



REGIONAL CENTRE ON GROUNDWATER RESOURCES, EDUCATION,
TRAINING AND RESEARCH

Civic Education Guideline

May 2019

Vision

A premier regional centre in groundwater research and capacity building.

Mission

To promote research, education and training for sustainable management and development of groundwater resources

The Centre will take the lead in the promotion of sustainable use of groundwater to spur economic growth in the region.

Core values

- Integrity
- Professionalism
- Innovativeness
- Sustainability



Core Mandate

The object and purpose of Regional Centre on Groundwater Resources Education, Training and Research is to conduct research and capacity building on groundwater resources management and development in the African Region.

List of abbreviations

RCGW-Regional Centre on Groundwater

IHP-International Hydrological Programme

UNESCO-United Nations Educational Scientific and Cultural Organizations

CEO-Chief Executive Officer

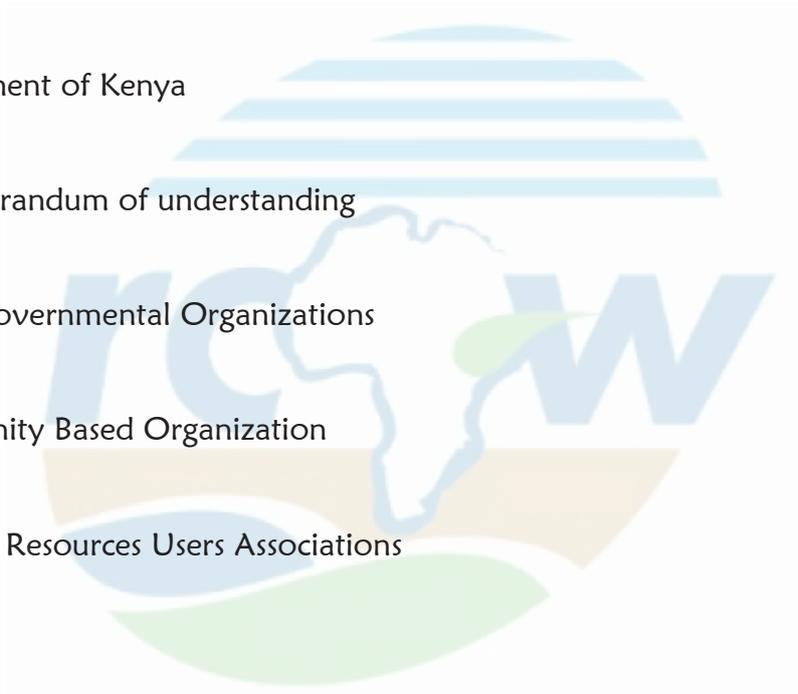
GoK-Government of Kenya

MoU – memorandum of understanding

NGO- Non Governmental Organizations

CBO-Community Based Organization

WRUA-Water Resources Users Associations



Definition of terms

Centre-refers to Regional Centre on Groundwater Resources Education Training and Research

Policy-guide to decision making and limits to which decisions can be made

Target Group- the intended beneficiaries of civic education

Facilitator-the person conducting civic education

Coordinator-the person appointed by the Deputy Director Capacity Building and Knowledge Management to oversee civic education implementation

Collaborator-person or institution working together with the Centre as either facilitator or sponsor with the aim of conducting civic education

Civic Education- creating awareness to target groups on how to protect, conserve and manage groundwater resources for sustainable use.

Client- persons, groups, organizations, institutions who request the Centre to conduct civic education on their behalf.

Groundwater- all water found beneath earth surface in soil and rock pore spaces and in fractures of rock formations

Out sourced- facilitators/institutions engaged by the Centre to carry out civic education

Preamble

Regional Centre on Groundwater Resources civic education programmes are necessary for the Centre to meet its core mandates. The Board, management and all stakeholders have since then realized the importance of putting in-place a framework for guiding civic education programmes hence the development of this framework.

The framework herein aims at governing all civic education programmes besides giving acceptable procedures and guidelines on key deliverable areas, code of conduct of staff or parties in service, project timelines, and approach procedures among other areas. From time to time, the Centre through the Directorate of Capacity Building and Knowledge Management will review and strategically position this frame work in line with policy documents to ensure quality adherence and conformity.

Through coordinated framework, the Centre aims at using its own/partners/ Stakeholders of professional and expertise in conducting civic education programmes.

