


DGD Programme

CIRCULATION FICHE

Subject: Amendment to the LOA with the Katsina State Independent Electoral Commission (KTSIEC) for effective voter education and capacity development towards the conduct of Local Government Election

| Role | Name | Signature | Date |
|--------------------|--|--|--------------------|
| Author | Bolade Eyinla National Elections Expert |  | September 12, 2014 |
| Visa | Mourtada Deme DGD Project Director |  | September 12, 2014 |
| Signature/Approval | Pa Lamin Beyai UNDP Country Director |  | 15/09/2014 |



AMENDMENT No: 1

TO THE LETTER OF AGREEMENT ON

**SUPPORT TO KATSINA STATE INDEPENDENT ELECTORAL COMMISSION
(KTSIEC) FOR EFFECTIVE VOTER EDUCATION AND CAPACITY
DEVELOPMENT TOWARDS THE CONDUCT OF LOCAL GOVERNMENT
ELECTION**

BETWEEN

THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

AND

THE KATSINA STATE INDEPENDENT ELECTORAL COMMISSION (KTSIEC)

Reference is made to the Agreement signed on the 11th day of August 2014 between the **United Nations Development Programme (UNDP)** in Nigeria and the **Katsina State Independent Electoral Commission (KTSIEC)** with respect to the implementation of *Effective Voter Education and Capacity Development towards the Conduct of Local Government Election.*

Pursuant to Article 16 of the Letter of Agreement, this Agreement is hereby amended for the first time to reflect the following changes:

An additional budget of **NGN 16,383,560:00** (Sixteen million, three hundred and eighty three thousand, five hundred and sixty naira) to support: **Post-Election Review of the Local Government Election, Capacity Development of KTSIEC, newly Elected LGA Officials other Stakeholders on Gender and Good Governance** to be held from September to December 2014.


BME

The Amendment to the Concept/Project Description and the Schedule of Activities, Facilities and Payment are therefore revised as per Attachment 1 and 2 respectively.

All other paragraphs and attachments to the Agreement, if not referenced above, remain unchanged and in full force.

This Agreement Amendment No.1, reflecting additional budget and additional activities mentioned above, has been signed as two original copies.

Signed on behalf of UNDP



Pa Lamin Beyai

Country Director, United Nations Development Program

Date: 15/09/2014

Signed on behalf of KTSIEC

Abubakar Lawal Malumfashi

Chairman, Katsina State Independent Electoral Commission

Date: _____

BME

Attachment 1

AMENDMENT TO THE CONCEPT NOTE ON SUPPORT TO KATSINA STATE INDEPENDENT ELECTORAL COMMISSION (KTSIEC) FOR EFFECTIVE VOTER EDUCATION AND CAPACITY DEVELOPMENT TOWARDS THE CONDUCT OF KATSINA LOCAL GOVERNMENT ELECTION

INTRODUCTION

Section 7 of the Constitution of the Federal Republic of Nigeria 1999 (as amended) guarantees the existence of Local Governments by democratically elected Local Government Councils and mandates the government of every State to ensure their existence under a law which provides for the establishment, structure, composition, finance and functions of such Councils (Nigeria, 2010). The local government tier is the foundation of democratic governance for the citizens. It is the closest level of government to the citizens. Therefore, it should be democratically positioned to address the basic needs of the citizens; as well as, providing citizens with more direct representation and opportunity for political participation.

In order to realize the above, Part II of the Third Schedule to the 1999 Constitution (as amended) of Federal Republic of Nigeria also provides for the establishment of State Independent Electoral Commissions with the power to organise, undertake and supervise all elections to local government councils within the State. The State Independent Electoral Commissions (SIECs) are also empowered to render such advice as they may consider necessary to the Independent National Electoral Commission on the compilation of the register of voters in so far as that register is applicable to local government elections in the State. The SIECs are therefore crucial to the effort at democratic consolidation in Nigeria.

Further to the agreement between UNDP in Nigeria and the Katsina State Independent Electoral Commission (KTSIEC) with respect to the implementation of *Effective Voter Education and Capacity Development towards the Conduct of Local Government Election*, it is considered that improving democratic governance through regular, periodic and credible elections at the grassroots should not be an end in itself. In addition to efforts at strengthening the electoral process, concerted efforts should also be directed at strengthening the democratic culture and attitude amongst all stakeholders, as well as enhancing the capacity of institutions that are essential for good governance.

