

# COUNTY GOVERNMENT OF TRAN NZOIA

## DEPARTMENT OF PUBLIC SERVICE MANAGEMENT



## THE TRANS NZOIA COUNTY PUBLIC PARTICIATION AND CIVIC EDUCATION POLICY FRAMEWORK

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## **PURPOSE OF THE POLICY**

The ultimate purpose of this Policy is to provide a requisite a regulatory policy and institutional framework for facilitating and implementing a comprehensive Public Participation and Civic Education Programme in Trans Nzoia County pursuant to various articles and directive principles of the Constitution of Kenya 2010, particularly its Articles 1, 2, 3,4,10 ,33 and 35 under the Bill of Rights in Chapter 4, Chapter 6 on Leadership and Integrity and Chapter 11 on Devolved System of Government, as read together with Part VIII and Part X of the County Governments Act 2012.

## **PART I–DEFINITION OF TERMS:**

### **2. Definition of Terms**

1. In this Policy, unless the context otherwise requires –

**“Affirmative Action Programme”** means any civic education programme designed specifically for marginalized and minority groups in the County, including children, youth, women, persons with disability, elderly persons, widows, widowers, orphans and vulnerable groups, ethnic minorities, Albinos and other super minority groups.

**“An amendment”** means deliberate process and action geared towards changing certain parts, sections and/ or clauses in the civic education act or any other law;

**“Artists”** means all cadres of performing artists in the County, including thespians, drama, secular and gospel musicians, dancers, journalists in mainstream media and social media, entertainers, fine artists, portrait designers, pictorial makers, among others;

**“Civic Education”** means designed public content, information, knowledge, skills, platform, forum, processes, methods and performances geared towards empowerment and general enlightenment of citizens and government on their constitutional rights, fundamental freedoms and responsibilities;

**“Civic Educator”** means any person or facilitator acting as a resource person in the delivery of civic education, dissemination of information, imparting of knowledge and skills relevant to civic education. It also refers a person or individual involved in empowering and enlighten residents and/or duty bearers in Trans Nzoia County;

**“County Public Participation and Civic Education Committee”** means the Committee established under the Trans Nzoia County Civic Education Policy 2022 to provide

technical, administrative and professional advice, guidance and oversight to the Directorate for Civic Education;

**“Civil Society Organization”** means any non-state organization or group that represents and champions public interests at local, county, national and international levels. These among others include Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs); Faith Based Organizations (FBOs), Non Profit Making Self Help Groups (SHGs), Youth Organizations/Groups, Women Organizations/Groups, Persons with Disability Organizations/Groups, Voluntary Associations, Trade Unions, Professional Associations and other public benefit organizations;

**“Citizen Charters”** means deliberate contracts/ agreements between citizens and duty bearers with commitment and promises for prompt, effective and efficient service delivery;

**“Civic Education Provider”** means any state or non-state organization responsible for implementation of civic education programme, project or civic engagement activity as mapped, profiled, vetted and approved by the Civic Education Advisory Board/Committee;

**“Constitution”** means the Constitution of Kenya 2010;

**“County Assembly”** means an arm the County Government of Trans Nzoia established under Article 176 of the Constitution of Kenya 2010;

**“County Chief Officer”** means an officer appointed by the County Public Service Board under Section 45 of the County Government Act 2012 responsible for Public Service Management and a member of the Civic Education Advisory Board/Committee;

**“County Civic Education Fund”** means a special fund established for the sole purpose of giving financial and material support and actual funding of civic education programme and civic education initiatives by the County Government of Trans Nzoia and its partners. It also refers the financial kit established to facilitate in empowering and enlightening citizens and the government of Trans Nzoia County;

**County Executive**” means the County Executive of Trans Nzoia as established under Article 176 of the Constitution of Kenya, 2010;

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**“County Executive Member”** means the Member of the County Executive Committee appointed by the Governor and approved by the County Assembly of Trans Nzoia for the time being in charge of the Department of Public Service Management;

**“County Chief Officer”** means an officer appointed under Section 45 of the County Government Act responsible for Public Service Management;

**“County Gazette”** means a gazette published by the authority of the County Government of Trans Nzoia or a supplement of such gazette;

**“County Government”** means the County Government of Trans Nzoia as provided for under Articles 6 & 176 read together with Schedule Four of the Constitution of Kenya, 2010;

**“County Legislation”** means a law made by Trans Nzoia County Government or under authority conferred by the County Assembly of Trans Nzoia;

**“County Secretary”** means a county secretary appointed by the Governor under Section 44 of the County Government Act, 2012;

**“County Public Officer”** means any person appointed by the County Government of Trans Nzoia holding or acting in any county public office whether paid or unpaid or on contractual or permanent terms but does not include a person on a part time basis in a county public body paid at hourly or daily rate;

**“Curriculum”** means a standardized guide for civic education content, methodology and implementation strategy under this Policy.

**“Devolved”** means granting of powers from the national government to govern at a sub-national, county or sub county, ward and village level.

**“Devolved System of Government”** means the type of government as defined and described in Article 6 and Chapter 11 of the Constitution of Kenya 2010, read together with various sections of the County Government Act 2012. Trans Nzoia County Public Service Board in consultation with the County Executive Committee Member responsible for Public Service Management;

**“Deputy Director”** means the deputy head of the Civic Education recruited by the Trans Nzoia County Public Service Board in consultation with the County Executive Committee Member responsible for Public Service Management to deputize the director.

**“Directorate”** means the Trans Nzoia County Directorate of Civic Education established by this Policy;

**“Dissemination”** means any process by which the civic education directorate uses to pass civic education message or information so as to reach the diverse target groups in the County. It also refers to the broadcast a message to the public without direct feedback from the audience;

**“Facilitator”** means any person charged with the responsibility of disseminate civic education information or such person engaged in civic education awareness creation in line with the envisaged civic education curriculum in the First Schedule of this Policy;

**“Forum”** means any public or private event, activity or space that can be utilized to educate and/or disseminate civic education information or content;

**“Functions”** means specific roles of the directorate and/ or the duty bearers prescribed in this Policy;

**“Fund”** means the Trans Nzoia County Civic Education Fund established by this Policy;

**“Integrity”** means the principles of leadership stipulated in Chapter Six (6) of the Constitution of Kenya 2010;

**“Information, Education, Communication Materials”** means educational materials packaged in different formats for the purpose of civic education, including fliers, posters, cartoons, fact sheets, booklets, brochures, flip charts, stickers, caps, *lessos*, t-shirts, handkerchiefs and other materials carrying civic education message/ information;

**“Mandate”** means the main purpose and objectives for the establishment and existence of the civic education directorate;

**“Material Assistance”** any form of Support other than money and includes in-kind assistance, equipment, physical facilities, furniture, computers, stationery, file cabinets, vehicles, motor bikes, bicycles, food items, among others;

**“Monitoring and Evaluation”** means a deliberate and systematic approach adopted to measure track progress and/ or measure results in terms of output, outcome and effect as well as impact of the civic education programme intervention;

**“Oath”** means words in which such a statement is made. The solemn affirmation of due execution of office of the director, deputy director, civic educator and any other duty bearer as stipulated in the Second Schedule of this Policy;

