**Disability Inclusive Electoral Processes**

**Accessibility and Inclusion Audit Tools**

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1. INTRODUCTION

**Participation of persons with disabilities in electoral processes**

Democratic elections provide an opportunity for citizens to put in place the governments and representatives of their choice. The ultimate hope for citizens in this process is that the representatives elected propagate laws and policies to alleviate their situation. This makes elections particularly important for traditionally marginalized groups, such as persons with disabilities. While one of the key tenets of democratic elections is equal opportunity to exercise the right to vote and be elected, persons with disabilities continue to be excluded from this process.

The right to political participation for persons with disabilities is protected in regional and international human rights instruments such as the Convention on the Rights of Persons with Disabilities that Kenya is a signatory to, as well as the Kenyan constitution. This notwithstanding, the participation of persons with disabilities in the Kenyan electoral processes, both as voters and candidates, has indeed been on the decline. The number of representatives vying for elected office who openly identified as a person with a disability declined during the 2017 general election, in comparison to the 2013 elections. Currently, several county assemblies have no members with disabilities, despite the clear provision for disability quotas in the constitution. This situation has been attributed to a number of factors including stigma and discrimination against persons with disabilities, inaccessibility of electoral processes and materials, undemocratic party processes, and electoral violence, among others.

Persons with disabilities and Organizations of Persons with Disabilities (OPDs) can play a key role in changing the current situation through concerted advocacy initiatives to mitigate the challenges identified above. For persons with disabilities and their organizations to effectively undertake this kind of advocacy, collection of information on the participation of persons with disabilities through the process of election observation is an important tool.

**Legal framework for political participation of persons with disabilities in Kenya**

***The Convention on the Rights of Persons with Disabilities (CRPD)***

With Kenya being a signatory to the CRPD, the government is obligated to ensure the full participation of persons with disabilities in political and public life on an equal basis with others including the right and opportunity to vote and be elected. The government is obligated to take measures including; i) Ensuring that voting procedures, facilities and materials are appropriate, accessible and easy to understand and use; ii) Protecting right to vote by secret ballot in elections and public referendums without intimidation, to stand for elections and to effectively hold office and perform all public functions at all levels of government; iii) Facilitating the use of assistive and new technologies; iv) Guaranteeing the free expression of the will of persons with disabilities as electors, where necessary, at their request, allowing assistance in voting by a person of their own choice.

***The Constitution of Kenya***

One of the principles of Kenya's electoral system is fair representation of persons with disabilities. The constitution provides for progressive implementation of the principle that at least five percent of the members of the public in elective and appointive bodies are persons with disabilities. It further provides for affirmative action quotas for persons with disabilities in the national assembly, senate and county assemblies. The constitution obligates the state to develop laws to promote representation of marginalized groups including persons with disabilities, in elective bodies.

***Elections Act***

The Independent Electoral and Boundaries Commission (IEBC or the Commission) is required to put in place appropriate infrastructure including special voting booths, and have in each polling station such officers as the Commission considers necessary to facilitate voting. Out of the eight candidates for marginalized groups party lists to county assemblies, at least two of them shall be persons with disabilities. Further, party lists shall prioritize persons with disabilities, youth, and any other candidate representing marginalized groups.

***Political Parties Act***

The Political Parties Act requires: i) party membership to reflect regional and ethnic diversity, gender balance and representation of minorities and marginalized groups; ii) composition of governing bodies to reflect regional and ethnic diversity, gender balance and representation of minorities and marginalized groups; iii) parties to respect the right of all persons to participate in the political process including youth, minorities and marginalized groups; iv) political parties funding – 30% to go towards promoting the participation of marginalized groups.

**The development of the tools**

The development of these tools was the initiative of the Nairobi Disability Caucus, a loose network of disability and human rights organizations at national level that came together to undertake advocacy around shared priorities, with support from the National Democratic Institute.The members of the Nairobi Disability caucus are: Action Network for the Disabled (ANDY), Albinism Society of Kenya (ASK), Andy Speaks 4 Special Needs Persons Africa, Coalition on Violence Against Women (COVAW), Crystal Asige, Differently Talented Society of Kenya (DTSK), Kenya Association of the Intellectually Handicapped (KAIH), Kenya Human Rights Commission (KHRC), Kenya National Commission on Human Rights (KNCHR), Kenya Network of Cancer Organizations (KENCO), Kenya Society for the Blind (KSB), Kenyan Paraplegic Organization (KPO), Mzalendo Trust, National Gender and Equality Commission (NGEC), Northern Nomadic Disabled Persons Organization (NONDO), Siasa Place, Sight of Relief, United Disabled Persons of Kenya (UDPK), Women Challenged to Challenge (WCC), Society of Professionals with Visual Disabilities (SOPVID), Black Albinism, Hon. Mary Mwami Ariviza, MCA - Nairobi City County Assembly, Consortium of Disabled Organizations in Kenya (CPDOC), and Kenya Disability Parliamentary Association(KEDIPA)

With support from NDI, the organizations held several meetings to identify the focus of the election audit and engaged a consultant to develop the necessary audit tools. Follow up meetings were held to review and test the tools as well as train members on the use of the tools. The tool is open for use by organizations and individuals with interest in disability and electoral matters, by extracting information, changing or editing without need for permission.

1. **DISABILITY ACCESSIBILITY AND INCLUSION AUDIT OF ELECTORAL PROCESSES**

Election observation is the purposeful gathering of information regarding electoral processes including voter registration, party nominations, campaigns, and election day processes, with the aim of making informed judgments about the process on the basis of the information collected. Election observation plays a key role in ensuring integrity of elections by promoting accountability among government and political actors as well as mitigating conflicts. Election observation is particularly useful for OPDs in gathering information on the participation of voters and candidates with disabilities in the processes. Through observing the electoral processes, organizations can collect data that would be useful in holding actors in the elections accountable to the laws, as well as developing policies to advance more inclusive and transparent electoral processes. For persons with disabilities, election observation can:

* Enable timely action to address any violations or potential violations of the rights of persons with disabilities.
* Provide a basis for analysis of the levels of participation of persons with disabilities in electoral processes and make recommendations for improvements.

**Objective of a disability inclusion audit:**

* To provide an independent objective opinion of the electoral processes in regards to their inclusivity and accessibility to voters and aspirants/candidates with disabilities.
* To build and nurture citizen confidence in the electoral process.
* To Advocate for inclusion persons with disabilities using data/information.
* Develop recommendations to improve the participation of people with disabilities in future elections.

**Electoral Processes that Can be Observed**

**Electoral reforms**

The audit of electoral reform processes establishes the extent to which electoral laws promote and protect the political rights of persons with disabilities, as well as the gaps in the legal framework. It can also provide an assessment on the extent to which efforts to reform the laws before elections strengthen the political rights of persons with disabilities.

**Voter Registration**

Audit of the voter registration processes focuses on accessibility of registration centres and the areas leading to the centres; availability of registration materials in accessible formats such as braille, and large print; the responsiveness of voter registration technology to the needs of persons with disabilities; accessibility of voter education and mobilization campaigns for voter registration; violence and insecurity that may hinder participation of persons with disabilities from participating; levels participation of the persons with disabilities as voter registration officers and as registrants; and the extent to which the voter register is disaggregated by disability status.

