

OFFICE OF THE PRESIDENT  
Kenya National Focal Point on  
Small Arms & Light Weapons  
P. O. Box 30510-00100  
NAIROBI



## **Arms Trade Treaty Voluntary Trust Fund**

### **FINAL REPORT**

## **Kenya National Focal Point on Small Arms and Light Weapons**

**Office of President of the Republic of Kenya**

**Project No.: ATT.VTF.G2020.007KEN**

**15 November 2021**

## Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2020.007KEN
Grantee name	Kenya National Focal Point on Small Arms and Light Weapons - Office of President of the Republic of Kenya
Project title	<i>Arms Trade Treaty Acceding Drive (Kenya)</i>
Grant Amount	USD 95'605
Final Report submission date	14 July 2021
Period covered under this report (MM/DD/YY – MM/DD/YY)	01 January 2021 to 31 October 2021

### 1. Project activities and outcomes

#### a Describe the project outcomes.

The project achievements included:

1. Clear mutual understanding on the overall scope of the ATT and the accession modalities and justification in long and short-term action points;
2. Improved knowledge to the public about accession to the treaty and its legal obligations to inform consensus building for ATT accession.
3. Enabled identification of various positions and interests to inform a common strategic approach for ATT accession by Kenya.
4. Build consensus on the follow-up actions for the development and implementation of the results-based strategic action point and plan towards ATT accession.

#### b Describe how the project has assisted your implementation of the ATT.

Kenya is not yet a party to the ATT and therefore has not began implementing it. Nevertheless, the project has assisted much in furthering the process of accession to the Treaty. The project which was aimed at:-

- Establishing and strengthening a caucus for dialogue between stakeholders and leaders of different cadres to create awareness on the Arms Trade Treaty and drive for Kenya's accession to the treaty.
- To enhance public participation by conducting consultative forums and coordination meetings with the communities as one aspect on legislation formulation (Public participation) as envisaged in the Kenya Constitution.

The project enabled the department to make an outreach to four out of the eight regions in the Country i.e Nakuru (Rift Valley, Nairobi, Kisumu (Nyanza) and Mombasa (Coast). The activities will

largely benefit the people of Kenya especially the majority who had a low understanding of the Treaty so as to make an informed decision on Kenya's accession to the Treaty. This has therefore set the ground for the next stage of engagement with the Lawmakers which will lead to development of the instruments for the country to accede to the Treaty.

c List all States that benefitted from the project.

Kenya

d Were all the project activities as specified in the Project Schedule (see Annex G) completed?

Yes  No

If no, explain why and describe any problems, constraints and difficulties experienced in implementing the project.

N/A

Project progress must be indicated against the Project Schedule (see Attachment 1). Please indicate the Status of all activities highlighted in YELLOW in the Project Schedule. Please also include comments where you think appropriate (e.g. to explain why certain activities have not been completed on time).

What recommendations would you make in this regard?

None

e How would you rate the *relevance* of the project (was the project suited to existing priorities and policies of the benefitting State(s))?

Not relevant at all	Not very relevant	Moderately relevant	Relevant	Very relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Explain your answer:

Kenya was among the countries that tabled a UNGA resolution in 2006 alongside Argentina, Finland, United Kingdom, Costa Rica and Australia. This participation indicates that Kenya has been constantly committed to humanitarian values in the regulation of illegal arms trade, and as also indicated by its commitments to related international instruments and its domestic laws. Kenya stands to benefit in acceding to the ATT since the mechanisms available would contribute to the amalgam of laws that relate to insecurity issues. It will be an opportunity to supplement the already existing regulatory frameworks as far as the illegal arms in circulation are concerned.

The participation of Kenya in the 'treaty structure', the expertise, the VTF among others would open up alternatives of how to deal with the challenge of arms and subsequently impact on the internal problem of SALW. In addition, acceding will give Kenya an opportunity to be at the decision-making table on ATT and will be able to voice her interests when it comes to peace, security, and the arms industry. Kenya, in a comparative way, stands out regionally as an icon of peace, security and economic progress in a region. As such, it would lead the way in contributing to a challenge of peace and security, and consequently lend its voice and stand in the values of human and civilized progress.

f How would you rate the *effectiveness* of the project (to what extent has the project attained its stated objectives)?

