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| '  **Confidential: Form NGEC/PPM/2017/001**    **The National Gender and Equality Commission-Kenya**  **Checklist for monitoring gender equality and freedom from discrimination in the 2017 Kenya general election**  **‘Party Primaries Monitoring tool’**      National Gender and Equality Commission Headquarters Solution Tech Place, 1st Flr, Longonot Road, Upperhill, next to Crowne Plaza Hotel  P.O.BOX 27512-00506, Nairobi, Kenya Tel +254 2(20)-272-7778/ +254 (20) 3213199 [www.ngeckenya.org](http://www.ngeckenya.org)  Twitter: @NGECKENYA  [www.facebook.com/NGECKenya](http://www.facebook.com/NGECKenya)  **Kisumu Office** Reinsurance Plaza, 3rd Floor, Wing B Oginga Odinga Street  **Nakuru Office** Tamoh Plaza, 1st Floor, Kijabe Street P.O BOX 15263-401 NAKURU  **Garissa Office** Opposite Care International Offices, Garissa town  [monitoring@ngeckenya.org](mailto:monitoring@ngeckenya.org)  ©2017 |

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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. USE ONE TOOL FOR EACH OBSERVATION EPISODE** | | | | | | | | | |
| **A** | **Identification** | | | | | | | | |
|  | ***Variable*** | ***Office use only*** |  | | | ***Variable*** | | ***Office use only*** | |
| A1 | Name of the County  .......................................................................................................................................... | [ ] [ ] | A2 | | | Name of the Constituency  ......................................................................................................................................................... | | [ ] [ ] [ ] | |
| A3 | Name of the Ward  ……………………. | [ ] [ ] [ ] [ ] | A4 | | | Type of Ward | | Urban [ ]  Rural [ ] | |
| A5 | Name of the place/venue  ………………………………. | [ ] [ ] [ ] [ ] [ ] | A6 | | | Name of the Nearest Polling Station  ………………………………….. | | PS CODE  [ ] [ ] [ ] DK=999 | |
| A7 | Time of arrival at the site ***(Use 24hrs clock system)*** | [ ] [ ] [ ] [ ] hrs | A8 | | | Time of departure from the site ***(Use 24hrs clock system*** | | [ ] [ ] [ ] [ ] hrs | |
| A9 | Name of the observer/ monitor  ………………………………………………………………  ……………………………………………………………….. | [ ] [ ] [ ] | A10 | | | Category of observer/monitor   1. Temporary Monitor 2. NGEC 3. Other (specify)   ……………………………………………… | | [ ] | |
| A11 | Observer/ monitor mobile number | [ 0 ] [ ] [ ] [ ] [ ]  [ ][ ] [ ] [ ] [ ] | A12 | | | Name of Party or independent candidate assessed | | [ ] [ ]  ………………………….  ……………………… | |
| A13 | Did the party present any SIG as a candidate in the station you are observing? | [ ] Yes=1  [ ] No=2 | A14 | | | If independent candidate, state category. He or she is….. | | [ ] Woman = 1  [ ] Youth = 2  [ ] Elderly = 3  [ ] PWDs = 4  [ ] Minority/ Marginalized = 5  [ ] Can’t tell=8 | |
| **B** | **Pre Primaries Monitoring *(fill this 24 hours or more before party primaries)*** | | | | | | | | |
| B1 | Were there any campaigns?  [ ] Yes = 1 [ ] No = 2 | | | B2 | | | Were there any SIGs involved in the campaigns?  [ ] Yes = 1 [ ] No = 2 | | |
| B3 | If yes in B2, state category they fall in  ***Tick as many as apply***  [ ] Women = 1  [ ] Youth = 2  [ ] Elderly = 3  [ ] PWDs = 4 | | | B4 | | | Did the party uphold the interests of the SIGs during the campaigns?  [ ] Yes = 1 [ ] No = 2 | | |
| **B5** | If yes in B4 , state the considerations observed:  ***Tick as many as apply***  [ ] Communication Assistance = 1  [ ] Physical Accessibility = 2  [ ] Special arrangements = 3  [ ] other Special arrangements (specify) = 4  ………………………………………………………..  ………………………………………………………. | | | **B6** | | | **What was the most commonly observed role of the SIGs in the campaign**  ***Circle as many as apply***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **SIG** | **speaker** | **Usher** | **Security** | **Audience** | | Women | 1 | 2 | 3 | 4 | | PWD | 1 | 2 | 3 | 4 | | Youth | 1 | 2 | 3 | 4 | | Elderly | 1 | 2 | 3 | 4 | | Minority | 1 | 2 | 3 | 4 | | Marginalized | 1 | 2 | 3 | 4 | | | |
| **C** | **Campaign Monitoring** | | | | | | | | |
| C1 | Nature of the campaign  ***Tick all that apply*** | | | | [ ] Presidential  [ ] Governor  [ ] Senate  [ ] MP  [ ] County Women Rep  [ ] MCA | | | | 1  2  3  4  5  6 |
| C2 | What time did the campaign begin  ***(Use 24hrs clock system)*** | | | | [ ] [ ]: [ ] [ ] hrs | | | | |
| C3 | What time did the campaign close  ***(Use 24hrs clock system)*** | | | | [ ] [ ] :[ ] [ ] hrs | | | | |