**Voter Education**

The audit of voter education processes involves an assessment of accessibility and inclusivity of voter education offered by different stakeholders such as IEBC, CSOs/FBOs and local media. The focus is on accessibility of venues and the roads leading to the voter education events; accessibility of voter education materials; use of inclusive language in voter education materials; integration of political rights of PWDs in voter education curriculum; and the level of participation of the persons with disabilities in voter education as receivers of the education and voter educators.

**Pre-Election Campaigns:**

The pre-election campaign audit focuses on the availability of voter education programs to the general public, and the extent to which these programs are accessible to persons with disabilities in terms of accessibility of materials and venues, as well as the use of inclusive language in the curriculum. The audit also focuses on political campaigns activities by political parties and candidates, to establish among other things; the accessibility of political party campaign events for both voters and candidates with disabilities; use of derogatory terms to against voters or aspirnts/candidates with disabilities; violence and insecurity that may disavatage voters and aspirants/candidates wtih disabiltiies; harassment and intimidation, cyberbullying, violent attacks, sexual harassment; and closing of campaign space for persons with disabilities.

**Political Party Primaries and party lists processes**

Audit of political parties primaries focuses on availability of polling officials and security officers; accessibility of polling stations/venues; layout of the polling stations; accessibility of polling materials; adherence to election day processes and procedures; violence inside and outside polling stations that may disadvantage voters and aspirants with disabilities; and use of derogatory words, threats and intimidation against candidates with disabilities; The audit also focuses on the extent to which parties meet the disability quotas in the development of party lists.

**Election Day**

On election day, the observers observe accessibility and inclusion of the election day processes such as opening and setup of polling stations, the voting and counting processes, as well as results announcement. They observe accessibility of polling stations and voting materials, the level of participation of voters and candidates with disabilities, violence that may deter voters and aspirants with disabilities from participating in election day processes, and representation of persons with disabilities as election staff, observers/monitors, and voters. The process would also look at the level of representation of persons with disabilities in elective bodies following the elections.

**3. METHODS OF ELECTION OBSERVATION**

During observation, the observer groups deploy different types of observation methodologies, depending on the main observational objective of the group. There are two main observational methodologies used i.e systematic observation, and crowdsourcing observation, both of which have their own merits and demerits.

**I) Systematic/Specific Observation:** In systematic observation, observer groups recruit, train and deploy highly trained and skilled observers to observe the electoral processes, using standardized forms for different electoral processes described above. Emphasis is placed on collection of accurate unbiased data, analysis and communication of the observation data to enable informed decisions. Reporting the observation information from the field can utilize different methodologies listed below:

**Manual/ Paper** - This involves printing of observation tools/checklists, and distributing them to the observers in paper form. The observers only need a pen and a printed checklist to fill in their observational findings.

Advantages

* There is no requirement for electric power for gadgets or network signal to enable the filling in or retrieving information
* No technological know how is required since there is no technology in use
* Cyber security risk is reduced

Disadvantages

* Speed- it takes time to move the information on manual checklists from the field observer to the data centre using courier methods.
* Expensive - it requires printers, toners and papers to print. Additionally, it requires a number of data entry clerks to enter the information from the paper forms into the computer software that will be used for analysis.
* Space - paper requires more space to store.

1. **Short Messaging Service (SMS) :** This uses a normal short messaging service, which only requires telephone signal and mobile phone talk time to send the information through to the data centre. Organizations may opt to use normal SMS or use more cloud based platforms such as the Telerivet messaging system.

Advantages

* Speed - with a click of a button the observational information will be received in the data centre. It does not need courier services to move around.
* Device - it requires just a simple phone that can be used to write and send an SMS.

Disadvantages

* Cost - the observers phone will require SMS bundles or airtime to send their observational reports.
* Strenuous - the SMS’s will require data entry clerks to feed the information into computer software for analysis. In addition, it is tedious for observers to write SMS in their phones depending on the type of phone.
* The phones - Phones would require to be charged regularly, and therefore, lack of electricity connection in some far flung areas or power outages are likely to lead to delayed reporting by observers. Loss of phones by observers may also lead to delays in reporting.

1. **Smartphone Application:** These are applications that have been developed for use in reporting through use of smartphones, laptops or desktop computers. They only require organizations to customize them to suit their needs. These applications include; Google Forms, Kobo Collect, or ODK.

*Advantages*

* Speed - They are easy to use and the responses reflect immediately to a cloud. They do not require data entry and hence are less prone to data entry errors.
* Analysis - the cloud platform can be customized to develop analysis as responses are recorded.
* Updates - the data collection tools can be updated (rewording or adding/deleting some questions) with little ease which would update on the gadgets with the observers seamlessly.

*Disadvantages*

* Data bundles/ internet - They require mobile internet or WiFi to connect to the applications.
* Gadgets - gadgets required such as smartphones, laptops, tablets, ipads may not be readily available with many observers.
* Security - the information is prone to cyber hacking

In order to identify the method to use, OPDs should consider the advantages and disadvantages outlined above, as well as the finances and technical/IT capabilities available within the organization or network/coalition. The organization can also choose to use a mixed reporting system approach (more than one platform). The main objective being to make it easy for the observers to report. A complex reporting system may discourage the observers from reporting.

**II) Crowdsourcing:** This methodology involves harnessing the information from the public (the crowd) who share their experiences in the electoral space. Through this methodology, observer groups can get larger amounts of information from different parts of the country with little or no cost implications. The individuals that volunteer to provide information do not need prior training as observers as they report on their experience. Observer groups can use any of the reporting platforms described above. The challenge with this methodology is that it is difficult to verify the accuracy of the information provided by volunteers.

**III) Secondary data collection :** This method entails collecting information from secondary sources such as electronic and print media, laws and regulations developed, as well as reports and documents from IEBC such as voter register reports, candidates lists, party lists, and lists of elected members among others. This can help in the collection of information that field observers may not be able to collect such as the inclusiveness of the legal framework and voter register data, the extent to which parties meet the disability quotas, and the overall representation of persons with disabilities in elective bodies after elections. Analysis of observation reports from other domestic and international observers would also be useful in enriching information collected by OPDs.

**4. OBSERVER DEPLOYMENT**

**Mapping DPOs and Collaboration**

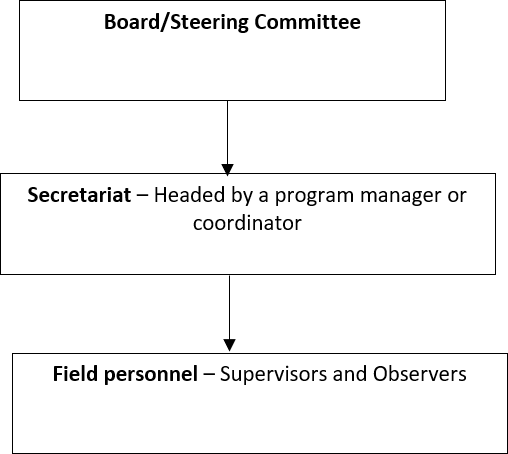
Before commencement of any election observation effort by individual organizations and a network of organizations, it is important to undertake a mapping of the other organizations that may be engaged in the same effort in order to identify opportunities for collaboration and building of synergies. While organizations can undertake election observation individually, there is great value in engaging in the process as a coalition or network of organizations. It reduces duplication, and has the potential to increase coverage of election observation in the entire country if electoral areas and polling stations are shared among networking organizations. It can also consolidate and put to effective use available resources within the different organizations including financial, technical and human resources. In case of formation of a coalition for election observation, participating organizations should exhaustively discuss and agree on modalities of collaboration, including the structure of the observation effort and the role of each organization in the effort.

