



CHAPTER IV
INSTITUTE

HUMAN RIGHTS MONITORING TRAINEES HANDBOOK

**A Trainees Handbook for Community Leaders &
Human Rights Defenders**

**PROJECT OF CHAPTER FOUR
PROGRAMS & PROJECTS LTD**

SUPPORTED BY:



**FRIEDRICH NAUMANN
STIFTUNG** Für die Freiheit.
Kenya



VISION:

Kenya becomes the most human rights conscious nation in the world!

MISSION:

Unearthing Truth for Justice!

GOAL:

To foster a society where every individual, institution, and system is held accountable, ensuring justice, equity, and the protection of fundamental human rights for all.



Preface



Inge Herbert

Regional Director, Sub-Saharan Africa,
Friedrich Naumann Foundation for Freedom.

In a world where the protection of human rights continues to face ever-evolving challenges, the role of human rights defenders and community leaders has never been more critical. This manual is a testament to the dedication, courage, and tireless efforts of those who stand on the frontlines, advocating for justice and equality. It aims to provide the practical tools and comprehensive knowledge necessary to empower trainers, who in turn, will nurture a new generation of human rights monitors.

The Friedrich Naumann Foundation for Freedom (FNF) has been a steadfast advocate for human rights, democracy, and the rule of law. Through its numerous initiatives, the Foundation fosters political education and supports human rights defenders worldwide. Notably, the Foundation established a Human Rights Hub in Geneva, strengthening international human rights standards and connecting defenders with crucial UN bodies and civil society organizations. In its global efforts, FNF promotes a liberal and inclusive approach to human rights education, ensuring that diverse voices are heard and that the rights of all individuals are upheld, regardless of borders.

As we look toward the future, we acknowledge that human rights work is complex and, at times, fraught with obstacles. Yet, with each community leader trained and each monitor empowered, we take a step closer to creating societies where human rights are not merely ideals but realities. This manual serves as both a guide and an inspiration, reminding us of our shared responsibility to protect the rights of all individuals, particularly those who are most vulnerable.

I am confident that this manual will serve as an invaluable resource for trainers, enabling them to instill knowledge, promote action, and build solidarity among human rights defenders around the world.

Let us remain steadfast in our mission: Unearthing Truth for Justice.



Foreword

Human rights violations are commonplace in many parts of the world. In armed conflicts, people are repeatedly the victims of unlawful attacks. States restrict freedom of expression, association and assembly and use violence against protesters. Those affected by extreme poverty or environmental disasters are denied the support they need to guarantee their right to food, health or education. Refugees, migrants, ethnic and other minorities are disadvantaged and people are discriminated against because of their gender or their sexual preference.

In principle, it is the task of governments, the police and the judiciary to protect people from these violations of their rights. Where states do not function, the United Nations often provides important assistance. However, state and international efforts are not enough. Active members of civil society must supplement them, activists who keep an eye open on the ground, recognize, document and publicize human rights violations and protect and care for the victims.

However, human rights defenders often find themselves in danger, especially when state authorities themselves are responsible for the violations. They are threatened, physically attacked, arbitrarily arrested and detained, abused, abducted or killed.

As a liberal organization, human rights are a central concern for the Friedrich Naumann Foundation (FNF). In its more than 40 offices worldwide, the Foundation actively campaigns for the protection of human rights through events and publications, and it supports human rights defenders in partnership.



Stefan Schott,

Project Manager East Africa and Global Partnership Hub,
Friedrich Naumann Foundation for Freedom.

In Nairobi, the FNF has found a competent partner for this task in Chapter IV Programmes and Projects Limited. Together, we have trained human rights activists, women, community leaders and young people in human rights issues and leadership in eleven counties since 2023, gaining important experience in the process.

Building on this experience, Chapter IV has developed a curriculum for human rights training. It provides structured and practical training material on recognizing, investigating and reporting human rights violations and advocacy, but also on personal safety and self-management issues.

In addition, Chapter IV has developed a handbook, which serves as a guide for human rights defenders in their work and summarises important basic principles, practical advice and contact details.

FNF is pleased to have been able to support Chapter IV in the development of these important materials and we hope that the curriculum and handbook will help to safeguard and improve the work of human rights defenders in Kenya and other countries.



Introduction

Njeri Kabeberi

Founder Director; Chapter Four Programs and Projects Ltd.

In a world where human rights are constantly under threat, the importance of empowering those who defend them cannot be overstated. At Chapter Four Programs, we are deeply committed to promoting the fundamental principles of human rights through awareness, advocacy, and community engagement. Our mission is grounded in the belief that every individual deserves to live with dignity, freedom, and respect. This manual represents an extension of our dedication to equipping human rights defenders with the tools they need to stand resilient in the face of injustice.

Education is at the heart of our approach. From the outset, we recognized that transformative change begins with knowledge. As we embarked on this journey, we understood that human rights defenders must not only understand the laws that protect them but also the strategies that enable them to advocate for others. This manual serves as a comprehensive resource to ensure that defenders are prepared to navigate complex social and legal landscapes while upholding the highest ethical standards.

Our expertise spans various social, political, and environmental contexts, allowing us to design targeted programs that address the unique challenges faced by defenders in different regions. By developing and delivering tailored training programs and workshops, we empower individuals to become catalysts for change within their communities.

This manual reflects our commitment to providing practical guidance and tools that will enable human rights defenders to amplify their voices and take action effectively.

As you engage with the content of this manual, we invite you to remember that the fight for human dignity is a collective responsibility. Chapter Four Programs remains steadfast in its support of those who risk their safety and wellbeing to protect others. It is our hope that this manual will inspire, equip, and embolden defenders to continue their crucial work, ensuring that justice and equality remain within reach for all.