Not effective at all	Not very effective	Moderately effective	Effective	Very effective
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

The project which was largely advocacy was implemented wholesomely during Covid -19 pandemic. However, that notwithstanding, the goals of the project were satisfactorily met. The project contributed to overall awareness of the Treaty by the participants and their take in the processes of acceding to the treaty. Although the target audience was to minimal due to the effects the projects impact was effective. A sizeable population is believed to have gotten knowledge on the Arms Trade Treaty especially in the target regions. The informed population will further disseminate the product (ATT) further to grass-root level. Being aware of the ATT will

give them an insight into their beliefs and whether they are positive or negative.

g How would you rate the *efficiency* of the project (to what extent were the project results attained on time and within budget)?

Not efficient at all	Not very efficient	Moderately efficient	Efficient	Very efficient
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Explain your answer:

The project was envisaged to begin in January 2020. But due to the Covid-19 pandemic which stroke the globe almost at the same time, the project implementation was delayed due to strict covid-19 measures placed by the Government. Nevertheless, implementation went on very well when the situation eased. The ATT Secretariat facilitation of the project implementation was received quite in good time. It is worthy to note that the project achieved the desired goals within the allocated budget without much constraints.

h Please describe the impact of the project (i.e. the positive or negative changes or effects that the project results have on the surrounding circumstances).

The Arms Trade Treaty Acceding drive project made the citizens more informed and increased knowledge in the global efforts to control arms trade. It aimed to contribute to greater policy coherence for arms control by supporting citizens' active engagement with global efforts on combating illegal arms trade and the proliferation of small arms and light weapons for sustainable development.

i How would you rate the *sustainability* of the project (to what extent can the project benefits continue after the project has finished)?

Not sustainable at all	Not very sustainable	Moderately sustainable	Sustainable	Very sustainable
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

- Through Government contribution to the process.
- As part of the project activities we shall initiate multi-stakeholder dialogue to involve relevant actors in the project to its conclusive end.
- The Department will diversify donor base and to develop partnerships with donors and development partners in addition to support with resources in our endeavour.
- Promoting and implementing continuous procession of the modalities of enabling the country to accede to the Treaty.
- Promoting commitment to continued community participation: Sensitizing the

community about the benefits of the country's accession to the Treaty and then initiating a policy advocacy.

- Partnering and use Local groups in maintaining our program objectives. The Department will seek to strengthen local institutions like religious institutions, Civil Society Organizations, the National and local Administration officers etc. and involve them in further planning and implementation of the project.
- The Department will involve local agencies and government to ensure improved access to the government initiatives in this direction. As the agencies are permanent, they will help in sustaining the project activities beyond the project duration.

j How did the Project contribute to the progress of joining the Arms Trade Treaty?

At the current stage, Kenya has an option of acceding to the treaty. The project assisted to undertake an internal process of public awareness raising and consultations in order to get a buy in by the public as well as to assess its readiness and inquire on the appropriateness of the decision to accede. This is also in accordance with the Constitutional requirements of public participation.

k How will the Project outcomes be further used or applied in the future? Are there plans for the activities to be continued or for the experience gained to be shared?

- The project educated through awareness creation over 40 leaders and stakeholders in each region. After the sensitization, these leaders and stakeholders will then share their knowledge with other community members in their communities. In this way, the project will continue to reach an additional populace after official project activities are completed.
- As part of the advocacy initiative, the Department will use media to publicize the project.
- The department will organise crowd-sourcing campaigns that will include appeal to further support the project.

## 2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report (Kenya) in Attachment 2.

3. Certification

Please complete a separate certification for each consultant engaged to undertake the project activities that have been implemented.

