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UNITED NATIONS INDUSTRIAL
DEVELOPMENT ORGANIZATION

ENGLISH

UNITED NATIONS DEVELOPMENT PROGRAMME
(SPECIAL FUND)

Plan of Operation

Country: Kenya

Title of
Project: Industrial Survey and Promotion Centre

We regret that some of the pages in the microfiche copy of this report may not be up to the proper legibility standards, even though the best possible copy was used for preparing the master fiche.

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Country: Kenya

Title of Project: Industrial Survey and Promotion Centre Number of Project

SUMMARY DATA

Government Co-operating Agency: Ministry of Commerce and Industry

Participating and Executing Agency: United Nations Industrial Development Organization

Government Contributions:

In kind (Appendix II.A) Kenya Pound 942,000
(currency)

In kind (Appendix II.B) _____
(currency)

Towards local costs Equivalent of 63,900
US\$

UNDP Contribution (Appendix III) Equivalent of 517,200
US\$

Duration of Project

Two years - May 1970 - April 1972

PREAMBLE

For the purpose of executing the project named above, to be undertaken by the Government of Kenya (hereinafter referred to as the "Government"), in co-operation with the United Nations Development Programme (Special Fund) (hereinafter referred to as the "UNDP"), for which the United Nations Industrial Development Organization shall act as Participating and Executing Agency (hereinafter referred to as the "Executing Agency"), this Plan of Operation shall be the Plan of Operation provided for in Article I, Paragraph 2, of the Agreement signed on 1 October 1964 by the Government and the United Nations Special Fund. Three copies of this Plan of Operation have been signed.

I. OBJECTIVES OF THE PROJECT

Paragraph
I. 1

The purpose of the project is to establish within the Ministry of Commerce and Industry the Industrial Survey and Promotion Centre.

In so doing, the parties hereto are providing the facilities and service required to plan, organise and promote the industrial development of Kenya.

Initially, the Centre will implement as fully as possible the recommendations made by the United Nations Industrial Development Organization Industrial Survey Mission to Kenya, as approved by the Government.

Specific functions of the Centre are:-

- (a) to maintain currently an Index of Industrial Enterprises; to collate and analyze all available statistical and other information required for industrial development purposes;
- (b) to identify new prospects for industrial investment, and elaborate them in sufficient detail to interest potential investors;
- (c) to assist in the promotion of selected industries which can be soundly established by making contact with prospective investors or by assisting governmental or other organizations directly concerned;
- (d) to study and develop programmes to stimulate the expansion of existing industries, particularly in relation to rural development and regional diversification of industry;
- (e) to initiate plans for the development of new industries of appropriate technology in rural areas of the country, and to aid in designing, organizing, financing and promoting such industries;

(f) review periodically the industrial sections of the Development Plan, and recommend to the Ministry of Commerce and Industry such modifications as may be necessary in view of changing economic conditions, relations with the East African Community, and other outside factors,

(g) to study industrial policies relating to incentives, protection, export development, and legislation affecting industrial development, and recommend appropriate action by the Government;

(h) to provide training for Kenyan personnel assigned to the project in the techniques of industrial surveys, the processing of data for industrial development purposes, and the formulation and promotion of industrial projects.

II. SPECIAL OBLIGATIONS OF THE GOVERNMENT

Paragraph
II. 1

The special obligations of the Government described below are of particular importance to the attainment of project objectives, and continued UNDP participation in the project shall depend on the timely fulfilment of those obligations.

Paragraph
II. 2

The Government shall make such changes in existing laws and regulations as may be necessary to enable the Centre to obtain statistical and other data required for the fulfilment of the functions of the Centre as prescribed in Paragraph I. 1.

III. ORGANIZATION OF THE PROJECT

A. General Responsibilities

Paragraph
III. 1

The Government, the UNDP and the Executing Agency shall jointly be responsible for the execution of the project and the realization of its objectives as described in Article I above.

Paragraph III. 2 The Government shall provide to the project the national project personnel, training facilities, land, buildings, equipment and other required services and facilities. It will designate the Government Co-operating Agency named in the Summary Data (Page 1 of this document), which will be hereinafter referred to as the "Co-operating Agency" and which will be directly responsible for the implementation of the Government contribution to the project.

Paragraph III. 3 The UNDP undertakes to complement and supplement the Government participation and will provide through the Executing Agency, the required expert services, training equipment and other services within the funds available to the project.