**“Ordinary Citizens”** means any resident in the Republic of Kenya and/ or County of Bungoma with no leadership position, no official or public duty defined and /or recognized by the Constitution of Kenya 2010;

**“Offences”** means acting contrary to the law or due process. It also refers to crimes that break civic education act or any other particular law and require particular punishments. It also means failing to comply with the law and established regulations and procedures;

**“Opinion Leader”** means a person or individual who out of knowledge, skills and experience holds certain views/opinions over certain issues of public interest or common good;

**“Opinion Shaper”** means an individual or person who has strong character and is capable of shaping the thinking, opinions and /or ideas of other people in the society as well as their behavior and actions;



**“Network”** means a pattern of interactions and relationships in both formal and informal set ups;

**“Partnerships”** means deliberate interactions and relationships with other individuals, local and external institutions, stakeholders that are mutually inter- dependent, consultative and collaborative in nature;

**“Public”** when used in relation to civic education in this Act means-

- (a.) The residents of Trans Nzoia County.
- (b.) The tax payers Trans Nzoia County.
- (c.) Any community based organization, non-governmental organization working in the County or national civic organization with an interest in the development and governance of Trans Nzoia County;
- (d.) Non- Resident persons who because of their temporary presence in Trans Nzoia County will make use of services or facilities provided by the County;

**“Reports”** means specific narrative and financial reports outlined in this Bill, including weekly, monthly, bi-monthly, quarterly, bi-annual and annual reports;

**“Resource mobilization”** means any deliberate and systematic approach of engaging partners and stakeholders in soliciting for funds, material, technical and moral capital for implementing civic education programme activities and initiatives;

**“Score Cards”** means citizens centered monitoring and evaluation tools designed to reward best performing duty bearers and institutions in terms of service delivery and a right based approaches to development and governance;

**“Speaker”** means Speaker of the County Assembly of Trans Nzoia;

**“Technical Assistance”** means professional support, facilitation or expertise required by the civic education directorate. It is knowledge and/ or skill based type of assistance dependent on individuals with relevant and appropriate experience, knowledge and skills in broad aspects of civic education or specific aspects of it;

**“Trainer of Trainers”** means a pool or community owned resource persons who have undergone tailor made civic education training and are expected to use their acquired knowledge, information and skills to train and educate other as well as create awareness among the citizenry;

**“Transition”** means change from a position after a specified time laps.

### **3. Purpose of the Policy**

The main Purpose of the Trans Nzoia County Civic Education Policy Framework, 2022 is to have an informed citizenry that actively participates in governance affairs of the society on the basis of enhanced knowledge, understanding and ownership of the Constitution of Kenya and enabling legislations for public participation and devolution, provide for –

### **4. Objectives of the Policy**

The Objectives of Trans Nzoia County Civic Education Policy are to–

- (a) sustain citizens’ engagement in the implementation of the Constitution of Kenya in terms of exercising their rights and fundamental freedoms as well as playing their roles and responsibilities as enshrined in the Bill of Rights;
- (b) improve understanding, appreciation and engagement in the operationalization of the national and county system of government;
- (c) institutionalize a culture of constitutionalism in terms of rule of law and due process;
- (d) facilitate acquisition of knowledge of the nation’s and county’s transformed political system, context and implications;
- (e) enhance access to information and knowledge and understanding of electoral system and procedures at national and county levels;
- (f) heighten demand by citizens for service delivery by institutions of governance at the national and county level; awareness and appreciation of knowledge on the principles of public participation and citizen engagement in devolved system of governance, its structure, functions and operational procedures, programmes and projects.
- (g) create public awareness economic, social and political challenges facing the nation and devolved system of government, county administration and their form, structures and procedures; and
- (h) appreciate the diversity of Trans Nzoia County’s ethnic communities as building blocks and bridges for national and County unity, cohesion and integration.

#### **4. Guiding Principles for the Civic Education Policy**

The guiding principles for civic education and citizen engagement shall be to promote—

- (a) objectivity, accountability, credibility, inclusivity, equitability and impartiality in terms of empowerment and enlightenment of citizens and government;
- (b) continuous and systemic civic education and engagement of citizens with their government; and
- (c) informed and effective public participation in governance and development;
- (d) citizens access to information held by the national and county government;
- (e) ensure an all-inclusive and representative civic education programme and process through involvement of all state and non-state civic education providers as identified and defined in this Policy.

### **PART II—ESTABLISHMENT, COMPOSITION, MANDATE AND FUNCTIONS OF A COUNTY PUBLIC PARTICIPATION AND CIVIC EDUCATION COMMITTEE AND DIRECTORATE**

#### **5—Establishment and Composition of Trans Nzoia County Public Participation and Civic Education Committee.**

(1). There is established a Trans Nzoia County Public Participation and Civic Education Committee (TCPPEC) which shall consist of:-

- (a) the County Executive Committee Member (CECM) for the time being responsible for matters relating to Public Service Management or a representative appointed in writing
- (b) the County Chief Officer in the County Department for the time being responsible for Public Service Management or a representative appointed in writing;
- (c) the County Head of legal services or a representative appointed in writing;
- (d) Nine (9) persons, not being public officers, who shall be appointed by the Executive Committee Member (CECM) for Public Service Management through a competitive and transparent recruitment process. The appointment must meet the threshold of Chapter 6 of the Constitution of Kenya 2010 on Leadership and Integrity.
- (e) The Director of Civic Education appointed under Policy, who shall be the Secretary to the Public Participation and Civic Education Committee.

(2).The persons appointed as members of Trans Nzoia Civic education Committee under this policy shall hold Office for a term of three (3) years renewable for one further term only.

#### **Qualifications and Eligibility of Members of the County Public Participation and Civic Education Committee**

**6—(1).**A person shall be qualified for appointment, if that person:-

- (a) holds at least a post-secondary certificate or diploma from a recognized institution in Kenya;
- (b) has at least three years professional experience in the relevant field;
- (c) proven civic education knowledge and citizen engagement skills;
- (d)Basic knowledge and understanding of the Constitution of Kenya and the legal framework for devolution and public participation

(e) meet the requirements of Chapter 6 of the Constitution of Kenya 2010 and provisions of the Leadership and Integrity Act 2012.

6(2).The chairperson shall be elected from among the members appointed in Section 11 (1) d. The total composition of the County Public Participation and Civic Education Committee shall consist of not more than two third of the same gender.

### **Functions of the County Public Participation and Civic Education Committee**

7–The functions of the County Public Participation and Civic Education Committee are to:-

- a) formulate policy guidelines for civic education in consultation with the County Executive Member for Public Service Management;
- b) ensure that all civic education projects and activities funded under this Policy are consistent with the needs and aspirations of the residents of Trans Nzoia County;
- c) approve civic education proposals submitted to it by the Civic Education Directorate;
- d) be the custodian of the County Public Participation and Civic Education Budget, authorize allocations and expenditures from the special vote-head ;
- e) formulate or approve standards, guidelines and procedures for funding civic education project proposals and initiatives under the Policy;
- f) approve the Civic Education Curriculum and materials in consultation with the Executive Committee Member (CECM) for the time being in charge of matters relating to Public Service Management and Administration.
- g) provide oversight in the utilization of the Civic Education Fund;
- h) engage in Public Private Partnership (PPP) arrangements with development partners for the purpose of soliciting for financial, technical and material assistance for the civic education programmes in the County;
- i) Preparation of budget and annual reports
- j). perform any other functions as may be conferred on it by this Policy or any other written law.

