Annual Work Plan 2011
Extended Phase One

Country: KENYA

Project Title:	Support to Electoral Reforms and the Constitutional Referendum Process in Kenya
UNDAF Outcome:	Democratic governance and human rights including gender equality progressively enhanced.
CPAP Expected Outcome:	More efficient, effective and equitable public service delivery by institutions and systems of democratic governance and rule of law enhanced.
Expected CPAP Output(s)/Project Outcome:	Enhanced capacity of the IIEC to deliver on its constitutional mandate including the successful implementation of the referendum on the draft Constitution.
Implementing Partner:	Interim Independent Electoral Commission (IIEC)
Collaborating parties:	Development Partners, International and National Electoral NGOs

Project Summary:

The Interim Annual Workplan is based on Phase One project document and Workplan ending in December 2010. The project was extended to enable IIEC implement critical activities pending establishment of its successor commission and refinement of Phase Two electoral support priorities. The main results under this transitional phase take into consideration the new constitutional context. The following results will be given priority during this period: **1-** The project **outcome:** Enhanced capacity of the IIEC to deliver on its constitutional mandate including the successful implementation of the referendum on the draft Constitution. **2-**The project **outputs: (i)** Strengthened capacity of the Commission **(ii)** Improved voter identification and registration mechanisms **(iii)** Strengthened Electoral Legal Framework **(iv)** Enhanced voter awareness **(v)** Enhanced capacity of the IIEC to manage free and fair elections **(vi)**Strengthened capacity of the RPP **(vii)** Enhanced leadership and coordination **(viii)** Project monitored, evaluated and audited. **3-** The main **activities** under the project will focus on: (a) Training of staff (b) Support to operational infrastructure including ICTs (c) Strengthen communication capacity of the IIEC and RPP (d) Research activities to inform voter education and electoral processes (e) Support stakeholder consultation and technical capacity on the legal framework on electoral processes (f) Supporting initial activities related to boundary delimitation (g) Reviewing Political Parties Act and strengthening political parties registration system (h) setting up a project management unit and (i) complete the evaluation and audit of the Phase One.

Programme Period: CPAP 2009 - 2013 Programme Component: Governance Project Title: Support to Electoral reforms in Kenya Project ID: 00073426 Project Duration: 24 months Management Arrangement: NIM	**AWP 2011** Budget USD: **3,932,281** General Management Support Fee: USD **275,260** Total budget AWP 2011: USD: **4,207,541** Total allocated resources under project: USD: **14,910,150** • UNDP core resources: **USD 400,000** • Donors: **SIDA: 2,240,000 /FINLAND: 575,000 /NORWAY: 995,000 /UNEAD: 53,000 /DFID: 4,053,001 /Denmark: 1,600,000 /USAID: 3,250,000 /CIDA 344,149 /EU 650,000 /RNE: 750,000**

	Signature	**Date**	
IIEC			**Ahmed Issack Hassan** *Chairperson, IIEC*
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UNDP			**Alfredo Teixeira** *Deputy Country Director* *(Programmes)*
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ANNUAL WORKPLAN
Support to Electoral Reforms
Project 00073426
Jan-Sep, 2011

