**REPUBLIC OF RWANDA**

**NATIONAL ELECTORAL COMMISSION**

**2023-2024 NATIONAL ELECTORAL COMMISSION (NEC) ACTION PLAN**

***July 2023***

# FOREWORD

As provided by Law No31/2005 of 24/12/2005 relating to the organization and functioning of the National Electoral Commission (NEC) as modified and complemented to date in its articles 4 and 28 that the Commission submits every year its Plan of Action and activity reports to the President of the Republic and a copy reserved to the President of the Senate, the Speaker of the Chamber of Deputies, the Chief Justice, the Prime Minister and the Minister in charge of Local Government,

It is in this context that the 2023-2024 NEC Action Plan was prepared which will mainly focus on the preparation of Presidential, Parliamentary and Senatorial Elections scheduled in 2024, precisely between July and September 2024.

The core activities that will be carried out include mainly update of electoral list, acquisition of election materials, recruitment and training of election volunteers, electoral civic education to the general population, training of different election stakeholders, public awareness on electoral process and conduct of by-elections.

The budget allocated to the National Electoral Commission amounts to **Frw 3,802,227,573** but additional funds shall be required, particularly for acquisition of some election materials and electoral public awareness, to successfully conduct preparations of the combined presidential and Parliamentary elections.

The National Electoral Commission takes this opportunity to thank the Government of Rwanda for its support and calls upon all Rwandans and all other election stakeholders to play their respective roles in the implementation of this action Plan, especially to actively participate in preparations for Presidential and Parliamentary elections planned in July 2024 going by the current legal instruments.

Done at Kigali, on 07/07/2023.

# Ms GASINZIGWA Oda

Chairperson.

# ACRONYMS

DAF: Directorate of Administration and Finance

DICT: Directorate of Information and Communication Technologies HRMS: Human Resources Management Specialist

MINECOFIN: Ministry of Finance and Economic Planning

MTEF: Medium Term Expenditure Framework NEC: National Electoral Commission

ODES: Office of the Deputy Executive Secretary

OES: Office of the Executive Secretary

PBCC: Planning and Budgeting Call Circular

PM&E: Planning, Monitoring and Evaluation

PRCO: Public Relations and Communication Office

# INTRODUCTION

In line with implementing the National Electoral Commission (NEC) 2022-2027 Strategic Plan, The 2023-2024 Action Plan mainly focuses on the preparation of Presidential, Parliamentary and Senatorial Elections scheduled in 2024. This Action Plan has **2** **outcomes**, **2** **Programs** and **3 sub-programs** set by MINECOFIN, **11** **Outputs** delivered by **41** **Activities** with respective budget allocated to 4 NEC Administrative Units as summarized in the table below:

# SUMMARIZED 2023-2024 NEC ACTION PLAN

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Sub- Program** | **Outputs** |  **Planned Budget (Frw)**  | **%** |
| **TOTAL BUDGET** | **3,802,227,573** | **100.0** |
| ***Outcome 1: Election management processes, Electoral Civic and Voter Education as well as election stakeholders engagement enhanced***  |  |  |
| ***ELECTION PREPARATION AND MANAGEMENT*** | ***2,443,661,877*** |  |  |
|  | ***ELECTION PREPARATION AND MANAGEMENT*** | **1,887,537,741** | **49.7** |
|  |  | ***2024 Parliamentary Elections prepared*** | ***12,593,885*** |  |  |
|  |  | ***2024 Presidential elections prepared*** | ***1,765,630,196*** |  |  |
|  |  | ***2024 Senatorial Elections prepared*** | ***13,446,160*** |  |  |
|  |  | **By-Elections prepared and conducted** | **95,867,500** |  |   |
|  | **CIVIC EDUCATION ON ELECTIONS** | **556,124,136** | **14.6** |
|   |  | ***Annual electoral civic education program prepared and evaluated*** | ***33,569,258*** |  |   |
|   |  | ***Modern information, communication and documentation center operationalized and strengthened***  | ***42,297,780*** |  |   |
|  |  | ***Electoral Civic Education delivered to the population through training activities*** | ***480,257,098*** |  |   |
| ***Outcome 2: NEC institutional and staff capacity development strengthened*** |  |   |
| **ADMINISTRATIVE AND SUPPORT SERVICES** | ***1,358,565,696*** |  |  |
|  | **ADMINISTRATIVE AND SUPPORT SERVICES** | ***1,358,565,696*** | **35.7** |
|  |  | ***Required goods and services are purchased and managed*** | ***264,643,280*** |  |  |
|   |   | **Planning, Administration and Finance activities improved** | ***8,524,880*** |  |  |
|   |   | ***Employees remunerated, motivated and Human Resources' skills, knowledge and management improved***  | ***934,567,536*** |  |  |
|  |  | ***Modern ICT equipment acquired and maintained*** | ***150,830,000*** |  |  |

