meetings with the donors and more are planned.

The following is a summary of the Commission's proposed and approved estimates for the July 2003 – June 2004, July 2004 – June 2005 and July 2004 – June 2005.

APPROVED	ESTIMATES	APPROVED	REVISED
JULY 03 - JUNE 04	JULY 04 - JUNE. 05	JULY 04-JUNE. 05	JULY 04-JUNE. 05
800,000,000.00	1,034,090,000.00	400,000,000.00	1,074,285,526.00

2.1.1 Funding Proposal Presented to Treasury

The budget for civic education process has been presented to Treasury for consideration. Also, a supplementary budget for the 2004/2005 financial year for CKRC's normal expenditure has been presented to Treasury for consideration during the parliament's consideration for the supplementary estimates.

The following is a full summary of the funding proposals submitted to the Treasury for the 2004 – 2005 financial year.

SER.	Description	Amount	Remarks
1.	Budget Request for the Next Financial Year	1,074,285,526.00	
2.	Supplementary Budget Presented to the Treasury	674,285,526.00	For Civic Education activities

2.1.2 Funding Proposals Presented to Donors

The following is a summary of the funding proposals submitted to donors during the current financial year.

SER.	Title	Donor	Amount	Remarks
1.	Workshop for Members of Parliament	UNDP	US\$70000 / Approx KSHs. 5.6 million	Secured but requires re- activation
2.	Human Rights Project (Outreach Activities for the Referendum)	DANIDA	KSHs. 78,953,186	Not Secured
3.	Consensus Building Dissemination	GJLOS	KSHs. 10 million	Secured

2.2 Procurement of Services and Goods

The Committee is continuously involved in the procurement of services and goods through the Tender Committee.

The Tender Committee meets on every first Monday of every month to consider procurement proposals for the coming month and for the ended month.

As the referendum gets closer, the Committee is putting place mechanisms to facilitate efficient, cost effective and transparent procurement procedures.

The Committee has identified the following items as those that are likely to make a considerable part of the expenditure. They are:

- Printing of civic education materials such as the draft constitution, curriculum, the popular version of the draft, etc;
- Equipment – computers, copiers, printers, toners,
- Stationery

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

F&A department is currently in consultation with M&O department on modalities of disbursing the funds for civic education to the districts. A 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 RDB Committee will carry out training for the coordinators and the Commission Secretary will issue guidelines on how the funds will be spent and accounted for.

2.4 Human Resources Management

The Committee will during the next phase of the review be involved in managing its human resources to ensure an effective discharge of the Commission's mandate. All the departmental heads shall enforce their supervisory duties as required.

Apart from managing the normal monthly compensation to staff and commissioners, the Committee through its Finance & Administration Department is involved in budgeting of the terminal benefits for the above groups. This is due to the fact that the Commission's life will come to an end in the next financial year upon the enactment of the new constitution.

The Committee also oversees other human resources auxiliary services such as insurance, medical cover and statutory deductions.

2.5 Inventory Management

The Committee oversees the general management of the Commission's inventory ranging from vehicles to computers and documents.

The plenary has already approved the disposal of a container used by the Commission during the National Constitutional Conference to Kenya Wildlife Clubs at Langata. This will provide the Commission with an opportunity to leave behind a historical mark in memory of the Conference held at the Bomas of Kenya and the overall review process.

The Committee will also oversee the disposal of the Commission's entire inventory when the Commission's mandate expires. This will have to be in line with the government's regulations. This will take place during the last two months of the Commission's mandate. The Review Act provides that the property under held by the Commission will be surrendered to the government departments.