### **Terms of Service of the County Public Participation and Civic Education Committee**

- 8–(a) The Members of the County Public Participation and Civic Education Committee shall be paid such allowances as shall be determined by Salaries and Remuneration Commission;
- (b) Such allowances shall be drawn from the annual County Government Budget allocated to civic education Directorate.

### **Vacation of Office of Member of the County Public Participation and Civic Education Committee**

9–The Office of a member of the County Public Participation and Civic Education Committee appointed by the CECM under Section 6 (1) (d) shall become vacant if the member:-

- (a) violates the provisions of Chapter 6 of the Constitution of Kenya 2010;
- (b) is incompetent;
- (c) is adjudged bankrupt;

- (d) is convicted of a criminal offence and sentenced to a term of imprisonment of not less than six months;
- (e) is convicted of an offence involving fraud or dishonesty;
- (f) is absent, without reasonable cause, from three consecutive meetings of the Committee;
- (g) resigns in writing addressed to the County Executive Committee Member for the time being in charge of matters relating to civic education and public participation;
- (h) is removed from office by the County Executive Committee Member for the time being in charge of matters relating to civic education and public participation:-  
being unable to perform the functions of his office by reason of mental or physical infirmity; or failing to declare his/her interest in any matter being considered or to be considered by the Committee; or any other sufficient reason as may be prescribed by any other written law or die.

### **PART III – ESTABLISHMENT, MANDATE AND FUNCTIONS OF THE PUBLIC PARTICIPATION AND CIVIC EDUCATION DIRECTORATE**

**10. Establishment:** There shall be established a Directorate to be known as the **Public Participation and Civic Education Directorate**, which shall provide secretariat services to the TCEC.

**11. Mandate:** the mandate of the County Public Participation and Civic Education Directorate shall be to design, coordinate, facilitate, supervise and monitor implementation of civic education programmes and civic engagements in Trans Nzoia County.

**12. Functions:** The functions and roles of the County Public Participation and Civic Education Directorate shall be to:

- (a.) To oversee the implementation of the provisions of the Constitution of the Kenya 2010; under Section 4(a) & (b) of this Policy and the provisions of Part 10 of the County Government Act 2012 in particular Sections 98, 99, 100 and 101 of the Act.
- (b.) To create and sustain within the society the awareness of the principles and the objectives of the constitution as the fundamental law of the people of Kenya.
- (c.) To educate and encourage the public to defend the Constitution of Kenya 2010 and in particular devolved system of government at all times against all forms of abuse, violations and threats.
- (d.) To formulate for the consideration of national government from time to time civic education programmes at the County levels aimed at realizing the objectives of the Constitution of Kenya 2010.
- (e.) To formulate, implement and oversee civic and voter education programmes intended to inculcate in the public of Trans Nzoia County awareness of their Civic responsibilities and an appreciation of their Rights and Obligations as free people.
- (f.) To assess the information of national government and county government of Trans Nzoia, the limitations to the achievement of the true democracy arising from the

existing inequalities between different strata of the populations and make recommendations for readdressing these inequalities.

(g.) Coordinate Civic Education initiatives by other departments or agencies and facilitate capacity building and support to the departments on public participation and civic education processes.

(h.) Mobilize and organize the public, stakeholders and local communities to participate in County governance and decision making processes.

(i.) Monitor and Evaluate Public Participation and Civic Education processes undertaken by each department or agency.

(j.) Receive public complaints on issues emerging from Public Participation and Civic Education processes and liaising with respective departments for redress.

(k.) Prepare an annual report on Civic Education in accordance with the National Civic Education Policy Framework and the County Governments Act 2012.

(l.) Advise the County Executive Committee and the County Assembly of Trans Nzoia generally on the appropriate policies, plans and strategies for enhancing Public Participation and Civic Education in the County.

m.) design and develop relevant and appropriate pro for civic education which shall be issue based and perform all functions stipulated under Section 6 of this Policy,

(o) monitor and evaluate civic education and voter education processes undertaken by each departments, Civil Society Organizations (CSOs), Public Institutions, interest groups, individuals and any organized and unorganized groups in the county;

(p) receive public complaints on issues emerging from civic education processes and liaising with respective departments or agencies for redress;

(q) carry out action oriented researches and rapid assessment on the civic education needs and gaps in the County;

(r) prepare quarterly, bi-annual and annual narrative and financial reports on civic education in accordance with the Constitution of Kenya 2010 and the County Governments Act 2012;

(m) carry out any other duty or functions in furtherance to the objects and purpose of this Policy.

### **13. Secretariat of the County Civic Education Directorate and Committee**

(1). There shall be established a secretariat for the civic education directorate under the leadership of a Director and his/her deputy.

(2). The Secretariat shall be composed of professionals in desired disciplines/fields and responsible for the day to day operations of the County Public Participation and Civic Education Committee

(3). The County Civic Education Committee in consultation with the County Executive Committee Member for the time being in charge of matters relating to Public Service Management shall be responsible for the secondment, recruitment and/or deployment of staff of the Secretariat.

#### **14. Establishment of the Position Director & Deputy Director**

(1). There is established the position of the Deputy Director for Public Participation and Civic Education to manage the day to day affairs and implement all the functions of the Civic Education Directorate.

(2). The County Public Participation and Civic Education Committee in consultation with the CECM Public Service Management and the County Public Service Board of Trans Nzoia (CPSB) shall recruit qualified and competent persons to the positions of a Director for Civic Education and Deputy Director for Public Participation and Civic Education, respectively.

(3). The person to be appointed Director or Deputy Director must have a relevant degree in the field of education and social sciences with at least five years of experience in public participation, civic education and civic engagement. S/he must fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010 on Leadership and Integrity.

(4). There is established the office of the Deputy Director for Public Participation and Civic Education. S/he shall be the principal assistant of the Director and shall assist the Director in executing all the functions and roles of the Civic Education Directorate specified in Sections 6 & 7 of this Act and any other roles assigned to him/her by the Director and/or the Public Participation and Civic Education Committee.

**15. Oath/Affirmation of Office of the Director and the Deputy Director;** The Director and Deputy Director shall take the Oath/Affirmation of Office specified in **Schedule Two** of this Policy.

#### **16. Removal from Office and/ or Resignation of the Director and Deputy Director.**

The Director and/ or Deputy Director of Public Participation and Civic Education may be removed from office only on the grounds of-

- (a) Inability to perform the functions of office arising from mental or physical incapacity;
- (b) Non-compliance with Chapter Six of the Constitution of Kenya and the Civic Education Policy herein;
- (c) Bankruptcy;
- (d) Incompetence ; or  
Gross misconduct or misbehavior

### **PART III- PUBLIC PARTICIPATION AND CIVIC EDUCATION FORUMS**

**17-**There shall be Public Participation and Civic Education Forums established in **each of the villages** as recognized by the County Government Act 2012, this Policy and any other relevant law and regulations enacted by the County Government of Trans Nzoia. There shall be public participation and civic education forums established in all the villages, recognized by the County Governments Act 2012 and any other relevant laws.