BME

JUSTIFICATION

It is important to strengthen the operational capacity of KTSIEC for effective election administration based on the review and lessons learned from the conduct of the 6 September 2014 LG Election. This is crucial to preclude any future untoward incidents on Election Day that may lead to confusion, disruption and possible violence which may mar the entire electoral process. Equally important is the need to enhance the managerial capacity of elected local government officials to promote equitable and inclusive governance which will be gender sensitive, participatory and transparent. In this regard, the capacitation of community based organizations to demand accountability, especially in resource allocation and utilization from elected officials.

SCOPE

Under this amendment, post-election training and capacity building workshop will be conducted for KTSIEC and the newly elected council officials, as well as representatives of community based organizations on the fundamentals of good and inclusive governance, as well as, the capacity to demand for same. As a pilot in DGD II Project's support for democratic governance at the grass root level, an independent technical assessment of the election will be undertaken to evaluate the impact of the intervention on strengthening the building blocks of democracy through a bottom up approach from the local government level.

OBJECTIVES

1. Strengthen the capacity of KTSIEC to conduct credible LG Elections in the future.
2. Enhance the administrative and managerial ability of newly elected LGA officials for good governance at the LGA level.
3. Empower the citizens and other relevant stakeholders to participate in, and engage with the political process.
4. Build gender consciousness and participation in the electoral process and impartation of same on newly elected LGA officials.

EXPECTED OUTCOMES

1. Improved preparations and performance of KTSIEC in conducting credible LG Elections.
2. Participatory, transparent and accountable decision making process embedded at the LGA levels.

BME

3. Well capacitated citizens and local CSOs/CBOs in demanding transparent, accountable and participatory governance from elected Council Officials.
4. Increased participation of women in the political process.

ACTIVITIES

1. Post-Election independent technical assessment of the Katsina State local government election of 6 September 2014.
2. Post-election capacity development of KTSIEC based on outcome of the independent technical assessment of Katsina State local government election.
3. Training of newly elected LGA Council Chairmen and Councilors on the principles of good governance and best practices in local government management and administration.
4. Post-election action planning and training workshop on gender and participation for KTSIEC newly elected council officials, state-based CSOs/CBOs and other relevant stakeholders.
5. Sensitization of local community on the principles of good governance and demanding same from newly elected LGA officials.

IMPLEMENTATION PERIOD

The project will be implemented between 15th September and 20th December 2014.

BME

DESCRIPTION OF ACTIVITIES

Project Title:

Support to Katsina State Independent Electoral Commission (KTSIEC) for Effective Voter Education and Capacity Development towards the Conduct of Katsina Local Government Election.

Results to be achieved by KTSIEC

KTSIEC will ensure that the following results are achieved at the end of the project implementation:

1. Implementation of lessons learned from the independent technical assessment of the Katsina State local government election for future interventions.
2. Improved capacity of elected LGA Chairmen and Councilors to understand the rules and procedures of LGA management and administration.
3. Enhanced capacity of state based CSOs/CBOs and local community to demand for participatory, transparent and accountable decision making process, among other things.
4. Improved and conscious efforts towards gender mainstreaming in all KTSIEC activities, electoral process and impartation of same on council officials and representatives of Community Based Organizations.

Specific activities to be implemented by KTSIEC

1. Independent technical assessment of Katsina State local government election of 6 September 2014.
2. Post-election capacity development for KTSIEC staff based on identified challenges from the independent technical assessment of Katsina State local government election.
3. Post-election capacity development for newly elected LGA officials on the principles of good governance and best practices in local government management and administration.
4. Post-election action planning and training workshop on gender and participation for KTSIEC newly elected council officials, state-based CSOs/CBOs and other relevant stakeholders.

BME

5. Sensitization of local community on the principles of good governance and demanding same from newly elected LGA officials.

A detailed description of the project activities is presented in the following Project Implementation Plan.