Paragraph III. 4 Upon commencement of the project the Executing Agency shall assume primary responsibility for the project execution. However, that primary responsibility shall be exercised after consultation and in agreement with the Co-operating Agency. Arrangement shall be concluded thereafter, as expressed in the Work Plan (Appendix I), for a progressive transfer of the primary responsibility to the Government or to an entity designated by the Government.

Paragraph III. 5 Part of the Government's participation may take the form of a cash contribution to UNDP. In such case, the Executing Agency will provide the related services and facilities and will account annually to the UNDP and to the Government for the expenditure incurred.

B. Participation of the Government.

Paragraph III. 6 The Government shall provide to the project the services, equipment and facilities in the quantities and at the times specified in the Work Plan (Appendix I) of this Plan of Operation. Budgetary provision - either in kind or in cash - for the Government's participation so specified is set forth in the Project Budgets for the Government contribution (Appendix II.A and II.B).

**Paragraph
III.7**

The Co-operating Agency shall in consultation with the Executing Agency assign a Project Co-Manager to the Project on a full-time basis. He shall carry out such responsibilities in the project as are assigned to him by the Co-operating Agency.

**Paragraph
III.8**

The estimated cost of items included in the Government contribution, as detailed in Appendix II of this Plan of Operation, are based on the best information available at the time of drafting this Plan of Operation. It is understood that price fluctuations during the period of execution of the project may necessitate an adjustment of said contribution in monetary terms; the latter shall at all times be determined by the value of the services, equipment and facilities required for the proper execution of the project.

**Paragraph
III.9**

Within the given number of man-months of personnel services described in the Work Plan (Appendix I, part D) minor adjustments of individual assignments of project personnel provided by the Government may be made by the Government in consultation with the Executing Agency, if this is found to be in the best interests of the project.

**Paragraph
III.10**

The Government shall continue to pay the local salaries and appropriate allowances of national project personnel during the period of their absence from the project while on UNDP fellowships.

**Paragraph
III.11**

The Government shall provide for remission of any customs duties and other charges related to the clearance of project equipment, its transportation, handling, storage and related expenses within the country. It shall be responsible for the safe custody of the equipment, its installation and maintenance, insurance and replacement, if necessary, after delivery to the project site.

- Paragraph
III. 12 The Government shall make available to the project - subject to existing security provisions - any published and unpublished statistics reports, maps, records and other data which are considered necessary to the implementation of the project.
- Paragraph
III. 13 The Government shall assist all project personnel, in finding suitable housing accommodation at reasonable rents.
- Paragraph
III. 14 The services and facilities specified in the Work Plan (Appendix I) which are to be provided to the project by the Government by means of a contribution in cash are set forth in the Project Budget (Appendix II.B). Payment of this amount shall be made in local currency to the UNDP in accordance with the Schedule of Payments by the Government (Appendix IV).
- Paragraph
III. 15 As a contribution towards the local costs of the project, the Government shall pay to the UNDP the local currency equivalent of the amounts indicated in the Schedule of Payments by the Government (Appendix IV). This contribution shall be deemed to fulfil the Government's obligations to pay for the items specified in Article V, paragraph 1 (a) to (d) of the Agreement referred to in the Preamble to this Plan of Operation, excepting the cost of transportation within the country for project supplies and equipment, which remains a direct Government obligation under Appendix II of this Plan of Operation.
- The total of this contribution listed in US dollars shall represent approximately fifteen per cent of the total estimated cost to the UNDP of foreign project personnel, including the cost of foreign personnel of sub-contractors.
- Paragraph
III. 16 Payment of the above-mentioned contributions to the UNDP on or before the dates specified in the Schedule of Payments by the Government (Appendix IV) is a prerequisite to commencement or continuation of project operations.

C. Participation of the UNDP and of the Executing Agency

Paragraph III. 17 The UNDP shall provide to the project through the Executing Agency the services, equipment and facilities described in the Work Plan (Appendix I) of this Plan of Operation. Budgetary provision for the UNDP contribution so specified is set forth in the Project Budget for the UNDP contribution (Appendix III).

Paragraph III. 18 The Executing Agency, in consultation with the Government shall assign a Project Manager who under the direction of the Executing Agency will be responsible in the country for the Executing Agency's participation in the project. The Project Manager shall supervise the experts and other agency personnel assigned to the project, and the local training of national project personnel. He shall be responsible for the control of all equipment provided to the project from UNDP funds.

Paragraph III. 19 The Executing Agency, in consultation with the Government, shall assign experts and other personnel to the project as provided for in the Work Plan (Appendix I); select candidates for fellowships and determine standards for the training of national project personnel.