"In collaboration with the Friedrich Naumann Foundation for Freedom (FNF), we have designed this handbook to empower HRDs with the knowledge and skills necessary to navigate the increasingly complex landscape of human rights work. We hope that this resource will support HRDs in their courageous efforts, enabling them to not only defend human rights but also foster lasting peace and development in their communities. With this handbook in hand, we believe that the work of human rights defenders will be further strengthened, and we remain steadfast in our commitment to supporting their vital mission".

Acknowledgement:

The development of the ***Human Rights Monitoring, Trainees Handbook*** has been made possible through the strategic partnership and support of the Friedrich Naumann Foundation for Freedom (FNF). Their commitment to establishing well-grounded human rights defenders (HRDs) capable of responding effectively to human rights abuses has been instrumental. Additionally, FNF's support has empowered communities across Africa to become active agents of peace and development.

We extend our heartfelt gratitude to our partners throughout Kenya and Africa, whose collaboration has been key to the success of this initiative. Special thanks to the members of the Chapter IV Program Advisory Group that contributed their invaluable technical expertise, guidance and unwavering support, among them Mwalimu Timothy Kariuki, Mr. Mwaura Kaara and Mr. Sankara Nguyai. The team has played a crucial role in the development of this manual and we thank them for their dedication and commitment to advancing human rights in Kenya and Africa at large.

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PREAMBLE

Defining Human Rights Monitoring and the terms associated with it is crucial for several reasons:

1. **Clarity and Consistency:** Clear definitions ensure that everyone involved in human rights monitoring understands the scope, purpose, and methodology involved. Consistent terminology promotes effective communication among stakeholders, including activists, policymakers, governments, and international organizations.
2. **Accountability:** A precise definition of Human Rights Monitoring helps hold governments, institutions, and individuals accountable for their actions or lack thereof concerning human rights violations. It establishes a framework against which their behavior can be evaluated and measured.
3. **Legal Frameworks:** Many human rights monitoring activities are conducted within legal frameworks, such as international treaties, conventions, and domestic laws. Accurate definitions help ensure that monitoring efforts align with legal standards and obligations, enhancing their legitimacy and effectiveness.
4. **Resource Allocation:** Clear definitions aid in resource allocation by enabling organizations and governments to prioritize areas of concern based on agreed-upon criteria. This ensures that monitoring efforts are targeted where they are most needed, maximizing impact with limited resources.
6. **Documentation and Reporting:** Human rights monitoring involves collecting, documenting, and reporting on violations and abuses. Defined terms and methodologies facilitate the consistent and systematic documentation of incidents, which is essential for producing credible reports and evidence-based advocacy.
7. **Advocacy and Awareness:** Defined terms and concepts make it easier to communicate about human rights violations to the broader public, policymakers, and the media. This facilitates advocacy efforts and helps raise awareness about specific human rights issues, contributing to public pressure for change.
8. **Standardization:** Establishing clear definitions and terminology promotes standardization in human rights monitoring practices, allowing for comparisons across different regions, time periods, and contexts. This facilitates the identification of trends, patterns, and best practices, which can inform more effective interventions.

All in all, defining Human Rights Monitoring and related terms is essential for promoting accountability, consistency, legality, efficiency, and effectiveness in efforts to protect and promote human rights globally.

**Basic
Definition of
monitoring &
practical
examples in
our day to day
lives**

“Monitoring” is the systematic observation of a person, activity, project, development by watching, listening, interviewing, collecting information, verifying evidence, for analyses, evaluation and making conclusion and recommendation for action, solution or closure

In day to day lives, monitoring is done in persons. A sick person is monitored to establish the progress s/he is making towards recovery. Upon recovery, monitoring is closed.





The three main purposes of monitoring are:

- a) To measure performance against established targets and standards.
- b) To identify deviations from expected results and to make necessary adjustments.
- c) To provide feedback to on the effectiveness of processes and on areas for improvement.

Teachers conduct remedial lessons for slow learners, monitor their progress and update their parents.

In business, monitoring is done by tracking and recording sales so as to establish if

profits or losses are being made, and the take further action.
What are other examples of monitoring?

Definition of Human Rights and terms used

Human Rights Monitoring is the action of systematic observation and collection of information and verified evidence of the extent of duty bearing or denial of entitlements of humanrights, either individually or collectively in an area, region, or a country over a period of time or successive time periods.

Human Rights Monitoring should be done continuously in all places

Violation is the act of preventing a person(s) enjoy his/her (their) rights and harming the person (s), by committing the act or acts of criminal or civil breaches (or both) of the Constitution, its Bill of Rights, Laws and their respective regulations, international and regional human rights instruments.

Investigation is the systematic collection of information and verification of evidence for taking action, among them litigation in courts of law, human rights institutions or special tribunals, eg. A tenant may accuse her land lord in rent tribunal for violation of her tenancy rights.

PREAMBLE

Community-based human rights monitors play a crucial role in promoting and protecting human rights at the grassroots level. Their importance is manifest through:

1. **Local Knowledge:** Community monitors have a deep understanding of local contexts, cultures, and dynamics, which allows them to identify human rights issues that may go unnoticed by external observers. Their proximity to the community enables them to gather accurate and timely information about human rights violations.
2. **Access:** Community monitors often have better access to marginalized or remote communities where human rights violations may be more prevalent. Their presence can help bridge the gap between affected communities and human rights organizations, facilitating the reporting and documentation of abuses.
3. **Empowerment:** Engaging communities in human rights monitoring empowers them to become active participants in promoting and defending their own rights. It builds their capacity to identify, report, and address human rights violations, leading to greater accountability and transparency.
4. **Early Warning:** Community monitors can serve as early warning systems for potential human rights violations, allowing for timely intervention and prevention efforts. Their local knowledge and networks enable them to detect patterns and trends that may indicate escalating tensions or risks.
5. **Complementing Formal Mechanisms:** Community-based monitoring complements formal human rights monitoring mechanisms by providing grassroots perspectives and insights. It can help fill gaps in official monitoring systems and provide a more comprehensive picture of human rights conditions.
6. **Building Trust:** Community monitors often have existing relationships of trust within their communities, which is essential for effective human rights work. Their presence can help build trust between communities, authorities, and human rights organizations, facilitating dialogue and cooperation.