For the purposes of this certification:

Grantee means Kenya National Focal Point on Small Arms and Light Weapons

Consultant means **FRANCIS K. WAIRAGU**

I **AMOS KATANA** being a person duly authorised by the Grantee hereby certify that:

1. The Consultant was engaged by the Grantee on or after the date the Grant Agreement was executed to deliver services to the Project.
2. The service provided by the Consultant to the Grantee has been completed in accordance with the Grant Agreement.
3. The amount paid by the Grantee to the Consultant for the provision of services to help implement the Grant project to date is **\$ 3906.00**.
4. I have attached the tax invoice provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
5. I have attached a receipt from the Consultant confirming that the amount referred to in 3 above has been paid in full by the Grantee.
6. All the information I have provided to the ATT Secretariat (including the contents of this declaration) is complete, true and correct.
7. I am aware of the Grantee's obligations under their Grant Agreement, including the need to keep the ATT Secretariat informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
8. I am aware that the Grant Agreement empowers the ATT Secretariat to terminate the Grant Agreement and to request repayment of funds paid to the Grantee where the Grantee is in breach of the Grant Agreement.

Signed .....  ..... Date 22/11/2021

ASSISTANT DIRECTOR (OPERATIONS)  
KENYA NATIONAL FOCAL POINT ON SMALL ARMS AND LIGHT WEAPONS  
NAIROBI

Please submit this report and signed declaration to ATT Secretariat along with;

- A copy of the tax invoice issued to you by the Consultant for the provision of services
- Proof the Consultant was paid. This could be a receipt issued to you by the Consultant or a bank statement.

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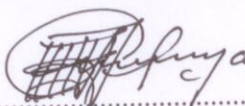
For the purposes of this certification:

Grantee means Kenya National Focal Point on Small Arms and Light Weapons

Consultant means **DR. NELLY KAMUNDE**

I **AMOS KATANA** being a person duly authorised by the Grantee hereby certify that:

9. The Consultant was engaged by the Grantee on or after the date the Grant Agreement was executed to deliver services to the Project.
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# ATT Final Expenditure Report

**INSTRUCTIONS**

- 1) Complete all pink fields only.
- 2) Print, sign, scan and email expenditure report to trustfund@tsarimarketreasury.org along with the electronic version.
- 3) All original receipts should be chronologically numbered according to the reference number in this report. Copies of all receipts should be emailed with the expenditure report. Original receipts must also be sent to the ATT Secretariat.

ATT  
AHS  
TRACE  
TREATY

Project No. **ATT-VTA-03020-00742N**  
 Reporting Period: **01.01.2021-31.10.2021**  
 Report Generated On: **15**  
 Date Received (USD) (International): **47,893.00**  
 Date Received (USD) (Local currency): **41,110.00**  
<https://www.aanda.com/currency/converter/>  
 Click above first cell for exchange rate size