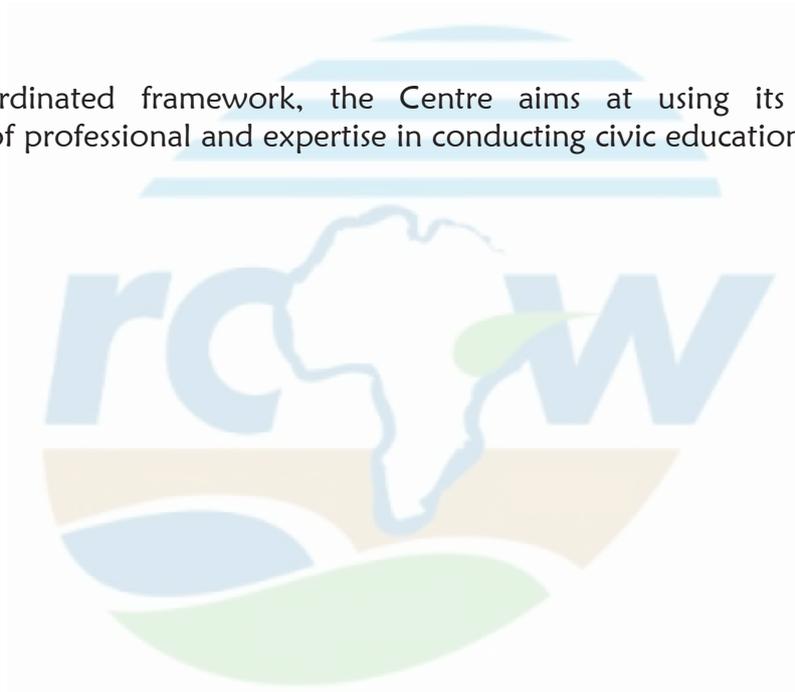


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1.0 INTRODUCTION

1.1 Background of the Centre

Regional Center on Groundwater Education, Training and Research in Eastern Africa was established as result of Resolution XIX-6 of the UNESCO Intergovernmental Council of the International Hydrological Programme (IHP) of July 2010. It is a Category 2 Centre within the auspices of UNESCO situated in Nairobi, Kenya. The purpose of the Centre is to promote regional cooperation on the 'Management of Groundwater Systems', train water professionals, support Member states in addressing regional needs, and contribute to the SDGs (Sustainable Development Goals).

In February 2013 the Government of Kenya and UNESCO signed an agreement setting up the Centre. The Agreement spelt out the functions and objectives of the Centre as well as the obligations of each of the parties with regard to the Centre. Consequently, the Government of Kenya through its Legal Notice No. 252 of 18th December, 2015 operationalized the Centre.

1.2 Organizational Structure

The administration of civic education function is provided by the Deputy Director who is answerable to the Director/CEO of the Centre. The Deputy Director is assisted by three Assistant Directors.

The roles and duties of Deputy Director, Capacity Building and Knowledge Management will include: offering training programmes, workshops and groundwater resource management, promoting civic education through public awareness and disseminating and transmitting scientific and technical information in groundwater management and development.

1.3 Statement of the Guidelines

- i. The Centre is committed to support the public through civic education to promote awareness on groundwater knowledge in order to contribute to an informed society that utilizes groundwater resources sustainably.
- ii. The Centre shall identify groundwater awareness gaps among the public and develop informative content to address them.
- iii. The Centre will be open to partnership and collaboration with other organizations which are active among the communities.

- iv. The Office of the Deputy Director in charge of Capacity Building and Knowledge Management shall be responsible for coordinating the civic education Guideline.

1.4 Purpose of the Guideline

The aim of this Guideline is to provide guidance to the Centre staff in developing and delivering groundwater civic education. Enable the Centre to have a database of its targeted groups. Create an environment that is mutually beneficial in terms of knowledge transfer to the Centre, Public and collaborating partners including universities and other entities.

1.5 Objectives of the Guideline

- i. Provide guidance in the formulation, coordination and implementation of civic education programmes.
- ii. Provide criteria for identification of target groups and facilitators to realize successful implementation of civic education programmes.
- iii. Develop and enhance networks with private organizations, government agencies and learning institutions leading to collaborative civic education.
- iv. Clarify the roles of the Centre, facilitators and targeted groups for delivery of effective civic education.