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| C4 | Was the venue accessible to SIG aspirants and SIG members among the general public? | [ ] Yes  [ ] No  If **NO**, was the venue inaccessible to:  ***Tick as many as apply***  [ ] Expectant mothers  [ ] Elderly  [ ] PWDs | | 1  2  1  2  3 |
| C5 | Are there security officials in the venue or nearby? | [ ] Yes  [ ] No | | 1  2 |
| C6 | Was media present? | [ ] Yes  [ ] No | | 1  2 |
| C7 | What category of SIG aspirants are present in the campaign? | ***Tick as many as apply***  [ ] Woman  [ ] Youth  [ ] Persons with disabilities  [ ] Elderly  [ ] Marginalized groups  [ ] Minorities  [ ] no SIGs aspirants present | | 1  2  3  4  5  6  7 |
| C8 | What reception did SIG candidates receive from masses at campaign venues? | [ ] Applauded and cheered  [ ] Accepted to address the rally  [ ] Rejected to address the rally  [ ] Violence  [ ] Heckling  [ ] Other (specify)………………………… | | 1  2  3  4  5  6 |
| C9 | In the audience, were there SIGs | ***Tick as many as apply***  [ ] Woman  [ ] Youth  [ ] Persons with disabilities  [ ] Elderly  [ ] Marginalized groups  [ ] Minorities  [ ] no SIGs in the audience | | 1  2  3  4  5  6  7 |
| C10 | Did you hear or see messages on the following? | | [ ] rights of SIGs  [ ] avoid violence towards SIG  [ ] Equal representation  [ ] Special seats for SIG  [ ] consideration of SIGs in election  [ ] report cases of violence on SIG  [ ] Other (specifiy)…………… | 1  2  3  4  5  6  7 |
| C11 | Did you see any voter education materials at the venue of campaign? | | [ ] Yes [ ] No | 1  2 |
| C12 | Were there any incidences of violence targeting SIGs?  ***(If yes, please fill in the Incidence Form)*** | | [ ] Yes  [ ] No | 1  2 |
| C13 | If yes in C12 describe the type of violence | | ***Tick as many as apply***  [ ] physical harm  [ ] Hate speech  [ ] Bribery  [ ] sexual harassment  [ ] Incitement to violence  [ ] Other (specify) ……………………………………………….. | 1  2  3  4  5  6 |
| **D. PREPAREDNESS FOR PRIMARIES** | | | | |

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| D1 | Were the following materials/services available?  ***(Circle as many as applies)*** | [ ] List of Aspirants  [ ] Register of Party Members  [ ] Ballot boxes  [ ] Ballot papers  [ ] Brailed ballot papers  [ ] Sign language Interpreters  [ ] Booths  [ ] Indelible Ink  [ ] Schedule of Venue  [ ] Other (specify) ………………………………………………. | 1  2  3  4  5  6  7  8  9  10 |

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| D2 | **Ask one SIG present (D2 AND D3):** Are you aware of all procedures and requirements for the upcoming nomination? | [ ] Yes  [ ] No | 1  2 |
| D3 | And do you have any concerns about preparedness of nominations as related to SIGs | ***Tick all that apply***  [ ] inadequate security  [ ] lack of accessibility to venue  [ ] lack of communication services  [ ] Tampering with materials  [ ] delayed start of the activity  [ ] harassment of SIGs  [ ] incomplete party register  [ ] delay ending the activity  [ ] sexual abuse for SIGs  [ ] compromised agents  [ ] other specify……. | 1  2  3  4  5  6  7  8  9  10  11 |
| **E. DAY OF NOMINATION** | | | |
| **Opening** | | | |
| E1 | At what time was the nomination centre opened?  ***(Use 24hr clock system)*** | [ ] [ ] :[ ] [ ]hrs |  |
| E2 | Observe and record the number of the party primary officials present | Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Women \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Youth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Male)\_\_\_\_\_\_(Female)\_\_\_\_\_\_\_\_  PWDs (Male)\_\_\_\_\_\_(Female)\_\_\_\_\_\_\_\_ |  |
| E3 | At the time of opening were the following materials and services present?  ***Tick all that apply*** | [ ] List of Aspirants  [ ] List of party members  [ ] Register of Party Members  [ ] Ballot boxes  [ ] Ballot papers  [ ] Brailed ballot papers  [ ] Sign language Interpreters  [ ] Booths  [ ] Indelible Ink  [ ] Security  [ ] Polling Clerks  [ ] Presiding officers  [ ] Aspirants agents  [ ] Observers  [ ] Media  [ ] Power backup  [ ] Other (specify) ………………………………………………. | 1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16  17 |

