



The National Gender and Equality Commission-Kenya

ELECTION MONITORING TOOLS 2017

TOOLS FOR PHASE 2 (CAMPAIGN, SIMULATION, POLLING AND POST-POLLING PERIOD)

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Nubian Rights Forum (NRF)
Help Age International
Office of the Registrar of Political Parties (ORPP)
Endorois Welfare Council (EWC)
UN Women
Think Africa
Kenya Sign Language Interpreters (KSLI)
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Governance Institute (ELGI)**

All tools herein have been used by the National Equality and Gender Commission (NGEC) to observe and monitor the campaign, simulation, and polling and post polling period of the 2017 General Election.

BACKGROUND

The National Gender and Equality Commission (NGEC) is a Constitutional Commission established pursuant to Articles 59 (4) and (5) of the Constitution and operationalized through the National Gender and Equality Commission Act 2011 (NGEC Act), with an overall mandate of promoting gender equality and freedom from discrimination as per Article 27 of the Constitution. The NGEC's target groups include women, youth, persons with disabilities (PWDs), and children, the older members of society and minorities and marginalized groups and commonly, also referred to as "Special Interest Groups" (SIGs). The functions of the commission are partly set out in Article 59(2) and fully in Section 8 (a) to (n) of the NGEC Act.

In respect to Phase 2 of the 2017 General Elections, the Commission key focus areas are:

- Campaign
- Simulation
- Polling and
- Post-polling period

The activities will largely focus on participation and inclusion of SIGs namely women, youth, people with disabilities (PWDs), older members of society, minorities and marginalized groups and communities in the process of elections as either voters and/or aspirants. The commission will also monitor incidences of gender based violence as a driver of inequality and discrimination.

INTRODUCTION

The Commission will be engaged in the monitoring and observation of the 2017 campaign, simulation, polling, and post-polling between 28th May 2017 and 20th August 2017. The process includes:

- a) Campaign Phase**
- b) Simulation phase**
- c) Polling period**
- d) Post-Polling period**

The activity focused on:

- 1) Involvement of SIG candidates and voters
- 2) Accessibility of the venues and communication to SIGs
- 3) Incidents of violence particularly those directed
- 4) Financing of campaigns particularly those directed to SIGs

The tools have been formulated appropriately to aid monitors undertake the task.

TOOL 1

Campaign Monitoring & Voter Registration Verification Tool

105	Type of campaign venue (<i>choose only one</i>)	Market	[]
		Schools	[]
		Religious places	[]
		Road shows	[]
		Educational institutions	[]
		Public open ground	[]
		Private open ground	[]
		Funeral session	[]
		Wedding session	[]
		Hotels and bars	[]
		At other ceremonies	[]
		Private homes/door to door	[]
107	How friendly was the venue to candidates and voters especially persons with disabilities, women, and elderly?	Friendly to all	[]
		Friendly to some of the groups	[]
		Somewhat friendly	[]
		Not friendly	[]
107b	What communications materials/services are available to SIG candidates and voters	Braille messages	[]
		Sign language interpreters	[]
		Materials in Swahili and local languages	[]
		Materials in large fonts	[]
		Language interpreters	[]
		Other specify.....	[]
108	Are there security officials present in the venue or nearby?	Yes	1
		No	0
109	Are there candidates present in the campaign who fall in the following categories: Persons with disabilities (PWD), youth, marginalized groups, or women?	Woman	[]
		Youth	[]
		Persons with disabilities	[]
		Minority/ Marginalized	[]
110	What is the general perception of the campaign attendants about these special groups? <i>Circle one response only</i>	Positive	[]
		Negative	[]
		Indifferent	[]
		Undecided	[]
		Difficult to tell	[]
111	What type of media outlets were present	Television	[]
		Radio	[]
		Gutter press	[]
		Print media	[]
		International media	[]
		None	[]
112	What levels of media coverage did the special group candidates receive compared to other candidates?	Very high	1
		High	2
		Small	3
		Very small/None	4