1.6 Civic Education Guiding Principles

Promote Groundwater resources awareness through Civic Education: There will be a mutual relationship between the Centre, collaborators, and targeted groups that will make a regional model on how groundwater civic education can enhance groundwater resource management, protection, conservation and governance.

Build a groundwater informed society: The Centre will raise awareness and level of understanding among the public on groundwater resources through civic education.

Advance groundwater resources governance: The Centre will bring together all the relevant stakeholders to advocate for good groundwater governance through sharing of research findings.

Promote civic unity and harmony on shared groundwater resources: The Centre will educate and provide information on transboundary aquifers and how to share the resource equitably and sustainably to foster peaceful co-existence.

Cultivate a healthy community: The Centre will advise communities on best practices to prevent groundwater pollution, enhanced food security through groundwater supported irrigation, managed aquifer recharge, educate community on best construction materials (e.g. avoid using asbestos as a construction material).

Facilitators governing principles: The civic education facilitators will be governed by the following principles.

- i. **Confidentiality:** Personal information obtained in the process of implementing civic education shall not be shared or disclosed.
- ii. **Respect:** Treat participants' opinion, views, customs, values, gender, and experiences with respect.
- iii. **Openness:** be honest, transparent, truthful, fair, and accountable.
- iv. **The Communication Process:** Communication should be clear, interactive, involving, informative, responsive, and using a variety of channels (verbal and non-verbal).

1.7 Rationale

There is knowledge and awareness gap by the general public on groundwater resources. This Guideline will provide a tool to design, prepare and undertake civic education programmes to disseminate available and emerging groundwater knowledge to bridge the identified gaps. Hence, contributing to an informed society that utilizes groundwater resources sustainably. The civic education also contributes to IHP- UNESCO mandate to build capacity on water resources management.

In addition, the following benefits will also achieved:

- i. Develop capacity of the Centre staff and other facilitators to undertake civic education,
- ii. Influencing incorporation/integration of groundwater knowledge into basic education curriculum,
- iii. Create groundwater resources awareness,

- iv. Improved development and management of groundwater resources,
- v. Increase Centre's visibility by providing quality civic education programmes,
- vi. Civic education will continually create opportunities for educating on best practices on management and utilization of groundwater resources.

1.8 Scope of the Guideline

The Centre will carry out civic education using its own team of experts or in collaboration with other facilitators.

Civic education includes the following:

Groundwater awareness: This can apply to a wide range of areas customized to meet the needs of a particular target group from inter-alia: groundwater occurrence, groundwater pollution, groundwater quantity, groundwater quality, Groundwater recharge, Groundwater-surface water interaction, Management of Trans boundary Aquifers, Groundwater Monitoring and Information Management, Groundwater regulation, licensing, allocation and institutions, The role of stakeholder participation and communication in groundwater management, Groundwater Hazards, Groundwater overexploitation, basic assessment of groundwater pollution, aquifer vulnerability, Groundwater conservation and protection, Groundwater for Food Security, Groundwater and Environment, Groundwater and Climate Change, Drilling methods, Monitoring of drilling works, Cost for drilling.

- i. **Civic education on request:** Tailor-made civic education programmes will be offered based on request from a specific client (Government, company, individual or organization), the costs of which are paid for by the client.
- ii. **Collaborated and outsourced civic education:** The Centre will carry-out civic education programmes in collaboration with partners in which they may share the costs. On the other hand, the Centre may outsource the services of an organization/institution to carry out the civic education.
- iii. **Targeted groups:** Targeted groups include the following:- General Public, County Governments, Learning Institutions, Water Resources Users Association (WRUAs), Civil Societies (NGOs, CBOs, Red Cross etc.), and, National Government (Government Ministries, Parliamentary committees

2.0 ROLES AND RESPONSIBILITIES

2.1 Roles and Responsibilities of the Centre

- i. Adhere to relevant laws and regulations
- ii. Act in accordance with Centre's civic education guideline
- iii. Develop and provide all the civic education materials and undertake the education programmes
- iv. Deliver all civic education programmes outputs as per the client's Terms of Reference where appropriate.
- v. Make requisite preparations for each civic education programme session's i.e.
 - a. Identifying target group and their particular needs
 - b. Secure the venue, equipment, facilitators, authorities, and other workshop materials
 - c. Quality control on collaborated and outsourced civic education programmes
- vi. The Centre will undertake evaluation of civic education programmes.