**18-**There shall be public participation and civic education Forums established in **all the wards**, recognized by the County Government Act 2012 and any other relevant laws.

**19-**There shall be Civic Education Forums established in **all the sub-counties** recognized by the County Government Act 2012 and any other relevant laws.

**20-**There shall be Public Participation and Civic Education Forums established at the **County level** in Trans Nzoia.

**21-**There shall be other **informal and formal public participation and civic education forums** such as public and private events, sports, drama, informal citizen meetings, seminars, workshops, conferences, symposia, among others.

## **22-Civic Education Curriculum and Content**

(1). The Directorate in consultation with the County Public Participation and Civic Education Committee, representatives of various departments of the county, civil society organizations, shall design a relevant Public Participation and Civic Education Curriculum and content.

(2). The minimum content shall include aspects of the Constitution of Kenya, devolution laws, Structure and functions of the county assembly and county executive committee, citizen participation in law making, budget marking and monitoring, citizen role in implementation and oversight of development projects, public procurement, voter education issues, gender and leadership.

## **23-Civic Education Values System shall include:**

(1) The value system shall include the following:

- a. Understanding and respect of citizens' rights, freedoms and responsibilities
- b. Freedom to express one's views and opinion,
- c. Objectivity and impartiality
- d. Non-partisanship and tolerance and accommodation of divergent views.
- e. Transparency in all transactions that involve civic education activities,
- f. Active and meaningful public participation for all those involved in sharing of civic knowledge, skills and experience,
- g. Responsiveness and respect of views of others,
- h. Accountability of one's actions, duties, obligations and responsibilities,
- i. Empowerment through knowledge, skills, information, ideas, experiences among others,
- j. Nondiscrimination and equality of all citizens,

(2). The County Civic Education Committee and the Public Participation and Civic Education Directorate shall internalize, promote and publicize the content of Article 10 of the Constitution of Kenya 2010, which provides for the national and principles of governance. The national values and principles of governance in this article bind all state organs, state officers, public officers and all persons whenever any of them-

- (a) applies or interprets this constitution,
- (b) enacts, applies or interprets any law,
- (c) makes or implements public policy decisions,

(2) The national values and principles of governance include-

- (a) patriotism, national unity, sharing and devolution of power, the rule of law, democracy and participation of the people,
- (b) human dignity, equality, social justice, inclusiveness, human rights, non-discrimination and protection of the marginalized,
- (c) good governance, integrity, transparency and accountability, and
- (d) sustainable development.



## **24-Affirmative Action and Equality Civic Education Programmes:**

(1). **Championing, promoting and protecting human dignity for all:** The Civic Education Directorate shall pursuant to Articles 27,53,54,55,56,57 & 100 of the Constitution of Kenya 2010, champion, promote and protect the human dignity for all citizens and residents in the County, regardless of their socio- economic status, religious, cultural, ethnic backgrounds, political affiliation, gender, sex and health status. Indeed, every person has inherent dignity and the right to have that dignity respected and protected.

## **PART IV–INSTITUTIONAL FRAMEWORK FOR ENGAGEMENT IN PUBLIC PARTICIPATION AND CIVIC EDUCATION**

### **25–Role of County Assembly in Civic Education**

The County Assembly of Trans Nzoia shall be responsible for the enactment of the public participation and civic education law and regulations, creation of the civic education budget and vote-head, approval of expenditures and reception of quarterly, bi- annual and annual reports from the County Civic Education Committee. The County Assembly shall also be responsible for the approval and/ or review of civic education policy and regulations for implementation of the civic education programme in the County through its Departmental Committee for Public Service Management.

### **26–Role of Trans Nzoia County Executive in Civic Education**

The County Executive shall be responsible for formulation of public participation and civic education policy formulation, standardization and approval of the civic education curriculum in consultation with the Public Participation and Civic Education Committee. It shall also take the lead in resource mobilization and funding the operations and activities of the County Civic Education Committee and its Education Programme activities.

### **27–Role of Civil Society Organizations in Public Participation and Civic Education**

The Civil Society Organizations (CSOs) including the community based organizations; faith-based organizations, women led organizations, youth led organizations, disability led organizations, elderly led organizations, media fraternity and non-governmental organizations in shall in their independent and collective capacity play a critical role in public participation and civic education programme review and implementation at village, ward, Sub County and County level. They shall through memorandums of understanding partner with the County Civic Education Committee and the Public Participation and Civic Education Directorate. The CSOs shall upon vetting and approval receive technical and material resources to implement the civic education curriculum and approved programme activities. They shall adhere to public participation and civic education values and principles of this Policy.

### **24 – Role of Artists in Public Participation and Civic Education**

The Artists including all cadres of performing artists may play a significant role in the implementation of public participation and civic education programme, particularly in terms

of dissemination of the civic education content to different target audience in formal and informal forums and platforms. The County Public Participation and Civic Education Committee shall enter into partnerships with vetted and approved artists such as musicians, thespians, dancers, journalists and other categories of performing artists across the diverse cultural and ethnic backgrounds in the County.

### **29–Role of Ordinary Citizens in Civic Education**

The ordinary citizens who are residents of Bungoma County shall be the primary targets and stakeholders of the civic education programme. They shall be directly and indirectly mobilized and sensitized on various aspects and content of the County Public Participation and Civic Education Programme. The civic education directorate shall deliberately engage in activities geared towards awareness creation on citizens and residents rights, fundamental freedoms, responsibilities and meaningful participation in the county governance, national governance and development.

## **PART V–METHODOLOGY FOR PUBLIC PARTICIPATION AND CIVIC EDUCATION:**

**30–Adult Learning methods:** The County Civic Education Committee and Public Participation and Civic Education Directorate shall adopt and apply adult learning methods where much of the learning in terms of ideas, issues, problems, challenges and answers are generated by the participants through experience sharing, role play, simulation exercises, brainstorming, dialogue and other techniques of voluntary and effective participation. There shall be initiatives geared towards active and meaningful participation as opposed to theoretical discourse that have less or no linkage to day to day life experiences of the civic education participants and learners.

**31–Training of Trainers (ToTs):** The Public Participation and Civic Education Directorate in consultation and approval of the County Civic Education Committee and shall devote more time, energy and resources on the training of trainers through a cascade training and dissemination approach from the county level, through the Sub County and ward to the village level.

**32–Feedback mechanisms:** The Public Participation and Civic Education Directorate in consultation with the County Public Participation and Civic Education Committee and shall initiate, adopt and implement innovative feedback mechanisms in its civic education engagement with stakeholders at different levels and forums. The mechanisms shall be both formal and informal in nature.

