



UNITED NATIONS
ECONOMIC COMMISSION FOR AFRICA

Date: 26 November 2014
Ref: OP/14/11/LoA/D/025

Dear Mr. Kiio and Prof. Weke,

Subject: Letter of Agreement between the United Nations Economic Commission for Africa (ECA) and the Kenya National Bureau of Statistics (KNBS) and the School of Mathematics, University of Nairobi in Support of a Pilot Project on the use of Mobile Technologies for Data Collection in Kenya

Realizing the advantages of using mobile technology for data collection and statistical production, ECA is implementing a series of pilot projects on strengthening the capacity of African countries to use mobile technologies to collect data for effective policy and decision making. The pilot projects are designed to be executed by the National Statistical Office (NSO) in collaboration with a Training and Research Institute (TRI) designated by the NSO.



ECA organized an initial workshop on the use of mobile technology for data collection and statistical production in Praia, Cape Verde in March 2014. Messrs Cleophas Kiio and Evans Munene Rukunga from KNBS participated in the workshop. Following their participation, ECA selected Kenya as one of the pilot countries for the first phase of the project with KNBS as the main partner. The KNBS has in turn designated the School of Mathematics, University of Nairobi (SOM-UoN) as the TRI for this project. This letter sets out the terms upon which the pilot project will be managed and implemented.

The major objectives of the pilot project are:

- Document the experience of using mobile devices and mobile data technology to collect data on variables used to measure consumer price indices and other price data for statistical production;
- Determine the suitability of such technology and data for the compilation of other related statistics;

Mr. Cleophas Kiio
Director ICT
Kenya National Bureau of Statistics
P. O. Box 03266-00100
Nairobi, Kenya
Tel: +254 20 317586/88
Email: Ckiio@knbs.or.ke

Prof. Patrick Weke
Director
School of Mathematics, University
of Nairobi
P. O. Box 30197 -00100
Nairobi, Kenya
Tel: +254 20 4445751
Email: pweke@uonbi.ac.ke



- Establish work flows and processes for converting appropriate data into statistical outputs; and
- Strengthen working relationship between KNBS and training and research institutes (RTIs)

In connection with the above, and as a contribution to technical assistance to the Republic of Kenya, I am pleased to inform you that ECA has committed to transfer to KNBS, the sum of US\$212,518.20 (Two hundred and twelve thousand, five hundred and eighteen United States Dollars and twenty cents) to meet expenses relating to activities as per this letter of agreement, including Annexes I to III, as well as the ECA's Development Account project document titled "Strengthening the capacity of African countries to use mobile technologies to collect data for effective policy and decision making."

This letter, therefore, serves to confirm and agree on the respective roles and responsibilities of each partner in undertaking the project as described in Annex I.


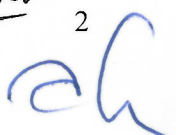
- I. ECA will transfer all funds to KNBS which will oversee the disbursement as per approved activities.
- II. On the basis of these arrangements, KNBS shall enter into a supplementary agreement with School of Mathematics, University of Nairobi on specific aspects of the implementation of this project.
- III. Upon signature of this letter, ECA will transfer to KNBS 85% of the total sum, which is US\$180,640.47 (One hundred and eighty thousand, six hundred and forty United States Dollars and forty seven cents) to the following bank account:

Beneficiary's name: KENYA NATIONAL BUREAU OF STATISTICS
Bank account: 1107086183
Bank name: KENYA COMMERCIAL BANK
Bank Address: MOI AVENUE BRANCH
Corporate@Kcb.Co.Ke
Tel: +254 (20) 2287000/+254 (732) 187000/+ 254 (711) 087000
Fax: +254 (732) 187001/+254 (711) 087001
Swift code: KCBLKENX

- IV. KNBS shall confirm receipt of funds in writing within seven (7) days of receipt.
- V. The funds will be used for the following activities:

Workshop and training

- US\$20,000: In support of activity 1.3 of ECA Development Assistance Project titled "Strengthening the capacity of African countries to use mobile technologies to collect data for effective policy and decision making" (**DA Project**) for KNBS to organize two (2) national workshops in collaboration with ECA and the TRI. ECA will be represented by a member of its Sub-regional Office for Eastern Africa. The first national workshop will occur within four (4) weeks of receiving the funds.


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It will launch the project and further clarify the modalities for executing the project. The second national workshop will close the project by identifying and disseminating key results and learning;

- US\$10,000: In support of activity 2.2, KNBS and TRI to organize a national training workshop in Kenya within three (3) months from the first workshop to prepare national partners and stakeholders for data collection fieldwork;

Contractual services

- US\$109,676.84: In support of activity 1.4, for small research grants to the TRI to develop and adapt concepts, methodologies and tools for mobile data collection, logistics related materials and services, and support data collection fieldwork;
- US\$9,970.62: In support of activity 2.1, for the development of training manuals;
- US\$43,870.74: In support of activity 2.4 to procure handheld devices and provide logistics and/or upgrades for a data collection framework(s);

Equipment

- US\$19,000: In support of activity 2.4, for KNBS to install and/or upgrade computer servers and software to receive data from the project and integrate into standard statistical processes in Kenya.

