**Funding Proposal**

**Submitted by:**

 ** COMPLITKENYA**

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PROJECT TITLE:

**taking the digital revolution to the village**

A Project seeking to establish e-Community Centres to provide FREE community computer training and e-SCHOLARSHIPS for needy and vulnerable YOUTH to study online.

PROPOSAL DATE: JUNE 2013.

**SUMMARY OF THE PROPOSAL**

COMPLITKENYA is setting up a project aimed at establishing world class community access centres otherwise to be called e-Community Centres (e-CCs) in a bid to enhance universal access to e-services.

The project will be run in all the 20 county ward administrative units of Nyamira County as a pilot project and probably as a model for other counties to fast track the digitalization of the country at large.

The project activities will include:

* Introductory meeting with stakeholders who include the government and community leaders at county level to plan and map out the project;
* Training of project staff at community level to enable them to provide the expertise needed to run the project;
* Community mobilization to promote the project among community members in the entire county and to recruit learners and candidates for e-scholarships;
* Establishment of 20 e-Community Centres one per county-ward: The project is thus expected to provide free computer training to at least 200,000 people and provide e-scholarships to 2, 220 needy and vulnerable youth who otherwise would have never had a chance to attain university or college education;
* Quarterly co-ordination meetings to ensure the project runs smoothly;
* Monthly monitoring and Evaluation visits to ensure the project stays on track to achieve expected impact;
* Capacity building of the organization management which will include setting up of a well equipped county office.

This project will emphasize:

* Opening the rural areas of Nyamira county, which have very low internet penetration of 2% to at least 34%, to the world through ICTs
* Promoting community ICT development through free basic computer training which will consequently improve computer literacy levels from 2% to 34%.
* Enabling poor and vulnerable youth to attain university or college education through online learning by providing e-scholarships.
* Promoting youth employment as a result of increased computer knowledge and other ICT related professional skills.
* Spurring economic growth through promotion of modern information systems for Small and Medium Enterprises, agribusiness, health practitioners, teachers, farmers and many others.
* Establishing community-based projects and co-coordinating structures to ensure sustainability.
* Careful monitoring, evaluation and recording in order to facilitate replicability or achievement of expected results.

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**SECTION 1: CONTEXT OF THE PROPOSAL**

* 1. **EXECUTIVE SUMMARY**

The purpose of this project, ‘***Taking the Digital Revolution to the Village’*** is to take the benefits of the Information Age to the villages of Nyamira County. The project is highly expected to light up these otherwise darkly disadvantaged villages, in terms of access to ICT services, by opening not one but numerous windows of hope for the rural poor to at least catch up with the rest of the world.

Through gaining unlimited access to ICT services, which primarily will be free basic computer training; these rural communities can take advantage of the numerous e-opportunities to improve the quality of their daily lives and even enhance their participation in global discourses and in decision making processes as global citizens.

Statistics show that only 2.5% of Nyamira County residents have access to the internet as compared to 53.0% who have access to mobile phone services.

According to a report dubbed ‘*The Study on ICT Access Gaps in Kenya’* conducted by the Communications Commission of Kenya (CCK) released in July 2011, Nyamira county is reeling under a substantial amount of digital divide in comparison with Nairobi County for instance which 20.6% of its residents have access to the internet while 70.4% of its population has access to mobile phones.

Another baseline study conducted by Complitkenya revealed that only 2% of Nyamira County residents are computer literate. The survey conducted between March 30th and April 15th 2013, showed that only 0.5% of the computer literate population lives in the rural parts of the county.

This survey only confirmed the grim reality of the huge digital divide between urban and rural residents or even between Nairobi and Nyamira County. It is because of this digital disparity that COMPLITKENYA embarked on an ambitious programme to at least fill this gap.

On the other hand, the Kenya National Bureau of Statistics estimates that more than 70 per cent of the Kenyan population lives in rural areas. Yet for Nyamira County which is predominantly rural, more than 90% of its population lives in the rural settings. Since the national statistician estimates that the county’s total population stands at 532, 000; this means that at least 479, 000 Nyamira county residents live in rural areas. This segment of the population is Complitkenya’s primary target audience.