Paragraph III. 20 If it is considered to be in the best interest of the project the Executing Agency, in consultation with the Government may make minor adjustments within:

- (a) the number of man-months of expert services described in the Work Plan (Appendix I);
- (b) the number of man-months of fellowships described in the Work Plan (Appendix I);
- (c) the provision for material, equipment and supplies from UNDP resources.

Paragraph III. 21 Fellowships shall be administered in accordance with the Fellowships regulations of the Executing Agency.

Paragraph III. 22 The Executing Agency may, in consultation with the Government, execute part or all of the project by sub-contract. The selection of sub-contractors shall be made, after consultation with the Government, in accordance with the Executing Agency's procedures.

Paragraph III.23 All material, equipment and supplies which are purchased from UNDP resources will be used exclusively for the execution of the project, and will remain the property of the UNLP in whose name it is held by the Executing Agency. Equipment supplied by the UNDP shall be marked with the insignia of the UNDP and of the Executing Agency.

Paragraph III. 24. Arrangements may be made, if necessary, for a temporary transfer of custody of equipment, to local authorities during the lifetime of the project, without prejudice to the final transfer.

Paragraph III. 25 Prior to completion of UNDP assistance to the project, the Government, the UNDP and the Executing Agency shall consult as to the disposition of all project equipment provided by the UNDP. Title to such equipment shall normally be transferred to the Government, or to an entity nominated by the Government, when it is required for continued operation of the project or for activities following directly therefrom. The UNDP may, however, at its discretion retain title to part or all of such equipment.

Paragraph III.26 At an agreed time after the completion of UNDP assistance to the project, the Government and the UNDP and/or the Executing Agency shall review the activities continuing from or consequent of the project with a view to evaluating its results.

D. Facilities, Privileges and Immunities

(a) UNDP and Executing Agency personnel

Paragraph III. 27 In accordance with the agreement concluded by UNDP and the Government, referred to in the Preamble to this Plan of Operation, the personnel of UNDP and of the Executing Agency and of any other United Nations organization associated with this project, shall

be accorded facilities, privileges and immunities specified in the said Agreement.

(h) Sub-Contractors and their personnel

Paragraph III. 28 The Executing Agency's contractors and their personnel (except Government nationals employed locally) shall

- a. Be immune from legal process in respect of all acts performed by them in their official capacity in the execution of the project;
- b. Be immune from national service obligations;
- c. Be immune together with their spouses and relatives dependent on them from immigration restrictions,
- d. Be accorded the privilege of bringing into the country reasonable amounts of foreign currency for the purpose of the project or for personal use of such personnel and of withdrawing any such amounts brought into the country, or, in accordance with the relevant foreign exchange regulations, such amounts as may be earned therein by such personnel in the execution of the project,
- e. Be accorded together with their spouses and relatives dependent on them the same repatriation facilities in the event of international crises as diplomatic envoys.

Paragraph III. 29 All personnel of the Executing Agency's contractors shall enjoy inviolability for all papers and documents relating to the project.

Paragraph III. 30 The Government shall either exempt from, or bear the cost of, any taxes, duties, fees or levies it may impose on any foreign firm or organization which may be retained by the Executing Agency, and on the foreign personnel of any such firm or organization in respect of;

- a. The salaries or wages earned by such personnel in the execution of the project;
- b. Any equipment, materials and supplies brought into the country for the purposes of the project or which, after having been brought into the country, may be subsequently withdrawn therefrom;
- c. Any substantial quantities of equipment, materials and supplies obtained locally for the execution of the project, such as,

for example, petrol and spare parts for the operation and maintenance of equipment mentioned under b. above, with the provision that the types and approximate quantities to be exempted and relevant procedures to be followed, shall be agreed upon with the Government and, as appropriate, recorded in the Work Plan (Appendix I); and

d. As in the case of concessions currently granted to UNDP and Executing Agency personnel, any property brought, including one privately owned automobile per employee, by the firm or organization or its personnel for their personal use or consumption or which, after having been brought into the country, may subsequently be withdrawn therefrom upon departure of such personnel.

Paragraph III. 31 The privileges and immunities to which such firm or organization and its personnel may be entitled, referred to in the paragraphs above, may be waived by the Executing Agency where, in its opinion or in the opinion of the UNDP, the immunity would impede the course of justice and it can be waived without prejudice to the successful completion of the project or to the interest of the UNDP or the Executing Agency.

Paragraph III. 32 The Executing Agency shall provide the Government through the Resident Representative with the list of personnel to whom the privileges and immunities enumerated above shall apply.

IV. REPORTS

Paragraph IV.1 In the course of project operations, the Executing Agency shall submit reports on particular components and/or subject areas of the project, to the Government and UNDP, where specific provision for such reports is included in the Work Plan (Appendix I).