**Observational Structure**

The observation structure is largely dependent on whether election observation is being undertaken by individual organizations or a coalition of organizations. It is also dependent on the resources available for the observation effort. For an individual organization, the topmost structure would be decision makers within the organization including executive director and board members, who would be responsible for giving strategic direction and guidance. Below them would be a team of technical staff to plan and implement the election observation strategy as guided by the topmost decision-making organs. The team of technical staff should be headed by a coordinator who is responsible for leading the effort and reporting to the decision makers. Below the technical team would be the observers, and depending on coverage and number of observers, an organization can decide on whether the observers would report to the technical team directly, or to regional coordinators/supervisors to coordinate the work of election observations in regions.

Election observation through a coalition or network of organizations would take the same format, save for the fact that the topmost decision-making organ should comprise the leadership of all participating organizations. One of the key decisions that coalitions have to make is on the host organization, the structure of observation and how each of the participating groups will participate. The decision on the host organization is informed by various factors including experience of the organization, election observation and managing of coalitions, and resources, including human, financial and technical resources.

For top management of the project, the coalition may create a board or a steering committee that would be in charge of all the affairs of the coalition for strategic direction and outreach needs. Then below the board, the main secretariat can be headed by a project manager in charge of day to day running of the secretariat. On the field side, depending on the number of observers to deploy, the coalition may choose to use supervisors who would then be in charge of quality control of the observers. In each process of filling in vacant positions in the management and leadership, the OPDs in the coalition assign their members to participate. The chart below is a sample deployment plan.



**Deployment Plan**

Systematic observation can only happen with a systematic deployment methodology. There are four types of observation deployment methodologies that are used by different groups.

**i)Convenience :** The observers are deployed to observe at the most convenient place for them, which is mostly within or near their residence. This could mean observing the polling station processes at the polling where they vote.

**ii)Targeted :** Observers are deployed to specific areas dictated by a number of factors. For example an organization may choose to deploy observers in areas where they have presence. OPDs may choose to deploy observers only in the areas where there are PWD candidates contesting. Others may choose to deploy observers in areas where there is potential for violence.

**iii)Proportional** - observers are deployed based on the number of polling stations so that more observers are deployed in areas with more polling stations.

**iv)Sample** - A careful random sample is drawn by a statistician or the data analyst and the observers are deployed to those sampled polling stations.

Selection of deployment methodologies is determined by the resources and technical expertise available to an organization or a coalition/network.

**Observers Training**

To ensure quality data from election observation efforts, organizations must invest in training of observers on their roles and responsibilities, particularly on how to use the checklist to collect and submit their observational findings. Well organized and detailed training provides a foundation for observers knowledge. Organizations should start by developing a training curriculum that would be used for training, and develop a training plan or schedule. Each training should target a small group of participants (between 25-30) to enhance its effectiveness. Great focus should be placed on training observers to understand and fill out the checklists developed, and providing reference materials/manuals for the observers to refer to after the training. Where organizations are deploying a large number of observers, efforts should be put in training high quality master trainers to conduct cascade training for the observers.

**5. DATA ANALYSIS AND REPORTING**

The success and efficacy of any election observation operation depends on the ability to collect and process accurately, and in a timely manner, a volume of information and findings from field observers. There are different activities and processes that occur in regards to data management:

**Developing an observer database** – for systematic observation, it would be of great benefit for organizations to compile a list of all information about field observers with their bio data such as name, ID number, education backgrounds and the area deployed. This makes it easy to identify those who report and those who do not.

**Selecting a Reporting Platform**- the organizations should select for use a reporting platform described in section 3 above, taking into consideration the cost of implementing it and expertise available.

**Creating a data protocol** – This is a document that outlines how organizations would handle their data, once received from observers. The document gives clear roles, and answers questions such as who will hold what information and at what stage, and who will speak to the media and other electoral stakeholders. There are different processes including data entry by data entry clerks, data analysis by your data analyst, and report development by the communications officer. These roles can be played by different people, or some roles can be merged and done by one person, depending on the organization's resources.

**Data Entry** – This is the process of entering data from your observation forms into electronic files. In the case of manual reporting systems (paper or SMS), data entry clerks will be needed to help transcribe/ enter data into software such as Google Sheets and Forms or Microsoft Excel. Organizations would need to invest in recruitment and training of data entry clerks to ensure quality data entry processes.

**Data analysis** –This is the process of inspecting, cleaning, detecting patterns and developing explanations to your data. The process checks the completeness of the information sent in, finding out any patterns that may appear in the data. Data analysis can be set up in the transcribing software such as Google Sheets or Microsoft Excel. Analyzing large amounts of data in a short time is very strenuous, and it is therefore important to develop an analysis system through your software, prior to deployment of observers. To enhance credibility of reports from data analysis, organizations should invest resources in getting requisite technical capacity in form of recruitment of qualified data analysts or training already existing staff.

**Reports and Statement** - The statements are the tools that organizations use to communicate their observation findings to the country and stakeholders. An organization or a coalition can choose to release statements at regular intervals within the electoral period, or release one statement at the end of the elections, depending on the objectives of the election observation. For credibility of statements and reports, organizations should ensure that the findings are accurate, objective and verifiable. Organizations should also ensure they clearly indicate the scope of observation correctly so that the readers can understand what area was covered. With this in mind, organizations should invest in staff that have some basic knowledge in analysis to help with developing reports and statements. The communication outreach should also be planned well in advance of sharing the information.

**6.0 THE TOOLS FOR OBSERVATION**

**6.1: Systematic Observation Data Collection Tools.**

Understanding and Completing the Pre-Election Campaign Accessibility Audit

The observers should deploy to areas where they currently reside. For the choices in these questions; Yes, Witnessed (1) indicates that the observer was present when the activity or incident happened, Yes, Heard of (2) indicates that the observer was informed of the activity and can verify that the activity or incident took place. Always verify the information that has been reported to you by secondary sources. This will help reduce the incidents of fake news and misinformation. As an organization, you should plan on the reporting intervals from weekly, bi-weekly, monthly or even quarterly depending on the time to the election day. The closer the election day, the more frequent the reporting as this is when there are a lot of activities.

🕿 **Section A – Voter Education and Electoral Preparedness**

| **AD** | Did you attend or hear about any voter education activities by IEBC voter education facilitators? | Yes, Attended (1) | Yes, Heard About (2) | No (3) |
| --- | --- | --- | --- | --- |

| **AE** | Have you attended or heard about voter education by IEBC on the use of accessibility materials in elections, such as tactile ballots, magnifying glasses, luminous lights, etc? | Yes, Attended (1) | Yes, Heard About (2) | No (3) |
| --- | --- | --- | --- | --- |

| **AF** | Have you witnessed or heard of any other voter education targeted at persons with disabilities by IEBC? | Yes, Witnessed (1) | Yes, Heard of (2) | No (3) |
| --- | --- | --- | --- | --- |

| **AG** | Have you witnessed or heard of the participation of persons with disabilities in voter education activities as voter education facilitators? | Yes, Witnessed (1) | Yes, Heard of (2) | No (3) |
| --- | --- | --- | --- | --- |

| **AH** | Have you witnessed or heard of any voter education by any CSOs/FBOs targeted at persons with disabilities? | Yes, Witnessed (1) | Yes, Heard of (2) | No (3) |
| --- | --- | --- | --- | --- |

| **AJ** | Have you witnessed or heard of persons with disabilities attending voter education activities in your area? | Yes, Witnessed (1) | Yes, Heard of (2) | No (3) |
| --- | --- | --- | --- | --- |

| **AK** | Have you witnessed or heard of the presence of assistive devices, such as sign language interpreters, during voter education activities? | Yes, Witnessed (1) | Yes, Heard of (2) | No (3) |
| --- | --- | --- | --- | --- |

| **AM** | Have you witnessed or heard of any airing of voter education on voter information in the media using sign language? | Yes, Witnessed (1) | Yes, Heard of (2) | No (3) |
| --- | --- | --- | --- | --- |

| **AN** | Have you witnessed or heard of distribution of voter education material in accessible formats (e.g. braille, large print, easy to read language, infographics) for persons with disabilities? | Yes, Witnessed (1) | Yes, Heard of (2) | No (3) |
| --- | --- | --- | --- | --- |