A more recent study by the ministry of Information and Communication Technology reveals a widening gap in the digital divide in Kenya. According to the *Business Daily* of Wednesday June 5th 2013, the story titled: *‘New study reveals widening digital divide in Kenya,’* Kenya risks widening the digital divide among its masses unless ICT infrastructure is evenly distributed across the country. The study indicated that despite Kenya’s rapid ICT growth, there is a danger that some sections of the masses, especially in rural areas, could be left behind.

The newspaper quoted the Ministry of Information and Communication Permanent Secretary Dr Bitange Ndemo speaking during the release of the new study in Nairobi; saying, “Kenya must leapfrog from agricultural production based economy to a knowledge-based economy through deployment of basic infrastructure, including electricity, for widespread use of ICT services.”

Dr Ndemo continued to say, “While this phenomenal growth of ICT sector is envisioned to serve as an engine for economic growth in the 21st century, it may also if not properly managed create a disparity between those without and those with access to the ICT infrastructure and services.”

This worrying trend of an ever widening gap of the digital divide must be addressed as a matter of urgency. Due to the rapid increase in computer reliance, in virtually every sector of the economy or indeed in every sphere of human life, companies, organizations as well as governments have in the recent past embarked on ambitious programmes to develop their employees to meet the 21st century demands by facilitating the provision of tailor made computer related education. These sessions which normally cover up to a total of about 12 hours, are conducted for about an hour or two after working hours or during weekends to cater for at least the basic packages of computer training. In some instances employees are sent on study leaves so as to acquire this very vital knowledge and sometimes they are required to attend weeks-long workshops or computer training seminars.

It is in response to this dire need that the ‘Taking the Digital Revolution to the Village’ project was initiated. This project therefore seeks to set up at least 1 functional world-class e-Community Centre (e-CC) in each of the 20 administrative county wards of Nyamira County. These centres will primarily seek to take the digital revolution to the villages of Nyamira County where the rural residents are most disadvantaged even as the world is increasingly tilting towards ICT reliance.

Therefore, these e-Community Centres will be public-access facilities which will provide free basic computer trainings targeting the youth and other members of the community, mainly in the marginalized or remote areas of the county where ICTs are not prevalent. They will serve as avenues for providing universal access to technology services to the rural communities. The centres will also provide services such as access to the internet, typesetting and printing, photocopying and other ICT related equipment and services.

This initiative will also encourage organized social groups such as youth groups, women groups, self-help groups, community based organizations, non-governmental organizations, SACCOs, cooperatives, or businesses to incorporate ICT services in their daily activities, in order to improve their socio-economic performance.

Going by national statistics, access to data services is still very low in Kenya. The Communication Commission of Kenya estimates that there are only 4.7 million internet/data subscriptions in Kenya of which 84 726 are broadband subscriptions (greater or equal to 256 Kbps). The CCK also estimates that only 893 sub locations out of 7149 in Kenya have access to broadband data services. And only 2% of such sub locations are in rural areas.

This is truly a huge data access gap in this 21st century which is witnessing an information revolution threatening to increase the income inequity between the urban and rural populations. Such disparities can dramatically increase isolation and poverty if not addressed as a matter of priority. This gap that exists between those who have in the urban areas and those who have not in the rural areas in terms of their access to ICT related services is what Complitkenya seeks to fill.

The second equally important priority area of this project is to promote e-learning through providing e-scholarships to needy and vulnerable youth who otherwise would never have accessed university or college level education.

Statistics from the Ministry of Education indicate that more than a quarter a million young people complete secondary education each year in Kenya. However, only 5% of these youth manage a place in the national public universities, which are otherwise overcrowded.

The rest are therefore left to scramble for learning opportunities in the very expensive tertiary colleges; and indeed very few mainly from well-off families make it to at least attain a diploma. We cannot even talk of parallel university programs for these poor rural youth, because that one is far flung; that is meant for the urban affluent.

This project will thus provide a reprieve for these poverty stricken youth to earn a degree or diploma through online long distance learning at the ambience of their village homes. This is indeed very cost-effective since it will cost only a quarter or less of the estimated cost of higher education learning in Kenya. Plus there will be no higher education loan board to follow them up to repay their loans; since this is not a loan – it’s a scholarship.