**33-Information, Education and Communication (IEC) materials.** The Public Participation and Civic Education Directorate in consultation and approval of the County Civic Education Committee shall design, develop, publish and disseminate tailor made civic education materials popularly known as IEC materials for different stakeholders, target groups and linguistic groups and dialects. These shall include the following; training modules, training manuals, handbooks, factsheets, brochures, bulletins, information digests, cartoons, audio-

visual learning and training aids, brails, flip charts, posters, stickers, t-shirts, *lessos*, handkerchiefs, umbrellas and other promotional and publicity materials.

**34–Dissemination of Information, Education and Communication (IEC) materials:** The Civic Education Directorate and non state actors shall adopt conventional, CSOs and other non state actors shall use conventional and non-conventional methods for the dissemination of civic education materials to various target groups and stakeholders in the County. Some of the methods may include, postage, hand delivery, electronic and print media, social media platform such as WhatsApp, Email exchange, Internet, U-tube, Twitter , Instagram, Call- In session with local FM Stations, Bulk Short Message Services (BSMS), road shows, caravans, meet the stakeholders tours, civic education rallies and interactive sessions on market days in different parts of the County.

**35–Monitoring and Evaluation:** There shall be a special Sub Committee within the County Civic Education Committee in charge of monitoring and evaluation. The County Civic Education Committee in consultation with the various county executive departments, the county assembly, civil society organizations and development partners shall design and execute a participatory and interactive monitoring and evaluation mechanisms to assess progress, output, outcome and impact of the civic education programme for different stakeholders and target groups in the County. There shall be formative and summative evaluation processes using the contemporary and modern results based assessment tools.

#### **PART VI–FUND AND RESOURCE MOBILIZATION MECHANISM:**

**36–**There shall be established a special Fund and Vote-head in the County Government of Trans Nzoia approved by the County Assembly to be known as the County Public Participation and Civic Education Fund (CPPCEF) drawn from the County Consolidated Fund (i.e., Treasury) with its own special Vote-Head and its own Accounting Procedures.

(1)-The Annual Fund for Public Participation and Civic Education shall be 1% of the Total Revenue of the Previous Financial Year. The County Civic Education Committee shall manage the said Budget and Vote-head. It shall directly account for its expenditure to the County Assembly.

**37-The purpose and objectives of the setting out a fund and resource mobilization under this Policy shall be to:**

- (a) provide annual budgetary allocation of money for state and non state actors providing civic education in Bungoma County as approved by the County Civic Education Committee in consultation with the County Assembly;
- (b) facilitate civic educator providers acquire relevant and appropriate information, knowledge and skills for their civic education initiatives through capacity building and training;
- (c) facilitate the procurement, development, printing and distribution of relevant and appropriate Information, Education and Communication (IEC) materials for civic education by state and non state actors in the County;

- (d) facilitate administration, coordination, communication and logistics for the civic education programme by the County Civic Education Committee and the Civic Education Directorate;
  - (e) facilitate and sponsor competition among the civic education providers of their creativity and innovation including organizing for civic/citizen engagement forums, seminars, civic education caravans, performance art and other civic education initiatives;
  - (f) ensure equity, equality, objectivity, fairness, inclusiveness, prudence, transparency and , accountability in the management of civic education funds;
  - (g) engage in Public Private Partnership (PPP) arrangements through formalized Memorandums of Understandings (MOUs) with development partners in order to facilitate access financial, technical and material assistance for civic education and public participation in the County.
- (3). The Civic Education Fund shall be used for meeting the capital and current expenditure relating to-
- (a) the functions and operations of the County Public Participation and Civic Education Committee and its sub committees;
  - (b) research, documentation and dissemination of civic education in the County;
  - (c) promoting civic education programmes; and
  - (d) any other matter that require attention.
- (4) Provide financial and technical support to CSOs and non-state actors involved in civic education in Trans Nzoia County.

### **38-Sources of Funding for County Public Participation and Civic Education:**

The Trans Nzoia County Public Participation and Civic Education Fund in a special vote-head shall consist of-

- (a) such monies as may be appropriated by Trans Nzoia County Government which shall not be less than 1% of total budget for the County Government under a special vote-head for County civic education;
- (b) sums received, including contributions, gifts or grants from or by way of testamentary bequest by any person, persons and/ or development;
- (c) monies raised through proposal writings and partnerships with local, national and international development partners and well wishers;
- (d) all other sums which may in any manner become payable to, or vested in the civic education Fund or vote head;

### **39-Formula of Distribution of the Annual Public Participation and Civic Education Fund:**

The formula for distribution of the Annual Public Participation and Civic Education Fund shall be as follows: -

- a)  $\frac{1}{4}$  of the total Public Participation and Civic Education Budget for each financial year shall be allocated for administration, logistics and secretariat salaries;
- b)  $\frac{1}{4}$  for Public Participation and Civic education Programme design, curriculum review and content development, information, education and communication (IEC) materials, mapping and implementation;

- c) ½ for distribution to selected civic education providers within the civil society organizations based on a pre-determined eligibility criteria by the County Civic Education Committee.

**40 – Resource Mobilization Sub- Committee:**

There shall be established a civic education resource mobilization sub-committee appointed by the Trans Nzoia County Public Participation and Civic Education Committee (TCPPCEC), which shall be composed of not less than three persons and not more than five persons with appropriate knowledge, skills and experience in resource mobilization, proposal writing, partnerships and fundraising.

**41– Technical Assistance and Volunteerism:** Trans Nzoia County Public Participation and Civic Education Committee shall be open to technical support and assistance through the public private partnership type of arrangements.

**42–Material Assistance:**

The Civic Education Directorate in consultation with the Trans Nzoia County Public Participation and Civic Education Committee shall solicit from the development partners and civil society organizations and national government for material assistance for its programme activities.

**43–Partnership and Networks:**

The Civic Education Directorate in consultation with the County Public Participation and Civic Education Committee shall establish relevant and appropriate partnerships and networks with likeminded individuals and institutions locally, nationally and internationally for the purpose of advancing the goals and objectives, sharing information and best practices for civic education programmes.

**44–Management of Civic Education Funds:**

The Civic Education Fund shall be managed according to the provisions of the Constitution of Kenya, Public Finance Management Act and Regulations governing the utilization of public funds and resources in the County and Republic of Kenya. No money from the Public Participation and Civic Education Fund shall be used for private gains or non-budgeted for and approved activities. It shall be ring-fenced and not diverted to any other use and/or vote-head.

**45–Auditing:** There shall be internal and external auditing of the Public Participation and Civic Education Fund’s annual expenditure.

**PART VII – MISCELLANEOUS AND CONSEQUENTIAL PROVISIONS**

**46–Citizens Charters:**

The Public Participation and Civic Education Directorate in consultation with the Trans Nzoia County Public Participation and Civic Education Committee and its stakeholders shall

design, launch, implement and monitor Citizens' Charters defined in Part 1 Section 2 of this Bill.

**47–Score Cards:**

The Public Participation and Civic Education Directorate in consultation with its stakeholders shall design, launch, implement and monitor Score Cards defined in Part 1 of this Policy.

**48–Quarterly Financial and Narrative Reports:**

The Public Participation and Civic Education Directorate shall prepare and submit quarterly financial and narrative reports to relevant authorities in the County Government of Trans Nzoia as defined in Part 1 of this Policy.