Paragraph IV.2 Where exceptional or unforeseen circumstances during project operations so warrant, the Government or the Executing Agency may be requested by the other parties to the Plan of Operation to provide them with a report on the subject.

Paragraph IV. 3 The Government and the Executing Agency shall, at the end of each calendar year, submit to the UNDP a joint certified inventory of project equipment purchased from the UNDP contribution and for which title remains with the UNDP.

Paragraph IV.4 Upon completion of project field work, the Executing Agency will submit a terminal statement assessing project results, and setting forth its conclusions and recommendations. The UNDP will transmit this statement and its own views thereon to the Government for appropriate follow-up action.

Paragraph IV.5 The Government shall, within three months of receiving the Executing Agency's terminal statement, communicate its views to UNDP on project results and shall indicate the steps envisaged or under way to implement the recommendations arising from the project.

V. REVIEW AND REVISION OF THE PLAN OF OPERATION

Paragraph V.1 The Government, UNDP and the Executing Agency may make joint decisions at any time during the normal course of project operations which affect the Work Plan or Project Budgets and agree to modifications required in the Plan of Operation, provided they are within the scope and intent of the project.

Paragraph V.2 Where so indicated in the Work Plan and without prejudice to any other periodic reviews, the Government, the UNDP and the Executing Agency shall undertake a mid-project review of the Plan of Operation for the following purposes:

- a. To review the design and objectives of the project in order to ensure their continuing efficacy and if necessary to agree on modifications thereof;
- b. To assess progress towards the attainment of project objectives.
- c. To identify problem areas, if any, impeding the execution of the project with a view to joint agreement on indicated solutions; and

d. To agree on revisions, as necessary, of the Work Plan and Project Budgets.

Paragraph V. 3 All agreed modifications to either the text or the Appendices shall be reflected in Adjustments or Amendments to this Plan of Operation which shall be prepared by the Executing Agency.

SIGNATURES

Agreed, on behalf of the Parties, by the undersigned:

Signature

On behalf of:

Date

Government

Participating and Executing Agency

United Nations Development
Programme

Country: KENYA

Title of Project: Industrial Survey and Promotion Centre

PLAN OF OPERATION

APPENDICES

APPENDIX I

WORK PLAN

A. DESCRIPTION OF PAMJAT (cont.)

Promotion Centre, for which UNDP (Special Fund) assistance is requested.

Paragraph 1.1 Specific objectives of this Centre are described in Article 1.

Paragraph 1.2 The Industrial Survey and Promotion Centre shall be established within the Ministry of Commerce and Industry as an integral part of its line organization. It will perform the functions ascribed to the Development Division in conformity with the general policies and procedures of the Ministry.

Direction of the internal organization and operations of the Centre shall be the responsibility of the Project Manager, appointed by the UNDP and approved by the Government, until a qualified Co-Director is employed and trained to assume the responsibility of managing the Centre as its Director.

The Project Manager shall have continuing responsibility for the organization and supervision of the international, appointed experts, and he shall have the authority necessary to ensure their efficient and effective performance.

The activities of the Centre shall be advisory with respect to the preparation of statistical, economic and other studies bearing on the affairs of the Ministry generally. The Centre shall exercise executive authority on behalf of the Ministry to initiate and implement industrial surveys, and to negotiate specific industrial projects to the point prior to final decision by the Government.

The Centre shall collaborate with the Divisions of the Ministry in determining the incentives and protection, if any, to be accorded new industrial enterprises, and in the case of foreign investors, their eligibility under the Foreign Investment Protection Act.

The Centre shall also collaborate with the Industrial and Commercial Development Corporation and the Development Finance Corporation of Kenya, as well as other lending institutions, in promoting investments in new and expanding industries, particularly industries which will locate in rural areas or the Kenya Industrial Estates.

The Centre shall seek the advice and assistance of other Ministries, public and private entities concerned with industrial development in the interest in enlarging the scope and effectiveness of its work.

Paragraph 1.3

An essential part of the project will be the training of national counterparts. The local Co-Director will be trained to assume the full responsibility of managing the Centre as the Director. Other training of the national staff will be effected through working closely on the project with the experts, and through fellowships.

APPENDIX I (continued)

B. SCHEDULE OF OPERATIONS

Paragraph 1.7 The Executing Agency shall commence execution of the project upon receipt of written authorization from the UNDP.

Paragraph 1.8 Field operations of the project are planned to commence on 1 May 1970 and to continue until approximately 30 April 1972.