It takes about half a million Kenya shillings to earn a university degree in Kenya. But these scholarships will only cost one hundred thousand for an online degree and fifty thousand for an online diploma.

However, President Uhuru Kenyatta’s recent affirmations of the government’s commitment to promoting ICT in Kenya are if anything, very encouraging. The president has indeed even proposed a very ambitious programme of introducing e-learning for class one pupils beginning 2014.

But the government cannot talk of introducing e-learning at class one when only a paltry 2% of the teachers are computer literate. These then, are some of the gaps this project seeks to fill. The teachers can enroll for tailor-made computer lessons at these community access centres close to their home or place of work.

World governments have therefore realized that the ICT sector has become an inevitable force driving national and hence world economies. According to a World Bank Report, over the last decade the Kenyan ICT Sector has grown at a rate of 20% per annum, literary outperforming all other segments of the economy. The World Bank estimates that without ICT, economic growth would have been only 2.3% as compared to the current 3.7%, and income per capita would have stagnated.

But the problem is even this little gains made in the ICT sector have not at all trickled down to the rural poor. The growth in this sector has only witnessed a widening gap between the haves and the have-nots.

The government of Kenya has however encouragingly recognized the strategic role played by ICTs in the economy and as an important aspect of the implementation of Vision 2030, the country’s development blueprint. Vision 2030’s key goal is that Kenya will be one of the top three investment destinations in Africa by 2030. The vision articulates that this will be achieved by addressing three pillars – Economic, Social and Political. ICT is covered under the Economic Pillar, which is geared at attaining prosperity for all Kenyans through an economic development programme aimed at achieving an average GDP growth of 10% per annum over the next 25 years.

The identification of the ICT sector as being the driving force of the country’s Vision will surely make Kenya a knowledge and information economy. This can be achieved through enabling access to quality, affordable and reliable ICT services in the country.

The use of Information Communication Technology (ICT) has the potential of revolutionizing awareness based national and county economies. This will in turn produce new opportunities for employment and wealth creation, productivity, efficiencies and better economic growth and development. Global trends indicate that countries that have successfully maintained high economic growth and development have given consideration to the role of ICT as both an economic and social enabler.

The *‘Taking the Digital Revolution to the Village’* project therefore on the whole is meant to promote community ICT Development, which includes ICT Literacy, promotion of higher education through e-scholarships, increased uptake of ICT services and creation of employment opportunities for especially the ICT-savvy youthful generation. By so doing, COMPLITKENYA shall have contributed immensely towards attaining Kenya’s national goals as embedded in the Vision 2030.

* 1. **INTRODUCTION TO COMPLITKENYA**

**COMPLITKENYA** is a Community Based Organization which was founded in March 2013, by a group of young professionals from Gesima Division of Nyamira County in western Kenya; who joined hands to seek solutions for challenges facing their community, in this case bridging the digital divide. The organization then got registered by the government as a Community Based Organization.

Although the organization is newly set-up, the founding members who have formed the bulk of staff are professionals in various fields some of whom have been working at similar capacities in other organizations for many years. For instance, the Executive Director has a wealth of experience in non-profit management having served in a similar capacity in another non-profit organization for at least ten years. (See profiles of staff Attachment 7.2).

Members of the Board of Management set up to run the organization are renowned experts who are members of the community with years upon years of experience in various fields. The Chairman of the Board is a computer systems guru and a young but successful entrepreneur in the ICT sector. He brings to the organization a wealth of experience both on organizational management and the use of ICTs for development. (See profiles of Board Members Attachment 7.1).

The founding members were motivated by the glaring reality in their community about the ever widening digital gap and that rural populations have been far left behind in this technological development.

Even though ICT had become indispensable in people’s everyday lives, even though ICT had solved many problems and increased efficiency, even though ICT had improved communications and global interactions; yet to the vast populations in rural areas, this ICT revolution remained a far cry, a reserve for the urban affluent.

COMPLITKENYA therefore sought to respond to this dire need through establishment of e-Community Centres to provide free computer trainings and other ICT related services either free or at subsidized rates for the rural populations.