**49–Bi-Annual Financial and Narrative Reports:**

The Public Participation and Civic Education Directorate shall prepare and submit Bi-Annual Financial and Narrative reports to relevant authorities in the County Government as defined in Part 1 this Policy.

**50–Annual Financial and Narrative Reports:**

The Public Participation and Civic Education Directorate shall prepare and submit Annual Financial and Narrative reports to relevant authorities in the County Government as defined in Part 1 of this Policy..

**51–Offences and General Penalty:**

The Public Participation and Civic Education Directorate shall in consultation with the County Civic Education Committee and relevant stakeholders in Trans Nzoia County, formulate offences and penalties related to civic education implementers and providers

**52–Civic Education Programme and Curriculum Review:**

The Public Participation and Civic Education Directorate under the guidance of the County Public Participation and Civic Education Committee and in consultation with relevant stakeholders in the County carry out regular civic education programme and curriculum reviews to be in tandem with the constitutional and legal changes and stakeholders needs and aspirations.

**53– Administrative Guidelines**

The Public Participation and Civic Education Directorate in consultation with the County Public Participation and Civic Education Committee, the civil society organizations and other relevant stakeholders shall formulate relevant guidelines governing public participation and civic education programme and curriculum implementation.

**54–Amendments of the Policy and Transition:**

This County Public Participation and Civic Education Policy shall be amended through two inter-dependent processes.

54(1). First by way of a Petition from any resident of Trans Nzoia County or a Member of a duly registered civil society organization which has been able to collect at least 100 genuine signatures of registered voters from the majority of the wards in Trans Nzoia County. The Petition shall be presented to the County Assembly by the Secretary to the County Civic Education Committee through the Clerk following the laid down procedures for Public Petitions.

54(2).The second option shall be through a county assembly process by an individual member of the County Assembly in form of a private members motion supported by at least a third of the total membership of the Assembly. During the final voting, the proposed changes shall require at least two third of the total membership of the County Assembly. The amendments shall come into force 14 days after being gazzetted by the County Assembly or upon being ascended to by the County Governor, whichever comes earlier.

## **SCHEDULES TO THE BUNGOMA COUNTY PUBLIC PARTICIPATION AND CIVIC EDUCATION POLICY 2022**

### **First Schedule: A GUIDE TO PUBLIC PARTICIPATION AND CIVIC EDUCATION CURRICULUM**

There is no single and/or unified national curriculum for civic education in Kenya at the moment, despite the various attempts. However, there is a national voter education curriculum developed by the Independent Electoral and Boundaries Commission (IEBC) with technical input from the Centre for Curriculum Development, the civil society organizations and development partners. There exists no law, policy or regulation that prevents particular counties like Bungoma to develop its own civic education curriculum.

There have been several attempts by the civil society and government agencies to formulate national civic education curricula for the informal and formal settings since 2002 with very limited success. The most recent attempt came with the National Civic Education Programme (NCEP) tailored around the new Constitution of Kenya.

The latest of this initiative is the public participation and civic education curriculum developed and implemented by **URAI Trust** via themes such as “Rooting Democracy in Kenya through Informed Citizenry”.

There has also been an attempt to institutionalize civic education through determination of curriculum by the educational department. The education department and stakeholders must consider the issues related to introduction of civic education content within the school curriculum: the intended outcomes, the material to be taught, the teachers, the sites in which it is to be delivered, support materials and teacher and learner support and evaluation. They have to consider whether this civic education curriculum is an incorporation into existing subject areas or whether it will stand alone, and if the latter, how it will relate to the various existing subject areas given the possible overlaps and duplications.

This Guide for public participation and civic education curriculum discusses ways that civic education content can be structured and delivered in different contexts. It is written to assist those who are tasked with designing, implementing, and evaluating civic education curriculum in the County. While the scope of civic education has been greatly expanded, majority of the citizens, duty bearers and elected as well as nominated leaders have not acquired adequate information and knowledge about this important form of public education. Indeed, civic education permeates all aspects of life, including the socio-economic, political, cultural and environmental spheres of life. It is interwoven in all departments in within the national government, county government and beyond.

There tendency to use the terms voter information, voter education and civic education interchangeably. There are, however, important distinctions. This guide for civic education curriculum will assist the civic education directorate and its stakeholders in the civil society to determine its scope and limitations. It will assist them to develop relevant, impartial, objective, informative, cost-effective and appropriate civic education and voter education



content for different stakeholders and target groups in the Trans Nzoia County as per the provisions of its County Civic Education Policy 2022.

### **Civic Education for schools and other learning institutions**

There is a direct link between the extension of universal basic education and democratization. Some scholars have argued that numerate, literate and generally informed citizens are easily governed and are also ambassadors for increased democracy in any society. Others have looked at the sustainability of democracy and have insisted that this can only happen if those who have achieved universal suffrage also receive a standardized basic education.

Historically, it has been assumed that, with the exception of a variety of optional subjects designed to induct pupils into the existing social and political structures, the very act of education is by definition civic education. In some highly publicized experimental schools, micro-societies were created to ensure that people learnt both from the classroom and the self-governing institution itself.

Civic Education like other liberal subjects has been degraded and discredited, not necessarily because of their content, but rather because such subjects are perceived by teachers and students alike as less important than the hard subjects at the centre of the curriculum – languages, mathematics and science subjects.

**Operational Framework for the civic education curriculum design shall include the following variables:**

- a. understanding the civic education and voter education concepts;
- b. objectives and purpose of the civic education curriculum;
- c. significance of civic education to society;
- d. establishing the civic education content;
- e. assessing the context in which the civic education and voter education programmes will take place;
- f. developing an appropriate strategy and methodology for civic education delivery across different stakeholders and cadres of the County;
- g. designing and implementing the civic education programme activities;
- h. monitoring and evaluating the civic education programme in the County and;
- i. ensuring that best practices and lessons learned from civic education programmes are retained for integration, replication and scaling up of future programmes.

The envisaged civic education curriculum shall pay close attention to a variety of methods and aspects that have been used in other civic education programmes within and outside the Country. The effectiveness of the strategy and method depends on the entry behaviour of the participants and stakeholders, in terms of different levels of education, level of exposure and experience in public life as well as learning environment.

The civic education curriculum developers and implementers should adopt and apply participatory adult learning methods. These methods among others include the following:

- There is need for mutual partnership and interaction with print and electronic media, radio talk shows, media advertisements, including the modern trajectories of the social media as platforms for civic education dissemination.
- Printed Materials in form of Education Information and Communication (IEC) materials
- Induction and use of performing artists to pass civic education and voter education information and messages.
- Face to face interactions, including seminars, workshops, symposia, conferences, public hearings, *town-hall type* of debates, informal citizen assemblies at the village and ward levels.
- Civic education and voter education crusades, caravans and road Shows across and along market days and urban settings.
- Other strategies, including information on the use of telephones and postal services.
- Design and use of audio – visual aids for civic education and voter education as part of the distance learning techniques.