By empowering communities to become active agents of change, community monitors play a crucial role in advancing human rights at the local level.

Responsibilities

In this role, you are assigned an area of human rights monitoring responsibilities or operations. You may be local or non-local in the area.

However, learn deeply the people, the culture, the development, the general day to day activities and the geographical landscape of the area.

Deeply research, from a diverse source, on the context of the area of the assignment and comprehensively document contextual information with as many facts as possible under the following:

- a. Name of the assigned area and date
- b. Administrative details – region, county, constituencies, locations, sub-location, size of area in square kilometers
- c. Historical Context - past violations, past conflicts across sectors
- d. Political Situation – past and present tensions, affiliation, political parties, elections, leadership
- e. Social Development Context – access to education, health, land, water, working environment, housing, settlements

- f. Economic indicators – living standards, poverty levels, primary sources of income and livelihoods, unemployment, industries,
- g. Geographical Context – climate, landscape, infrastructure, accessibility, rivers, forests, mountains, hills.
- h. Demographic Context – population across age segments, gender, PWDs, and administrative localities, ethnic make – ups, refugees, internally displaced persons in the area.
- i. Communications
- j. Environment, climate change impact status

- It is very necessary you keep on updating the above contextual information. Share it with your organization and during handing over to your successor on the ground area where you have been operating. Establish and make contacts of main public institutions, organizations, individuals directly and indirectly involved in human rights.
- Be in committees especially the local court users' committees
Document a data base of names, ranks, addresses and phone contacts of persons leading and managing these institutions and organizations. Initiate and establish relationships with individuals who will be your key informants and contacts on different places in your area of responsibilities.
- Obtain information on human rights spots zones in your area of operations

The following is just an introductory overview. More details are in the chapters ahead/
Monitoring and/or witnessing human rights violations incidents on the assigned area of responsibilities.

Incidents include but are not limited to:

- violence and assaults between individuals or group of individuals against other individuals over multiplicity of reasons, political, resource based, tribal, clannism, county/sub-county boundaries, that may result in killings, injuries, internally displacements, refuge seeking
- murders, homicide, femicide, suicide
- arbitrary arrests
- sexual and gender-based violence
- environmental degradation
- human-wildlife conflicts
- anti-poaching operations
- violent forced evictions
- unlawful forced evictions
- public and/or public land grabbing
- violence within families, spousal, child abuse
- harmful life-threatening counterfeit goods
- traffic, ferry, boat, rail accidents
- child labor
- trafficking (child and women)
- arson (against persons, their property and lands)
- work place injuries and deaths arising out of strikes, harmful chemicals, explosive or freezing machinery, non-provision of protective gear
- Industrial and plantation disasters to communities. Noise, air, water, sand pollutions
- corruption
- unfair distribution of humanitarian assistance during and after occurrences of natural and human made disasters

- Upon witnessing or hearing an incident, start by identifying and collecting information in order to see if any human rights violations have occurred. Find out and record what really took place, how the incident occurred and who was/were responsible.
- Visit the site for collection of primary (first hand) physical evidence as soon as possible upon receiving information. Identify and interview first-hand sources, mainly, the victims, survivors, eye witnesses and perpetrators who may be there and are willing to be interviewed, and determine if there are posing as victims.
- With discreet and utmost care, collect and preserve with care exhibits eg arms, spent cartridges, photographs, voice recordings of witnesses, copies of medical records, police records, eg, occurrence books entries numbers and details especially from the victims or survivors.
- Seek and verify secondary evidence if you learn about the incident hours or days after it occurred. Secondary sources include but are not limited to; word of mouth, notwithstanding if it's perpetuated as rumors or demeaned by other persons listening and commenting on the incident; news items in mainstream media houses and social media.
- Seek expert opinions from friendly criminal investigators, arms and weapon examiners, lawyers, courts officers, forensic experts, professionals. Attend case hearings in the court and public inquiries on the incidents that occurred, and seek to be included in evidence hearings in camera.

Incident Report Writing

After investigating, gotten primary evidence and verifying the information you received from secondary sources, analyze all the information and findings with you.

Analyze by determining if the incident constitutes a human rights violation by reading deeply the Constitution, the laws and international human rights legal frameworks. Based on your analyses, write a report that is accurate and with precision with regard to the facts that are being reported.

Produce the report promptly when the incident is still fresh in your memory, particularly where the report is on inquiries made on multiple individual cases with similar facts. Prompt report writing is necessary for the organization to effectively raise concerns and follow ups with the authorities.

Your report should be action oriented by giving recommendations on the next measures that should be taken for you are in the best position to assess the incident and identify the responses that are appropriate.

Other Kinds of Reports

Though confining ourselves to investigative reports on violation incidents, it's important to know there are other kinds of reports that you will be obligated to be writing after making appropriate findings as directed by your team leaders in the organization.

Interview Reportseg after interviewing actors in such activities as inquiries, elections, demonstrations, strikes and victims that include internally displaced persons due to clashes, forced evictees.

Emergency Reportseg, after interviewing victims of natural and human made disasters or when human rights personnel are attacked, ejected in an area of responsibilities or whole country. Such report should be delivered directly, and not use third parties like phone, courier, postal, email, social media or other communications services providers.

Internal reports on human rights situation in an area of responsibilities, internal operations.

Regular (periodic) Reports, on weekly, monthly, quarterly, half yearly, annual bases.