The organization has since formulated a number of best practice policies to guide its operations. These policies include: The Financial Procedures and Management Policy governing the organization’s fiduciary operations; The Data and Information Management Policy to govern the organization’s data flow into, within and out of the organization and management of the same; The Monitoring and Evaluation framework to guide the organization’s monitoring, evaluation, feedback and reporting procedures; The Human Resources Management policy to govern manpower related procedures; Leadership and Governance Policy to guide the organization’s management model; and Computer and ICT Policy; among others.

COMPLITKENYA has also continued to negotiate with various partners in the ICT and management sectors in a bid to sign mutual agreements aimed at better service delivery. Some of the targeted partners include institutions of higher learning, government departments, Non Governmental Organizations, Community Based Organizations and other likeminded entities.

The organization has also developed a five year strategic plan dubbed ‘The Digital Revolution: A Strategy Framework for Promoting Community ICT Development in Rural Kenya’ which outlines the strategy to Promote ICT Development, which includes improving ICT Literacy through free informal computer trainings, promoting e-learning and enhancing creation of employment opportunities for the ICT-savvy youths in rural areas.

Finally, the organization is governed by an elaborate Constitution, written and ratified by founding members.

By and large, COMPLITKENYA as a Community Based Organization is all about revolutionizing rural areas technologically, talk about bridging the digital gap.

**MISSION:** To address digital disparities by establishing a free, fast and reliable communication highway for marginalized rural communities.

**MISSION STATEMENT:** Taking the Digital Revolution to the Village.

**VISION:** To establish world-class e-Community Centres so as to promote Community ICT Development, promote e-learning and enhance youth employment through ICT strategies.

**SLOGAN:** Tech-knowledge Mashinani.

**SECTION 2: PROJECT OBJECTIVES**

**2.1: SPECIFIC OBJECTIVES**

1. Support the efficient access to and use of information and communications technologies and related services in Nyamira County, with an emphasis on rural, remote and under-served areas so as to enhance social-economic development.

2. Encourage the development of community information and communication technologies, such as improvement of man power capacity and technology related employment opportunities.

3. Offer tailor-made and sustainable information and communication technology services to schools, health facilities and other institutions serving public interests.

4. Assist in availing of and enabling access to a broad variety of local or internationally relevant learning, information or knowledge content to allow rural communities to maximize the opportunities afforded by ICT technologies to advance the quality of their lives and to increase their employment chances.

5. Guarantee a universal access to ICT services for the rural poor.

6. Ensure that basic ICT services are made available at an affordable price.

7. Uphold access to internet services at community level aimed at linking up the rural areas to the rest of the world.

8. Promote youth employment through ICTs

9. Devise innovative income generating activities to ensure sustainability

10. Conduct Monitoring and Evaluation to assess impact of the project and mitigate on weaknesses

**2.2: PROJECT GOAL**

Within the next five years, every individual living in Nyamira County will have access to the internet at the community level and enjoying unlimited access to free computer training and other ICT related services.

**SECTION 3: PROJECT INFORMATION**

**3.1: KEY SERVICES TO BE OFFERED AT THE e-CCs.**

Through the establishment of these e-community centres, rural communities will enjoy a number of services; some of which are outlined below:

1. The centres will enable members of the community to access knowledge and information through informal computer training sessions. These will be tailor-made computer classes which will cater for the specific needs of individual community members e.g. farmers, teachers, nurses, students, etc.
2. Provide access to long distance or online education. Through the Internet, students can register with educational institutions at any location in the world to receive online instructions. These centres will also provide educational support for students and researchers online.
3. Access to information on employment opportunities, educational resources, government services e.g. providing links to e-government and technical information on agriculture, health and disease prevention.
4. Provide an avenue for Small and Medium Enterprises to plan and do business with overseas or far away partners and potential clients so as to effectively engage in e-commerce, or e-agriculture.
5. Provide a platform for youth groups, self-help groups, CBOs, NGOs and other non-state actors to link with donors or apply for grants online as well network with their partners in a bid to meet their objectives.
6. Specialized services can also be offered to healthcare workers, enabling them to use e-health programs, order supplies, convey public health information, and even to research for more specialized health information.
7. Enable the county or national governments effectively meet their developmental agenda or reach the public through the promotion of e-government.
8. Promote creation of local and online employment opportunities.
9. Improved chances of local businesses’ ability to compete with international corporations.
10. Capacity to communicate with relatives, friends and business counterparts regardless of distance.
11. Extension of social networking for members of the community.
12. Capability to offer access to on-line information services, such as, weather reports, market information and commodity price updates for e-agribusiness, breaking news, or banking and such like services.