1. **DETAILED 2023-2024 NEC ACTION PLAN**

| **Program** | **Sub- Program** | **Outputs** | **Indicators** | **Baseline** | **Targets** | **Activities to Deliver Output** | **Respo- nsible** |  **Planned Budget** **(Frw)**  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **TOTAL BUDGET** | **3,802,227,573** |
| ***Outcome 1: Election management processes, Electoral Civic and Voter Education as well as election stakeholders engagement enhanced***  | ***2,443,661,877*** |
| **ELECTION PREPARATION AND MANAGEMENT** | **ELECTION PREPARATION AND MANAGEMENT** | **1,887,537,741** |
|  ***ELECTION PREPARATION AND MANAGEMENT*** | ***2024 Parliamentary Elections prepared*** | 90% of pre-electoral activities for Parliamentary elections conducted |  | Preparation of electoral calendar | Public awareness campaign | Public awareness campaign | Public awareness campaign | Conduct parliamentary elections preparations | OES ODES | 12,593,885 |
| ***S/Total Parliamentary Elections preparations*** | ***12,593,885*** |
| ***2024 Presidential elections prepared*** | The general public informed on Presidential electoral process | \*NEC Communication strategy \*Media performance ranking  | \*Public awareness operational Plan available \*Public awareness on legal instruments |   | Public awareness campaign | Public awareness campaign | Advertise &Sensitize the general population on presidential election process |  PRCO  | 4,900,000 |
| Electoral calendar available not later than January 2024 | Presidential Elections calendar | Electoral calendar | Elections operation plan |   |   | Prepare electoral calendar |  ODES  | - |
| Consultative meetings with key election stakeholders organized | Presidential Elections calendar |   | 3 meetings at National level | 35 meetings at Province/CoK and Distr. level |   | Prepare and conduct election stakeholders meetings at National, provincial and District levels |  ODES PRCO  | 751,246 |
| Regulations governing Presidential Elections prepared and printed | Existing Electoral OL and elections calendar | - | - | 3,200 copies | - | Prepare and print regulation governing Presidential election |  Legal Advisor  | 11,200,000 |
| Required election materials acquired for presidential elections | Stock inventory reports | Preparation of technical specifications | Tender award |   | Good received Notes | Acquire electoral materials |  ODES  | 513,416,443 |
| Voters' Register to be used in parliamentary elections updated  | 8,013,046 eligible voters present on the Voters' Register in 2021 Local elections |  | Provisional voters' List | Update at Village level | Final voters' List with projected 8,700,000 eligible voters | Prepare and update voters' list at Village level |  DICT  | 778,356,209 |
| Election volunteers evaluated and recruited from Province/ CoK level to polling stations | Existing election volunteers database |   |   | Evaluation of 54,868 Election Volunteers | Recruitment of 54,868 Election Volunteers | Evaluate and recruit Election volunteers |  ODES  | 199,989,699 |
| Election observers receiving and accredited  | 1,726 Election Observers accredited in 2017 Presidential Elections |  |   |   | 2,000 Election Observers  | Accredit election observers for Presidential elections |  Doc& El. Obs. Mgt Office | 499,700 |
| Electoral period activities conducted  | Existing Electoral Calendar |   |   |   | Reception of candidates files | Receive and approve candidatures |  ODES  | 275,000 |
| Existing approved candidatures |   |   |   | Election campaign reports | Monitor Presidential election campaign |  ODES  | 6,517,967 |
| Existing Electoral Calendar |   |   |   | Facilitation of election field staff | Conduct Presidential election operations and print elections report |  ODES  | 249,723,932 |
| ***Sub-Total Presidential Elections*** | ***1,765,630,196*** |
| ***2024 Senatorial Elections prepared***  | Pre-electoral activities conducted | Existing Electoral OL |   |   |   | Electoral calendar and election regulations | Prepare and Distribute electoral calendar and legal instruments |  ODES  | 4,467,380 |
| Existing Electoral Calendar |   |   |   | 2 consultative meetings | Organize and conduct consultative meetings with Stakeholders at National level |  ODES  | 6,756,780 |
| Existing Electoral Calendar |   |   |   | Acquisition of strategic electoral materials | Acquire electoral Materials |  ODES  | 2,222,000 |
| ***Sub-Total Senatorial Elections*** | ***13,446,160*** |