Accounting Details	Budget Line	Inf. #	Description 1	Description 2 - Receipt or Invoice No. - Date	Receipt or Invoice No. - Date	Receipt or Invoice No. - Date	Annual spend for date**			Balance of Budget available		Balance of funds received
							Local Amount	Rate	USD	USD	USD	
Personnel costs	1		Hire of consultants (2 consultants x 3 months)	DSA Cheque No. 000239 - Date 31.05.2021	000239 - Date 31.05.2021	000239 - Date 31.05.2021	840,000.00	0.0093	7,812.00	588.00	81,101.00	
Travel costs	2		DSA for KNFP Secretariat staff travel outside of the capital to Nakuru in Rift Valley Region. (8 pax x 3 days)	Secretariat Payment Sheet (Nakuru) - Date 07.07.2021 - 09.07.2021	07.07.2021 - 09.07.2021	07.07.2021 - 09.07.2021	480,000.00	0.0093	4,464.00	336.00	76,637.00	
	3		DSA for KNFP Secretariat staff travel outside of the capital to Kiambu in Nyeri Region (8 pax x 3 days)	Secretariat Payment Sheet (Kiambu) - Date 03/11/2021	03/11/2021	03/11/2021	480,000.00	0.0093	4,464.00	336.00	72,173.00	
	4		DSA for KNFP Secretariat travel outside of the capital to Nakvasha in Rift Valley Region (8 pax x 3 days)	Secretariat Payment Sheet (Nakvasha) - Date 02.06.2021 - 03.06.2021	02.06.2021 - 03.06.2021	02.06.2021 - 03.06.2021	500,000.00	0.0093	4,650.00	150.00	87,523.00	
	5		DSA for KNFP Secretariat staff travel outside of the capital to Mombasa in Coast Region (8 pax x 3 days)	Secretariat Payment Sheet (Mombasa Meeting) - Date 02/11/2021 - 04/11/2021	02/11/2021 - 04/11/2021	02/11/2021 - 04/11/2021	480,000.00	0.0093	4,464.00	336.00	63,059.00	
	6		Car fuel / Hire for local transport of KNFP Secretariat to Regional workshops (2 vehicles x 5 trips)	Receipt No. 33887 - Date 31.05.2021 Receipt No. 6601 - Date 09.07.2021 Receipt no. 7833 - Date 23/09/2021 Receipt no. 7841 - Date 23/08/2021 Car Hire Invoices no. 10246 & 10247 - Date 05/11/2021 & Receipt no. 2840 and no. 2844 Date 10/11/2021	31.05.2021 09.07.2021 23.09.2021 23.08.2021 05.11.2021 & 10.11.2021	31.05.2021 09.07.2021 23.09.2021 23.08.2021 05.11.2021 & 10.11.2021	2,400.00	0.0093	3,162.38	-762.38	59,896.62	
Operating Costs	7		Hire of Conference Facilities ( Hall, Lunch, Tea/coffee/Snacks, Equipments) } 3D pax x 2 days	Nakvasha Country Hotel Invoice No. 29391 Payment Receipt No. 24569	29391 - Date 02.06.2021 - 03.06.2021	02.06.2021 - 03.06.2021	2,700.00	0.0093	2,301.75	398.25	57,594.87	
	8		Participants Accommodation (22 pax x 2 days)(Nakvasha)	Participants Payment Sheet (Nakvasha) Date 02.06.2021 - 03.06.2021	02.06.2021 - 03.06.2021	02.06.2021 - 03.06.2021	2,860.00	0.0093	2,659.80	200.20	54,935.07	
	9		Participants Meals (22 pax x 2 days)	Participants Payment Sheet (Nakvasha) Date 02.06.2021 - 03.06.2021	02.06.2021 - 03.06.2021	02.06.2021 - 03.06.2021	880.00	0.0093	818.40	61.60	54,116.67	
	10		Participants Transport Allowance	Participants Payment Sheet (Nakvasha) Date 02.06.2021 - 03.06.2021	02.06.2021 - 03.06.2021	02.06.2021 - 03.06.2021	880.00	0.0093	818.40	61.60	53,298.27	