BMAE

| S/N | Program Description | Objectives | Activities | Timeline | Target Audience | Output | Expected Outcome | Responsible Party | Key Performance Indicators |
|-----|---|--|--|---------------------------|---|--|--|-------------------|---|
| 1. | Independent technical assessment of Katsina State Local Government Election and Capacity development based on lessons Learned | Documentation of lessons learnt and strengthen the capacity of KTSIEC Commission and Staff to conduct LG credible election | A team of experienced election experts conduct independent technical assessment of the Katsina Local Government Election Capacity development for KTSIEC staff based on identified challenges from the independent technical assessment of Katsina State local government election. | October - December 2014 | KTSIEC and stakeholders in the Katsina Local Government Elections | Achievements, challenges and lessons learned from the recent KTSIEC LG election process identified; Enhanced capacity of KTSIEC to conduct free fair and credible election | Improved preparations and performance of KTSIEC in conducting credible LG Elections. | KTSIEC/DGD | Report of post-election Assessment |
| 2. | Training of elected officials and state based CSOs/ CBOs on essentials of good governance | Strengthen capacity for practicing good governance. | Capacity development of council officials on principles of good governance and best practices in local government management and administration. Sensitization of local community on the principles of good governance and demanding same from newly elected LGA officials. | October - December 2014 | Chairmen, Councilors and Secretaries of all local government areas State-based CSOs and CBOs | Strengthened capacity for good governance in LGA management and administration. Strengthened capacity to demand for good governance. | Accountable and more democratic local governance | KTSIEC/DGD | Number of Council Officials and CSO/CBOs representatives trained. |
| 3. | Gender empowerment training of staff of KTSIEC and stakeholders | Provide tools for KTSIEC and stakeholders to view election from a gender perspective and encourage participation of women in the political process at all levels | Post-election gender empowerment training of staff of KTSIEC, as well as representatives of state-based CSOs/CBOs and council officials, among other stakeholders. Post-election action planning workshop on gender and participation in-between elections | September - December 2014 | KTSIEC, Political parties, Women Leaders, Media, Religious Leaders, PWDs | Action plan for improved women participation in-between elections developed Improved understanding of issues of gender empowerment and women political participation in particular. | Increased participation of women in the political process | KTSIEC/DGD | Development of gender based plan of action |

Attachment 2
Schedule of Activities and Payments

| EXPECTED OUTCOMES | Planned Budget | | | | Amount (NGN) | Schedule of payments by UNDP | | | Amount (NGN) |
|--|----------------|------|-----|------------------|----------------------|------------------------------|--------------|---|----------------------|
| | Amount (USD) | | | | | 1st (Upon signature) | Amount (NGN) | 2nd (Upon submission of Narrative and financial reports for the first tranche) | |
| | Aug | Sept | Oct | Org. Responsible | | | | | |
| 1. Post-election capacity development for newly elected LGA officials on the principles of good governance and best practices in local government management and administration. | | | | | | | | | |
| 1. Improved preparations and performance of KTSIEC in conducting credible LG Elections. | | X | | KTSIEC/DGD | 7,484,600.00 | 36,960.80 | | 9,240.20 | 1,496,920.00 |
| 2. Participatory, transparent and accountable decision making process embedded at the LGA levels. | | | | | | | | | |
| 3. Well capacitated citizens and local CSOs/CBOs in demanding transparent, accountable and participatory governance from elected Council Officials. | | X | X | KTSIEC/DGD | 3,699,200.00 | 18,268.00 | | 4,567.00 | 799,840.00 |
| 4. Increased participation of women in the political process. | | | | | | | | | |
| 3. Independent technical assessment of Katsina State local government election and capacity development of KTSIEC Staff | | X | X | KTSIEC/DGD | 3,751,360.00 | 18,525.60 | | 4,631.40 | 750,272.00 |
| 4. Post-election action planning and training workshop on gender and participation for KTSIEC newly elected council officials, state-based CSOs/CBOs and other relevant stakeholders | | | X | KTSIEC/DGD | 1,448,400.00 | 7,152.80 | | 1,788.20 | 289,680.00 |
| Total Budget | | | | | 16,383,560.00 | 80,907.20 | | 20,226.80 | 3,276,712.00 |
| | | | | | 101,134.00 | | | | 13,106,848.00 |