113	What were key messages passed to participants during the rally? (note both direct and indirect messages)	Do not vote persons from small (marginalized) communities	[]
		Development focused messages	[]
		International matters	[]
		Voting process and preparedness	[]
		Accepting outcome of elections	[]
		Repeated call for peace	[]
		Rejecting outcome of elections	[]
		Against opponents (individuals or parties)	[]
		None	[]
		Other (specify).....	[]
115	Did you witness any violence?	Yes	1
		No	0
116	Who instigated the violence? <i>Circle all that apply</i>	Candidates with disabilities	[]
		Youth Candidates	[]
		Women Candidates	[]
		Campaign attendees-PWD	[]
		Campaign attendees-youth	[]
		Campaign attendees-women	[]
		Campaign attendees-minority	[]
		Security arms	[]
		Other (specify).....	[]
		Can't remember/tell	[]
117	What type of violence	Physical Violence	[]
		Gender based violence	[]
		intimidation	[]
		Other	[]
118	Who were subjected to the violence?	Women	[]
		Person with Disability	[]
		Minority	[]
		Youth	[]
		Other (specify).....	[]
119	Were the security officers called to contain the violence?	Yes	1
		No	0
120	What other observers and monitors were present during this campaign. <i>Estimate their numbers</i>	Type	Tick No.
		International observers	[] -----
		Domestic private observers	[]
		Domestic public sector observers	[]
		Domestic civil society observers	[]
		Other (specify).....	[]
		None	[] 00
Can't tell	[]		

121	Did you observe any of the following electoral campaign malpractices?	Bribery	[]
		Campaigning outside stipulated time before 6am- after 7pm daily	[]
		Campaigning in prohibited sites e.g schools	[]
		Ferrying of people to cause violence and disruption of normal life	[]
		Hate speech and discriminatory speeches	[]
		Sexual harassment	[]
		Threats and insults	[]
		Physical harm	[]
		Incitement	[]
		Inducement/receiving money	[]
		Damaging or defacing Opponents Campaigns Materials	[]
		None	[]
		other specify	[]
123	<i>If any of the above,</i> were any of these malpractices reported to any of these agencies	Independent Electoral Boundaries Commission	[]
		National Cohesion and integration commission	[]
		National Gender and Equality Commission	[]
		Kenya National Commission on Human Rights	[]
		Police	[]
		Peace committees	[]
		Other (specify)	[]
		Can't tell	[]
124	Did the candidates or campaigners make efforts to reach out to the elderly, youth, women and the marginalized groups	Elderly	[]
		Youth	[]
		Persons with disabilities	[]
		Women	[]
		Marginalized groups	[]
125	Give examples of efforts made	
		
		
		
126	Did you observe or hear about any incidences/cases of Sexual Harassment in the campaign	Yes	1
		No.....	0
		If yes, fill in the incidence	
127	Describe the incidence in detail including referrals and actions taken?		

C Voter Verification											
200	Were there any SIGs officials in the polling station?	Yes No.....	[] []								
201	How many IEBC officials were?	<table border="1"> <thead> <tr> <th>SIG</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Women</td> <td></td> </tr> <tr> <td>PWD</td> <td></td> </tr> <tr> <td>Youth</td> <td></td> </tr> </tbody> </table>	SIG	Number	Women		PWD		Youth		
SIG	Number										
Women											
PWD											
Youth											
202	Did any SIGs present themselves for voter verification?	Women Youth PWD Minority Older members of society	[] [] [] [] []								
203	Was the verification station/site accessible to PWDs	Yes No	1 0								
204	Did the voter verification officials uphold the interests of the SIGs during the exercise? <i>(If No, make a detailed explanation below)</i> 	Yes NO	1 0								
205	If Yes above, state the considerations observed: <i>Tick as many as apply</i>	Communication Assistance Physical Accessibility No queuing Detailed explanation/attention Other special arrangements (specify)	[] [] [] [] []								
206	Was there any SIGs name missing from the register? <i>If yes, please fill in the incident form</i>	Yes No	1 0								
<p>Make detailed notes on other useful observations. Be precise and non-judgmental. Provide details on what, where, how, how many, time, circumstances, effects and impacts, and suggestions</p> <p>Examples of issues you may observe and write about. Use bank pages provided</p>											

- ✓ Are there any political tensions or disputes between political parties and independent candidates in your area of observation?

- ✓ How are the women /youth/PWD representatives/candidates financing their campaigning activities?