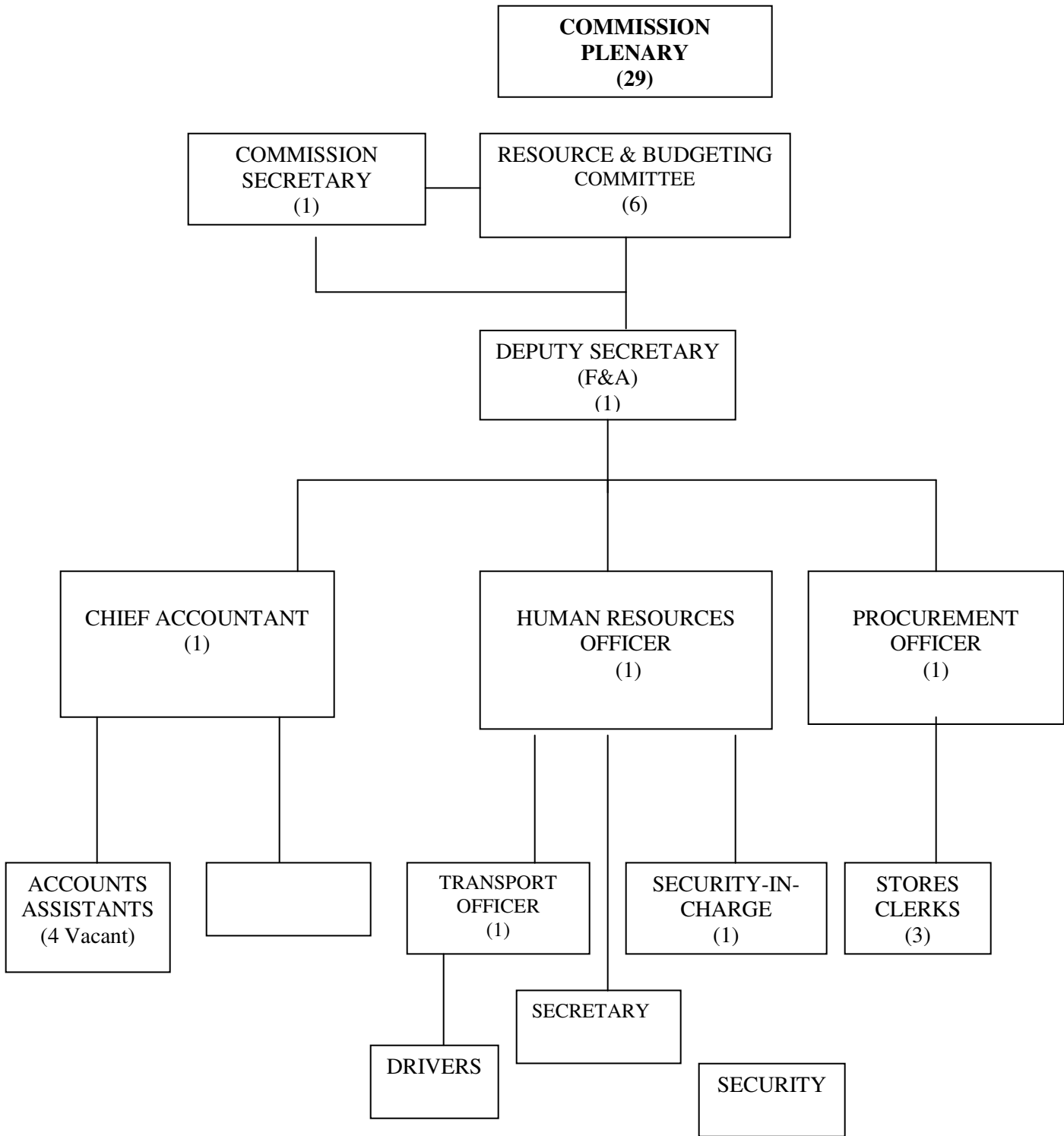
2.6 Fleet and Transport Management

In preparing for the forthcoming civic education and the referendum, the department is set to ensure the Commission's transport base is up to date. The transport sub-department is assessing the current condition of the existing fleet with a view of carrying out the necessary repairs and replacement of parts.

It is also assessing the requirements for transport services in the next stage of the Commission's work so as to recommend the necessary course of action.

This may require hiring of vehicles to supplement the Commission's existing fleet of 25 vehicles.