September Exchange rate of N 162 to \$1 is used as the budget rate for this LOA

A
12/19



AMENDMENT No: 1

TO THE LETTER OF AGREEMENT ON

**SUPPORT TO KATSINA STATE INDEPENDENT ELECTORAL COMMISSION
(KTSIEC) FOR EFFECTIVE VOTER EDUCATION AND CAPACITY
DEVELOPMENT TOWARDS THE CONDUCT OF LOCAL GOVERNMENT
ELECTION**

BETWEEN

THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

AND

THE KATSINA STATE INDEPENDENT ELECTORAL COMMISSION (KTSIEC)

Reference is made to the Agreement signed on the 11th day of August 2014 between the **United Nations Development Programme (UNDP)** in Nigeria and the **Katsina State Independent Electoral Commission (KTSIEC)** with respect to the implementation of *Effective Voter Education and Capacity Development towards the Conduct of Local Government Election.*

Pursuant to Article 16 of the Letter of Agreement, this Agreement is hereby amended for the first time to reflect the following changes:

An additional budget of **NGN 16,383,560:00** (Sixteen million, three hundred and eighty three thousand, five hundred and sixty naira) to support: **Post-Election Review of the Local Government Election, Capacity Development of KTSIEC, newly Elected LGA Officials other Stakeholders on Gender and Good Governance** to be held from September to December 2014.

BMF 1

The Amendment to the Concept/Project Description and the Schedule of Activities, Facilities and Payment are therefore revised as per Attachment 1 and 2 respectively.

All other paragraphs and attachments to the Agreement, if not referenced above, remain unchanged and in full force.

This Agreement Amendment No.1, reflecting additional budget and additional activities mentioned above, has been signed as two original copies.

Signed on behalf of UNDP



Pa Lamin Beyai

Country Director, United Nations Development Program

Date: 15/09/2010

Signed on behalf of KTSIEC

Abubakar Lawal Malumfashi

Chairman, Katsina State Independent Electoral Commission

Date: _____

BME

Attachment 1

AMENDMENT TO THE CONCEPT NOTE ON SUPPORT TO KATSINA STATE INDEPENDENT ELECTORAL COMMISSION (KTSIEC) FOR EFFECTIVE VOTER EDUCATION AND CAPACITY DEVELOPMENT TOWARDS THE CONDUCT OF KATSINA LOCAL GOVERNMENT ELECTION

INTRODUCTION

Section 7 of the Constitution of the Federal Republic of Nigeria 1999 (as amended) guarantees the existence of Local Governments by democratically elected Local Government Councils and mandates the government of every State to ensure their existence under a law which provides for the establishment, structure, composition, finance and functions of such Councils (Nigeria, 2010). The local government tier is the foundation of democratic governance for the citizens. It is the closest level of government to the citizens. Therefore, it should be democratically positioned to address the basic needs of the citizens; as well as, providing citizens with more direct representation and opportunity for political participation.

In order to realize the above, Part II of the Third Schedule to the 1999 Constitution (as amended) of Federal Republic of Nigeria also provides for the establishment of State Independent Electoral Commissions with the power to organise, undertake and supervise all elections to local government councils within the State. The State Independent Electoral Commissions (SIECs) are also empowered to render such advice as they may consider necessary to the Independent National Electoral Commission on the compilation of the register of voters in so far as that register is applicable to local government elections in the State. The SIECs are therefore crucial to the effort at democratic consolidation in Nigeria.

Further to the agreement between UNDP in Nigeria and the Katsina State Independent Electoral Commission (KTSIEC) with respect to the implementation of *Effective Voter Education and Capacity Development towards the Conduct of Local Government Election*, it is considered that improving democratic governance through regular, periodic and credible elections at the grassroots should not be an end in itself. In addition to efforts at strengthening the electoral process, concerted efforts should also be directed at strengthening the democratic culture and attitude amongst all stakeholders, as well as enhancing the capacity of institutions that are essential for good governance.