- ✓ Any examples of misuse of public resources?

- ✓ Main media outlets and their coverage in the campaigns?

- ✓ Levels of cooperation between Observe/monitor, IEBC and agents?

- ✓ Any instances of unequal access of women /youth/PWD representatives/candidates to media?

Form Number [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

TOOL 2

Campaign Monitoring Daily Reporting Template

Describe the main activity completed

Key findings:

Describe the key findings of the day Including description of any forms of discrimination, inequalities observed, harassment, SGBV towards special interest groups during voter registration verification or campaign (or both activities) :

State any affirmative action arrangements accorded to special interest groups (or lack of) during the period of observation

TOOL 3

Campaign Coordinators Daily Reporting Template

Describe the main activity completed

Key findings:

Describe the key findings of the day Including description of any forms of discrimination, inequalities observed, harassment, SGBV towards special interest groups during campaigns or voter verification:

Affirmative action arrangements accorded to special interest groups (or lack of) during the period under review of campaigns and/or voter verification:

Specific Follow-Up Actions from respective monitors

State matter you referred to the commission. State the date, and a short brief on the matter

Form Number [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

TOOL 4

Campaign Incident Form



Incident Form for Monitoring Campaigns and Voter Registration Verification, 2017

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SUBMITTED BY (Name)	
Monitor Code	[] [] [] []
ACTIVITY :	
POLITICAL PARTY CONCERNED	[] [] []
Independent candidate concerned	
COUNTY	[] [] []
Location of the Incident	
DATE :	[] [] [] / [] [] [] / [] [] [] [] [] []
TIME OF INCIDENT	[] [] [] : [] [] [] A.M /P.M

This template is used to record summary of all incidences towards PWD, women, youth and minority and marginalized groups and communities in the 2017 political party nominations and political rallies and meetings. Record where incidence involves SIGs as victims or perpetrators as candidates or voters including independent candidates.

Instructions: Please complete the following form whenever you witness or hear about an incident which may impact the electoral process.

1. INCIDENT

[Please give a detailed account of the incident, specifying who, what, where, when, why.

Specify whether you actually observed the incident or whether it was reported by someone else. If reported by someone else, please specify who

Provide your assessment of the incident. Does this incident seem indicative of a sustained problem or is it isolated in nature? How does this incident impact on electoral rights such as security of the person, non-discrimination, right to free expression or assembly, etc?

2. WHAT NEXT?

[What are the possible implications of this incident? Have you heard rumors or explanations on what is expected to occur, if anything? what is source of this information, do you consider the source credible?]

3. FOLLOW-UP

Inform your immediate supervisor of the incidence. Record date and time the incidence was reported

Form Number [] [] [] [] [] [] [] [] [] [] [] [] [] []

TOOL 5

Campaign Complaints Form



COMPLAINTS FORM

Instructions to observers/monitors:

- 1. This form should only be used by NGEC authorized persons.
- 2. This form should only be used when the complainant has personally launched a complaint with the observer/ monitor.
- 3. Please fill or assist the complainant to fill in all the information required. In instances where the complainant cannot read and write, the observers/monitors are required to fill the statements of complainant and verify the recorded statement by reading to them for confirmation.
- 4. All observers/monitors are to strictly observe confidentiality herein.
- 5. All filled complaints forms should be submitted immediately to NGEC coordinator.
- 6. Each complaint form applies to only a single complainant or group.

Note: All observers are required to have an ink pad for thumb prints signature for complainants who cannot write.

1.0 BIO DATA

Date:

a. Observer/Monitor Details

Variable	Coding	Variable	Coding
A1. Date (dd/mm/yyyy)	[][] [][] [][][][] [][]	A2 Name of the County	[][][][]
A.3 Name of the Constituency	[][][][]	A4. Name of the Ward	[][][][][][]
A5. Name of observer	[][][][][]	A6. Primary cell number of monitor	[0][][][][][][][] [][][][][]

b. Complainant(s) details

B1. Full Names	B.2 Occupation/ Profession	B.3 Nationality
First name.....	Kenyan []
Maiden		Other (specify) []
Surname		

Form Number [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

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3.1 Relief/Redress Sought (*what does the complainant want*)

.....
.....