### **Terminologies in Civic Education and Voter Education**

This guideline is primarily concerned with practical ideas about planning and implementing civic and voter education programmes. As noted before some distinction needs to be made between voter education, voter information, and civic education. Certainly, each falls along a continuum of mutually reinforcing assumptions that voter education should be one component of broader civic education programmes and activities in support of elections and democracy.

**Civic Education** deals with broader concepts underpinning a democratic society such as the respective roles and responsibilities of citizens, government, political and special interests, the mass media, and the business and non-profit sectors, as well as the significance of periodic and competitive elections. It emphasizes not only citizen awareness but citizen participation in all aspects of democratic society. Civic education is a continuous process, not tied to the electoral cycle.

### **Voter information and Voter education**

Voter information and Voter education are part of larger civic education endeavours. Civic education may be carried out through the formal education institutions, through civil society organizations and by some state agencies in collaboration with the electoral management body.

**Voter information** refers to basic information enabling qualified citizens to vote, including the date, time, and place of voting; the type of election; identification necessary to establish eligibility; registration requirements; and mechanisms for voting. These constitute basic facts about the election and do not require the explanation of concepts. Different messages may be developed for each new election. The electoral management body is required to provide this type of information, although political parties and civil society organizations can also disseminate voter information.

**Voter Education** typically addresses voters' motivation and preparedness to participate fully in elections. It pertains to relatively more complex types of information about voting and the electoral process and is concerned with concepts such as the link between basic human rights and voting rights; the role, responsibilities and rights of voters; the relationship between elections and democracy and the conditions necessary for democratic elections; secrecy of the ballot; why each vote is important and its impact on public accountability; and how votes translate into seats. Such concepts involve explanation, not just a statement of facts. Voter education requires more lead time for implementation than voter information and, ideally, should be undertaken on an on-going basis. This type of information is most often provided by election authorities and civil society organizations.

There is some controversy about the role of the school in civic education. It can be seen as too political and therefore likely to lead to conflict and partisanship. Alternatively communities may not want schools run by the state to interfere in the political formation of their children, fearing it will be a form of propaganda or socialization at odds with the values and commitments of that community.

### **Case Studies for Civic Education Curriculum**

There are numerous case studies for benchmarking of civic education curriculum in Bungoma County and the entire Republic of Kenya. For instance, considerable work has been done in the United States of America recently in developing a standardized curriculum and in attempting to get it taught – sometimes as an alternative module to more general political science. In summary they have focused on three components and one methodological imperative:

- Essential civic knowledge, including the development of constitutional democracy and its principles
- Essential civic skills, including intellectual and participatory skills and their practice, and
- Essential civic virtues, such as the traits of responsibility and respect for others.

An imperative for this is the democratic teacher, imbued with a commitment to a classroom environment compatible with the theory and practice of democracy and freedom. In South Africa, for instance, an extensive values and civic education programme has been developed and institutionalized in the national department of education to preserve, promote and extend the constitutional democracy established in 1994. In the transition of the Eastern European states to independence, democracy and, in many cases, accession to the European Union, civic education through the existing schooling system or through parallel non-formal processes and institutions was one of the early forms of democratic support by the international community.

A number of countries have introduced national curricula for civic education which are delivered nationally using non-formal educational methods. Through a process of consultation or direction by an election management board or similar institution, a wide range of existing civil society organizations and institutions have agreed to deliver a common curriculum. For instance, Malawi has been implementing a national civic education

curriculum driven by a **National Initiative for Civic Education (NICE)**. This programme has relied on community educators and community libraries organized by NICE itself rather than a coalition of civil society organizations as in Kenya.

Some countries accredit agencies, making available materials. Others accredit agencies and allow them thereafter to develop their own materials merely following certain guidelines. In Germany, the development of theoretical material and curriculum support materials, while not mandatory, acts as an informal regulator by encouraging others to make use of what already exists rather than do their own costly development.

### **Developing a non-formal civic education curriculum**

Non formal civic education curriculum is by its nature conducted in a range of settings (raising problems of language, adaptation of materials and audio-visual supports, timing and the levels of entrance and interest of the learners). It is delivered by a range of educators and facilitators, and, despite the possibility of short term cascade based training, it is inevitable that they will approach the programme with their own styles and teaching skills. The non-formal civic education is often done at short notice, reducing the possibility that already prepared materials will be to hand. Those developing such a non-formal civic education curriculum face a number of problems in regard to programme development and ownership.

### **Basic Content for Civic Education Curriculum**

The content for the civic education curriculum may include the following topical issues:

- Definition of terms related to civic education, voter education, democracy, governance, devolution, values, integrity and ethics, among others.
- Objectives and significance of civic education
- The Constitution of Kenya and Constitutionalism
- Responsible citizen, nationhood, county-hood, nation building, county building
- National values and principles of governance
- Laws governing and relating to devolved system of government
- Concept of devolution, principles, objectives and significance of devolution
- Structure and devolved functions under the Constitution of Kenya.
- County Assembly structure, mandate, roles and functions
- County Executive structure, mandate, roles and functions
- County Public Service Board (CPSB) and its functions
- County assembly service board
- Role of the Senate and the National Assembly in county governance
- Relationship between the National Government and County Government
- Intergovernmental structures
- Delivery of public services and role of citizens in monitoring performance of duty bearers
- Public access and participation in County Government functions
- Role and responsibilities of citizens in county law making and oversight
- Gender and Affirmative Action programmes in the county for women, youth, persons with disability, minorities and marginalized groups.
- Role of citizens in environmental protection under the Constitution

- Bill of rights under the Constitution: rights, fundamental freedoms and responsibilities.
- Role of the individual, community and county government in protecting human rights
- Public Finance and revenue collection
- Public procurement and asset disposal laws, regulations and procedures
- County planning and budgeting
- Institutions involved in budgeting process and role of citizens
- Defining and identification of the society's development issues and challenges.
- Understanding public participation, principles and values of public participation,
- Citizens' anti- corruption initiatives, public petitions and public litigations
- Visionary and transformative leadership.
- Electoral laws and process.

**Schedule II: OATH OR AFFIRMATION OF OFFICE.**

***Oath or Affirmation of Office for the Chair Person/ Vice Chairperson/ Member of the County Civic Education Committee***

*I ....., do swear/solemnly affirm that I shall always truly and diligently serve the people of Trans Nzoia County and the Republic of Kenya in the office the Chair person/ Deputy Chair Person/ Member of County Civic Education Committee; that I shall diligently discharge my duties and perform my functions in the said office, to the best of my judgment;( that (in the case of the Deputy Chairperson. I shall at all times, when so required, faithfully and truly give my counsel and advice to the Chairperson of Civic Education Committee); that I shall do justice to all. (So help me God).*

**OATHS/AFFIRMATION OF OFFICE**

***Oath or Affirmation of Office for the Director/ Deputy Director of Civic Education***

*I ....., do swear/solemnly affirm that I shall always truly and diligently serve the people of B Trans Nzoia County and the Republic of Kenya in the office the Director/Deputy Director of Civic Education Directorate in the County; that I shall diligently discharge my duties and perform my functions in the said office, to the best of my judgment;( that (in the case of the Deputy Director. I shall at all times, when so required, faithfully and truly give my counsel and advice to the Director of Civic Education in the County); that I shall do justice to all. (So help me God)*

### **Schedule III: CODE OF CONDUCT AND ETHICS**

This Code of Conduct binds all staff in Civic Education Directorate, all civic education providers and individual civic facilitators, whenever they apply, interpret the Act and take part in the implementation of the civic education curriculum and programme activities in Trans Nzoia County.