BME

JUSTIFICATION

It is important to strengthen the operational capacity of KTSIEC for effective election administration based on the review and lessons learned from the conduct of the 6 September 2014 LG Election. This is crucial to preclude any future untoward incidents on Election Day that may lead to confusion, disruption and possible violence which may mar the entire electoral process. Equally important is the need to enhance the managerial capacity of elected local government officials to promote equitable and inclusive governance which will be gender sensitive, participatory and transparent. In this regard, the capacitation of community based organizations to demand accountability, especially in resource allocation and utilization from elected officials.

SCOPE

Under this amendment, post-election training and capacity building workshop will be conducted for KTSIEC and the newly elected council officials, as well as representatives of community based organizations on the fundamentals of good and inclusive governance, as well as, the capacity to demand for same. As a pilot in DGD II Project's support for democratic governance at the grass root level, an independent technical assessment of the election will be undertaken to evaluate the impact of the intervention on strengthening the building blocks of democracy through a bottom up approach from the local government level.

OBJECTIVES

1. Strengthen the capacity of KTSIEC to conduct credible LG Elections in the future.
2. Enhance the administrative and managerial ability of newly elected LGA officials for good governance at the LGA level.
3. Empower the citizens and other relevant stakeholders to participate in, and engage with the political process.
4. Build gender consciousness and participation in the electoral process and impartation of same on newly elected LGA officials.

EXPECTED OUTCOMES

1. Improved preparations and performance of KTSIEC in conducting credible LG Elections.
2. Participatory, transparent and accountable decision making process embedded at the LGA levels.

BME

3. Well capacitated citizens and local CSOs/CBOs in demanding transparent, accountable and participatory governance from elected Council Officials.
4. Increased participation of women in the political process.

ACTIVITIES

1. Post-Election independent technical assessment of the Katsina State local government election of 6 September 2014.
2. Post-election capacity development of KTSIEC based on outcome of the independent technical assessment of Katsina State local government election.
3. Training of newly elected LGA Council Chairmen and Councilors on the principles of good governance and best practices in local government management and administration.
4. Post-election action planning and training workshop on gender and participation for KTSIEC newly elected council officials, state-based CSOs/CBOs and other relevant stakeholders.
5. Sensitization of local community on the principles of good governance and demanding same from newly elected LGA officials.

IMPLEMENTATION PERIOD

The project will be implemented between 15th September and 20th December 2014.

BME

DESCRIPTION OF ACTIVITIES

Project Title:

Support to Katsina State Independent Electoral Commission (KTSIEC) for Effective Voter Education and Capacity Development towards the Conduct of Katsina Local Government Election.

Results to be achieved by KTSIEC

KTSIEC will ensure that the following results are achieved at the end of the project implementation:

1. Implementation of lessons learned from the independent technical assessment of the Katsina State local government election for future interventions.
2. Improved capacity of elected LGA Chairmen and Councilors to understand the rules and procedures of LGA management and administration.
3. Enhanced capacity of state based CSOs/CBOs and local community to demand for participatory, transparent and accountable decision making process, among other things.
4. Improved and conscious efforts towards gender mainstreaming in all KTSIEC activities, electoral process and impartation of same on council officials and representatives of Community Based Organizations.

Specific activities to be implemented by KTSIEC

1. Independent technical assessment of Katsina State local government election of 6 September 2014.
2. Post-election capacity development for KTSIEC staff based on identified challenges from the independent technical assessment of Katsina State local government election.
3. Post-election capacity development for newly elected LGA officials on the principles of good governance and best practices in local government management and administration.
4. Post-election action planning and training workshop on gender and participation for KTSIEC newly elected council officials, state-based CSOs/CBOs and other relevant stakeholders.

5. Sensitization of local community on the principles of good governance and demanding same from newly elected LGA officials.