Annexure i: The RDB's Committee's Organizational Chart



Annexure i: Commission's Activities Towards the Implementation of the Civic Education Programme and Conduct of the Referendum

SER	ACTIVITY DESCRIPTION	PERIOD	AMOUNT
(A). FUNDING THE PREPARATORY ACTIVITIES:			
1.	Recruitment of District Coordinators - Advertisements of the vacant District Coordinators positions in 3 daily newspapers	Jan – Feb. 2005	202,000.00
2.	Induction Workshop for new District Coordinators	March 20 – 24, 2005	875,581.00
3.	2 nd District Coordinators' Capacity Building Workshop	May 2005	5,623,200.00
4.	3 rd District Coordinators' Capacity Building Workshop (Draft Bill Familiarization)	July 2005	5,623,200.00
5.	Workshop for CKRC, ECK Coordinators	July 2005	7,882,820.00
6.	Reactivation of District Coordinators Offices - Hire offices, Recruit /Re-engage Office Assistants, monthly salaries of District Coordinators other allowances, purchase of stationery and related expenses	June 2005	118,234,035.00
(B). REACTIVATION OF CONSTITUENCY CONSTITUTIONAL COMMITTEES			
7.	Collecting Data on CCCs Advertisements in local dailies and radio	Feb. – April, 2005	220,000.00
8.	Recruit new CCC members where there are vacancies	June - July 2005	22,992,200
9.	Training of CCCs by CKRC	July - August 2005	36,000,000

(C) PARTNERING WITH THE PROVINCIAL ADMINISTRATION AND THE POLICE			
10.	Sensitization Workshop for Provincial Administration and Police Officers	August 2005	5,453,375.00
(D) FUNDS FOR THE CONDUCT OF CIVIC EDUCATION			
11.	Conduct of Civic Education at Grassroots	July – Sept. 2005	378,000,000
12.	Civic Education Provision by CKRC.	Aug. – Oct. 2005	36,000,000
(E). MOBILIZING FOR MONITORING REFERENDUM			
13.	Monitoring of Referendum	October 2005	5,045,250.00
(F). HIRE OF FOUR (4) ACCOUNTS ASSISTANTS			
14.	Hiring of four (4) additional accounts Assistants	June 2005 – Jan. 2006	4,500,000
TOTAL BUDGETARY PROJECTION			<u>628,901,661</u>

Annexure ii: Commission Expenses for 2005-2006 Financial Year

		APPROVED	REVISED
	DESCRIPTION	JULY 04-JUNE. 06	JULY 05-JUNE. 06
ITEM			
000	Salaries and Allowances	236,570,000.00	236,570,000.00
040	Terminal Dues	100,000,000.00	312,000,000.00
066	Other Commission Staff Remuneration	120,000,000.00	120,000,000.00
092	Medical Scheme	4,500,000.00	4,500,000.00
094	Motor Vehicle Insurance	6,500,000.00	6,500,000.00
096	Group Personal Accident	4,500,000.00	4,500,000.00
100	Transport and Operating	4,000,000.00	4,000,000.00
110	Traveling and Accommodation	4,000,000.00	4,000,000.00
111	Air Travel local	500,000.00	500,000.00
112	Air Travel Int.	500,000.00	500,000.00
113	Constituency Constitutional Committee	<i>See CE Budget</i>	
114	Provincial Debates	-	
120	Postal and telegrams	1,200,000.00	1,200,000.00
121	Telephone Expenses	2,000,000.00	2,000,000.00
130	Official Entertainment	920,000.00	920,000.00
131	Conferences and seminars	500,000.00	500,000.00
133	National Constitutional Conference	-	-
136	National Referendum	<i>See CE Budget</i>	-
140	Electricity Expenses	100,000.00	100,000.00
141	Water Conservancy	100,000.00	100,000.00
171	Publishing and Printing	2,000,000.00	2,000,000.00
173	Library Expenses	200,000.00	200,000.00
174	Purchase Of Stationary	1,500,000.00	1,500,000.00
175	Advertising and Publicity	1,000,000.00	1,000,000.00
182	Rent and Rates	6,000,000.00	6,000,000.00
184	Contracted Professional Services	500,000.00	500,000.00
185	Computer Expenses	250,000.00	250,000.00
186	Honorarium	250,000.00	250,000.00
190	Miscellaneous Expenses	910,000.00	910,000.00
192	Civic Education (Draft Bill)	<i>See CE Budget</i>	
200	Additional Vehicles		
220	Office Equipment (CKRC Head Office)	1,500,000	
250	Maintenance of Equipment	1,000,000.00	1,000,000.00
251	Furniture and Fittings	1,000,000.00	
260	Maintenance of Building	500,000.00	500,000.00