🕿 Section B: Campaign Processes and Conduct

| **BD** | Have you witnessed or heard of any candidate with disability or their agent's activity/meeting prevented or stopped (not because of COVID-19 measures)? *(If yes, please complete a critical incident form)* | Yes, Witnessed (1) ⚑ | Yes, Heard of (2) ⚑ | No (3) |
| --- | --- | --- | --- | --- |

| **BE** | Have you witnessed or heard any person with disabilities (candidate, party member, voter) prevented from attending a political party activity/meeting? *(if yes, please complete a critical incident form)* | Yes, Witnessed (1) ⚑ | Yes, Heard of (2) ⚑ | No (3) |
| --- | --- | --- | --- | --- |

| **BF** | Have you witnessed or heard of any women with disabilities participating in political activities/campaigns? | Yes, Witnessed (1) | Yes, Heard of (2) | No (3) |
| --- | --- | --- | --- | --- |

| **BG** | Have you witnessed or heard of any youth with disabilities participating in political activities/campaigns? | Yes, Witnessed (1) | Yes, Heard of (2) | No (3) |
| --- | --- | --- | --- | --- |

| **BH** | Have you witnessed or heard of any campaign messages/ materials negatively targeting persons with disabilities? (*If yes, please complete a critical incident form)* | Yes, Witnessed (1) ⚑ | Yes, Heard of (2) ⚑ | No (3) |
| --- | --- | --- | --- | --- |

| **BJ** | Were the venues where the party campaigns were being conducted easily accessible to persons with disabilities? | No campaigns (1) | ,Yes Witnessed (2) | Yes, Heard of (3) | No (4) |
| --- | --- | --- | --- | --- | --- |

| **BK** | Have you witnessed or heard of harassment or intimidation of voters or candidates with disabilities (*If yes, please complete a critical incident form)* | Yes, Witnessed (1) ⚑ | Yes, Heard of (2) ⚑ | No (3) |
| --- | --- | --- | --- | --- |

| **BM** | Have you witnessed or heard of the use of threatening, abusive or insulting language against persons with disabilities as voters or party supporters in your constituency? (*If yes, please complete a critical incident form)* | Yes, Witnessed (1) ⚑ | Yes, Heard of (2) ⚑ | No (3) |
| --- | --- | --- | --- | --- |

| **BN** | Have you witnessed or heard of any physical attacks on persons with disabilities as candidates/party supporters/voters? (*If yes, please complete a critical incident form)* | Yes, Witnessed (1) ⚑ | Yes, Heard of (2) ⚑ | No (3) |
| --- | --- | --- | --- | --- |

| **BP** | Have you witnessed or heard of instances where a party or a candidate used tribal / ethnic / religious / social group / gender pressures to incite violence towards persons with disabilities? (*If the answer is yes, please complete a critical incident form*) | Tribal/ Ethnic  (1) ⚑ | Religious/ Social Group  (2) ⚑ | No (3) |
| --- | --- | --- | --- | --- |

| **BQ** | Have you witnessed or heard of instances of cyber bullying against persons with disabilities as candidates, voters or their agents? (*If the answer is yes, please complete a critical incident form)* | Yes, Witnessed (1) ⚑ | Yes, Heard of (2) ⚑ | No (3) |
| --- | --- | --- | --- | --- |

| **BR** | Have witnessed or heard of any incident where a party supporter or voter who is a person with a disability was sexually assaulted for political motives? (*If the answer is yes, please complete a critical incident form)* | Yes, Witnessed (1) ⚑ | Yes, Heard of (2) ⚑ | No (3) |
| --- | --- | --- | --- | --- |

Understanding and Completing the Political Party Primaries Assessment

This checklist tracks the conduct of the political party primaries taking into consideration the participation of the persons with disabilities. The observer should visit more than one polling station, and if possible for different political parties. Each polling station visit should be reported separately. This tool will be deployed during the conduct of party primaries.

🕿 **Section A** –**Arrival at the Polling Station.** Answer these questions after you arrive at the polling station or the venue where the party primaries will be taking place

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question

| **AD** | Were any party polling officials present at the polling station? | Yes (**1**) | No (**2**) | |
| --- | --- | --- | --- | --- |

| **AE** | Were any security officers present at the polling station? | Yes (**1**) | No (**2**) | |
| --- | --- | --- | --- | --- |

| **AF** | Is the party primary taking place at this venue and date as designated earlier? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

🕿 **Section B** –**Accessibility of Venue.** This section checks whether the venue where party primaries are being conducted is easily accessible to persons with disability.

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question

| **BD** | In what type of location is the party primary taking place? | School  (1) | Town Hall (2) | Church grounds (3) | Chief’s camp/baraza (4) | Others  (5) |
| --- | --- | --- | --- | --- | --- | --- |

| **BE** | Where within this location is the party primary taking place? | Indoors (room, hall)  (1) | Outdoors (field, open grounds)  (2) | Semi Open (corridors)  (3) |
| --- | --- | --- | --- | --- |

| **BF** | Did you encounter any of the following challenges within 100 to 150 metres of the location? | Unpaved road  (1) | Steep incline  (2) | Muddy roads/ flooded (3) | Far from main road  (4) | Far from public transport (5) | Unsafe conditions  (6) | Other  (7) | No obstacles  (8) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| **BG** | Can persons with disabilities independently enter and exit the polling station? | Yes, accessible  (1) | Yes, Somewhat accessible  (2) | Not accessible  (3) |
| --- | --- | --- | --- | --- |

| **BH** | Is there step free access to get inside the polling station? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

🕿 **Section C** **– Inside Polling Station**. This section measures the extent to which the space being used at the Polling Station is accessible for Persons with Disabilities (PWDs).

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question

| **CD** | What is the barrier that makes it difficult for persons with disabilities to enter the Polling Station? | Narrow Corridor  (1) | Steps  (2) | Sand/ Pebbles  (3) | Moveable objects (4) | Other/ Multiple  (5) | None  (6) |
| --- | --- | --- | --- | --- | --- | --- | --- |

| **CE** | Are negotiable ramps and/or handrails available for use by persons with disabilities inside the polling station? | Ramp  (1) | Handrails  (2) | Both  (3) | None  (4) | Not necessary  (5) |
| --- | --- | --- | --- | --- | --- | --- |

| **CF** | Once inside, is the station set-up in a way that a person with disability can move around? | Yes, accessible  (1) | Yes, Somewhat accessible  (2) | Not accessible  (3) |
| --- | --- | --- | --- | --- |

🕿 **Section D** **– Polling Station Materials**. This section focuses on the extent to which persons with disability friendly election materials and voting aides are available at the polling station.

