

# WOMEN RUNNING TO WIN

## Checklist For Aspirants/Candidates



## **ABBREVIATIONS AND ACRONYMS**

**COK:** Constitution of Kenya

**CRB:** Credit Reference Bureau

**DTF:** Democracy Trust Fund

**DPP:** Director of Public Prosecution

**EACC:** Ethics and Anti-Corruption Commission

**ENA:** Echo Network Africa

**HELB:** Higher Education Loans Board

**ICT:** Information & Communication Technology

**IEBC:** Independent Electoral and Boundaries Commission

**KRA:** Kenya Revenue Authority

**MCA:** Member of County Assembly

**MNA:** Member of the National Assembly

**NGOS:** Non-Governmental Organizations

**ORPP:** Office of the Registrar of Political Parties

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## 1.0 INTRODUCTION

Women's leadership and participation has come a long way in Kenya especially in the aftermath of the promulgation of the Constitution of Kenya (COK) 2010. As the country gears for the 2022 general elections scheduled for Tuesday, 9<sup>th</sup> August 2022, the progress, stagnation or regression in women's leadership will be determined by the preparedness of women candidates to vie competitively in the elections.

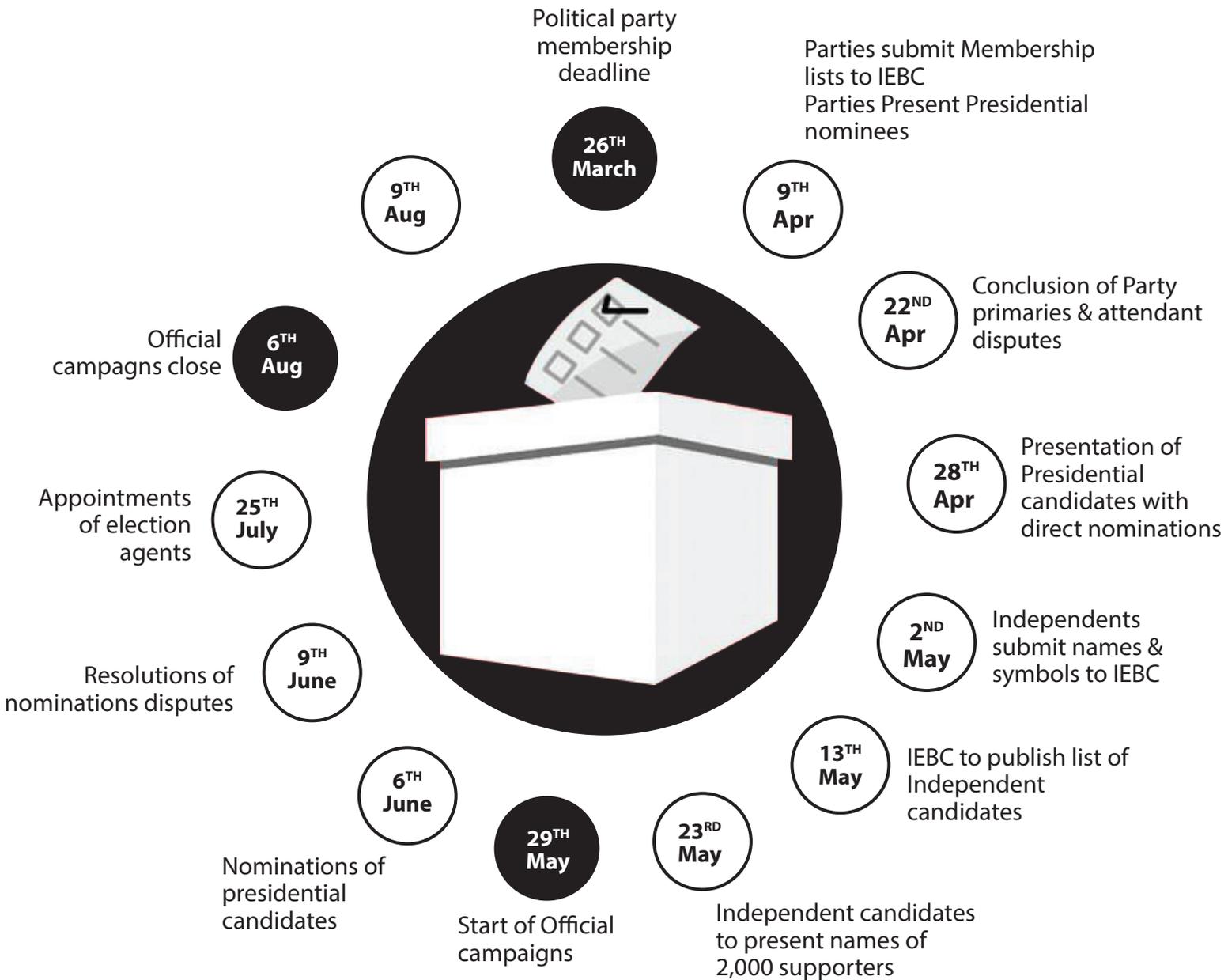
Particularly, there has been a glaring knowledge gap by women aspirants regarding the electoral process, political parties, as well as the nomination processes, and requirements for elective positions. This has hugely rigged women out of the process thereby derailing the realization of more women sailing through the electoral process and winning the respective seats. Women aspirants therefore need to be well versed with electoral requirements in order to counter any unfairness meted on them from a point of information. Additionally, in line with Chapter Six on Leadership and Integrity, women aspirants need to ensure that they meet all the clearances going towards the elections.