The importance of Human Rights Monitoring that you should note always:

- a. Preventative measures of possible human rights violations immediately after learning a person or group of persons will be made to suffer from consequences of the intended violation. Some in the past have announced possibilities of being murdered and sought special protection but never provided, consequently they were found murdered. Some perpetrators have announced directly and openly fighting a group of people, and fulfilled their mission. Leaflets have been dropped in some areas warning a group of people to vacate an area or from a parcel of land, lest they face dire consequences should they not abide by set deadlines.
- b. Taking actions immediately to help victims, survivors and their families, against criminal violations incidents such as but not limited to arbitrary arrests, sexual violence, mob justice, illegal evictions, forced disappearances, murders, assaults and arsons.
- c. Assisting victims, survivors and families of the persons who died or were injured while in custody or due to acts of violations from elsewhere to seek legal redress, remedies and restorative justice.
- d. Detecting and deterring acts of violations especially when you as human rights monitor is present during such events as electoral processes, court cases hearings, demonstrations, visiting cells and penal and corrective institutions.
- e. Enhancing awareness by disseminating information and reports in human rights and violations among members of public impacting on encouraging different ways for people to engage in bringing about change for perpetrators to end violations.
- f. Influencing reforms in policies and laws in order to respect human rights and prevent violations in future.
- g. Influencing change in attitude and behavior among law enforcement, courts, public institutions, military, leaders, clergy, parents, spouses, employers, managers, road users, manufactures, service providers and users, so that they have greater respect for human rights.

You as an all-rounded Community Based Human Rights Monitor to:

- b. Be following up on all matters of development in your assigned area of responsibilities, not limited to political, social, economic, environmental, cultural, religious, education, industrial, agricultural, livestock, marine (pertaining to ocean and lakes) by seeking information, formally and informally, from individuals, leaders, public officials, law enforcement, penal and correctional institutions, experts from diversities of sectors, private sector, other human rights actors, main-stream and social media.
- b. Be continuously reading in-depth the Constitution, the national laws especially but not limited to the Penal Code –Cap 63, the Evidence Act, Criminal and Civil Procedure Rules, the Children Act, the Law of Succession of 1967, the Marriage Act, the Matrimonial Act, the Land laws; the international human rights instruments that include the Universal Declaration of Human Right, International Covenants on civil, political, economic, social and culture, UN Convention the continental and regional instruments by the African Union and the East African Community.
- b. Discharge duties as human rights educator, defender, activist, researcher, analyst, worker, advocate, mediator, negotiator beyond the call of duty, on your own initiative proactively with passion and whenever called upon by communities and stakeholders in your assigned area.

Identifying and working with human right stakeholders Human rights stakeholder is a term mostly used in human rights sector. There are state and non-state actors directly and indirectly involved in human rights, though they may not be identifying themselves as human rights stakeholders.

Identifying and working with human right stakeholders

Human rights stakeholders include human rights organizations, law enforcement agencies, penal and corrections institutions, judiciary, prosecution, experts from a diversity of sectors, executive and legislative arms of the national and county governments, other public institutions, media, faith-based institutions, individuals especially those who may be your key informants.

As mentioned above it's very important to initiate and establish working relationships. Build trust and confidentiality with them.

Why identify and work with human right stakeholders

- a. They are important in networking and cooperating particularly during emergency situations and in influencing processes of reforms of laws, regulations and administrative measures that don't require legislating.
- b. For preventative investigations, the contact human rights stakeholder can alert you of possible outbreak of human rights violations which may be violent, fatal and injurious if not addressed before breaking.
- c. To be alerted on violations incidents that have occurred and/ or going on
- d. To act on and support in fact-finding
- e. To seek crucial information during investigations for verification and ensuring accuracy from other contacts
- f. To seek expert positions during investigations
- g. To seek details for cross checking the information you have collected during investigations
- h. To be alerted on ensuring safety of your life and work of your institution

Incident Report Writing

The last point in the previous sub-topic is that the contacts you have built may alert you to ensure your safety. It may not be necessary to go to the scene of violent violations of human rights. If the situation goes worse, you may be advised not to appear in the area and if more volatile you may be advised to seek special protection or go out of the country.

- Whenever and wherever doing human rights work, be conscious of your safety and security. Share your plans with your team leaders and family of places and times you will be going to investigate human rights violations.
- Identify the situation and monitor discreetly should it be necessary.
- In crowded places, take care of yourself, your health, and your possessions such as note books, cash and phones.
- Stand in strategic places, if crowds are fighting. When provoked into violence, be calm, flee from the scene by walking or running.
- Defend yourself when hit.
- Report the incident to the nearest police station.

Incident Report Writing

- **Stress Management** Stress management is crucial for human rights monitors due to the often emotionally taxing nature of their work. By prioritizing self-care, seeking support, and implementing effective stress management strategies, human rights monitors can sustain their well-being and resilience while continuing to advocate for social justice and human rights.

- Stress, trauma and burnout may arise your life as human rights monitor as a result of working for long periods in volatile situations, dangerous, and insecure areas, and being exposed as an eye witness or listening to accounts of deaths of victims or injuries, or psychological distress suffered by victims and survivors. Signs of stress include trauma, burnout, unending worries, insomnia, lack of appetite, irritability, physical tension especially the shoulders, anger, anxiety, panic attacks, nausea, aggressive behavior, tiredness, less motivation about your work, feeling no empathy to your family and colleagues, low self-esteem
- Effects of stress include hampering of mental,

psychological and physical health of an affected person if left to continue un-managed.

Stress may have direct dire bearings on making right decisions, on risking your security and safety and also of others, family, colleagues by becoming less or non-cautious.

Stress if managed by accepting the conditions you are undergoing, and not feeling guilty of signs of stress you may have and noticed by your family members and colleagues.

Doing activities that will improve your mental and physical wellbeing, inter alia, exercising, eating healthy, ensuring adequate time for sleep and leisure, sustaining relations and talking with your family, neighbors and colleagues

Responding to symptoms of stress by talking with your family, neighbors and colleagues, and if necessary, by counsellor.