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question. For question DC and DG, Choose option 3 if the polling station did not open by 12 noon.

| **DA** | Were voting materials available in accessible formats *(Check all that apply)*? | Braille  (1) | Large Font  (2) | Easy Read Language  (3) | Audio  (4) | Other (5) | No accessible formats  (6) |
| --- | --- | --- | --- | --- | --- | --- | --- |

| DB | What time did voting start at your polling station?  **(*If “Not Open by 9h00” immediately complete a Critical Incident Form*)** | Before  6h00  (1) | From 6h00 to 6h30  (2) | From 6h31 to 7h00  (3) | From 7h01 to 9h00  (4) | Not Open by 9h00  (5) |
| --- | --- | --- | --- | --- | --- | --- |

| **DC** | Was there ink to mark ballot papers by persons with disabilities who cannot read or write? | Yes  (1) | No  (2) | Not open by 12 noon  (3) |
| --- | --- | --- | --- | --- |

| **DG** | Were the strategic materials present at the polling station? *(These include party members voters register, ballot papers, ballot boxes, indelible ink)* | Yes  (1) | No  (2) | Not open by 12 noon  (3) |
| --- | --- | --- | --- | --- |

🕿 **Section E – VOTING Procedures.** This section focus on PWDs participation in voting at your assigned Polling Station

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question

| **EA** | Is the ballot box accessible for persons with disabilities to independently cast their ballots? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **EB** | Did the party have a provision for assistants to assist any persons with disabilities to cast their ballots? | Yes  (1) | No  (2) | No PWDs  (3) |
| --- | --- | --- | --- | --- |

| **EC** | Were voters with visible disabilities given priority voting at this polling station? | Yes  (1) | No  (2) | No PWDs  (3) |
| --- | --- | --- | --- | --- |

| **EH** | Was there a sign language interpreter or assistive devices (such as magnifiers, ramps or rails) at the polling station? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **EJ** | Was there use of adaptive lighting for persons with low vision at the polling station? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

**Critical Incidents**

| **EK** | At any point did voting stop due to materials running out (getting finished before voting ended)? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **EM** | At any time was anyone (voters, polling officials, party agents or monitors/observers, persons with disabilities) harassed, intimidated or threatened? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **EN** | At any time was there violence at the polling station? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **EP** | At any time was there violence targeted at persons with disabilities at the polling station? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **EQ** | At any point did anyone use derogatory language against a person with a disability (voters, candidates/agents, polling officials) ? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **ER** | Were there claims of any aspiring candidates' names missing from the ballot papers ? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **ES** | Were there claims of any aspiring candidates with disabilities missing on the ballot papers ? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

🕿 **Section F – COUNTING Procedures.** This section focus on PWDs participation in counting at the Polling Station

| FA | Were there any candidates’ agents present for counting? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FB | Was there sufficient light during the counting of the ballot papers? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FC | Was the polling station set up for counting in a way that persons with disabilities could move around easily during the counting process? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FG | Was the height of the tables used for counting easily accessible to persons with disabilities ? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |
| FH | Were there any obstacles that limited the participation of the persons with disabilities to the counting processes? | Yes  (1) | No  (2) |

***Potential Critical Incidents***

| FJ | Were any candidates’ agents or monitors/observers not permitted to observe throughout the counting of ballot papers? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FK | Did anyone attempt to harass, intimidate or threaten party polling officials, candidates’ agents or monitors/observers, persons with disabilities, during the counting of the ballot papers?  ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FM | Did anyone attempt to disrupt the counting of the ballot papers*?* ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FN | Did **all** party agents present agree with the results? ***(If "Some/All Disagreed" immediately complete a Critical Incident form)*** | All Agreed (1) | Some/All Disagreed  (2) | No Other Agents Present (3) |
| --- | --- | --- | --- | --- |

Understanding and Completing the Voter Registration Audit

This checklist tracks voter registration by IEBC taking into consideration the participation of the persons with disabilities. Similarly, the observer should visit the polling station where they are registered and also others which are close to them. Each of the registration centres visited should be reported independently

**Section A** –**Access to registration**. Accessibility is a measure to ensure that persons with Disabilities (PWDs) gain access to the area on an equal basis as with others.

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question

| **AD** | In what type of public space is the station located? | School  (1) | Court  (2) | Town Hall (3) | Church Compound  (4) | Health Centre (5) | Others  (6) |
| --- | --- | --- | --- | --- | --- | --- | --- |

| **AE** | Where within this location is the voter registration taking place? | Indoors (room, hall)  (1) | Outdoors (field, open grounds)  (2) | Semi Open (corridors)  (3) |
| --- | --- | --- | --- | --- |

| **AF** | Did you encounter any of the following challenges within 100 to 150 metres of the location? | Unpaved road  (1) | Steep incline  (2) | Muddy roads/ water (3) | Far from main road  (4) | Far from public transport (5) | Unsafe conditions  (6) | Other  (7) | No obstacles  (8) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

**Section B- Inside Registration Centre/ Polling Station.** Measuring the extent to which the space being used at the station is accessible for Persons with Disabilities (PWDs). Questions BD to BF focus on accessibility at both the entrance and inside of the Station.

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question

| **BD** | Can persons with disabilities independently enter and exit the registration centre? | Yes, accessible  (1) | Yes, Somewhat accessible  (2) | Not accessible  (3) |
| --- | --- | --- | --- | --- |

| **BE** | Once inside, is the centre set-up in a way that a person with disability can move around? | | Yes  (1) | No  (2) |
| --- | --- | --- | --- | --- |

| **BF** | Are negotiable ramps and/or handrails available for use by persons with disabilities inside the polling station? | Ramp  (1) | Handrails  (2) | Both  (3) | None  (4) | Not needed  (5) |
| --- | --- | --- | --- | --- | --- | --- |

**Section C –Accessibility of Materials**. This section focuses on the extent to which PWD friendly election materials and voting aides are available at your Registration/ Polling Station

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question

| **CD** | Were materials available in accessible formats *(Check all that apply)*? | Braille  (1) | Large Font  (2) | Easy Read  (3) | Audio  (4) | Other (5) | No accessible formats  (6) |
| --- | --- | --- | --- | --- | --- | --- | --- |

**Section D –Participation of PWDs**. This section focuses on the participation of the PWDs in the registration processes.

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question

| **DA** | Are there IEBC staff with observable disabilities at the registration centre? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **DB** | Is there a sign language interpreter and other assistive devices (such as adaptive lights, magnifying glasses) at the centre? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **DC** | How many people with observable disabilities came to register? | None  (1) | 1 - 10  (2) | 11 - 20  (3) | More than 20  (4) |
| --- | --- | --- | --- | --- | --- |

| **DG** | Were any persons with observable disabilities who came for registration given priority to register? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

Understanding and Completing the Voter Education Accessibility Audit

This checklist tracks the conduct of voter education taking into consideration the participation of persons with disabilities. The observers should report any voter education activities happening and report each separately. These should be reported whenever an observer attends a voter education meeting. If an observer attends five meetings, he/she should send in five separate reports.

**Section A** –**Accessibility of Venue.** This section checks whether the venue where voter education is being conducted is easily accessible to persons with disability.