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| E4 | Tick all the statements that apply to the party primary polling venue: | [ ] Different from the designated venue  [ ] Well arranged (for different functions)  [ ] Well marked (signage) for SIGs  [ ] Accessible to SIGs (for instance ramps) | 1  2  3  4 |
| E5 | Tick the procedures followed during the opening of the polling station: | [ ] Witnessing of ballot boxes to be empty  [ ] Witnessing of sealed ballot boxes  [ ] Tallying of all the ballot papers  [ ] Witnessing of the register  [ ] Well labelled ballot boxes | 1  2  3  4  5 |
| E6 | Were all SIGs assisted to follow and understand **most** of the procedure undertaken in E5 | [ ] Yes  [ ] No | 1  2 |
| E7 | Did SIG aspirants have agents | [ ] Yes  [ ] No | 1  2 |
| E8 | Complete the table | |  |  | | --- | --- | | Category | Number of agents | | Females |  | | PWD |  | |  |
| **F. VOTING** | | | |
| F1 | Tick the voting method used | [ ] Secret ballot  [ ] Acclamation  [ ] Queuing (Mlolongo)  [ ] Consensus  [ ] Other (specify) …………………………………………….. | 1  2  3  4  5 |
| F2 | Were the SIGs consulted on the method of voting? | [ ] Yes  [ ]No | 1  2 |
| F3 | Tick the special assistance or priority measures provided to SIGs | [ ] No queuing  [ ] Communication assistance  [ ] Marking ballots | 1  2  3 |
| F4 | Were there any incidences of violence targeted towards SIGs?  ***(If yes, please fill in the Incidence Form)*** | [ ] Yes  [ ] No | 1  2 |

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| F5 | Were there any reported concerns or complaints related to SIGs? ***(Tick appropriately)*** | [ ] List of registered voters from IEBC  [ ] Non-members voting  [ ] Multiple voting  [ ] SIG Members denied voting  [ ] Request for not prescribed documents in the voting regulations  [ ] Voter intimidation  [ ] Accessibility  [ ] Long waiting time  [ ] Non-responsiveness by officials  [ ] Registration of new members during voting  [ ] Bribery and forgery  [ ] Under-age voting  [ ] Ferrying of voters  [ ] Voter buying | 1  2  3  4  5  6  7  8  9  10  11  12  13  14 |
| **G. CLOSING *(CONCLUDING CASTING OF VOTES)*** | | | |
| G1 | At what time was the nomination centre closed?  ***(Use 24hr clock system)*** | [ ] [ ] :[ ] [ ] hrs |  |
| G2 | Were there voters locked out of the voting process due to time? | [ ] Yes  [ ] No | 1  2 |
| G3 | IF YES, were any of the locked out voters SIGs | [ ] Yes  [ ] No | 1  2 |
| G4 | Was the procedure of securing ballot boxes followed? ***(Tick appropriately)*** | [ ] Sealing the lid  [ ] Taking an account of spoilt/unused ballots  [ ] Recording and documentation e.g. Seal Numbers  [ ] Secured in presence of agents/aspirants/observers/SIGs  [ ] Complaints | 1  2  3  4  5 |
| G5 | Were SIGs assisted to follow or understand through the process in G4 | [ ] Yes  [ ] No | 1  2 |
| G6 | Was the proper procedure for preparation of counting followed?  ***(Tick appropriately)*** | [ ] Verification of the seal  [ ] Counting/tallying space accessible to SIGs  [ ] Presence of communication services for SIGs  [ ] Adequate lighting  [ ] Presence of agents representing SIG aspirants  [ ] Presence of security  [ ] Presence of declaration forms  [ ] Others (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1  2  3  4  5  6  7  8 |
| G7 | Did sorting of the votes happen? | [ ] Yes  [ ] Yes, with complaints  [ ] No | 1  2  3 |
| G8 | Were SIGs assisted to follow or understand the process of sorting | [ ] Yes  [ ] No | 1  2 |
| G9 | Did the counting of the votes happen? | [ ] Yes  [ ] Yes, with complaints  [ ] No | 1  2  3 |
| G10 | During counting, did you witness any of the following incidences?  ***(Tick appropriately)*** | [ ] Violence to SIGs  [ ] General violence  [ ] Intimidation  [ ] Attempted Rigging  [ ] Rigging  [ ] Insults  [ ] sexual harassment | 1  2  3  4  5  6  7 |
| G11 | Indicate if any of the SIG aspirant was declared winner. ***Indicate only when certain and from official reports*** | |  |  | | --- | --- | | **Category** | **Name** | | PWD |  | | Woman |  | | Youth |  | | Minority |  | | Marginalized |  | |  |
| **Make additional notes for anything else not captured in the tool.** Be precise and non-judgmental. Only | | | |