A detailed description of the project activities is presented in the following Project Implementation Plan.

| S/N | Program Description | Objectives | Activities | Timeline | Target Audience | Output | Expected Outcome | Responsible Party | Key Performance Indicators |
|-----|---|--|--|---------------------------|---|--|--|-------------------|---|
| 1. | Independent technical assessment of Katsina State Local Government Election and Capacity development based on lessons Learned | Documentation of lessons learnt and strengthen the capacity of KTSIEC Commission and Staff to conduct credible LG election | A team of experienced election experts conduct independent technical assessment of the Katsina Local Government Election Capacity development for KTSIEC staff based on identified challenges from the independent technical assessment of Katsina State local government election. | October - December 2014 | KTSIEC and stakeholders in the Katsina Local Government Elections | Achievements, challenges and lessons learned from the recent KTSIEC LG election process identified; Enhanced capacity of KTSIEC to conduct free fair and credible election | Improved preparations and performance of KTSIEC in conducting credible LG Elections. | KTSIEC/DGD | Report of post-election Assessment |
| 2. | Training of elected officials and state based CSOs/ CBOs on essentials of good governance | Strengthen capacity for practicing good governance. | Capacity development of council officials on principles of good governance and best practices in local government management and administration. Sensitization of local community on the principles of good governance and demanding same from newly elected LGA officials. | October - December 2014 | Chairmen, Councilors and Secretaries of all local government areas State-based CSOs and CBOs | Strengthened capacity for good governance in LGA management and administration. Strengthened capacity to demand for good governance. | Accountable and more democratic local governance | KTSIEC/DGD | Number of Council Officials and CSO/CBOs representatives trained. |
| 3. | Gender empowerment training of staff of KTSIEC and stakeholders | Provide tools for KTSIEC and stakeholders to view election from a gender perspective and encourage participation of women in the political process at all levels | Post-election gender empowerment training of staff of KTSIEC, as well as representatives of state-based CSOs/CBOs and council officials, among other stakeholders. Post-election action planning workshop on gender and participation in-between elections | September - December 2014 | KTSIEC, Political parties, Women Leaders, Media, Religious Leaders, PWDs | Action plan for improved women participation in-between elections developed Improved understanding of issues of gender empowerment and women political participation in particular. | Increased participation of women in the political process | KTSIEC/DGD | Development of gender based plan of action |

**Attachment 2
Schedule of Activities and Payments**

| EXPECTED OUTCOMES | Planned Budget | | | | Schedule of payments by UNDP | | | | | | |
|--|--|------|-----|------------------|------------------------------|----------------------|-------------------------|----------------------|---|---------------------|--------------|
| | Aug | Sept | Oct | Org. Responsible | Amount (USD) | Amount (NGN) | 1st (Upon signature) | Amount (NGN) | 2nd (Upon submission of Narrative and financial reports for the first tranche) | Amount (NGN) | |
| 1. Improved preparations and performance of KTSIEC in conducting credible LG Elections. 2. Participatory, transparent and accountable decision making process embedded at the LGA levels. 3. Well capacitated citizens and local CSOs/CBOs in demanding transparent, accountable and participatory governance from elected Council Officials. 4. Increased participation of women in the political process. | | | | | | | | | | | |
| | | | | | | | | | | | |
| | 1. Post-election capacity development for newly elected LGA officials on the principles of good governance and best practices in local government management and administration. | | X | X | KTSIEC/DGD | 46,201.00 | 7,484,600.00 | 36,960.80 | 5,987,680.00 | 9,240.20 | 1,496,920.00 |
| | 2. Sensitization of local community on the principles of good governance and demanding same from newly elected LGA officials. | | X | X | KTSIEC/DGD | 22,835.00 | 3,699,200.00 | 18,268.00 | 2,959,360.00 | 4,567.00 | 739,840.00 |
| 3. Independent technical assessment of Katsina State local government election and capacity development of KTSIEC Staff | | X | X | KTSIEC/DGD | 23,157.00 | 3,751,360.00 | 18,525.60 | 3,001,088.00 | 4,631.40 | 750,272.00 | |
| 4. Post-election action planning and training workshop on gender and participation for KTSIEC newly elected council officials, state-based CSOs/CBOs and other relevant stakeholders | | X | X | KTSIEC/DGD | 8,941.00 | 1,448,400.00 | 7,152.80 | 1,158,720.00 | 1,788.20 | 289,680.00 | |
| Total Budget | | | | | 101,134.00 | 16,383,560.00 | 80,907.20 | 13,106,848.00 | 20,226.80 | 3,276,712.00 | |

September Exchange rate of N 162 to \$1 is used as the budget rate for this LOA

12/19