3.1.2 Immediate Relief/Redress given IF ANY

.....
.....

3.2 Recorded By: (Name of the statement maker).....

4.0 DECLARATION

a.) I..... Hereby confirm that the information I have recorded herein is true to the best of my knowledge, information and belief.

Mark/ Complainant's Signature.....Date [] [] / [] [] / [] [] [] []

Form Number [][][][][][][][][][][][][][][][]

b). Statement recorded and read over to the complainant (*insert observer/ monitors name*).....

Signature of monitorDate [][]/[][]/[][][][]

5.0 Complaints processing: Inform your supervisor about the complaint

PHASE 2B

Form Number [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

TOOL 6

POLLING MONITORING TOOL

Confidential

Form NGECEOT/2017



The National Gender and Equality Commission POLLING MONITORING TOOL

Monitoring gender equality and freedom from discrimination in the 2017 Kenya General Election

TOOLS FOR PHASE 2B

National Gender and Equality Commission

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Instructions to observers/monitors: This form should only be used by NGECE authorized persons. Please fill all information required. All filled in check lists and blank ones should be submitted to NGECE regional coordinators. Keep all checklists safe and observe confidentiality

A Identification					
	Variable	Office use only		Variable	Office use only
A1	Name of the County	County Code [] [] [] []	A2	Name of the Constituency	Constituency Code [] [] [] []
A3	Name of the Ward	[] [] [] [] [] []	A4	Name of the polling /tallying centre [] [] [] [] [] [] [] [] []
A5	Type of the polling station 1. Permanent 2. Mobile	[] []	A6	Category of observer/monitor 4. Temp Monitor 5. NGECE 6. Other	[] [] []
A7	Time of arrival at the polling station (24hr)	[] [] [] [] [] []	A8	Time of arrival at tallying centre (24hr)	[] [] [] [] [] []
A9	Name of the observer/ monitor	[] [] [] []	A10	Observer primary cell number	[] [] [] [] [] [] [] [] [] []
B Pre-voting (preparedness)					
B1	Opening time of the polling centre (24hr)	[] [] [] [] [] [] 1. At or before 0600 0. After 0600	B2	Were security officials present in the polling centre during opening? Yes No	1 0
B3	Were media present in the PC at the opening time? Yes No	1 0	B4	Were party agents present at the opening time? Yes No	1 0
B5	Were all the electoral officials present?	Yes No			1 0
B6	Did you see any election official with disabilities Insert number seen [] [] []	Yes No			1 0
B7	Was the polling station well demarcated?	Yes No			1 0
B8	Observe presence of the following?	Electronic register of voters			[]
		Indelible ink			[]
		Ballot papers			[]
		Brailled materials			[]
		Sign language interpreters services (when needed)			[]
B9	If any of the electoral materials or services above were missing; Were the missing materials/services made available later?	Yes No			1 0

B11	Were there any unauthorised people inside the polling station?	Yes No	1 0
B12	Were accredited observers allowed to access the polling centre?	Yes No	1 0
B13	Did the presiding officer offer frequent briefing to agents, and observers?	Yes No	1 0
C	Status of the Polling Station		
C1	Was the voting centre space able to accommodate ample movement of voters?	Yes No	1 0
C2	Were the polling booths arranged in a manner that ensured secrecy of the vote?	Yes No	1 0
C3	Were the polling stations easily accessible to PWD, older members of society?	Yes No	1 0
C4	If yes, What challenges did they face (list)		
C5	Did women voters face challenges accessing the polling station?	Yes No	1 0
C6	What challenges did they face? (list)		
C7	Was there intimidation or incitement of voters?	Yes No	1 0
C8	If Yes, give details		
C9	Were there any campaign posters/materials at the polling centre?	Yes No	1 0
C10	Was there any campaigning happening at the polling station?	Yes No	1 0
	Voting procedures		
D1	Were the ballot boxes opened and shown to those present as being empty before being sealed?	Yes No	1 0
D2	Were there any problems with identification of voters?	Yes No	1 0
D3	If any, specify		
D4	Were the ballot papers being stamped with IEBC stamp before being issued to the voter?	Yes No	1 0
D5	Was there insufficiency of ballot papers or wrong ballot materials?	Yes No	1 0
D6	If Yes, specify		
D7	Was there more than one person voting in the booth?	Yes No	1 0