**3.2: PROJECT DETAILS**

The establishment of these e-Community Centres will be a highway that will ultimately open up the county to the rest of the world. This will give local residents a chance to interact with other universal citizens and be at par with the fast spreading globalization.

This project is expected to contribute to the bettering of local residents’ lives in the following ways:

1. **Improvement of existing systems**

This project will contribute to the improvement of various ICT systems already existing in various state and non-state actors in a bid to better service provision. Some of the sectors targeted include e-learning, e-health, e-agribusiness, e-government, e-democracy, e-security, e-commerce among others.

Through the free community computer classes and other ICT services, professionals from various sectors will learn to incorporate ICT in their day to day operations.

1. **Creation of new businesses**

The project will promote the use of ICTs in e-commerce. Local businessmen and Small and Medium Enterprises will benefit from free computer trainings and access to an array of ICT services. This is because the progressive use of ICT has the potential of improving not just management efficiency but also contributing to enhancing customer services and developing new markets such as external strategic alliances, virtual corporations, mergers and acquisitions, and outsourcing.

Effective utilization of ICTs based on fixed and mobile wireless broadband communication platforms supports managerial speed and excellence, while making it possible to formulate new business models.

1. **Sustainable economic growth**

Taking the Digital Revolution to the Village project will enhance efficient means of communication for rural communities which will in turn promote lowered barriers to the flows of goods, services, capital, knowledge, and, to a lesser extent, people. Such increased global trade is associated with significant economic growth. This growth will then correspond to an increased standard of living for the rural poor of Nyamira County.

Increased spread of information and knowledge through ICTs will then create a “knowledge economy” for these disadvantaged rural poor to be at a level playing field with the rest of the world.

Knowledge—unlike commodities—can be used multiple times and by more than one person without losing value, and it has marginal distribution costs. The production, distribution, and use of new knowledge and technological innovations will be major contributors to increased productivity, the upgrade of physical capital, and the creation of new, high-value-added jobs. Technological innovation and new knowledge are therefore both the engine and the product of economic growth.

 ICTs have the potential to restructuring organizations, promoting collaborations, increasing democratic participation of citizens, improving the transparency and responsiveness of governmental agencies, making education and health care more widely available, fostering cultural creativity, and enhancing the social integration of individuals with different abilities and groups of different cultural backgrounds.

1. **Creation of employment opportunities**

The project will go a long way in promoting ICT-related employment opportunities for young people in the county beginning at giving them free computer training. This project therefore aims at promoting youth entrepreneurship; promoting public-private partnerships; targeting vulnerable groups of young people; and bridging the gap between the digital economy and the informal sector and putting young people in charge.

1. **Development of education**

This project will focus on the knowledge society and exploring its relationship to ICT, Education, and Development. The project will then consider trends in ICT integration in Education and Development.

Most importantly the project will seek to promote online learning through providing e-scholarships to needy youth who have cleared form four but have no hope to further their education. Online learning is the cheapest method of education; therefore these scholarships will be a reprieve to needy and vulnerable youth who otherwise could not have attained the all-time expensive university education.

1. **Promotion of democracy and universal citizenship**

This project will seek to use ICT tools to improve democracy monitoring and civic engagement in Nyamira County and consequently in Kenya; document critical factors for e-participation, e-democracy and citizen engagement in the Kenyan context.

The project will also map innovative ways in which citizens, county governments and national governments can use ICTs to improve participation transparency, and accountability; and facilitate the development of a network of civil society organizations, media, and citizens’ groups that use and promote the use of ICTs in governance.