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question

| **AD** | In what type of location is voter education taking place? | School  (1) | Town Hall (2) | Church grounds (3) | Chief’s camp/baraza  (4) | Others  (5) |
| --- | --- | --- | --- | --- | --- | --- |

| **AE** | Where within this location is the voter education taking place? | Indoors (room, hall)  (1) | Outdoors (field, open grounds)  (2) | Semi Open (corridors)  (3) |
| --- | --- | --- | --- | --- |

| **AF** | Did you encounter any of the following challenges within 100 to 150 metres of the location? *(check all that apply)* | Unpaved road  (1) | Steep incline  (2) | Muddy roads/flooded (3) | Far from main road  (4) | Far from public transport (5) | Unsafe conditions  (6) | Other  (7) | No obstacles  (8) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

**Section B** –**Accessibility of Materials.** This section checks whether various forms of voter education is easily accessible to persons with disability.

| **BD** | Were voter education materials available in accessible formats *(Check all that apply)*? | Braille  (1) | Large Font  (2) | Easy Read  (3) | Audio  (4) | Other (5) | No accessible formats  (6) |
| --- | --- | --- | --- | --- | --- | --- | --- |

| **BE** | Was voter education targeted at enhancing the participation of persons with disabilities? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **BF** | Have you seen voter education posters about the rights of voters with disabilities? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

**Section C –Participation of PWDs**. This section focuses on the participation of the persons with disabilities in the registration processes.

▶**Answer Questions**: Make a tick (✔) to indicate your answer to each question

| **CD** | Are some of the voter education facilitators persons with observable disabilities? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **CE** | Is there a sign language interpreter or assistive technologies (such as adaptive colors) at the meeting? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **CF** | How many people with observable disabilities attended the meeting? | None  (1) | 1 - 10  (2) | 11 - 20  (3) | More than 20  (4) |
| --- | --- | --- | --- | --- | --- |

Understanding and Completing the Election Day Accessibility Audit

This tool tracks the conduct of election day taking into consideration the participation of persons with disabilities. Use this tool to track your observation and send in the information at designated times. If at any time you have challenges or clarification needed, immediately call your secretariat on mobile numbers provided.

🕿 –1st PART– ARRIVAL – Send this information immediately you arrive at the polling station where you shall be voting. All observers must arrive at their assigned polling station by 05h30 am. This is the time the setup of the polling station will be taking place.

**Step 1** ► **Answer Questions**.

| AD | Had any polling officials arrived at your assigned polling station by 05h30? | I did NOT arrive by 05h30 (1) | Yes (2) | No (3) |
| --- | --- | --- | --- | --- |

| AE | Were you permitted to observe?  **(*If you were not permitted to observe immediately 1) Complete a Critical Incident form, 2) Call your secretariat*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| AF | What time did voting start at your polling station?  **(*If “Not Open by 9h00” immediately complete a Critical Incident Form*)** | Before  6h00  (1) | From 6h00 to 6h30  (2) | From 6h31 to 7h00  (3) | From 7h01 to 9h00  (4) | Not Open by 9h00  (5) |
| --- | --- | --- | --- | --- | --- | --- |

| 🕿 –2nd PART A**CCESS TO POLLING STATION.** Accessibility is a measure to ensure that Persons with Disabilities (PWDs) gain access to the polling station on an equal basis as with other voters. |
| --- |

| **BD** | In what type of location is the polling taking place? | School  (1) | Town Hall (2) | Religious grounds (3) | Chief’s camp/ baraza (4) | Others  (5) |
| --- | --- | --- | --- | --- | --- | --- |

| **BE** | Where within this location is the voting taking place? | Indoors (room, hall)  (1) | Outdoors (field, open grounds)  (2) | Semi Open (corridors)  (3) |
| --- | --- | --- | --- | --- |

| **BF** | Did you encounter any of the following challenges within 100 to 150 metres of the location? (*Check all that apply)* | Unpaved road  (1) | Steep incline  (2) | Muddy roads/ flooded (3) | Far from main road  (4) | Far from public transport (5) | Unsafe conditions  (6) | Other  (7) | No obstacles  (8) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| **BG** | Can persons with disabilities independently enter and exit the polling station? | Yes, fully accessible  (1) | Yes, somewhat accessible  (2) | Not accessible  (3) |
| --- | --- | --- | --- | --- |

| **BH** | Are there abrupt floor level changes such as steps? | Stairs  (1) | Steps  (2) | Both  (3) | Other/Multiple  (4) | None  (5) |
| --- | --- | --- | --- | --- | --- | --- |

| **BJ** | Are ramps and/or handrails available for use by PWDs outside the Polling Station? | Ramp  (1) | Handrails  (2) | Both  (3) | None  (4) |
| --- | --- | --- | --- | --- | --- |

| **BK** | If there is a barrier that makes it difficult for PWDs to access the location where the Polling Station is located, what type is it? | Sand  (1) | Gutter  (2) | Corridor (3) | Other/Multiple  (4) | None  (5) |
| --- | --- | --- | --- | --- | --- | --- |

🕿 – 3rd PART– SETUP– Voting message.

**Answer these questions during setup and when the polling station opens ready for voting.**

**Step 1** ► **Answer Questions**: Make a tick (✔) or write in a number for each question.

| CD | How many people are registered at your Polling Station? |  |  |  |
| --- | --- | --- | --- | --- |

| CE | How many polling officials (including any ushers, but excluding security officers) were assigned to your polling station? |  |
| --- | --- | --- |

| CF | How many polling officials (including ushers, but excluding security officers) at your polling station were **Persons with disabilities**? |  |
| --- | --- | --- |

| CG | Was there a security officer present? | Yes, Female  (1) | Yes, Female PWD (2) | Yes,  Male  (3) | Yes, Male PWD (4) | No  (5) |
| --- | --- | --- | --- | --- | --- | --- |

| CH | Were there any party agents present? | Yes, Female  (1) | Yes, Female PWD (2) | Yes,  Male  (3) | Yes, Male PWD (4) | No  (5) |
| --- | --- | --- | --- | --- | --- | --- |

| CJ | Were there any PWDs observers from CSOs/FBO? *(apart from you*) | Yes, Female  (1) | Yes, Female PWD (2) | Yes,  Male  (3) | Yes, Male PWD (4) | No  (5) |
| --- | --- | --- | --- | --- | --- | --- |

| CK | Did your polling station have Braille assistance templates (for blind voters)? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **🕿 – 4th PART INTERNAL POLLING STATION LAYOUT** Polling Station layout is the extent to which the space being used as the Polling Station is accessible for Persons with Disabilities (PWDs). |
| --- |

| **DA** | Were election day instructions/procedures explained in Sign Language to Persons with Disabilities (PWDs) at this Polling Station? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **DB** | Are election day procedures posted at this polling station easily accessible and legible to Persons with Disabilities (PWDs)? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **DC** | Is it difficult for Persons with Disabilities to enter this Polling Station? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **DG** | Is the Polling Station laid out in such a way that Persons with Disabilities (PWD) can easily participate in voting? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **🕿-5th PART VOTING. Review these questions throughout voting, BUT ONLY ANSWER THEM AFTER VOTING HAS FINISHED** |
| --- |

| EA | Were persons with disabilities allowed to go to the front of the queue and vote? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| EB | Did any **person with a disability** vote at this Polling Station? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| EC | Is the ballot box accessible for **persons with disabilities** to independently cast their vote? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| EG | Were **persons with disabilities** assisted to cast their ballots at this Polling Station? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| EH | Was there sufficient light during the voting processes for **persons with disabilities**? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| EJ | Is the space (width) for the voting booth suitable for **persons with disabilities**? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| EK | Is the height of the ballot box suitable for **persons with disabilities** on wheelchairs? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

***Potential Critical Incidents***

| **EM** | At any time was any person with a disability not allowed to observe voting? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **EN** | At any time was anyone (voters, polling officials, party agents or monitors/observers, persons with disabilities) harassed, intimidated or threatened? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **EP** | At any time were women (voters, polling officials, party representatives or monitors/observers, persons with disabilities) sexually harassed? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| **EQ** | At any time was there violence targeted at persons with disabilities at the polling station? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |
| **ER** | At any time, was any person with a disability not allowed or prevented from voting? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |

🕿 – 6th PART– COUNTING report when counting of ballot papers has finished.