	11		Purchase of Hand sanitizers (100ml bottles)	JOSCO Enterprises Receipt No. 329 - Date 03.06.2021	329 - Date 03.06.2021	03.06.2021	250.00	0.0093	209.35	40.75	53,089.02	
	12		Purchase of Face Masks	JOSCO Enterprises Receipt No. 329 - Date 03.06.2021	329 - Date 03.06.2021	03.06.2021	255.00	0.0093	233.20	31.80	52,855.82	
	13		Printing of workshop materials	JOSCO Enterprises Receipt No. 329 - Date 03.06.2021	329 - Date 03.06.2021	03.06.2021	585.00	0.0093	539.40	45.60	52,376.42	
	14		Participants accommodation (42 pax x 2 days)(Kiumu City)	Kiumu Meeting Participants payment sheet - Date 03/11/2021	03/11/2021	03/11/2021	5,460.00	0.0093	5,077.80	382.20	47,248.62	
	15		Participants meals (42 pax x 2 days)	Kiumu Meeting Participants payment sheet - Date 03/11/2021	03/11/2021	03/11/2021	1,680.00	0.0093	1,562.40	117.60	45,686.22	
	16		Hire of Conference Facilities ( Hall, Lunch, Tea/coffee/Snacks, Equipments) } (50 pax x 2 days)	The Vic Hotel Invoice no. 146630 - Date 04/11/2021 and Receipt no. 33153 - Date 04/11/2021	146630 - Date 04/11/2021 33153 - Date 04/11/2021	04/11/2021 - 04/11/2021	4,500.00	0.0093	4,650.00	-150.00	41,056.22	
	17		Participants Transport Allowance	Kiumu Meeting Participants payment sheet - Date 03/11/2021	03/11/2021	03/11/2021	1,680.00	0.0093	1,562.40	117.60	39,473.82	
	18		Purchase of Hand sanitizers (100ml bottles)	Rawe General Supplies Invoice no. 4059 - Date 29/10/2021 Receipt no. 7384 - Date 03/11/2021	4059 - Date 29/10/2021 7384 - Date 03/11/2021	29/10/2021 - 03/11/2021	250.00	0.0093	283.23	-31.23	39,193.59	
	19		Purchase of Face Masks	Rawe General Supplies Invoice no. 4059 - Date 29/10/2021 Receipt no. 7384 - Date 03/11/2021	4059 - Date 29/10/2021 7384 - Date 03/11/2021	29/10/2021 - 03/11/2021	300.00	0.0093	327.73	-27.73	38,865.86	
	20		Printing of workshop materials	Dailyco Printing systems Invoice no. 5885 - Date 29/10/2021 Receipt no. 6003 - Date 1/11/2021	5885 - Date 29/10/2021 6003 - Date 1/11/2021	29/10/2021 - 1/11/2021	650.00	0.0093	898.10	-248.10	37,966.76	
	21		Participants accommodation (42 pax x 2 days)(Nakuru Town)	Participants Payment Sheet (Nakuru) - Date 08.07.2021 - 09.07.2021	08.07.2021 - 09.07.2021	08.07.2021 - 09.07.2021	5,460.00	0.0093	5,077.80	382.20	32,888.96	
	22		Participants meals (42 pax x 2 days)	Participants Payment Sheet (Nakuru) - Date 08.07.2021 - 09.07.2021	08.07.2021 - 09.07.2021	08.07.2021 - 09.07.2021	1,680.00	0.0093	1,562.40	117.60	31,376.56	
	23		Hire of Conference Facilities ( Hall, Lunch, Tea/coffee/Snacks, Equipments) } (50 pax x 2 days)	BONTANA HOTEL Invoice No. 1222091 - Date 09.07.2021 CBA Cheque No. 000237 - Date 12.07.2021	1222091 - Date 09.07.2021 000237 - Date 12.07.2021	09.07.2021 - 12.07.2021	4,500.00	0.0093	3,162.00	1,338.00	28,164.56	
	24		Participants Transport Allowance	Participants Payment Sheet (Nakuru) - Date 08.07.2021 - 09.07.2021	08.07.2021 - 09.07.2021	08.07.2021 - 09.07.2021	1,680.00	0.0093	1,562.40	117.60	26,602.16	