Paragraph 1.9 May - August 1970

Upon arrival on duty a UNIDO Consultant will establish working relations with the Ministry of Commerce and Industry with regard to the recruitment of Kenyan counterparts, and office personnel. Office space and equipment, library and other facilities, will be arranged for.

It is expected that all international staff except short-term consultants will be selected by the end of July 1970, and their appointments approved by the Government and UNDP.

Based on the findings of the UNIDO SIS Survey Mission team, identification of specific projects for which short term consultants shall be needed, should be begun and job descriptions should be completed by the end of this period. Implementation of pre-investment studies will proceed as circumstances permit.

Studies will be initiated to assist the Government in establishing closer co-operation among Partner States at technical levels.

Paragraph 1.10 August - October 1970

It is expected that during this period all professional staff, UNIDO and Kenya nationals will be recruited and on the job.

Statistical analyses prepared by UNIDO headquarters staff which utilize available data (1967) for industrial development purposes and policy determination will be submitted for the consideration of the staff of the Centre and interested agencies of the government.

Recommendations will also be offered in regard to certain additional statistics which will be required by the Centre in the future for the proper development of industrial programming and planning activities.

Recommendations will be prepared and submitted to the government intended to strengthen existing procedure for evaluating and appraising new industrial projects submitted to the government for approval from the standpoint of their national economic profitability.

Survey activities will be initiated looking to greater utilization and expansion of existing industries. Regional Advisers should participate in this survey with the object of effective extension of industrial activities into rural areas. By the end of this quarter, they should be able to recommend possible SIS or IPTA projects.

A selection of industries for investment promotion should be made in consultation with the Government of Kenya during this period.

Paragraph 1.11 November 1970 - January 1971

A study of the incentives and the institutional organization required to induce more rapid expansion of exports of manufactured products will be initiated.

A study will be started in this period of the economic effects of protective tariffs with particular reference to tariffs on materials and equipment used in manufacturing.

By the end of this period, completed studies of new industrial projects will be submitted to the government for review, to determine their order of priority and the need, if any, for further UNIDO assistance.

Paragraph 1.12 February - June 1971

It is anticipated that the major part of the resources of the Centre will be used to continue industrial surveys, feasibility studies and promotional activities to interest potential investors in new industrial prospects.

In June 1971, an arrangement will be made for a UNDP/UNIDO mission to survey the Centre's activities, and related technical assistance projects. The same team is expected to complete the draft of the application for the extension of this Special Fund project in collaboration with the Government. Selections for the fellowship should be completed by this time.

APPENDIX I (Continued)
G. SPECIAL PROVISIONS

Not applicable

APPENDIX I (Continued)

D. PROJECT HAWKING TABLE

	Man months of service				
	Total Man - months	1970	1971	1972	1973
1. Project Personnel to be provided by the Government					
(a) <u>Professional Staff:</u>					
Co-Director	24	6	12	6	
Senior Officers (industrial engineer, industrial economist, regional adviser)	96	24	48	24	
Junior Officers (industrial engineer, industrial economist, regional adviser)	96	24	48	24	
(b) <u>Other Staff</u>					
Administration Officer	24	6	12	6	
Clerk	24	6	12	6	
Stenographers	48	12	24	12	
Typists	48	12	24	12	
Other office staff	48	12	24	12	
TOTAL	408	102	204	102	

APPENDIX I (Continued)

D. PROJECT MANNING WASILU (Continued)

	Man-months of service					
	Total	1970	1971	1972	19	19
2. To be provided by the UNDP						
<u>Experts</u>						
Project Manager (Industrial Economist)	24	3	12	9		
Industrial Economist	24	4	12	8		
Marketing Specialist	24	4	12	8		
Industrial Engineer	24	4	12	8		
Financial Management	24	4	12	8		
Rural Development Officers	48	8	24	16		
Short term consultants	30	12	15	3		
TOTAL	198	39	99	60		

APPENDIX I (Continued)

E. TRAINING OF PROJECT PERSONNEL

	Man-months of Fellowships			
	1970	1971	19	19
Total				
Man - months	1970	1971	19	19
Industrial Engineer	1/6	-	6	
Industrial Economist	1/6	-	6	
Total man-months	2/12	-	12	

1. FELLOWSHIPS

Industrial Engineer
Industrial Economist

Total man-months

2. Other training facilities

(a) To be provided by the Government

(b) To be provided by the UNDP

none

none

APPENDIX I (Continued)