D8	If Yes, give more details		
Support and facilitation of the voters			
E1	Did you hear of complaints at the polling centre?	Yes No	1 0
E2	What complaints?	Voters who could not be allowed to vote	[]
		Voters queuing in wrong polling station	[]
		Voters who could not be verified/traced in IEBC records	[]
		Delays in voting	[]
		Intimidation and threats	[]
		Insults including use of derogatory terms	[]
		Long queues	[]
		Other (specify)	[]
E3	Which categories of people were presenting complaints?	PWD	[]
		Youth	[]
		Expectant/lactating mothers	[]
		Other women	[]
		Sick persons	[]
		Agents	[]
		Presiding officer	[]
		Other IEBC officials	[]
		Observers	[]
		Other voters	[]
		Candidates	[]
other	[]		
E4	Did you witness any persons with disabilities, elderly, illiterate persons, expectant women, other women, youth or a sick voter request for assistance from the election officials?	Yes No	1 0
E5	If yes, were these categories accorded assistance requested?	Persons with Disability	[]
		Elderly	[]
		Illiterate persons	[]
		Youth	[]
		Expectant women	[]
		Sick	[]
E6	Were the following persons allowed to vote on priority basis?	Persons with Disability	[]
		Elderly	[]
		Expectant women	[]
		Sick	[]
E7	Was the secrecy of voting process maintained throughout the exercise?	Yes No	1 0
E8	If No, who violated the voting secrecy?	Agents	[]
		Observers	[]
		IEBC officials	[]
		General voters	[]

		Others (Specify)	
E9	Did you hear or witness any of the following groups complaining or submitting a memorandum to the presiding officer?	Women	[]
		Youth	[]
		Persons with disabilities	[]
		Elderly	[]
		Marginalized groups	[]
Polling station close out activities			
F1	What time did the polling centre close? (24hrs)	[] [] [] [] []	
F2	Were there any voters queuing at the time of closure?	Yes	1
		No	0
F3	Were they (F2 above) allowed to vote?	Yes	1
		No	0
		Some of them	2
F4	Rate the following electoral procedures on a scale of 1-4 (4= well done; 3= somewhat well done 2=poorly done; 1=not done at all)	Sealing ballot boxes	[]
		Voting	[]
		Counting	[]
		Documentation of valid and invalid votes	[]
		Announcement of Results	[]
Violations of selected legal provisions and guidelines			
G1	Did you witness any violence reported?	Yes	1
		No	0
G2	Who instigated the violence? (Circle all that apply)	Aspirants with disabilities	[]
		Youth aspirants	[]
		Women aspirants	[]
		Voters-PWD	[]
		Voters -Youth	[]
		Voters -Women	[]
		Security	[]
		Others (Specify)	[]
	Can't remember/tell	[]	
G3	What type of violence?	Physical Violence	[]
		Gender based violence	[]
		Psychological	[]
		Other (specify)	
G4	Who were subjected to the violence?	Women	[]
		Person(s) with Disability	[]
		Youth	[]
		Minorities	[]
		Other (specify)	
G5	Were the security officers called to contain the violence?	Yes	1
		No	0
G6	What actions did security officers take?	Arresting the perpetrators	[]
		Perpetrators arraigned in Court	[]
		Reported to the IEBC, Peace committees etc.	[]
		Embarked on investigation	[]

		Pending matter	[]
		Others(Specify)	
G7	What other observers and monitors were present during the voting exercise?	International observers	[]
		Domestic private observers	[]
		Domestic public sector observers	[]
		Domestic civil society observers	[]
		None	[]
G8	Did you observe any of the following electoral malpractices at the polling centre?	Voter bribery	[]
		Election day Campaigning	[]
		Transportation of voters	[]
		Undue influence of voters e.g. threats and intimidations	[]
		Misuse of public resources	[]
		Denied access of observers, IEBC officials and media	[]
		Any others(specify)	
		Disqualifying the political party candidate from contesting election	[]
		Arraigned in Court	[]
		Embarked on investigation	[]
		Pending and no action taken	[]
Other comments and observations			