This booklet on Checklist for Participation in Elective Positions has therefore been developed by Echo Network Africa (ENA) in partnership with Democracy Trust Fund (DTF) to guide women aspirants on the requirements to be fulfilled before being cleared and registered by the Independent Electoral and Boundaries Commission (IEBC) for the six elective positions namely: President, Governor, Senator, Member of Parliament, County Woman Member of Parliament, and Member of County Assembly.



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# ELECTIONS TIMELINE



### 3.0 CHECK LIST FOR PARTICIPATION IN ELECTIVE POSITIONS & PARTY LISTS

In line with the provisions of Chapter Six and the National Values and Principles of Governance; aspirants may be required to fulfil all or some of the following requirements before being cleared and registered for elections by the Independent Electoral and Boundaries Commission (IEBC) during the Commission Nomination Process:

<b>Eligibility Requirement(s)</b>	<b>Source</b>	<b>Tick</b>
<b>National Identity Card/Valid Passport</b>	<b>National Registration Bureau/Immigration Department</b>	
<b>Passport-size photo(s)</b>	<b>Self</b>	
<b>Tax Clearance Certificate</b>	<b>Kenya Revenue Authority (KRA)</b>	
<b>Certificate of good conduct</b>	<b>Criminal Investigation Department</b>	
<b>Certificate of clearance</b>	<b>Ethics and Anti-Corruption Commission</b>	
<b>Certificate/letter of clearance of any criminal offence/proceedings from</b>	<b>Director of Public Prosecution (DPP)</b>	
<b>Certificate of clearance or progress report of repayment of the loan</b>	<b>The Higher Education Loans Board (HELB)</b>	
<b>Clearance letter or certificate</b>	<b>Credit Reference Bureau (CRB)</b>	

<b>Eligibility Requirement(s)</b>	<b>Source</b>	<b>Tick</b>
<b>Professional Associations/Organizations clearance letter or certificate</b>	<b>Relevant Association/Organization</b>	
<b>Certified copies of educational qualification certificates</b>	<b>Relevant examining bodies/ institution that issued the certificate or Commission on University Education</b>	
<b>Duly filled and signed Nomination Form for the elective position one is vying for.</b>	<b>Obtained from the Returning Officer</b>	
<b>Duly signed Nomination Certificate (for Party candidates)</b>	<b>Political Party</b>	
<b>Clearance Certificate for independent candidate (s)</b>	<b>Office of the Registrar of Political Parties (ORPP)</b>	
<b>Name of Proposer and Secunder of the party candidate in a prescribed form</b>	<b>Self</b>	
<b>Name of the Proposer and Secunder who do not belong to any registered party in Kenya &amp; List of the number of supporters required for the particular elective seat for independent</b>	<b>Self</b>	