**Review these questions during the counting of the ballot papers, BUT ONLY REPORT THEM AFTER COUNTING OF THE BALLOT PAPERS HAS FINISHED.**

| FA | Were there any party agents present for counting? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FB | Was there sufficient light during the counting of the ballot papers? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FC | Was the polling station set up for counting in a way that persons with disabilities could move around easily? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FG | Was the height of the tables used for counting easily accessible to persons with disabilities ? | Yes  (1) | No  (2) |
| --- | --- | --- | --- |
| FH | Were there any obstacles that limited the participation of the persons with disabilities to the counting processes? | Yes  (1) | No  (2) |

***Potential Critical Incidents***

| FJ | Were any party agents or monitors/observers not permitted to observe throughout the counting of ballot papers? ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FK | Did anyone attempt to harass, intimidate or threaten polling officials, party agents or monitors/observers, persons with disabilities, during the counting of the ballot papers?  ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FM | Did anyone attempt to disrupt the counting of the ballot papers*?* ***(If "Yes", immediately complete a Critical Incident form)*** | Yes  (1) | No  (2) |
| --- | --- | --- | --- |

| FN | Did **all** party agents present agree with the results? ***(If "Some/All Disagreed" immediately complete a Critical Incident form)*** | All Agreed (1) | Some/All Disagreed  (2) | No Other Agents Present (3) |
| --- | --- | --- | --- | --- |

Understanding and Completing the Critical incident Form

A critical incident is a serious problem that undermines peace, stability and public confidence in the election. The observer must use his/her judgment to determine if a problem is a critical incident. The critical incident should be sent if the victim or a perpetrator or both are persons with disability. Every critical incident should be sent separately.

**Step 1 – Answer Questions ZA to ZG**

**Question ZA: Critical Incident Type? –** Tick ONLY one critical incident code (1 to 32) for list:

General Incidents – Pre-Election and Election Day

 **1** Harassment, intimidation, threats to PWD voter educators or DPOs;

 **2** Harassment, intimidation, threats to PWD party supporters or candidates

 **3** Harassment, intimidation, threats to PWD citizens/non-party supporters

 **4** Sexual harassment or assault on PWDs for political motives

 **5** Politically-motivated violence or attack against PWDs

 **6** Spreading false information (misinformation) on electoral processes against the PWDs

 **7** Destruction of campaign materials or property belonging to PWDs

 **8** A party member or supporter using inflammatory/ defamatory/vulgar/offensive/insulting language against PWDs

 **9** Others

**Question ZB: Type of Victim(s) of Incident (if any)? –** Tick ONLY one

 **1** Party member or supporter

 **2** IEBC Official

 **3** Observer

 **4** Journalist

 **5** Security officer/police

 **6** Other

 **7** More than one

 **8** I don’t know

 9None/Not applicable

**Question ZC: Gender of Victim(s) of Incident (if any)? –** Tick ONLY gender type

 **1** Male

 **2** Female

 **3** Both

 **4** I don’t know

 **5** None/Not applicable

**Question ZD: Type of Perpetrator(s)/person(s) responsible for Incident (if any)? –** Tick ONLY one

 **1** Party member or supporter

 **2** IEBC official

 **3** Observer

 **4** Journalist

 **5** Security officer/police

 **6** Other

 **7** More than one

 **8** I don’t know

 **9** None/Not applicable

**Question ZE: Gender of Perpetrator(s)/person(s) responsible for Incident of Incident (if any)? –** Tick ONLY one

 **1** Male

 **2** Female

 **3** Both

 **4** I don’t know

 **5** None/Not applicable

**Question ZF: Were the victim(s) and the perpetrator(s) related to each other (same family)? –** Tick ONLY one

 **1** Yes (same family)

 **2** No (not related)

 **3** I don’t know

 **4** Not applicable

**Question ZG: Did you Witness the Incident? –** Tick ONLY one

 **1** I witnessed this event myself

 **2** I was told about this incident by someone else

**Question ZH: Type of Disability for the victim (if any)? –** Tick ONLY one

 **1** Physical

 **2** Sensory

 **3** Psychosocial

 **4** Intellectual

 **5** Others

 **6** I don’t know

 **7** None/Not applicable

**Question ZJ: Were any security agencies involved? –** Tick ONLY one

 **1** Yes, they were involved

 **2** No known involvement

**6.2. Crowdsourcing Election Observation**

Crowdsourcing observation does not use trained observers. The organizations for Persons with disabilities do not recruit observers but can collect personal experiences from persons with disabilities who have PARTICIPATED in an electoral process. They should share their experiences on voter registration, voter education, party primaries and election day processes (setup and opening, voting and counting, and results announcement). These tools can be used to collect information on experiences rather than observation.

**The Party Primaries Self Assessment**

**Disability Accessibility Audit – Party Primaries Accessibility**

Thank you for volunteering to provide information on your experience on the party primaries processes. This information will go a long way towards assisting the DPOs to have data that can help them lobby for policy changes to make our electoral process more disability-friendly. This tool assesses your experience during the party Primaries.

**Personal Information:**

1. What is your name:………………………………………………………………………………………..
2. What is your county and constituency?..............................................................................................
3. What polling station did you visit?.......................................................................................................
4. Which party did you attend the primary process?...............................................................................
5. What is your type of disability? (optional to provide)  
   A. Physical B. Sensory C. Psychosocial D. Intellectual E. Others………………

**Experience:** Circle most appropriate answer

1. Was the polling station located in an open area that you could easily navigate?   
   Yes No
2. Was the road leading to the polling station easily navigable?  
   Yes No
3. Were there stairs leading to the polling station?  
   Yes No
4. Once inside the polling station, could a person using a wheelchair navigate easily?  
   Yes No
5. Were the voting materials available in accessible formats (eg braille, large fonts, easy to read language)?  
   Yes No
6. Was the ballot box easily accessible to you (e.g. its height and width)?  
   Yes No
7. Was there a sign language interpreter?  
   Yes No
8. Was there a polling official who had a visible disability?  
   Yes No
9. Were you given priority to go to the front of the queue to vote?

Yes No

Additional Comments

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**Voter Education Self-Assessment**

**Disability Accessibility Audit – Voter Education Accessibility**

Thank you for volunteering to provide information on your experience voter education process. This information will go a long way towards assisting the DPOs to have data that can help them lobby for policy changes to make the electoral process more disability-friendly. This tool assesses your experience during the voter registration process.