| **By-Elections prepared and conducted**  | All vacant posts in elected organs submitted to NEC by competent Institutions were filled |   | Replacement of 100% of vacant posts in elected organs submitted to NEC  |   | Replacement of 100% of vacant posts in elected organs submitted to NEC  |   | Sensitize, advertise and announce by-elections |  PRCO  | 5,132,000 |
| Receive and approve candidatures |  ODES  | 5,435,610 |
| Monitor By-Elections campaign |  ODES  | 6,186,010 |
| Conduct By-Elections operations and Print elections report |  ODES  | 79,113,880 |
| **Sub-Total By-Elections** | **95,867,500** |
|  | **CIVIC EDUCATION ON ELECTIONS** | **556,124,136** |
|   | **CIVIC EDUCATION ON ELECTIONS** | ***Annual electoral civic education program prepared and evaluated*** | 2022-2023 program evaluated and 2023-2024 program and training manuals prepared and printed  | Existing 2022-2023 civic education program  | Election stakeholders evaluation meeting |   |   |   | Conduct election civic education program evaluation  |  ODES  | 2,792,828 |
|   | Existing survey report on civic and voter education  | Preparation of training manuals | Revision and approval of training manuals | \*Printing of 10,000 copies training manuals \*Distribution of training manuals | Distribution of training manuals | Prepare electoral civic education program and training manuals |  ODES  | 30,776,430 |
|   | ***Sub-Total Annual electoral civic education program prepared and evaluated*** | ***33,569,258*** |
|   | ***Modern information, communication and documentation center operationalized and strengthened*** | The population in general is sensitized and informed on democracy and electoral processes and documentation center daily managed | \*Existing electoral calendars \*Existing Communication strategy \*Survey report on the impact of civic and voter education on voter's participation in electoral process in Rwanda  | civic education on Presidential parliamentary elections | General public electoral information | civic education on presidential and parliamentary elections | civic education on presidential, parliamentary and senatorial elections | Sensitize the population on elections through different communication channels |  PRCO  | 11,135,800 |
|   | 10 *"Inzira ya demokarasi"* radio program broadcasts | 11 *"Inzira ya demokarasi"* radio program broadcasts | 12 *"Inzira ya demokarasi"* radio program broadcasts | 13 *"Inzira ya demokarasi"* radio program broadcasts | Produce "Inzira ya demokarasi" radio program  |  PRCO  | 26,161,980 |
|  |   |   | Migration of NEC Documentation center database |  | Manage documentation center and archives |  Doc& El. Obs. Mgt Office | 5,000,000 |
|   | ***Sub-Total Information& Communication*** | ***42,297,780*** |
|   | ***Electoral Civic Education delivered to the population through training activities*** | Election Stakeholders including Women, Youth and People with disabilities trained on electoral process  | \*Existing National Civic Education Policy \*Existing Survey report on the impact of civic and voter education on voter's participation in electoral process in Rwanda \*Existing 2023-2024 annual civic education program  |   |  | 100 persons trained |  | Train the trainers (ToTs) at national level |  ODES  | 3,717,400 |
|   |  |   | 17,184 members of electoral civic education coordination committees  |  | Train members of civic education coordination committees from District to Cell level |  ODES  | 223,516,015 |
|   |   |  |  | 5,575 Volunteers trained | Train Election Volunteers |  ODES  | 157,497,243 |
|   |  |  | 1,304 persons | 1,304 persons | Train targeted groups |  ODES  | 70,566,440 |
|   | Training activities facilitated |  |   |   | Transport and communication facilitation for 1,248 members of electoral civic education coordination committees  | Support electoral civic education Coordination committees |  ODES  | 24,960,000 |
|  | ***Sub-Total Electoral Civic Education delivered to the population through training activities*** | ***480,257,098*** |
| ***Outcome 2: NEC institutional and staff capacity development strengthened*** | ***1,358,565,696*** |
|  | ***ADMINISTRATIVE AND SUPPORT SERVICES*** | ***1,358,565,696*** |
|  |  | ***Required goods and services are purchased and managed*** | NEC required services, movable and immovable assets acquired, managed and maintained | \*Existing NEC Assets Register and inventory reports \*Existing procurement plan  | 10 Tenders awarded | 12 Tenders awarded | 5 Tenders awarded | 5 Tenders awarded | Ensure Smooth Institutional Running |  DAF  | 239,070,000 |