**3.3: RISK ASSESSMENT.**

Complitkenya shall carry out a risk assessment exercise prior to the project implementation to ascertain and thus effectively manage the various risks associated to the organization’s activities, including:

1. Financial management
2. Health and safety
3. Employment

The identification of critical success factors and unacceptable risks will be undertaken prior to a detailed risk analysis to establish the minimum protections required and any specific circumstances in which an initiative can be abandoned.

Many of the potential risks faced by the organization may relate to information held or that will be held in ICT systems (for example the organization’s accounts will likely be held in a spreadsheet or accounting program on a computer). The risk assessment exercise will therefore allow identification, and evaluation of potential risks to the organization.

The risk assessment exercise will be done in three phases:

1. Identifying the risk — What can go wrong? (e.g. loss of accounts / finance records)
2. Evaluating the risk — How likely it is to occur and (e.g. high, medium, low likelihood)
3. Analyzing the risk — What would be the consequences if the risk did occur (e.g. unable to produce / monitor finances and budget if accounting records lost)

After the assessment, the organization will then embark on managing the risk. Once the risk factors have been established, the organization will put or improve systems, policies and procedures in place to minimize the effects of the risk should it occur (e.g. daily back up of computerized accounts).

Some of the information technology risk the organization is likely to encounter includes the loss of a network, automated system or any other IT resource that would affect the organization’s ability to carry out its mission or function.

The recommended risk assessment process is to:

* identify relevant risks, vulnerabilities and controls, and their likelihood and impact
* identify the relevant stakeholder communities, their concerns, and possible reactions to adverse events
* assess the identified risks, their likelihood and impact
* identify existing or planned mitigations for each risk, and
* assess the residual (untreated) risk based on the reduced impact and/or likelihood that results from mitigation (Risk - Controls = Residual Risk).

Since IT is so fundamental to the way the organization operates, the following risk management procedures shall be employed:

1. **The Technology itself**

This could be both hardware (the physical components) and software (the applications or programs run on a computer). Examples of risks expected include:

* The hardware or software may fail to meet the organization’s operational needs (e.g. newly implemented network, database, finance package etc.)
* The equipment itself may fail or be unreliable (e.g. old / obsolete equipment)

Management of such risks will include; carefully assessing and reviewing the organization’s IT needs as part of our overall IT strategy, drawing up appropriate requirements, carefully assessing suppliers, and properly managing IT projects. The organization will also ensure access to adequate and appropriate technical support for our technology.

1. **Security of assets**

This will include both the physical security of equipment, and protecting data held on computer systems.

Risks expected in this area include:

* Loss or damage (e.g. computer system failures such as network going down, or loss of data such as accounting information or important information held in a database, flood or fire damage)
* Theft (e.g. of computer equipment, held on computers)
* Unauthorized access to information (e.g. via the Internet, or unauthorized users gaining physical access to unsupervised equipment)

Management of this category of risks will include having an inventory of all ICT equipment, adequate insurance cover, securing PCs and laptops physically, security marking, and giving only relevant users permissions to access documents or directories on a computer network.

In addition to the above, other protective measures will be put in place to protect personal and / or confidential information on the organization’s computers including:

* Performing regular backups of important data held on computers and keeping a copy off site
* Using and regularly updating antivirus software
* Using a suitable firewall
* Use of an Uninterruptible Power Supply (UPS) unit to protect the server(s) against power surges and temporary power losses
* Use a RAID (Redundant Array of Independent Disks) system on the server to minimize the effect of a hard drive failing
* Consider having a spare server ready to take over if the main one fails in case of large amounts of data being managed
* Checking regularly for software security patches particularly for the operating system e.g. Windows OS (Windows users should check the Microsoft security site regularly or subscribe to Microsoft security bulletins.)
1. **Health and Safety**

The organization will comply accordingly with relevant health and safety laws and risk prosecution such as IT health and safety audits. As well as more general health and safety risks (e.g. trailing cables), use of computers can pose particular risks to employees including; musculoskeletal problems and eye strain.

1. **Procedures and Policies**

The organization has already put in place and enforced various procedures and policies in a bid to manage risk, and the organization shall regularly review to improve or update them to fit current requirements.

1. **Legal**

The organization will comply with the relevant laws and regulations in accordance to State Acts.