F. LAND, BUILDINGS AND EQUIPMENT

	To be provided	
	Month	Year
1. Land and Buildings Adequate Office space	July	1970
2. Equipment to be provided by the Government (Major items and categories - for detail see Page 35) Office furniture and equipment (details to be worked out by Project Manager)	July	1970

APPENDIX I (Continued)

F. LAND, BUILDINGS AND EQUIPMENT (Continued)

To be provided

Month	Year
July	1970
May - December	1970
January - December	1970
January - April	1972

3. Equipment to be provided by the UMDP
 (Major items and categories - for detail see Page 38)
 Motor Vehicles (2)
 Books and Periodicals

APPENDIX I (Continued)

G. SUB-CONTRACTS

Period of Sub-contract	
From	To
Month 19	Month 19

1. To be provided by the Government
(Major elements of each sub-contract)

Not applicable

2. To be provided by the UNDP
(Major elements of each sub-contract)

Not applicable

APPENDIX I (Continued)

E. MISCELLANEOUS

	Total	1970	1971	1972
1. To be provided by the Government (in Kenyan Shillings)				
Local transport and handling of equipment				
Import and customs clearance				
Transport handling, storage and related expenses		20,000	10,000	10,000
Insurance after delivery to the project site	40,000			
Postal and communications expenses.				
Maintenance and operation of vehicles				
Stationery				
Travel expenses	120,000	30,000	60,000	30,000
Other contingencies	<u>70,000</u>	<u>17,500</u>	<u>35,000</u>	<u>17,500</u>
Total	230,000	67,500	105,000	57,500
2. To be provided by the UNDP (in US \$)				
Miscellaneous expenses	25,500	10,000	10,000	5,500
Including secretarial assistance				

APPENDIX I (Continued)

I. REPORTS

Periodic reports

1. Monthly quantitative reports to UNDP noting deliveries of project components in comparison with planned deliveries.
2. Semi-annual performance report to government and UNDP.
 - (a) Project operations compared with plan
 - (b) Obstacles to the development of the project
 - (c) Unforeseen factors affecting the viability of the project and phasing of operations
 - (d) Significant results of project activities
 - (e) Analysis of resources in relation to new and changing requirements
3. Terminal report (four months prior to conclusion)
 - (a) Interpretation of the significance of technical/economic findings and conclusions placed in broad socio-economic context.
 - (b) Opinion of the development potential resulting from policy changes, financial situation, new industries resulting from pre-investment studies, feasibility studies
 - (c) Recommendations as to the follow-up action specifying priorities and phasing. Details of magnitude of resources required to develop potentials, and other requirements such as legislation, new financing, organizational and institutional changes.
4. Annual inventory of project equipment bought by UNDP.

Ad hoc Reports

Component or subject area reports (technical)
Economic studies and studies of policy questions
Management decisions regarding orientation of the
project
Evaluation of project development
Significant results of immediate value to the government
Any other reports required by the government.

APPENDIX II

PROJECT BUDGET - GOVERNMENT CONTRIBUTION

(In Kenyan shillings)
currency

(Government financial year begins July 1 and ends June 30)

	Estimated cash disbursements	
	1970	1971
A. <u>Government Contribution in Kind</u>		
1. Project personnel	142,500	285,000
2. Training	-	25,000
3. Land, Buildings and Equipment	50,500	46,000
4. Sub-contracts	67,500	105,000
5. Miscellaneous		57,500
	942,000	461,000
TOTAL GOVERNMENT CONTRIBUTION IN KIND	260,500	220,500

APPENDIX III

PROJECT BUDGET - UNDP CONTRIBUTION

(In US Dollars)

Estimated cash disbursements

	Total		
	Project costs 1970	1971	1972
1. Experts and other Staff	425,700	83,850	212,850
2. Training			129,000
3. Equipment	12,000	8,000	1,000
4. Sub-contracts			3,000
5. Miscellaneous	25,500	10,000	10,000
			5,500
TOTAL PROJECT COSTS	463,200	101,850	223,850
6. Executing Agency Overhead Costs	51,000	15,000	26,000
7. UNDP Direct costs	3,000		3,000
			10,000
UNDP CONTRIBUTIONS	517,200	116,850	252,850
			147,500

APPENDIX IV

SCHEDULE OF PAYMENTS BY GOVERNMENT

Instalment Due	Government Contribution in cash	Contribution towards local costs
1. On signature of Plan of Operation	_____	_____
	(currency)	Equivalent ^{1/} of US : <u>23,200</u>
2. On 1 January 1971	_____	<u>20,000</u>
3. On 1 January 1972	_____	<u>20,000</u>
4. On	_____	_____
5. On	_____	<u>63,200</u>
6. On	_____	=====

Total contribution Due _____
(currency)

The above payments shall be deposited to the credit of the UNDP contribution account

with Barclays Bank DCO in P.O. Box 30116, Nairobi
(name of Bank) (name of City)

^{1/} The amount payable in local currency in each instalment is determined on the basis of the United Nations operating rate of exchange in effect at the date the payment falls due or at the date payment is made, whichever is later.