HUMAN RIGHTS VIOLATIONS MONITORED AND INVESTIGATED

**CHAPTER
THREE**

PREAMBLE

HUMAN RIGHTS VIOLATIONS MONITORED AND INVESTIGATED

Human rights violations can occur in various contexts, including during armed conflicts, in times of peace, in the context of development projects, or as a result of systemic discrimination or societal attitudes. Monitoring and investigating these violations are essential to hold perpetrators accountable, provide justice and redress to victims, and prevent future abuses.

**Human Rights
Violations
Definition**

A Violation of Human Rights is any action or inaction which deprives a citizen of foreign citizen in a country of any of his or her rights, as articulated in the Constitution, the laws, the regulations and in the Universal Declaration of Human Rights, international covenants on civil, political, economic, social and culture rights, UN Conventions, continental and regional frameworks.

**Violations
investigated
against
corresponding
rights,
freedoms,
protections and
laws**

Below are articles of rights, fundamental freedoms and protections, and specific application of rights for specific category of persons derived from Chapter Four of the Constitution of Kenya, 2010 with an example of a violation of each article, and some of the laws in the second column.

For adequate space, recopy the table below and add as many violations as possible in the third column for each right, freedom, protection and laws. Be reading and re-reading provisions under each right, freedom and protection Add rows of rights (entitlements) in the Constitution that are not in Chapter Four and additional laws with respective violations for each.

**Human Rights
Violations
Definition**

**Human Rights
Violations
Definition**

ARTICLE	Rights, Fundamental Freedoms and Protection in Chapter Four of the Constitution of Kenya, 2010	An example of a Violation Incident	Add as many Violations Incidents as possible for each (Violations incidents you may have witnessed, watched during tv news, or heard during radio news or from people and Imagine, create and add likely Violations incidents that may occur thus Scenario Building)
26	Right to life	Murder	
27	Equality and freedom from discrimination	Political parties not facilitating women to run for electoral offices	
28	Human dignity	Being apprehended while partly or fully naked	

29	Freedom and security of the person	Mob justice	
30	Slavery, servitude and forced labour	Forced labour	
31	Privacy	Trespass	
32	Freedom of conscience, religion, belief and opinion	Being denied to continuously give dissenting opinions to the extent of being harmed and even killed	
33	Freedom of expression	Being sued for criminal and civil libel and defamation for expressing oneself	
34	Freedom of media	Being denied coverage of certain functions for editorial criticizing the establishment holding the function	
35	Access to information	Being denied information, purporting	
36	Freedom of association	Disruption of nonviolent sectoral meetings and arrests of organizers, reason given being threat to national security	
37	Assembly, demonstration, picketing and petition	Arrests of demonstrators protesting environmental degradation by an industry in the locality	
38	Political rights	Rigging primary elections	
39	Freedom of movement and residence	Clashes to displace a section of a community identified as "foreigners" in the area	
40	Protection of right to property	Being evicted from own private land and residence by land grabbers	

41	Labour relations	Workers being prohibited from being members of a trade union	
42	Environment	Unjust authorization to degazette a parcel of land inside or across a natural forest for constructing highways and dishing land to favorites	
43	Economic and social rights	Economic: Displacement and evictions of traders in a site for facilitating private developer Social: Female genital mutilation	
44	Language and culture	Language: Being ordered to cease speaking own language in a public participation session in a locality with the same language speakers in the session, despite volunteers offering themselves to interpret	
45	Family	Forced marriages	
46	Consumer rights	Sales and donations of fake counterfeit goods that compromise health, safety and security of consumers, their children, livestock, crops and environment	
47	Fair administrative action	Undue delays in rendering services eg. Court cases backlogs, undue delays of land acquired for public projects, in receiving compensations, pensions, out and in patient medical treatment in hospitals	
48	Access to justice	Unaffordable fees to access justice	
49	Rights of arrested persons	Torture to force confession of committing an alleged offence	

50	Fair hearing	Not being issued in advance with the evidence to be relied by the prosecutor	
51	Rights of person detained, held in custody or imprisoned	Detained persons or persons held in custody Undue delays in producing the persons in courts despite issuance of orders to comply Under age suspects being confined together with over age suspects in cells Imprisoned persons Assaults by prison officers against prisoners; and some prisoners against other prisoners, especially the vulnerable ones	

SPECIFIC APPLICATION OF RIGHTS

52	Children	Parents refusing or failing to provide basic needs to their children Culture: Forceful female genital mutilation rite	
53	Persons with disabilities	Some political parties nominating non-PWDS as MCAs to represent PWDS in the county assemblies PWDS not being provided with facilities for access to buildings and public transport	
54	Youth	Exploitation of the youth in nonexistent jobs and scholarships here and abroad. Non inclusivity of the youth by cross section of political parties in chances to run for electoral offices	
55	Minority and marginalized groups	Evictions of some of them from their original localities they have been living since pre-colonial era. Denial of representation through electoral offices	

56	Older members of society	Some being mistreated and killed for suspected being witches	
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THE ARTICLES IN THE CONSTITUTION THAT PROVIDE FOR RIGHTS

1	Sovereignty of the people	Being denied to exercise participation in making laws, policies, budgets during public sessions Female genital mutilation	
7.(2)	The official languages are Kiswahili and English	Recommendation to recognize English as the only compulsory language in education during choices of degree courses is violation of human right to learners with higher grades in Kiswahili than in English	

LAWS

1	Intellectual Property Act	Exploitation of musicians , comedians, drama and soap operas players Parallel print productions and sales of books by persons and firms not authorized	
2	Sports Act	Players exploited by some officials of responsible ministry sports associations and federations	