These include:

* Software licensing and copyright regulations (e.g. using unlicensed software, employees downloading music onto work machines, using copyrighted material on your organization’s website without the permission of the copyright owner etc.)
* Breach of libel laws (e.g. inappropriate use of Internet / email by staff such as libelous or defamatory material sent by email or posted to Internet sites)
1. **Loss of key personnel**

This is anticipated to be a risk issue since the organization would likely have a high staff turnover, or rely on volunteers or other external personnel. What happens if the only person who knows how to update our website or administer our network leaves, or if the person who developed and maintains our database gets hit by a bus?

Ways the organization will employ to reduce this risk include:

* Clearly defining and describing in writing the IT roles required in the organization
* Documenting important information such as administrator passwords (keep them securely!)
* Having a designated backup for key IT staff
1. **Ongoing risk management**

The final stage in the process shall be to define and implement management processes and governance structures to ensure that risk is managed throughout the life of the project and possibly beyond. Change - political, legislative, business, systems, environmental, and cultural - is happening at an increasingly rapid rate and constant vigilance is needed to ensure that the ongoing risk, new risks that appear, and the impact of change is appropriately managed.

**SECTION 4: WORKPLAN**

**4.1 WORKPLAN OVERVIEW**

The intention of this project is to use Nyamira County to pilot our approach which ultimately is aimed at extending the services to the entire country. An estimated 532, 000 people live in Nyamira county and at least 200 000 of these are expected to benefit from the free computer trainings in the first five years.

The intervention will be carefully monitored and evaluated and recorded in order to make replicability in other counties and by other agencies where possible.

In order to achieve success in this pilot project, we are in negotiation in a bid to enter into a partnership with government departments, higher learning institutions, non-governmental organizations and other non-profits to provide the much needed impetus be it expertise or material so as to ensure successful implementation.

The grants will be administered by a central office of COMPLITKENYA at the county level. The COMPLITKENYA offices will be responsible for locating the community access centres and ensuring that grants are appropriately used.

Detailed reports will be provided regularly to donors, the Government and other stake holders. To achieve this, COMPLITKENYA will employ approximately six main office staff to manage the project; and at least two community staff at each centre. Costs to meet these staff payments will be covered through the project administration fund.

However, for the project to succeed, extensive community mobilization is needed to sensitize community members on the benefits of ICTs, the need to take advantage of the programme and enroll for the trainings, identify needy cases which may need scholarships.

Staff will also be taken through intensive induction workshops in readiness for the rolling out of the project.

The content to be covered during the workshops will incorporate the following:

1. Introduction to Community ICT training
2. Monitoring Learners’ Attendance
3. Managing class lists (including photographs)
4. Learners’ Management
5. Correspondence and Use of Notice boards
6. Community liaison
7. Internet Safety
8. Misconceptions/Local Surfing culture
9. Cross curricular projects
10. Introduction to the school email system
11. Using the Inbox effectively
12. Creating folders and file management
13. Data handling
14. Professional Expectations and Etiquette
15. Effective Communication - Common Language and shared understandings.

Certification at all levels of trainings shall be awarded in conjunction with partnerships established with higher education institutions.

In addition, it is our intention to hold quarterly coordinating sessions at which main office staff and those from each of the e-Community Centres can share experiences with other stakeholders and work out ways to co-ordinate activities. This shall continue throughout the life of the project.