Outputs, Indicators, Baseline, Targets	Planned Activities	Q1	Q2	Q3	Responsible Party	Fund	Budget description-ATLAS	Total (USD)
A. Strengthened capacity of the Commission *Baseline:* · New secretariat in place · Limited organizational/ institutional capacity · Limited ICT infrastructure *Indicators:* · Status of organizational policies · Number of trainings for staff · Level of network connectivity *Targets:* · Staff in each directorate trained in respective areas · At least one organizational policy developed · Key ICT equipment purchased	1- Support training of staff • Budgeting , Procurement, Financial and HR Management • Corporate governance, integrity and ethics • Electoral management (BRIDGE) - locally and abroad • Electoral reforms and processes under Constitution				IIEC	30000 04000	71400 - Consultants 72100 - Consultancies 71600 - Travel 72700 – Training workshops	137,500 37,500 125,000 75,000 **375,000**
	2- Support ICT infrastructure and office equipment • GIS and GPS equipment and software for mapping – 300 pieces • 2 heavy-duty B/W printers for voter register production • 150 laptops for internal use and field operations • Equipment and services for the implementation of a LAN/WAN						72100 - Contractual services 72800 – ICT equipment	131,250 125,000 225,000 875,000 **1,356,250**
	3- Develop risk and compliance policy						71400 - Consultancy 72700 – Workshop/Meetings	*37,500*
	4- Support communication within and without the Commission • Conduct communication needs assessment • Design and validate Communication Policy and Strategy						71400 - Consultancy 72700 – Workshop/Meetings	68,750 100,000 **168,750**
	Sub-total							**1,937,500**
B. Improved voter identification and registration mechanisms *Baseline:* · 12.6m voters registered /19 m eligible *Indicators:* · Percentage of registered voters *Targets:* · Register 5m new voters with a male: female ratio of 1:1 by 2012	1- Develop audio visual materials on voter registration and elections training				IIEC	30000 04000	72400 - Contractual services 71400 - Consultant	31,250
	2- Hold consultative meetings on options for integrated voter identification						71600 - Travel 72700 – Workshops	87,500
	3- Conduct research on targeted voter registration						72100 - Contractual services 71600 - Travel	100,000
	Sub-total							**218,750**
C. Strengthened Electoral Legal Framework *Baseline:* · New constitutional framework *Indicators:* · Legislation on electoral reforms *Targets:* · Recommendations for electoral reforms/bills presented to CIC	1- Facilitate necessary legal reforms • Review of constitutional provisions and existing laws • Drafting Elections Bills and Legislation on Dispute Resolution • Stakeholder consultations on Elections Bill and Legislation on Dispute Resolution				IIEC	30000 04000	71400 - Consultancy 72700 – Workshop/Meetings	12,500 45,000 125,000
	Sub-total							**182,500**

Outputs, Indicators, Baseline, Targets	Planned Activities	Q1	Q2	Q3	Responsible Party	Fund	Budget description-ATLAS	Total (USD)
D. Enhanced voter awareness on voter registration and elections *Baseline:* · Successful voter registration and referendum in 2010. *Indicators*: · Percentage of registered voters · Responsiveness of VE strategy *Targets:* · Increase registered voters by 5m · Responsive VE strategy	1- Carry out needs assessment for voter education		▓	▓			71600 - Travel 72100 - Contractual services	137,500
	2- Conduct a mapping of potential partners for voter education across the counties		▓	▓			72700 – Workshop/Meetings 71600 - Travel	62,500
	3- Develop and update voter information and education materials		▓	▓	IIEC	30000 04000	72100 - Contractual services 71400 - Consultant	158,906
Sub-total								**358,906**
E. Enhanced capacity of the IIEC to manage free and fair elections *Baseline:* · IIEC successfully managed 2010 referendum declared free and fair · Boundary delimitation report handed over to IEBC · 2010 referendum peaceful *Indicators:* · Type of mechanism to manage multiple elections adopted · Legitimacy of new electoral units · Observer mission verdict on the elections *Targets:* · Appropriate voting procedures for multiple elections adopted by 2011 · Recommendations for new electoral units receive political support · Appropriate election related conflict prevention mechanisms adopted · Positive verdict of 2012 elections by observer mission	1- Facilitate development of mechanisms of voting under Constitution • Conceptual framework of voting under multiple elections • Studies on best practices in conduct of multiple elections • A national symposium on expanded elections • Evaluate and advise on e-voting options in Kenya	▓	▓				71400 - Consultant 71600 - Travel 71200 - Contractual services 72700 - Workshop/Meetings	6,250 87,500 62,500 175,000
								331,250
	2- Support initial activities on boundary delimitation • Review of IIBRC report and make recommendations • Undertake mapping of polling stations • Regional workshops to review electoral unit/area database		▓	▓	IIEC	30000 04000	71600 - Travel 72700 – Workshop/Meetings	0 0 162,500
								162,500
	3- Strengthen Commission's electoral conflict prevention mechanisms • Review the Commission's conflict prevention strategies • Design a conflict prevention strategy for the Commission		▓	▓			71300 - Service contract 71600 - Travel 72700 - Workshop/Meetings	6,250 50,000
			▓	▓				**56,250**
Sub-total								**550,000**
F. Strengthened capacity of the RPP *Baseline:* · New constitution sets new	1- Support Development of communication strategy for the RPP • Design communication strategy • Roll out of essential newspaper ads • Develop IEC materials		▓	▓	IIEC	30000 04000	72100 - Contractual services 71400 - Consultant	20,000 30,000 10,000