61	Fair hearing	Not being issued in advance with the evidence to be relied by the prosecutor	
62	Rights of person detained, held in custody or imprisoned	Detained persons or persons held in custody Undue delays in producing the persons in courts despite issuance of orders to comply Under age suspects being confined together with over age suspects in cells Imprisoned persons Assaults by prison officers against prisoners; and some prisoners against other prisoners, especially the vulnerable ones	
63	Economic and social rights	Economic: Displacement and evictions of traders in a site for facilitating private developer Social:	

SPECIFIC APPLICATION OF RIGHTS

64	Children	Parents refusing or failing to provide basic needs to their children Culture: Forceful female genital mutilation rite	
65	Persons with disabilities	Some political parties nominating non-PWDS as MCAs to represent PWDs in the county assemblies PWDS not being provided with facilities for access to buildings and public transport	
66	Youth	Exploitation of the youth in nonexistent jobs and scholarships here and abroad. Non inclusivity of the youth by cross section of political parties in chances to run for electoral offices	

STEPS IN INVESTIGATING HUMAN RIGHTS VIOLATIONS PART ONE



CHAPTER FOUR

STEPS IN INVESTIGATING HUMAN RIGHTS VIOLATIONS – PART ONE

Preamble

Investigating human rights violations requires a systematic approach to gather, analyze, and verify evidence. While the exact steps may vary depending on the context and nature of the violations, the general outline of the process is as follows:

- Assessment and Planning
- Information Gathering
- Evidence Analysis
- Legal and Ethical Considerations.
- Documentation.
- Reporting.
- Follow-Up.
- Evaluation.

By following these steps, human rights investigators can conduct thorough and effective investigations into human rights violations, leading to accountability, justice, and redress for victims.

The main steps in investigations are

- Planning and Preparing to Investigate
- Collecting Information, that is Evidence
- Verifying the Information collected
- Analyzing the Information to determine findings
- Report the findings

The steps are further subdivided to deepen the carrying out specific tasks during successive stages as indicated below.

The categorizations of various dimensions are explained below, for easier understanding so as to effectively and efficiently discharge and accomplish the intended results of the investigations to remedy the situation and enable pursuit of justice.

Planning and preparing to investigate

Do the right and proper planning which is very essential for efficient and effective human rights violations investigations.

Collect as much evidence as you can for establishing most reliable findings as you confidentially protect security and safety of everyone involved, who include key informants, eye witnesses, and experts who give you information

Do deep background research

There are times you may be an eye witness to an occurrence of incidents.

Whenever incidents are reported to you, or you learn from mainstream or social media, or both, establish if they occurred.

Whether you are an eye witness to an incident, or it's reported to you, determine if it's a human rights violation or an ordinary crime by identifying the human rights (human rights standards) that are relevant to your investigation.

Draft the following:

An incident title followed by a short description of what took place, location, date, time of the day or night. As much details as possible of the main right holder or the main right holders that have been allegedly violated.

As much details as possible of the suspect or suspects who committed the alleged acts, indicating if they are state or non-state actors, or a group composed of both

The main human rights standards relevant to this incident being investigated:

- National as per the Constitution of 2010
- Regional as per the human rights instruments by the East African Community
- Continent as per the instruments by the African Union
- International as per the instruments by the United Nations

Information from technical experts especially on incidents requiring expert inputs especially in areas you are not or are less familiar with. Technical expert are crucial in advising on evidence to look for and right questions to be asking. The strategic importance of technical experts and professional specialists is that: they will be of vital assistance to you especially on investigating incidents in technical fields that you are not or less familiar with; and they will assess, interpret, confirm details of the cases, and advise you on evidence to look for in an incident and the right questions you should be asking victims, survivors, eye witnesses, family members.

Among the technical experts and professional specialists are doctors and pathologists who will help in assessing and confirming injuries, causes of deaths; arms specialists who deal with firearms, improvised explosive devices, ballistics; forensic experts; professionals in constructions industries

Make your Investigation Plan

The Investigation Plan is important because:

- It will help you identify the information (evidence) you need
- It will help you obtain information in detail from variety of sources, which might enable you to identify other violations which might be related or unrelated.
- It will help you to determine if the incident constitutes a human right violation or an ordinary crime
- It will help you determine depth of details depending on the kind of violations that you will be investigating

Ensure in all your investigations, all the following 6WH Principal Questions are answered.

PRINCIPAL QUESTION	QUESTIONS	ANSWERS
What?	-What happened, what was the incident? -Was it once, or many times (if more than once, list them chronologically) -Was/Were any one killed from either side, or both sides? -Was any one injured? -Was excessive force used? -Was there treatment? -Was any one displaced? -Was there physical torture? -Are there injuries, scars, cuts on the individuals involved? -Was there psychological torture? -Was any one detained or arrested? -What tools, weapons, items were used? -What are the circumstances behind the incident?	ANSWRES
Who?	- Who was/were perpetrators? - Who ordered the incident? State? Non-State? Own Initiative? - Who is/are perpetrators likely affiliated to? (Name(s) of (an) organized group(s)? Militia?)	ANSWRES
Whom?	- Who was/were killed - Who are the victims and survivors? - Are there children, youth, middle aged men and/or women, elderly persons? - How many? - What are their genders?	ANSWRES
When?	- When did the incident take place? (Give approximate time and exact date)	ANSWRES

PRINCIPAL QUESTION	QUESTIONS	ANSWERS
Where?	- Where did the incident occur? - Where are the perpetrators, survivors, victims? - Where was /were the perpetrator(s) arrested, detained, if at all?	ANSWERS
Why?	- Why did the incident happen, according to each of the following: the perpetrators, survivors, victims, witnesses? (Obtain and record as comprehensive reasons as possible) - Determine what was the motivation after describing the circumstances behind the incident?	ANSWERS
How?	- Who was/were killed - Who are the victims and survivors? - Are there children, youth, middle aged men and/or women, elderly persons? - How many? - What are their genders?	ANSWERS
When?	- In what manner did the incident occur? - What were sequences of how the incident occurred? (Offensives, reactions, counter-reactions) - How did the perpetrator(s) commit the act(s)? - How did anyone from other side, die, got injured? - How did they use the tools?(Name the items, fire arms, crude weapons) - Describe how (a) person(s) might have been used as a shield by either the perpetrators or the victims or the survivors?	ANSWERS

Make your Security Plan

security threats and risks that might occur to you, your informants, witnesses, and information while discharging and completing each investigation.