Eligibility Requirement(s)	Source	Tick
candidate		
Nomination Form – attaching original Statutory Self-Declaration Form	EACC Offices/Huduma Centre	
Nomination Fees - Bankers' Cheque in favour of the Independent Electoral and Boundaries Commission	Bank	

## 4.0 CAMPAIGN TASKS

Answer Yes or No to indicate the tasks you have undertaken so far in your campaign.

**Targeting** – identifying the voters you need to persuade

Activity	Yes/No
Have you collected all the relevant election information or materials from your Party and the electoral commission?	
Have you researched the issues and past voting patterns of your electorate	
Have you developed a written campaign plan?	
Have you established a campaign team? are they working well?	
Have you talked to voters and found out what the issues are?	
Have you developed a targeting strategy? Do you know who and where to target voters?	
Have you developed your campaign message?	
Have you planned/produced your campaign materials?	
Have you developed a voter contact strategy? do you know how you are going to target voters?	
Have you prepared a campaign budget? is the campaign working within budget?	
Have you accessed the media? Have you got any coverage?	
How are you using social media?	
do you know what your opposition is doing and saying about you? Have you responded?	
Have you worked out your campaign activities leading up to polling day?	

Women in Politics Campaign Handbook by Fiji Women's Forum (2015)

## 5.0 WHO IS TAKING CARE OF YOUR CAMPAIGN?

Complete the table below providing details of who is taking on particular positions on your campaign team taking account of the role and skills needed.

Position	Name	Role/Skills Needed
<b>Campaign Manager</b>		The campaign manager is the most important member of your campaign team. They coordinate the campaign and ensure that team members complete their tasks as set out in the plan. They should have political knowledge, good management skills and campaign experience if possible.
<b>Finance Manager</b>		The Finance manager is responsible for keeping accurate records of campaign income and expenditure. They should ensure that procedures for authorising expenditure are followed and they advise on the state of the campaign finances to ensure the campaign operates within budget. Accountancy or bookkeeping skills are essential.
<b>Fundraising Coordinator</b>		The Fundraising coordinator works with you and the volunteers to identify donors and undertake events to raise the necessary campaign income. Experience with fundraising for NGOs is useful.
<b>Volunteer Coordinator</b>		The Volunteer coordinator will recruit volunteers and organise them to undertake voter contact activities. A patient organised person with good communication skills is needed for this role.
<b>Voter Database Coordinator</b>		This coordinator uses the electoral role to track voter intentions based on local knowledge and/or voter contact activities so as to identify the number of votes you could expect on polling

Position	Name	Role/Skills Needed
		day.
Media Officer		The Media Officer works with you to write and then issue media releases and liaise with journalists about campaign events. They should also monitor all media comments about the local campaign. Experience as a media officer is preferable, but good relationships with and knowledge of local media is essential. You might also include in your team a second person with particular skills and experience with social media.
Website Manager		If you have enough voters with access to the internet, and can get a campaign website designed, it is a very useful tool. You will require someone who knows how to input data and keep it current.
Materials Production and Distribution coordinator		They will coordinate the production and distribution of all your campaign material
Postal Vote/Pre-poll Coordinator		Postal votes and votes cast before polling day can determine the result of a close election. This coordinator ensures that your supporters know how and when to cast a vote for you.
Polling Day Coordinator		The Poling day coordinator is responsible for ensuring your supporters turn out to vote and will also organise trained volunteers for each polling centre to observe the voting and counting and report any irregularities. Knowledge of the election rules and organisational skills are required.

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### Contacts

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**What I want young women  
and girls to know is:  
You are powerful and  
your voice matters.**

Kamala Harris  
Vice President of the United States

@UN\_Women