25	Purchase of Hand sanitizers (100ml Bottles)	JOSCO Enterprises Receipt No. 662 - Date 03/07/2021	350.00	22,510.00	0.0093	209.30	40.70	26,392.86
26	Purchase of Face Masks	JOSCO Enterprises Receipt No. 662 - Date 03/07/2021	300.00	24,000.00	0.0093	223.20	76.80	26,169.86
27	Printing of workshop materials	JOSCO Enterprises Receipt No. 662 - Date 03/07/2021	650.00	58,600.00	0.0093	539.40	110.60	25,630.26
28	Participants accommodation (42 pax x 2 days)(Mombasa City)	Participants Payment sheet(Mombasa) - Date 03/11/2021	5,460.00	546,000.00	0.0093	5,077.80	382.20	20,552.46
29	Participants meals (42 pax x 2 days)	Participants Payment sheet(Mombasa) - Date 03/11/2021	1,680.00	168,000.00	0.0093	1,562.40	117.60	18,990.06
30	Hire of Conference Facilities (Hall, Lunch, Tea/coffee/Snacks, Equipment) (150 pax x 2 days)	Pride Inn Hotel Invoice no. 17901 - Date 04/11/2021, Receipt No. 0821 - Date 04/11/2021	4,500.00	520,000.00	0.0093	4,836.00	-336.00	14,154.06
31	Purchase of Hand sanitizers (100ml Bottles)	Rawe General Supplies Invoice no. 4059 - Date 28/10/2021 Receipt no. 7384 - Date 02/11/2021	250.00	30,240.00	0.0093	281.23	-31.23	13,872.83
32	Purchase of Face Masks	Rawe General Supplies Invoice no. 4059 - Date 28/10/2021, Receipt no. 7384 - Date 02/11/2021	300.00	35,240.00	0.0093	327.73	-27.73	13,545.10
33	Participants Transport Allowance	Participants Payment sheet(Mombasa) - Date 03/11/2021	1,680.00	168,000.00	0.0093	1,562.40	117.60	11,982.70
34	Printing of workshop materials	Dunisco Printing systems Invoice no. 5885 - Date 29/10/2021, Receipt no. 6002 - Date 2/11/2021	650.00	96,570.00	0.0093	898.10	-248.10	11,084.60
35	Hire of Conference Facilities (Hall, Lunch, Tea/coffee/Snacks, Equipment) (150 pax x 2 days)(Nairobi City)	SWISS LEMANA MOUNT HOTEL Invoice - Date 26.08.2021 Receipt no.s 0014856; 0012785.	4,500.00	350,000.00	0.0093	3,255.00	1,245.00	7,829.60
36	Printing of workshop materials	SONI ENTERPRISES INVOICE No. 2541 - Date 20/08/2021	650.00	65,000.00	0.0093	604.50	45.50	7,225.10
37	Purchase of Hand sanitizers (100ml Bottles)	SONI ENTERPRISES INVOICE No. 2541 - Date 20/08/2021	250.00	25,000.00	0.0093	232.50	17.50	6,992.60
38	Purchase of Face Masks	SONI ENTERPRISES INVOICE No. 2541 - Date 20/08/2021	300.00	30,000.00	0.0093	279.00	21.00	6,713.60
39	Participants Transport Allowance	Participants Transport Allowance Payment Sheet - Date 28.08.2021 - 28.09.2021	1,680.00	200,000.00	0.0093	1,860.00	-180.00	4,853.60
40								4,853.60
41								4,853.60
42								4,853.60
43								4,853.60
44								4,853.60
45								4,853.60
46								4,853.60
47								4,853.60
			82,150.00	9,038,650.00		84,059.40	5,290.60	