- VI. Upon completion of the activities and submission of the final narrative and financial reports as per the reporting templates in Annex III (a) and (b), the remaining 15%, which is US\$31,877.73 (Thirty one thousand, eight hundred and seventy-seven United States Dollars and seventy-three cents) will be transferred to the same bank account.
- VII. The funds for this project will be disbursed from the project titled: “Strengthening the capacity of African countries to use mobile technologies to collect data for effective policy and decision making”, Account Number: 2015-ROA-8592-2920-6875.
- VIII. Funds provided under this Agreement will be exclusively for the intended purpose and in line with each category as indicated in the Project Document attached as Annex I, and shall be managed according to the laws in force in the Republic of Kenya.
- IX. KNBS shall provide to ECA the following substantive reports obtained from the SOM-UoN. The final report will follow the format attached as Annex IV(a).
 - a) Report on the current status of using mobile technologies for data collection in Kenya to provide a baseline for the project;
 - b) Report on the developed training manuals and guidelines on geo-enabled mobile data collection methods;
 - c) Proceedings of the national workshops; and
 - d) A final report within thirty (30) days upon completion of the project.

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- X. KNBS is required to submit to ECA certified financial statements no later than three months after the completion of project activities. The format of the financial statements is attached in Annex IV (b).
- XI. Any unspent funds will be transferred to ECA based on the certified financial statement.
- XII. At any stage during the implementation of the project, ECA shall be entitled to reasonably request any information from KNBS and the School of Mathematics, University of Nairobi regarding the project.
- XIII. All communication related to this Letter of Agreement in writing and unless otherwise agreed by the Parties, shall be addressed to the following authorized representatives of the Parties:

United Nations Economic Commission for Africa (ECA)

Ms. Josephine Marealle-Ulimwengu
Officer-in-Charge
Office of Partnerships (OP)
United Nations Economic Commission for Africa (ECA)
P.O. Box 3001
Addis Ababa, Ethiopia
Tel.: +251 114 433803
Fax: +251 115 513 798
E-mail: julimwengu@ECA.org



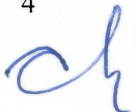
Kenya National Bureau of Statistics (KNBS)

Mr. Cleophas Kiiro
Director ICT
Kenya National Bureau of Statistics
P. O. Box 03266-00100
Nairobi, Kenya
Tel: +254 20 317586/88
Email: Ckiiro@knbs.or.ke

School of Mathematics, University of Nairobi (SOM-UoN)

Prof. Patrick Weke
Director
School of Mathematics, University of Nairobi
P. O. Box 30197 -00100
Nairobi, Kenya
Tel: +254 20 4445751
Email: pweke@uonbi.ac.ke

- XIV. For the purpose of facilitating the implementation of the working arrangements to be established by the Parties in the framework of this Agreement, all correspondences shall be addressed to the following authorized representatives:




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**United Nations Economic Commission for
Africa (ECA)**

Mr. Chukwudozie Ezigbalike
Officer-in-Charge
African Centre for Statistics (ACS)
United Nations Economic Commission for
Africa (ECA)
P.O. Box 3001
Addis Ababa, Ethiopia
Tel.: +251 114
Fax: +251 115
E-mail: ezigbalike.ECA@un.org



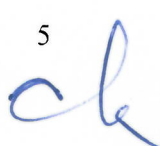
**Kenya National Bureau of Statistics
(KNBS)**

Mr. Cleophas Kiio
Director ICT
Kenya National Bureau of Statistics
P. O. Box 03266-00100
Nairobi, Kenya
Tel: +254 20 317586/88
Email: Ckiio@knbs.or.ke;

**School of Mathematics, University of
Nairobi (SOM-UoN)**

Prof. Patrick Weke
Director
School of Mathematics, University of Nairobi
P. O. Box 30197 - 00100
Nairobi, Kenya
Tel: +254 20 4445751
Email: pweke@uonbi.ac.ke

- XV. This agreement shall enter into force upon signature of the three Parties, KNBS, SOM-UoN and ECA, and shall remain in force until 31 August 2015.
- XVI. KNBS and School of Mathematics, University of Nairobi shall indemnify, hold and save harmless, the United Nations, including the ECA, its employees and officials against all demands, claims and liability of any nature to third parties, or claims by KNBS and or School of Mathematics, University of Nairobi associated personnel or by persons claiming to have succeeded to such rights.
- XVII. Nothing contained in this Letter of Agreement shall be construed as extending to KNBS or the School of Mathematics, University of Nairobi associated personnel any other benefit, facility, service, right to claim, or other entitlement from ECA, except in so far as specifically provided here-in.
- XVIII. Nothing under these arrangements or matters arising here-under, may be construed as a waiver, expressed or implied, in whole or in part, of the privileges and immunities enjoyed by the United Nations, including ECA.
- XIX. This agreement may be modified or terminated at any time by joint agreement of the Parties or by either Party providing one (1) month written notice to the other Parties.

  
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XX. Any dispute on the interpretation or implementation of any of the above-mentioned provisions herein shall be settled through negotiation or by such means, as ECA, KNBS and the School of Mathematics, University of Nairobi shall mutually agree.

Please confirm your concordance to the terms of this Agreement by signing and returning copy of the acceptance below.

Yours sincerely,


Collen V. Kelapile, Officer-in-Charge
Division of Administration

For the Kenya National Bureau of Statistics

Name: Mr. Zachary Mwangi Chege

Title: Director General

Signature: _____

Date: _____

For the School of Mathematics, University of Nairobi

Name: Prof. Patrick Weke

Title: Director

Signature: _____

Date: _____

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