Monitors Daily Reporting Template for Polling and Post Polling 2017

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SUBMITTED BY (Name)	
Monitor Code	[] [] [] []
ACTIVITY :	
POLLING CENTRE (for polling day)	Name _____ - [] [] [] []
TALLYING CENTRE (for post polling)	Name _____ [] [] [] []
COUNTY	[] [] []
DATE :	[] [] [] / [] [] [] / [] [] [] [] []

This template is used to record summary of all incidences, omissions and commissions in respect to gender equality and inclusion for the PWD, women, youth and minority and marginalized groups and communities in the 2017 polling and post polling activities including voting, counting, tallying, announcement etc

Describe the main activity completed

Key findings:

Describe the key findings of the day including description of any forms of discrimination, inequalities observed, harassment, SGBV towards special interest groups during voting, counting, announcing results, tallying etc

State any affirmative action arrangements accorded to special interest groups (or lack of) during the period of observation



Coordinators Daily Reporting Template for Polling and Post Polling 2017

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SUBMITTED BY (Name)	
Coordinator Code	[] [] [] []
ACTIVITY :	
POLLING CENTRE (for polling day)	Name_____ - [] [] [] []
TALLYING CENTRE (for post polling)	Name_____ - [] [] [] []
COUNTY	[] []
DATE :	[] [] / [] [] / [] [] [] []

This template is used to record summary of all incidences, omissions and commissions in respect to gender equality and inclusion for the PWD, women, youth and minority and marginalized groups and communities in the 2017 polling and post polling activities

Describe the main activity completed

Key findings:

Describe the key findings of the day including description of any forms of discrimination, inequalities observed, harassment, SGBV towards special interest groups when voting, counting, tallying , announcement etc

Affirmative action arrangements accorded to special interest groups (or lack of) during voting, counting, tallying , announcement etc

Specific Follow-Up Actions from respective monitors

State matter you referred to the commission. Sate the date, and a short brief on the matter

Form Number [][] [][][][][][][][][][][][][][][][]

TOOL 9

Polling Incident Form



Incident Form for Monitoring Polling and Post Polling in 2017 Elections

National Gender and Equality Commission Headquarters Solution Tech Place, 1st Flr, Longonot Road, Upperhill,
next to Crowne Plaza Hotel

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Garissa Office Opposite Care International Offices, Garissa town

monitoring@ngeckkenya.org

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SUBMITTED BY (Name)	
Monitor Code	[][][]
ACTIVITY :	
COUNTY	[][]
Location of the Incident (Provide details)	
DATE :	[][]/[][]/[][][][]
TIME OF INCIDENT	[][]:[][] A.M /P.M

This template is used to record summary of all incidences towards PWD, women, youth and minority and marginalized groups and communities in the 2017 voting, counting, tallying, announcement of results events etc. Record where incidence involves SIGs as victims or perpetrators as candidates or voters including independent candidates.

Instructions: Please complete the following form whenever you witness or hear about an incident which may impact the electoral process.

1. INCIDENT

[Please give a detailed account of the incident, specifying who, what, where, when, why. Specify whether you actually observed the incident or whether it was reported by someone else. If reported by someone else, please specify who]

Provide your assessment of the incident. Does this incident seem indicative of a sustained problem or is it isolated in nature? How does this incident impact on electoral rights such as security of the person, non-discrimination, right to free expression or assembly, etc?

2. WHAT NEXT?

[What are the possible implications of this incident? Have you heard rumors or explanations on what is expected to occur, if anything? What is the source of this information, do you consider the source credible?]

3. FOLLOW-UP

Inform your immediate supervisor of the incidence. Record date and time the incidence was reported

Form Number [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

TOOL 10

Polling Complaints Form

Form Number [][][][][][][][][][][][][][][][]

Male []		
Female []		
B.7 Postal Address	B.8 Residential Address	B.9. Tell number [][][][][][][][][][] [][][][][]

f. Name Person/ Organization against whom complaint is lodged

C.1 Name of the Person/ Organization 1..... 2..... 3.....	Contacts if known C.2Tel number [][][][][][][][][][][]
C.3 Postal address.....	C.4 Usual residence/location.....