Outputs, Indicators, Baseline, Targets	Planned Activities		Q1	Q2	Q3	Responsible Party	Fund	Budget description-ATLAS	Total (USD)
benchmarks for political parties regulation									*60,000*
· Complaints by political parties on modalities of distribution of the Political Parties Fund	2-	Review and operationalizing Political Parties Act							
		• Develop Political Party Fund management guidelines						71400 - Consultants	20,000
		• Draft political parties regulations						72700 - Workshop/Meetings	10,000
· Compliance rate to PPA among political parties is low		• Develop operationalisation plan for PPA							20,000
Indicators:		• Consultative meetings with stakeholders							37,500
· Level of clarity of procedure on access to the Political Parties Fund by political parties									*87,500*
	3-	Strengthen political parties registration system						72100 - Contractual services	
		• Design modern registry and install appropriate software						72700 - Workshop/Meetings	25,000
· Number of information requests lodged with the office of RPP by stakeholders		• Train staff on use of registration system							5,000
									30,000
· Number of political parties complying with Political Parties Act 2007									
Targets:									
· All political parties access rules and procedures of the Office of RPP									
· 45% increase in information requests lodged with RPP									
· At least 80% of all registered political parties demonstrate compliance to Political Parties Act 2007									
· PPA reviewed to comply with constitution		Sub-total							**177,500**
G. Enhanced leadership and coordination	1-	Recruit key staff members							
Baseline:		• Chief Technical Advisor - P5							101,250
· Limited coordination structures and project management capacity		• Programme Manager- SB5							45,000
		• Finance Officer - SB4							22,500
		• Procurement Officer - SB4							22,500
· Strategic plan under development		• Project Assistant - SB3						71300 - Service contracts	18,000
		• Conflict Specialist							45,000
· Project document for Phase One due		• CSO coordination assistant					IIEC	30000	18,000
		• Driver - SB1						04000	5,625
Indicators:									*277,875*
· Existing electoral support coordination mechanisms	2-	Acquire office space and equipment for minimum 1 year						71300 - Rent	
		• Rent						74500 - Miscellaneous	22,500
· Status of Project Document for Phase two		• Office equipment and furniture						72500 - office supplies	50,000
Targets:		• Stationary, communication						72800 - ICTs	25,000
· PMU set up to support IEBC in								72200 - Furniture	
									97,500

Outputs, Indicators, Baseline, Targets	Planned Activities	Q1	Q2	Q3	Responsible Party	Fund	Budget description-ATLAS	Total (USD)
coordination · Gender responsive programme of support running up to elections in 2012 approved and agreements with partners finalized.	3- Transport • Office vehicle • Vehicle running costs		■				72200 -Transportation equip. 74500 - Miscellaneous -	62,500
			■					11,250
			■					**73,750**
	4- Support strategic planning and identification of Phase two priorities • Consultations on strategic planning • Develop phase two project document	■	■				73100 – Meetings 71400 - Consultant	
		■	■					50,000
		■	■					7,500
			■	■				**57,500**
	Sub-total							**449,125**
H. Project, Monitored and Evaluated ***Baseline:*** · Evaluation report of 2007 electoral assistance programme · Audit report of 2007 electoral assistance programme ***Indicators:*** · Quality of evaluation report, including gender responsiveness of support · Nature of audit findings and number of audit queries ***Target:*** · Credible evaluation report acceptable by stakeholders with lessons for Phase two. · Audit completed in good time	1- Undertake end of Phase One project evaluation	■			IIEC	30000	71400 - Consultants 71600 - Travel 72700 - Workshop/Meetings	29,000
	2- Undertake Phase One Audit	■	■				74100 - Contractual services 74500 - Miscellaneous	29,000
	Sub-total							**58,000**
							Total	**3,932,281**
							General Management Services – 7%	**275,260**
							Grand Total	**4,207,541**