By carrying out Risk Assessment, plan how to deal (minimize/mitigate) with the threats and risks so as to do your investigations, safely and securely.

Threats and risks are different for each investigation.

Some are highly, middle, and low likely.

Complete your Logistical Preparations

- Seek security reports of the zones you are visiting for investigations from your informants
- Inform and/or seek permission (mostly through writing) from administrators of institutions you will be visiting during your investigations, eg. Police, prisons, juvenile remand homes, local administration of an area. Never reveal the identities of your interviewees.
- Be adequately equipped, electronic equipment with back-ups, for remote zones, have a satellite phone with you.
- It is very necessary to have measuring gadgets especially tape measure
- Have a first aid kit, trauma kit (for treating instantly the triage severe injuries)
- In advance arrange your travel and accommodation.
- Travel with enough food, water, fuel, cash, clothing, simple drugs for headache, stomachache
- Have a trusted interpreter / translator
- Find out if your organization or other organizations in the zone of investigations can help victims and survivors, depending on the level of violations, by providing and/or accessing, rescue accommodation, medical treatment, psycho trauma adjustment services, legal aid

Determining and Collecting Testimonial Documentary and Physical Evidence

Determining and collecting testimonial, documentary, and physical evidence is essential in documenting human rights violations and building cases for accountability. By carefully determining and collecting testimonial, documentary, and physical evidence, human rights monitors can build strong cases for accountability, justice, and redress for victims of human rights violations.

Importance of Gathering Information from Multiple Sources for Evidence

- Provides clear understanding of incident under investigation
- Strengthens accuracy of findings where and when you obtain similar information Provides many perspectives of what happened, or disprove some aspects of the incident being investigated

Testimonial Evidence

This is a statement of person's direct experience in the incident being investigated. It's collected during interviewing, and can be collected from assessments and reports by experts, and through surveys, mapping exercises, digital platforms or focused group discussions

Persons with direct experience in the incident include perpetrators, victims, survivors, eye witnesses, medical staff treating the injured, pathologists, forensic experts, lawyers handling the case, state investigating officers, who played roles in the incident. Note that the above methods are done on a necessity basis, as not all kinds of investigations require all of them

Marks of violations on humans eg. scars, injuries

Physical landscape eg destruction of land, building and roads by bombing, demolishing, arson, environmental degradation by polluting,

Spoilage of food sources, water, forests,

Physical violations items and/or remnants of items used as exhibits such as firearms, bullets, ballistic, crude weapons

Physical Evidence

Includes

Documentary Evidence

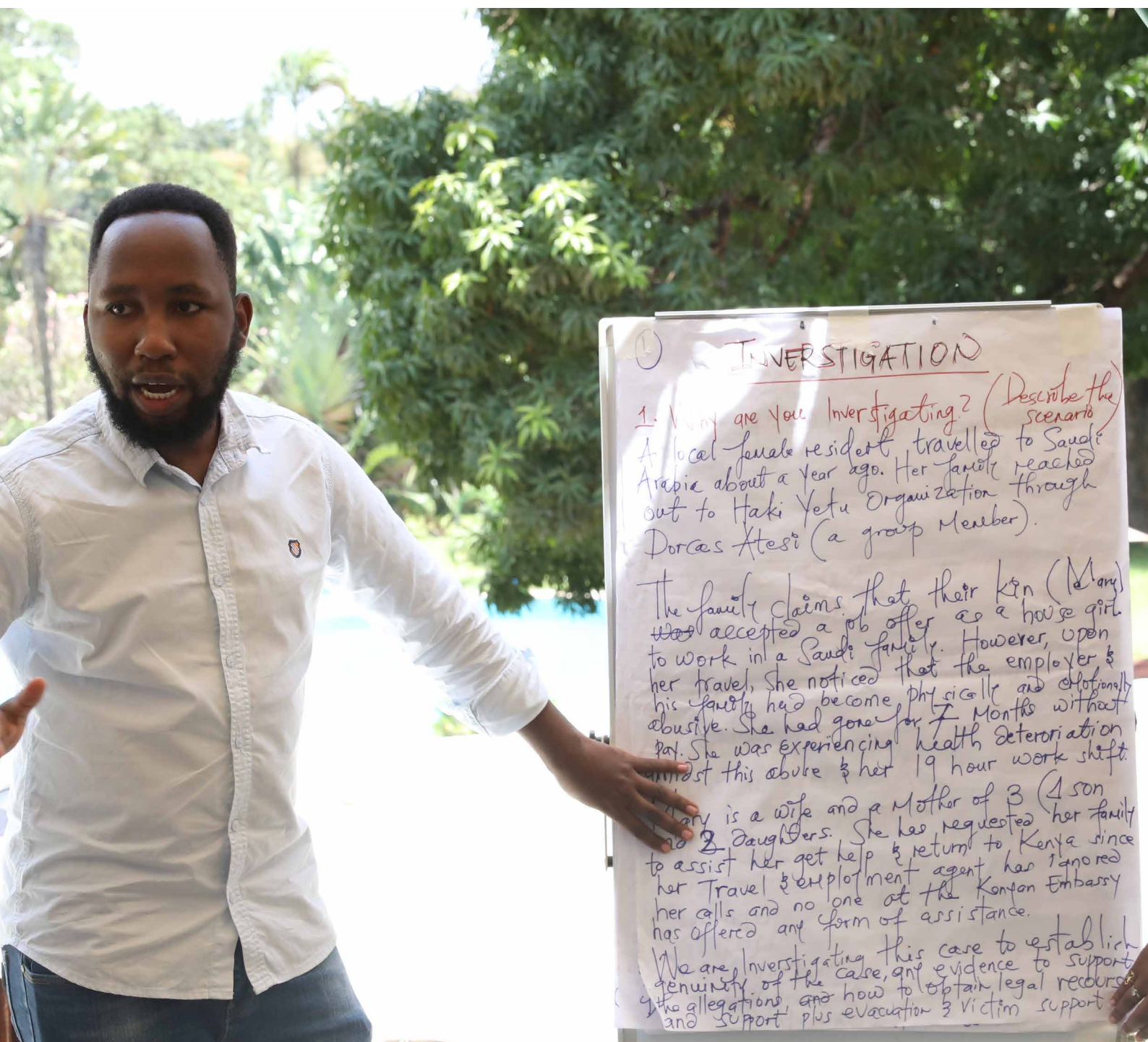
Documentary Evidence may be official or unofficial written narrative, and statistical records, and audio-visual materials that confirm or show details of an aspect of incident being investigated. Examples are