Country:

Title of Project:

WORKSHEET

**GOVERNMENT CONTRIBUTION
(In Kenyan Shillings)**

(currency)

(Government's financial year begins 1 July and ends 30 June)

	Total man- months	Total project costs	Estimated cash disbursement									
			m/m	1970	m/m	1971	m/m	1972	m/m	19	m/m	19
1. <u>Project Personnel</u>												
a. Professional Staff												
Co-Director	24	76,800	6	19,200	12	38,400	6	19,200				
Senior Officers: (Industrial Engineers, Industrial Economists, Regional Adviser)	96	192,000	24	48,000	48	96,000	24	48,000				
Junior Officers: (Industrial Engineers, Industrial Economist, Regional Adviser)	96	163,200	24	40,800	48	81,600	24	40,800				
<u>Sub-Total</u>	216	432,000	54	108,000	108	216,000	54	108,000				

WORKSHEET - GOVERNMENT CONTRIBUTION (Continued)

	Total man-months	Total project costs	Estimated cash disbursement							
			m/m	1970	m/m	1971	m/m	1972	m/m	1973
b. Other staff										
Administrative Officer	24	30,000	6	7500	12	15,000	6	7500		
Clerk	24	18,000	6	4500	12	9,000	6	4500		
Stenographers	48	35,000	12	8750	24	17,500	12	3750		
Typists	48	35,000	12	8750	24	17,500	12	8750		
Other office staff	48	20,000	12	5000	24	10,000	12	5000		
Sub-Total	192	138,000	48	34500	96	69,000	48	34500		
TOTAL	408	570,000	102	142500	204	285,000	102	142500		

WORKSHEET - GOVERNMENT CONTRIBUTION (Continued)

	Total plan- months	Total project costs	m/m	1970	m/m	1971	m/m	1972
2. Training								
Industrial Engineers	6	12,500		-	6	12,500		
Industrial Economist	6	12,500		-	6	12,500		
Total	12	25,000		-	12	25,000		
3. Equipment and Supplies (including Land and Buildings)								
Office furniture and Equipment		35,000		30,000		5,000		
Postal and communications Maintenance and Operation of vehicles		40,000		10,000		20,000		10,000
Stationery		30,000		7,500		15,000		7,500
		12,000		3,000		6,000		3,000
Total		117,000		50,500		46,000		20,500

WORKSHEET - GOVERNMENT CONTRIBUTION (Continued)

Estimated disbursement

	1970	1971	1972	19
Total project costs				

4. Sub-contracts

Not applicable

Total

5. Miscellaneous

Import and customs
Local transport and
handling of equipment
Insurance

Travel expenses
Office space

Total

40,000	20,000	10,000	10,000
120,000	30,000	60,000	30,000
70,000	17,500	35,000	17,500
230,000	67,500	105,000	57,500

Total GOVERNMENT
Contribution

242,000	260,500	461,000	220,500
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Country: Kenya

Title of Project: Industrial Survey
and Promotion Centre

WORKSHEET

UNDP CONTRIBUTION
(In US DOLLARS)

	Total man- months	Total project costs	Estimated cash disbursement							
			m/m	1970	m/m	1971	m/m	1972	m/m	19
1. EXPERTS										
Project Manager	24	51,600	3	6450	12	25,800	9	19,350		
Industrial Economist	24	51,600	4	8600	12	25,800	8	17,200		
Marketing Specialist	24	51,600	4	8600	12	25,800	8	17,200		
Industrial Engineer	24	51,600	4	8600	12	25,800	8	17,200		
Financial Management	24	51,600	4	8600	12	25,800	8	17,200		
Regional Advisers	48	103,200	8	17200	24	51,600	16	34,400		
Short-term Consultants	30	64,500	12	25800	15	32,250	3	6,450		
Sub-totals:	198	425,700	32	83850	99	212,950	60	129,000		