	GROSS ESTIMATES	400,000,000.00	1,074,285,526.00
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Appendix I: Summary of CKRC CKRC's Expenditure to Date

YEAR	TREASURY	OTHER INCOME	TOTAL	EXPENDITURE	BALANCE
2000/2001	130,039,610.00	-	130,039,610.00	130,039,610.00	-
2001/2002	1,100,000,000.00	132,157,763.65	1,232,157,763.65	602,144,731.50	630,013,032.15
2002/2003	700,000,000.00	39,046,690.15	739,046,690.15	925,719,383.00	(186,672,692.85)
2003/2004	750,000,000.00	6,559,552.00	756,559,552.00	1,128,369,494.85	(371,809,942.85)
2004/2005	100,000,000.00	15,271,197.95	115,271,197.95	129,315,510.75	(14,044,312.80)
TOTAL	2,780,039,610.00	193,035,203.75	2,973,074,813.75	2,915,588,730.10	57,486,083.65

Appendix II: Proposed and Approved Estimates

		APPROVED	ESTIMATES	APPROVED	REVISED
	DESCRIPTION	JULY 03 - JUNE 04	JULY 04 - JUNE. 05	JULY 04-JUNE. 05	JULY 04-JUNE. 05
ITEM					
000	Salaries and Allowances	356,570,000.00	356,570,000.00	236,570,000.00	236,570,000.00
040	Terminal Dues	-	252,000,000.00		
066	Other Commission Staff Remuneration	-	-	120,000,000.00	120,000,000.00
092	Medical Scheme	4,500,000.00	4,500,000.00	4,500,000.00	4,500,000.00
094	Motor Vehicle Insurance	6,500,000.00	6,500,000.00	6,500,000.00	6,500,000.00
096	Group Personal Accident	4,500,000.00	4,500,000.00	4,500,000.00	4,500,000.00
100	Transport and Operating	5,000,000.00	8,000,000.00	4,000,000.00	4,000,000.00
110	Traveling and Accommodation	5,000,000.00	8,000,000.00	4,000,000.00	4,000,000.00
111	Air Travel local	400,000.00	500,000.00	500,000.00	500,000.00
112	Air Travel Int.	-	500,000.00	500,000.00	500,000.00
113	Constituency Constitutional Committee	-	-		
114	Provincial Debates	0	-		
120	Postal and telegrams	1,200,000.00	1,200,000.00	1,200,000.00	1,200,000.00
121	Telephone Expenses	2,720,000.00	3,000,000.00	2,000,000.00	2,000,000.00
130	Official Entertainment	840,000.00	920,000.00	920,000.00	920,000.00
131	Conferences and seminars	1,000,000.00	5,000,000.00	500,000.00	500,000.00
133	National Constitutional Conference	396,270,000.00	-		
136	National Referendum	-	-		674,285,526.00
140	Electricity Expenses	200,000.00	100,000.00	100,000.00	100,000.00
141	Water conservancy	200,000.00	100,000.00	100,000.00	100,000.00
171	Publishing and printing	1,000,000.00	20,000,000.00	2,000,000.00	2,000,000.00

173	Library expenses	100,000.00	200,000.00	200,000.00	200,000.00
174	Purchase Of Stationary	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00
175	Advertising and Publicity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
182	Rent and Rates	6,000,000.00	6,000,000.00	6,000,000.00	6,000,000.00
184	Contracted Professional Services	2,000,000.00	1,000,000.00	500,000.00	500,000.00
185	Computer Expenses	500,000.00	250,000.00	250,000.00	250,000.00
186	Honorarium	500,000.00	250,000.00	250,000.00	250,000.00
190	Miscellaneous Expenses	500,000.00	1,000,000.00	910,000.00	910,000.00
192	Civic Education (Draft Bill)	-	350,000,000.00		
200	Additional Vehicles	-	-		
220	Office Equipment	-	-		
250	Maintenance of Equipment	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
251	Furniture and Fittings	-	-		
260	Maintenance of Building	1,000,000.00	500,000.00	500,000.00	500,000.00
	GROSS ESTIMATES	800,000,000.00	1,034,090,000.00	400,000,000.00	1,074,285,526.00