4.0 NATURE OF COMPLAINT (Tick as appropriate)

- q) Violence
- r) Hate Speech and Discriminative materials
- s) Campaigning during the polling day
- t) Sexual Gender Based Violence
- u) Bribery
- v) Multiple voting
- w) Undue influence of voters e.g. threats and intimidations
- x) Forgery
- y) Personation
- z) Misuse of public resources
- aa) Tampering or destroying election materials
- bb) Voter transportation
- cc) Malpractices by IEBC officials
- dd) Any others (specify).....

2.1 Language of Recording Complaint: Tick either language: English [] Kiswahili []

3.0 STATEMENT OF FACTS:

(The statement should include the time, location of the incident, witness details, and brief overview of the incident as it occurred)

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Form Number [][][][][][][][][][][][][][][]

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3.1 Relief/Redress Sought (*what does the complainant want*)

.....
.....

3.1.2 Immediate Relief/Redress given IF ANY

.....
.....

3.2 Recorded By: (Name of the statement maker).....

4.0 DECLARATION

a.) I..... Hereby confirm that the information I have recorded herein is true to the best of my knowledge, information and belief.

Mark/ Complainant's Signature.....Date [][]/[][]/[][][][]

b). Statement recorded and read over to the complainant (*insert observer/ monitors name*).....

Form Number [][][][][][][][][][][][][][][]

Signature of monitorDate [][]/[][]/[][][][]

5.0 Complaints processing: Inform your supervisor about the complaint

Form Number [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

TOOL 11

Post Polling Monitoring Tool

Confidential:

Form NGEC/P_P/1/2017



The National Gender and Equality Commission

POST POLLING MONITORING TOOL

Monitoring gender equality and freedom from discrimination in the 2017 Kenya General Election

TOOLS FOR PHASE 2 B

National Gender and Equality Commission

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Instructions to observers/monitors: This form should only be used by NGEC authorized persons. Please fill all information required. All filled in check lists and blank ones should be submitted to NGEC regional coordinators. Keep all checklists safe and observe confidentiality

A1	State where are you making observations from <i>Please tick all that apply.</i>	a) Polling /counting centre b) Constituency tallying centre c) County tallying centre d) National tallying centre	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
-----------	--	--	--

If more than one option is checked in A1 above please use separate forms for each observation

A2	Name and code of the counting/tallying centre	Name	[][][][][] [][]
A3	Time of arrival (24hr)	[][][][][]	A4 Time of departure (24hr) [][][][][]
A5	Observer primary cell number	[][][][][][] [][][][][][]	A6 Name of the observer/ monitor [][]
A7	Category of observer/monitor 7. Temp Monitor 8. NGEC 9. Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A8

B Counting/ tallying processes

B1	What precautions were put in place to ensure the continued security of the election materials?	IEBC remained present throughout and in stores of materials	<input type="checkbox"/>
		Security from armed staff present all times	<input type="checkbox"/>
		Unauthorized persons disallowed entry to materials	<input type="checkbox"/>
		Agents and observers briefed to consider security of materials	<input type="checkbox"/>
		Other	<input type="checkbox"/>
B2	Was the counting /tallying centre accessible to accredited persons with disabilities?	Yes No	1 0
B3	If no, what were the challenges/barriers 1 2 3		
B4	Did the presiding/ returning officer announce how he/she plans to ensure that accredited persons with hearing or visual impairments will participate in the counting/tallying and verification process of the votes?	Yes No	1 0
B5	Were there security officers in or about the tally /counting centre?	Yes No	1 0

B6	Were accredited persons allowed to examine all aspects of the official results?	Yes No	1 0
B7	If no , what aspects were they not allowed to examine or confirm?	Seal of boxes	[]
		Filling in of forms	[]
		Submitting of results	[]
		Other 1	[]
		Other 2	[]
B8	Did the presiding/returning officer announce the results as soon as they were ready	Yes There was delay Not at all	1 2 0
B9	If there was a delay in announcement of the results, or if the results were not announced at all, what were the main reasons cited by the presiding/returning officer? 1. 2. 3. 4. 5.		
B10	Was the voting results announced publicly by the presiding/returning officer?	Yes No	1 0
B11	Was the voting result electronically submitted?	Yes No	1 0
B12	Was there any request for a recount put to the Presiding/ Returning Officer?	Yes No	1 0
B13	Were any of these requests from accredited officials representing a female candidate, or persons with disability or a minority?	Female candidate Persons with disability Minority candidate	[] [] []
B14	Was the request granted?	Yes No	1 0