The County Public Participation and Civic Education Committee, the Public Participation and Civic Education Directorate and Civil Society Organizations are mandated to conduct civic education under Authority of the Trans Nzoia County Civic Education Policy, 2022. To ensure that the County Public Participation and Civic Education Directorate is able to carry out civic education and prepare the public to participate, it will cooperate with relevant agencies, including civil society organizations with the capacity and commitment to help with implementation of its programmes and curriculum.

The agencies and civil society organizations providing civic education will be expected to conduct all civic education activities in strict accordance with the civic education guidelines set by the Act and this Code of Conduct for Civic Education Providers. They shall not be motivated by profit or gain beyond legitimate expenses they may incur in respect of duties undertaken on behalf of or in collaboration with the County Public Participation and Civic Education Directorate. They are expected to carry out all activities in accordance with the principles stated in the code of conduct as set forth below:

- A. Each civic education provider shall conduct civic education in accordance with the civic education curriculum prepared County Public Participation and Civic Education Directorate in collaboration with the civil society organizations and other stakeholders.
- B. The County Public Participation and Civic Education Directorate shall work closely with other stakeholders and agencies to ensure free, fair and credible conduct all civic education activities without partiality, advocacy, or influence from any person or group.
- C. Every civic education provider shall refrain from engaging in any activity that would discredit the principles and values of civic education.
- D. Every civic education staff and/ or provider shall refuse any gift, favor, hospitality, or inducement that would influence or appear to influence the discharge of its duties.
- E. Every civic education provider shall ensure that all citizens are accorded the opportunity to participate freely and effectively in the civic education program without intimidation, coercion, threat, duress, or undue influence.
- F. Every civic education provider shall ensure that its program is inclusive and is designed to meet the needs of all participants, including people with disabilities, women, youth, minorities, super minorities, marginalized groups, or other groups that may be excluded if special efforts are not made to include them.
- G. Every civic education provider shall ensure that civic education activities are accessible, and shall give special consideration to ensuring that all participants have



access to any relevant documents in an appropriate language, a suitable venue, and translation or interpretation services where needed.

- H. Every civic education provider is expected to make relevant use of human and material resources found within the area in which it is engaged to provide civic education.
- I. Every civic educator provider shall avoid actual or apparent conflicts of interest, and in the event of any such conflict shall notify the County Civic Education Directorate.
- J. Every civic education provider shall refrain from disclosing any confidential information acquired in the course of its work and will not use any such information for personal gain or the gain of a third party.
- K. Every civic education provider shall perform its duty in accordance with such other rules, regulations, and standards as may be set from time to time by the County Civic Education Directorate in consultation with civil society organizations and other stakeholders.
- L. Any civic education provider who violates or contravenes any of the above rules shall be liable to [the appropriate penalty or action for the context set out in the civic education regulations and other laws].
- M. The Civic Education Directorate shall not interfere with civic education programme implemented by civil society organizations outside the Bungoma County Civic Education Fund.

## **MEMORANDUM OF REASONS AND OBJECTS**

This Public Participation and Civic Education Policy seeks to provide a policy direction, regulatory, legal, institutional and administrative framework for the effective facilitation and implementation of the Trans Nzoia County Civic Education Legal, Institutional Framework and Civic education Programme in line with the directive principles of the Constitution of Kenya 2010, read together with Part VIII and Part X of the County Governments Act 2012.

**PART I** deals with preliminary provisions of the Regulations and includes the objectives that the Bill seeks to achieve. It also sets out the guiding principles underpinning provision of civic education and citizen engagement

**PART II** under Sections 5 to 9 respectively deals with the establishment, composition, mandate, and functions of county public participation and civic education committee, qualifications and eligibility criteria, term of office for its members and vacation of office.

**PART III** under Sections, 10,11,12,13, 14, 15 & 16, respectively makes provisions for the establishment, mandate and functions of the public participation and civic education directorate, its key secretariat staff, oath/affirmation of office, removal and/or resignation of either the Director and/or Deputy Director of the Public Participation and Civic Education

**PART III** under Sections 18 to 24 respectively provides for formal and informal civic education forums at the village, ward, sub county and county levels. It also explores other for like seminars, workshops, town hall meetings, sports and social events as platforms for civic education. It also addresses tailor made civic education initiatives under the banner of affirmative action provisions.

**PART IV** under Sections 24 to 29 respectively provides for the institutional framework for engagement in civic education. It outlines the specific roles of the County Assembly in Civic Education, County Executive, Civil Society Organizations, Artists, Ordinary Citizens and Special Interest Groups.

**PART V** of the Bill under Sections 30 to 35 respectively proposes some of the universal and conventional methods to be used in the civic education delivery for different audiences. These among others include; Adult Learning Methods, Training of Trainers (TOTs) formulation of Information, Education and Communication Materials (IEC), Dissemination of Information, Education and Communication Materials, Feedback and Reporting Mechanisms, Monitoring and Evaluation.

**PART VI** on funding and resource mobilization under Sections 36 to 44, respectively provides for sources of funds, establishment of a county civic education fund, formula for distribution& utilization of the civic education fund, resource mobilization funding sub-committee, technical assistance & volunteerism, material assistance, partnership and networks, management of funds and resources.

**PART VII – MISCELLANEOUS** under Sections 45 to 54 deals with aspects not captured in the previous six Parts of the Policy. These include: Citizens Charters, Score Cards for County Leadership, Quarterly narrative and Financial Reports, Bi-Annual Reporting and Financial Reports, Annual Financial and Narrative Reports, Offences and General Penalty, Civic Education Review, Annual Awards for Best Civic Educators and Best

Organization, Management of Information, Civic Education Newsletter/ Digest on Topical Issues, Publications of Civic Education Materials and Intellectual Property Rights. Administrative guidelines, auditing of civic education fund and amendment of this Policy.

The Policy has three Schedules: First Schedule-A Guide to Civic Education Curriculum, Second Schedule is the Oath/Affirmation of Office and the Third Schedule is the Code of Conduct and Ethics for Civic Educators.

Pursuant to the Standing Order of the County Assembly of Trans Nzoia the County Executive Member for Public Service Management is granted delegated powers draft and submit a policy, legislation and/or regulations for the proper achievement of the objectives of the County Public Participation and Civic Education Policy, 2022, but with adequate and meaningful consultation with relevant county departments and non-state actors.

This Policy concerns Trans Nzoia County Citizens, General public and Duty Bearers within the functions of the County Governments Act, 2012, as outlined in its Part 8 and 10, particularly Sections 87, 96, 100 to 103

The Enactment of this Policy shall occasion additional expenditure of public funds, which shall be provided for in the County Government of Trans Nzoia Estimates.

**Made on the .....Day of .....2022.**

.....  
**County Executive Committee Member (CECM)**  
**Public Service Management**  
**County Government of Trans Nzoia**