**Personal Information:**

1. What is your name: ………………………………………………………………………………………
2. What is your county and constituency?.............................................................................................
3. What polling station did you visit?.......................................................................................................
4. What is your type of disability? (optional to provide)  
   A. Physical B. Sensory C. psychosocial D. Intellectual E. Others……………………

**Experience:** Pick the most appropriate answer

1. Was the venue located in an open area that you could easily navigate?   
   Yes No
2. Was the road leading to the venue easily navigable or passable?  
   Yes No
3. Were there stairs leading to the voter education venue?  
   Yes No
4. Were the voter education materials available in accessible formats (eg braille, large fonts, easy to read language)?  
   Yes No
5. Was there a sign language interpreter or assistive technologies?  
   Yes No
6. Was there a voter educator who had a visible disability?  
   Yes No
7. Was voter education targeted at enhancing the participation of persons with disability?

Yes No

1. Do you consider voter education to be sufficient and quality?

Yes No

1. Were there other persons with disabilities in the meeting, apart from you?

Yes No

Additional Comments

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**Voter Registration Self Assessment**

**Disability Accessibility Audit – Voter Registration Accessibility**

Thank you for volunteering to provide information on your experience during the enhanced voter registration process. This information will go a long way towards assisting the DPOs to have data that can help them lobby for policy changes to make the electoral process more disability-friendly. This tool assesses your experience during the voter registration process.

**Personal Information:**

1. What is your name: ………………………………………………………………………………………
2. What is your county and constituency?.............................................................................................
3. What polling station did you visit?.......................................................................................................
4. What is your type of disability? (optional to provide)  
   A. Physical B. Sensory C. psychosocial D. Intellectual E. Others……………………

**Experience:** Pick the most appropriate answer

1. Was the registration venue located in an open area that you could easily navigate?   
   Yes No
2. Was the road leading to the registration venue easily navigable or passable?  
   Yes No
3. Were there stairs leading to the registration venue?  
   Yes No
4. Once inside the registration venue, could a person using a wheelchair navigate easily?  
   Yes No
5. Were the registration materials available in accessible formats (eg braille, large fonts, easy to read language)?  
   Yes No
6. Was there a sign language interpreter?  
   Yes No
7. Was there a voter registration official who had an observable disability?  
   Yes No
8. Were you given priority to go to the front of the queue to register?

Yes No

Additional Comments

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**Disability Accessibility Audit – Election Day Voting Accessibility**

Thank you for volunteering to provide information on your experience on the election day voting processes. This information will go a long way towards assisting us to have data that can help us lobby for policy changes to make our electoral process more disability-friendly. This tool assesses your experience on election day.

**Personal Information:**

1. What is your name: …………………………………………………………………………………………..
2. What is your county and constituency?...............................................................................................
3. Name of the polling station where you voted?.......................................................................................
4. What is your type of disability ? (optional to provide)  
   A. Physical B. Sensory C. Psychosocial D. Intellectual E. Others…………………………………

**Experience:** Circle most appropriate answer

1. Was the polling station located in an open area that you could easily navigate?   
   a.Yes b.No
2. Was the road leading to the location of the polling station easily navigable?  
   a.Yes b.No
3. Were there stairs leading to the polling station?  
   a.Yes b.No
4. Once inside the polling station, could a person using a wheelchair navigate easily?  
   a.Yes b.No
5. Were the voting materials available in accessible formats (eg braille, large fonts, easy to read language)?  
   a.Yes b.No
6. Was the ballot box easily accessible to you (e.g. its height and width)?  
   a.Yes b.No
7. Was there a sign language interpreter?  
   a.Yes b.No
8. Was there a polling official who had a disability?  
   a.Yes b.No
9. Were you given priority to go to the front of the queue to vote?

a.Yes b.No

1. Were you assisted to vote?

a.Yes, person of my choice b.Yes, presiding officer c.No d.I did not require assistance

1. Was there sufficient lighting inside the polling station during the voting process?

a.Yes b.No

1. Did anyone attempt to harass or intimidate you at the polling station or on your way?

a.Yes b.No

1. Were election day procedures explained to you prior to voting?

a.Yes b.No

Additional Comments

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Roles and Responsibilities of Observers

Observers are responsible for observing and reporting from home locations on the accessibility audit . Observers are responsible for:

* Effectively participating and reporting during the scheduled reporting periods;
* Ensuring they are present and ready to observe from their observation location on different electoral processes;
* Completing and timely reporting of observation checklists and critical incidents;
* Staying in frequent contact and reporting to their respective OPDs; and
* Adhering always to the Code of Conduct (see below).

Code of Conduct for Observers

1. **Adherence to National Laws and Electoral Guidelines**: An election observer shall observe and abide by the Constitution and laws governing elections as well as other national laws, regulations and guidelines issued by the electoral management body from time to time.
2. **Non-partisanship**: An election observer shall refrain from participating in the design and implementation of the programme and activities of any political party or organization or identifying himself or herself with a politically-related activity of a leader or official of any political party or organization or any person who is actively engaged in seeking a public political office.
3. **Impartiality**: An election observer shall treat every political party and every candidate in any election for a public office fairly and equally.
4. **Objectivity**: An election observer shall be objective in assessing any electoral process or conduct of any candidate or agent or supporter of any political party or candidate in an election.
5. **Non-Intrusiveness**: An election observer shall not interfere with the work of an election official but may ask any question he or she deems proper for purposes of clarifying any matter related to his or her work provided this is done in a manner that does not unduly affect the work of the official.
6. **Accuracy**: An election observer shall exhibit a high degree of professionalism and shall ensure accurate observation, reporting and drawing of conclusions based on facts or information that may come into his or her possession in the course of his or her work.
7. **Confidentiality**: An election observer shall refrain from making any personal comments or expressing his or her opinion on any matter pertaining to his or her work as an election observer for the consumption of the media or the public.
8. **Diligence**: An election observer shall be diligent in discharging his or her duties as an observer and shall furnish any information or report that is required to be furnished to the competent authority within the specified period of time and in any other circumstance without any undue delay.
9. **Security Consciousness**: An election observer shall at all material times be security conscious and not place themselves in situations that could compromise their personal safety.
10. **Enforcement Clause**: Any election observer who acts or conducts himself or herself in a manner that is inconsistent with any provision of this Code of Conduct shall be liable to disciplinary action.

**Resources**

**Free online Databases**

1. <https://www.kobotoolbox.org/> - this is a free online resource database used for data collection through SmartPhone application. It is used by humanitarian organizations as well as researcher, aid workers as other organizations.
2. <https://docs.google.com/forms/u/0/> - Google Forms is a survey administration software included as part of the free, web-based Google Docs Editors suite offered by Google. It is free for use provided a user has a Google account.
3. <https://telerivet.com/> - this is a premium SMS based application used by organizations. It has a monthly cost depending on the amount of information expected to be received. To set it up, an account is needed, a mobile phone number and a smartphone.

**Useful Election Observation Guidance**

1. <https://www.ndi.org/sites/default/files/Materials%20for%20Professional%20Election%20Observation_WAEON_EN.pdf> - This manual details how to develop election observation manuals, checklists, and observers training.
2. <https://www.ndi.org/sites/default/files/2381_planning_engpdf_09192008.pdf> - a filed guide for domestic monitoring groups in the Southern Africa Development Community (SADC) region
3. <https://www.ndi.org/sites/default/files/Systematic%20Methods%20for%20Advancing%20Election%20Observation_WAEON_EN.pdf>