Signature: 

Date: 29/12/2021

Date: 02/02/22

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MR. S. J. D. ADWA  
 HEAD: ATT SEC.

**RECONCILIATION**  
**KENYA-ATT.VTF.G2020.007KEN**  
**2020**

Description	Total budget	Actual spend (Interim Report)	Actual spend (Final Report)	Actual spend (Total)	Balance of budget available	Balance of funds received	% of over- or under-spend
	USD	USD	USD	USD	USD	USD	
<b>Personnel costs</b>							
Hire of consultants ( 2 consultants x 3 months)	8400	7812	0	7812	588	81101	93%
<b>Travel costs</b>							
DSA for KNFP Secretariat staff travel outside of the capital to Kisumu in Nyanza Region	4800	4464	0	4464	336	76637	93%
DSA for KNFP Secretariat staff travel outside of the capital to Naivasha in Rift Valley Region	4800	0	4464	4464	336	72173	93%
DSA for KNFP Secretariat travel outside of the capital to Naivasha in Rift Valley Region	4800	4650	0	4650	150	67523	97%
DSA for KNFP Secretariat staff travel outside of the capital to Mombasa in Coast Region	4800	0	4464	4464	336	63059	93%
Car fuel / Hire for local transport of KNFP Secretariat to Regional workshops ( 2 vehicles x 5 trips)	2400	1331	1831	3162	-762	59897	132%
<b>Operating Costs</b>							
Hire of Conference Facilities ( Hall, Lunch, Tea/co	2700	2302	0	2302	398	57595	85%
Participants Accommodation (22 pax x 2 days)(Naivasha)	2860	2660	0	2660	200	54935	93%
Participants Meals (22 pax x 2 days)	880	818	0	818	62	54117	93%
Participants Transport Allowance	880	818	0	818	62	53298	93%
Purchase of Hand sanitizers (100ml Bottles)	250	209	0	209	41	53089	84%
Purchase of Face Masks	255	223	0	223	32	52866	88%
Printing of workshop materials	585	539	0	539	46	52326	92%
Participants accommodation (42 pax x 2 days)(Kisumu City)	5460	0	5078	5078	382	47249	93%
Participants meals (42 pax x 2 days)	1680	0	1562	1562	118	45686	93%
Hire of Conference Facilities ( Hall, Lunch, Tea/co	4500	0	4650	4650	-150	41036	103%
Participants Transport Allowance	1680	0	1562	1562	118	39474	93%
Purchase of Hand sanitizers (100ml Bottles)	250	0	281	281	-31	39193	112%
Purchase of Face Masks	300	0	328	328	-28	38865	109%
Printing of workshop materials	650	0	898	898	-248	37967	138%
Participants accommodation (42 pax x 2 days)(Nakuru Town)	5460	5078	0	5078	382	32889	93%
Participants meals (42 pax x 2 days)	1680	1562	0	1562	118	31327	93%
Hire of Conference Facilities ( Hall, Lunch, Tea/coffee/Snacks, Equipment ) (50 pax x 2 days)	4500	3162	0	3162	1338	28165	70%
Participants Transport Allowance	1680	1562	0	1562	118	26602	93%
Purchase of Hand sanitizers (100ml Bottles)	250	209	0	209	41	26393	84%
Purchase of Face Masks	300	223	0	223	77	26170	74%
Printing of workshop materials	650	539	0	539	111	25630	83%
Participants accommodation (42 pax x 2 days)(Mombasa City)	5460	0	5078	5078	382	20552	93%
Participants meals (42 pax x 2 days)	1680	0	1562	1562	118	18990	93%
Hire of Conference Facilities ( Hall, Lunch, Tea/co	4500	0	4836	4836	-336	14154	107%
Purchase of Hand sanitizers (100ml Bottles)	250	0	281	281	-31	13873	112%
Purchase of Face Masks	300	0	328	328	-28	13545	109%
Participants Transport Allowance	1680	0	1562	1562	118	11983	93%
Printing of workshop materials	650	0	898	898	-248	11085	138%
Hire of Conference Facilities ( Hall, Lunch, Tea/coffee/Snacks, Equipment ) (50 pax x 2 days)(Nairobi City)	4500	0	3255	3255	1245	7830	72%
Printing of workshop materials	650	0	605	605	46	7225	93%
Purchase of Hand sanitizers (100ml Bottles)	250	0	233	233	18	6993	93%
Purchase of Face Masks	300	0	279	279	21	6714	93%
Participants Transport Allowance	1680	0	1860	1860	-180	4854	111%

Total Direct Costs	89350	38164	45895	84059	5291	94%
Total Indirect Support Costs - 7%	6255			5884		94%
<b>Total</b>	<b>95605</b>			<b>89944</b>		<b>94%</b>

Amount of 1st installment	47,803
Amount of 2nd installment	41,110
Amount of 3rd installment	1,031
Balance owing to VTF	

CONFIRMED:

AMOS KATANA



OFFICE OF THE PRESIDENT  
 Kenya National Foundation on  
 Small Arms & Light Weapons  
 P. O. Box 30510-00100  
 NAIROBI