| Quarterly maintenance | Quarterly maintenance | Quarterly maintenance | Quarterly maintenance | Maintain and repair NEC movables and immovable assets |  DAF  | 7,000,000 |
|   | Training of ITC, Risk Management, Audit and Asset Verification committees |   |   | Update NEC Internal Committees on specific required skills |  DAF  | 18,573,280 |
| ***Sub-Total Acquisition of goods and services*** | ***264,643,280*** |
| **Planning, Administration and Finance activities improved** | \*2023-2024 NEC Action Plan and budget finalized, printed and submitted \*2023-2024 NEC activity implementation reported \*2024-2025 NEC Draft Action Plan prepared | \*Existing 2022-2027 NEC Strategic Plan \*MINECOFIN PBCC  | \*Printing of 100 copies of NEC action Plan \*Printing of 100 copies of NEC Annual Activity report  | Preparation of 2024-2025 NEC draft Action Plan and Budget |   |   | Prepare and Print NEC action plan, Budget and activity reports |  DAF PM&E Office  | 4,060,280 |
| NEC annual working retreat held | Existing 2023-2024 NEC Action Plan and previous retreats recommendations |   |   | 3-day working retreat |   | Hold annual NEC Annual working retreat |  PM&E Office  | 4,464,600 |
| ***Sub-Total Planning, Administration and Finance*** | ***8,524,880*** |
| ***Employees remunerated, motivated and Human Resources' skills, knowledge and management improved*** | Employees and Commissioners’ salaries, allowances and bonuses paid | Existing NEC organizational structure with 7 Commissioners and 51 Employees | Salaries& other legal benefits for 7 Commissioners and 51 Employees | Salaries& other legal benefits for 51 Employees | Salaries& other legal benefits for 51 Employees | Salaries& other legal benefits for 7 Commissioners and 51 Employees | Manage salaries, allowances and bonuses for staff and Commissioners | DAF | 895,620,136 |
| NEC staff and Commissioners social welfare improved |  | Sport participation | Sport participation | Sport participation and New Year celebration | Genocide memorial week and Labor day celebration | Prepare, support social events and public ceremonies |  DAF  | 17,726,200 |
| Vacant posts for NEC permanent staff filled |   | Tender process | Recruitment of 4 NEC staff |   |   | Prepare and conduct recruitment of NEC Staff |  HRMS  | 11,168,000 |
| NEC staff performance contracts prepared and evaluated  | 2021-2022 Staff performance contracts  | Evaluation of 2022-2023 performance contracts and preparation of 2023-2024 performance contracts | Monitoring of Q1/2023-2024 performance contracts | Monitoring of Q2/2023-2024 performance contracts | Monitoring of Q3/2023-2024 performance contracts | Prepare, monitor and evaluate NEC staff performance contracts |  HRMS  | 2,818,000 |
| Administrative and statutory meetings prepared and conducted | Existing NEC Internal Regulations | 6 Management, 1 staff and 1 Commissioners meetings  | 6 Management, 1 staff and 1 Commissioners meetings  | 6 Management, 1 staff and 1 Commissioners meetings  | 6 Management, 1 staff and 1 Commissioners meetings  | Coordinate administrative and statutory meetings |  DAF  | 7,235,200 |
| ***Sub-Total HR Management*** | ***934,567,536*** |
| ***Modern ICT equipment acquired and maintained***  | NEC ICT capacity improved | Existing ICT equipment inventory report | Quarterly IT equipment maintenance | Quarterly IT equipment maintenance | Acquisition of 51 Laptops and quarterly IT equipment maintenance | Quarterly IT equipment maintenance | Acquire and maintain modernized ICT equipment and software |  DICT  | 124,500,000 |
| Monthly Internet Subscription  | Monthly Internet Subscription  | Monthly Internet Subscription  | Monthly Internet Subscription  | Ensure performance of network connectivity |  DICT  | 26,330,000 |
| ***Sub-Total ICT*** | ***150,830,000*** |

# CONCLUSION

The National Electoral Commission (NEC) Action Plan for the 2023-2024 Financial Year mainly focuses on the preparation of Presidential, Parliamentary and Senatorial Elections scheduled in 2024.

The successful implementation of this action plan requires full participation and engagement of all election actors, with particular emphasis on electoral staff and volunteers’ professionalism, integrity and ownership.

The National Electoral Commission calls upon all Rwandans especially eligible voters to actively participate in these activities and takes this opportunity to express gratitude to the Government of Rwanda for the continuous support in fulfilling its Mission of promoting democracy and good governance in Rwanda.

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