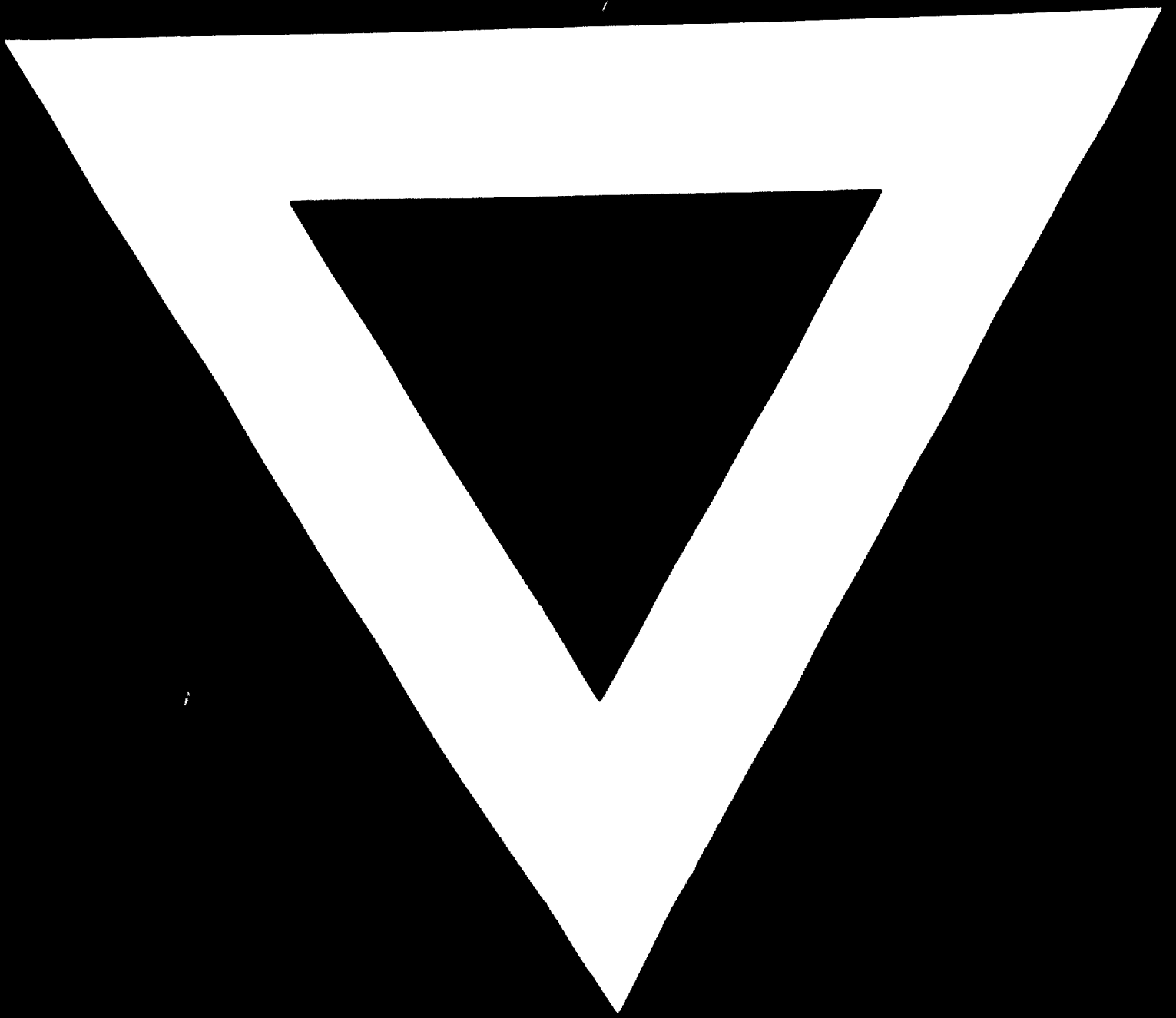
WORKSHEET - UNDP CONTRIBUTION (Continued)

	Total man- months	Total project costs	Estimated cash disbursement					
			m/m	1970	m/m	1971	m/m	1972
2. Training								
			Not applicable					Not applicable
Total								
3. Equipment								
Vehicles		6,000		6,000			-	
Books and periodicals		3,000		2,000		1,000		
Reporting costs		3,000						3,000
Total		12,000		8,000		1,000		3,000

WORKSHEET - UNLF CONTRIBUTION (Continued)

	Estimated cash disbursement		
	1970	1971	1972
Total			
project costs	1970	1971	1972
			19
4. Sub-contracts			
Not applicable			
Total			
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5. Miscellaneous local operating costs Including Secretarial assistance	10,000	10,000	5,500
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Total project costs	101,850	223,850	137,500
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6. Executing Agency Overhead Costs	15,000	26,000	10,000
7. UNDP Direct Costs	-	3,000	
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Total UNDP Contribution	116,850	252,850	147,500
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