B15	If not what were the reasons given? 1. 2. 3. 4.		
-----	---	--	--

B16	Was there a system of dealing with disputed ballots?	Yes No	1 0
B17	What was the system used (describe)		
B18	Was this system accepted by all?	Yes No	1 0
B19	Were the results challenged?	Yes No	1 0
B20	Who challenged the results	Officials representing candidates with disabilities	[]
		Officials representing a female candidate	[]
		Officials representing a minority candidate	[]
		Other	[]
B21	Was the challenge resolved?	Yes No	1 0
B22	Was the ballot box carrying the electoral materials from the polling centre properly sealed and not tampered with?	Yes No	1 0
C	Post tallying activities		
C1	Did you observed any of the following?	a) Inter-communal tension	[]
		b) Conflict among candidates	[]
		c) Conflict among the voters	[]
		d) Any conflict or violence/ violence observed?	[]
C2	Provide details about the incidences		
C3	Did you hear or seen any candidate or voter making discriminatory and derogatory statement over another person or party?	Yes No	1 0
C4	If yes, it was intended to whom?	Ethnic group(s)	[]
		Persons with disabilities	[]
		Women	[]
		IEBC officials	[]
		Elderly	[]
		Youth	[]
		Minority groups	[]
		Political party	[]
Government institutions	[]		
	Other specify	[]	

C5	Provide more details about the discriminatory or derogatory statement. Who made the statement, motivations, content		
C6	Was it reported to the any authority?	Yes	1
		No	0
C7	Did you observe or note of organisations or individuals coordinating any post-election activities?	Yes	1
		No	0
C8	What category of agencies/organizations/individuals	Individual/civilians/volunteers	[]
		Security agencies	[]
		Commissions	[]
		Other government agencies	[]
		Humanitarian UN agencies	[]
		Faith/community/NGOs	[]
		Corporate/private companies	[]
		Other	[]
	Any other observations/ provide details of photos taken etc		

Form Number [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

TOOL 12

Campaign Financing For SIGs

Confidential:

Form NGE/P_P/1/2017



The National Gender and Equality Commission

CAMPAIGN FINANCING MONITORING TOOL

Monitoring gender equality and freedom from discrimination in the 2017 Kenya General Election

TOOLS FOR PHASE 2 B

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Instructions to observers/monitors: This form should only be used by NGECE authorized persons. Please fill all information required. All filled in check lists and blank ones should be submitted to NGECE regional coordinators. Keep all checklists safe and observe confidentiality. USE ONE TOOL FOR EACH CANDIDATE

A1	Observer primary cell number	[] [] [] [] [] [] [] [] [] [] [] []	A2	Name of the observer/ monitor	[] []
A3	Category of observer/monitor 10. Temp Monitor 11. NGECE Other	[] [] []	A4	State Name of the Candidate (Optional)
A5	Category of SIG (Select all that apply) 1. Woman 2. Youth (<35yrs) 3. Minority 4. PWD 5. Man	[] [] [] [] []	A6	Candidacy (position they are vying for) 1. Presidential 2. Senator 3. Governor 4. Women rep 5. MP 6. MCA	[] [] [] [] [] []
A7	What is your estimated budget for your campaign (Please consider only needed budget)	In Kshs []	A8	Have you received any funding from an entity or agency towards your campaigns Yes No	[] []
A9	If yes, what agencies or categories of agencies	Name of agency Cant provide 999	A10	Category of agency (specify and tick all that apply)) UN agency Local Nongovernmental organization International organization Another country Community based organization Religious based organization Other	[] [] [] [] [] []
A11	For each source /agency, state amounts and all purposes the funding was provided for	Category of agency	Amounts In Kshs	Purpose of the funding (entre appropriate code) a) Meetings b) Agents c) IEC materials d) Transport e) Fees f) Security g) Litigation h) Other specify	



Published by

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