2.2 Roles and Responsibilities of the Facilitators

- i. Adhere to the civic education guideline provided by the Centre.
- ii. Repackage the availed civic education materials according to the needs of the target group.
- iii. Carryout the actual civic education programmes
- iv. Prepare the civic education outcome report
- v. Administer the evaluation feedback on the particular civic education programme
- vi. Acknowledge sources and purposes of all information disseminated to the public.
- vii. Protect confidential information where disclosure of information may affect the welfare of others.
- viii. Keep time.
- ix. End sessions with breaks and fun activities.

2.3 Roles and Responsibilities of the Collaborators

- i. Adhere to the Memorandum of Understanding.

2.4 Roles and Responsibilities of the Target Groups

- i. Group leaders/Contact persons to mobilize their members to attend the civic education
- ii. Attend and participate actively during the civic education sessions.
- iii. Adhere to the civic education workshop set rules
- iv. Give feedback on civic education programme.

3.0 GUIDELINE IMPLEMENTATION

- i. This guideline shall be effective from the date of approval by the Centre's Board of Directors.
- ii. This guideline shall apply to all agreements between the Centre, clients, collaborators, facilitators, and, the target groups.
- iii. The guideline shall be interpreted in a manner that is consistent with Constitution of Kenya 2010 and all relevant Laws and Statutes.

4.0 PROCEDURE FOR CONDUCTING CIVIC EDUCATION

Select assessment needs: The Centre shall select a particular assessment needs from the Civic Education assessment report or from other similar reports

Identify target groups: The Centre will identify the target group/s based on the civic education needs

Select dissemination method: The Centre and Facilitator shall agree on the media of dissemination depending on the target group

Preparation/customizing of the civic education content: The Centre and the facilitator shall come up with the relevant content to address the identified awareness gap. The Deputy Director Capacity Building and Knowledge Management shall approve the developed civic education content

Identify facilitators: The Deputy Director shall appoint civic education coordinator and facilitators from the Centre or identify and recruit facilitators to carry out a civic education

Civic education budget: The civic education coordinator shall prepare a concept with a budget proposal for civic education programme for approval by the Deputy Director

Secure Venue: The civic education coordinator and targeted group shall secure the venue

Avail Materials: The civic education coordinator and targeted group shall organize for the materials

Conduct civic education: The facilitator shall review and get concurrence of timetable, set the rules of engagement, and carryout the civic education

Feedback and reporting: The facilitator shall administer feedback forms at the end of each civic education programme and submit a report to the coordinator who shall then submit to Deputy Director, Capacity Building and Knowledge Management.

Course Evaluation: The Deputy Director shall undertake the civic education programme evaluation periodically

5.0 PREPARATION OF COLLABORATION AGREEMENT

Identify collaborators: The Deputy Director, Capacity Building and Knowledge management shall identify relevant collaborators to support the Centre with the implementation of civic education programmes.

The following considerations shall be undertaken while preparing Memorandum of Understanding for civic education services:

- i. Collaborators involved
- ii. Roles/ functions of respective partners
- iii. Contribution (Finance and Human resources) of each partner
- iv. Civic education programme implementation period
- v. Expected output
- vi. Termination of the MoU

6.0 CIVIC EDUCATION APPROVALS

- i. All groundwater resources civic education shall be approved and managed in accordance with this guideline.
- ii. A member of staff wishing to engage in groundwater civic education activities for pay shall obtain written permission from the CEO/Director before embarking on such activity.

7.0 GUIDELINES REVIEW

- i. This guideline shall be reviewed after every five (5) years or earlier where necessary based on emerging issues.
- ii. Reviews and amendments of this guideline shall be undertaken with the approval of the Board of Directors.

8.0 COMPLIANCE

The Centre through Deputy Director, Capacity Building and Knowledge Management shall ensure adherence to the set civic education guideline. In case of non-compliance the CEO/Director shall take necessary remedial measures.

9.0 REFERENCES

- i. CoK 2010
- ii. Legal Notice no 252
- iii. Committee of expert constitution 2010 facilitators manual
- iv. University of Kabianga training and development policy
- v. RCGW Staff establishment
- vi. RCGW Strategic Plan (2018-2022)