**4.2 WORKPLAN OUTPUTS**

The planned activities and outputs for the five-year period are as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT ACTIVITY** | **NUMBER OF EVENTS** | **TIME FRAME** | **OUTPUT DESCRIPTION**  | **RESOURCES NEEDED** | **METHODOLOGY**  |
| Recruitment of Programme staff  | 1 | 1 month | Programme staff recruited  | Finances  | * Vacancy advertisements
* Interviews
* Appointment letters
 |
| Introductory meeting with Stakeholders  | 1 | 1 month | 1 meeting with stakeholders conducted | Finances  | * Planning
* Mobilization
* Meeting
 |
| Induction Workshop for Staff | 1 | 1 month | 1 induction workshop conducted per e-CC  | Finances  | * Planning
* Timetable
* Venues
* Facilitator agreement
* Certification
 |
| Acquisition of equipment  | 1 | 1 month | Assets register updated with procured equipment  | Finances  | * Planning
* Procurement procedures
* Quotations
* Invoices
* Purchases
 |
| Conduct Community Mobilization | 5 | Continuous  | Number of community mobilization events conducted  | Finances  | * Questionnaires
* Opinion leaders
* Posters
* Fliers
* Brochures
* Barazas
 |
| Continuous recruitment of students for free computer training | Continuous  | Continuous  | Number of students recruited  | Finances  | * Students registers
* Attendance lists
* Students records
* Photographs
* Certification
* Trainers
 |
| Enrollment of e-learning classes  | Continuous  | Continuous  | Number of e-scholarships awarded  | Finances  | * Needy cases identified
* Courses enrolled
* Certification
 |
| Conduct Quarterly Review Meetings | 4 | End of every quarter | 4 quarterly review meetings conducted | Finances  | * Programme staff
* Stakeholders
* Reports
* Feedback
 |
| Conduct Monitoring Visits | 12 | Monthly  | 12 monitoring visits conducted | Finances  | * Travels to sites
* Interviews
* Records
* Computer logs
* Reports
 |

**SECTION 5: CONCLUSION**

In summary:

* We are requesting support to establish 20 e-Community Centres, one each in the 20 county wards of Nyamira County so as to offer free tailor-made computer trainings at community level, promote e-learning by providing e-scholarships to needy youth from poor families and establishing computer labs in selected model primary schools.
* This project is specifically aimed at ensuring that every community in the entire Nyamira County has access to ICT services, thereby increasing computer literacy levels as well as access to the internet.
* We believe that the context in which we are operating makes such a project absolutely imperative. Our intention is to pilot the project in Nyamira County so as it models for replicability by other counties.
* Since the emphasis of the project is on community development and community-based projects, it makes it most likely that the project will be sustainable at community level.
* We already have substantial support from local organizations including institutions of higher learning which have entered into a partnership with the organization.
* We believe that we have the right motivation, personnel and management teams with unquestionable competencies to qualify us to make a success of this project.

**SECTION 6: BUDGET SUMMARY**

|  |  |
| --- | --- |
| **BUDGET CATEGORY** | **PROGRAM EXPENSES (in Ksh.)** |
| **YEAR 1** | **YEAR 2** | **YEAR 3** | **YEAR 4** | **YEAR 5** | **TOTALS**  | **%** |
| **Introductory Meeting**  | 16,000 | 0 | 0 | 0 | 0 | **16, 000** | 0.01 |
| **Staff Training** | 396, 000 | 0 | 0 | 0 | 0 | **396, 000** | 0.24 |
| **e-CCs Management**  | 25, 080, 000 | 15, 520, 000 | 15, 520, 000 | 15,520,000 | 15,520,000 | **87, 160, 000** | 53.3 |
| **e-Scholarships**  | 34, 400, 000 | 2, 400, 000 | 2, 400, 000 | 2, 400, 000 | 2, 400, 000 | **44, 000, 000** | 26.9 |
| **Computer Labs**  | 8, 700, 000 | 400, 000 | 400, 000 | 400, 000 | 400, 000 | **10, 300, 000** | 6.3 |
| **Mobilization**  | 380, 000 | 0 | 0 | 0 | 0 | **380, 000** | 0.23 |
| **Review Meetings**  | 294, 000 | 294, 000 | 294, 000 | 294, 000 | 294, 000 | **1, 470, 000** | 0.9 |
| **Monitoring and Evaluation**  | 144, 000 | 144, 000 | 144, 000 | 144, 000 | 144, 000 | **720, 000** | 0.44 |
| **Head Office** | 171, 000 | 0 | 0 | 0 | 0 | **171, 000** | 0.10 |
| **Administration costs**  | 3, 798, 000 | 3, 798, 000 | 3, 798, 000 | 3, 798, 000 | 3, 798, 000 | **18, 990, 000** | 11.61 |
| **GRAND TOTALS**  | **73, 379, 000** | **22, 556, 000** | **22, 556, 000** | **22, 556, 000** | **22, 556, 000** | **163, 603, 000** |  |

**COMPLITKENYA,**

**JUNE 2013.**