- Written official statements
- Scientific analyses reports
- Legal documents
- Medical documents
- Receipts
- Photographs, audio-visual video and audio recordings, social media posts of what caused the incident, what was being done during the incident or aftermath
- Written security orders



Physical Evidence

- You should have access to active internet services to use in properly identifying, collecting and verifying evidence from online sources that is relevant to your investigation.
- Online sources should not replace conventional investigations but to complement and confirm some aspects of the information you have collected through testimonial, documentary and physical collection of evidences described above.
- Use trusted online sources. Don't rely on only one source. Some websites are fake and are almost identical to the legitimate websites.
- Verify information you source from the internet with other internet sources or by communicating with relevant experts. If the information is not verifiable, do not use it in your reports.
- Note there are legitimate websites that have erroneous gaps in their data, and some of these websites might not be updated.



STEPS IN INVESTIGATING HUMAN RIGHTS VIOLATIONS PART TWO

Investigating human rights violations is essential for upholding human rights standards, promoting accountability and justice, preventing future abuses, and addressing the root causes of human rights violations. To this end it is crucial for:

01. **Accountability:** Investigations help hold perpetrators of human rights violations accountable for their actions. This can deter future abuses and contribute to a culture of respect for human rights.
02. **Justice and Redress:** Investigations can lead to justice for victims of human rights violations by ensuring that perpetrators are held accountable and victims receive reparations or other forms of redress.
03. **Prevention:** By uncovering and publicizing human rights violations, investigations can help prevent future abuses. They can also identify systemic issues that need to be addressed to prevent similar violations from occurring in the future.
04. **Truth and Reconciliation:** Investigations can contribute to truth-telling and reconciliation processes in societies that have experienced conflict or human rights abuses. They can help communities come to terms with past injustices and work towards healing and reconciliation.
05. **Documentation and Advocacy:** Investigations provide a systematic and documented record of human rights violations, which can be used for advocacy purposes. This evidence can be used to raise awareness, mobilize support, and press for policy changes to address human rights abuses.
06. **Legal and Policy Reform:** Investigations can identify gaps in laws, policies, and practices that allow human rights violations to occur. They can provide evidence for legal and policy reforms aimed at strengthening human rights protections.
07. **International Obligations:** Many countries are bound by international human rights treaties and conventions to investigate and address human rights violations. Failure to investigate can lead to international condemnation and sanctions.
08. **Restoring Trust in Institutions:** Investigations can help restore trust in institutions, such as law enforcement agencies or government bodies, that may have been implicated in human rights violations. Transparent and impartial investigations can demonstrate a commitment to accountability and human rights.

Preparing interviewing victims, survivors and if possible, the perpetrator

Identify your Interviewees:

- Principal interviewees include: victims, survivors, eye witnesses and perpetrators.
- Others are fellow human rights monitors, investigating officers, state officials, experts, journalists
- Go with a local contact if some of the principal interviewees are unwilling to be interviewed.
- Be impartial in selecting your interviewees

Safety and Security: "Do No Harm"

- Ensure safety and security of the interviewee
- Ensure your notes and recording devices are secure all the time, before, during and ever after the interview
- Be confidential
- Agree on location and time. If necessary, in case suspecting surveillance, location be discreet, and arrive at different times
- Interviewer and interviewee should be of the same gender as much as possible
- Some interviewees may be intimidated by being interviewed by more than one interviewer
- Identify an interpreter whom the interviewees will be comfortable with

Preparing interviewing victims, survivors and if possible, the perpetrator

- Documenting and Recording the Interview
- Never use the identities of your interviewees to documenting and recording your interview, use code numbers designed by you for each of them
- Store in a secure place your written notes, any relevant documents or items received from your interviewees

Beginning the Interview Process

- In case you are asked about transport facilitation and accommodation for the interviewees, do due diligence and pay reasonably
- Do due diligence on managing expectations of assistance for the interviewee among them, medication, livelihood, legal assistance, counseling. In advance, you should have found organizations that can help, as explained before
- Introduce yourself, name and mandate of your organization and purpose of the interview
- Introduce your interpreter
Assure the interviewee confidentiality, and if necessary, ask if s/he is comfortable, information given be shared by such third parties as police, government, UN, human rights organizations
- Take care and ensure the interviewee is not re-traumatized

Interview on the Process

- Monitor and take control of how the interview unfolds
- Observe body and attitude language
- Keep your tone conversational for interviewees comfort
- You and your interpreter keep on directly looking at the interviewee
- Don't force the interviewee to answer some questions they are uncomfortable with
- Keep summarizing what the interviewee has informed you for confirmation
- Ask the interviewee to add relevant matters s/he may you may have not asked her/him.
- Avoid treating the interviewee with any bias, regardless of stereotypes, gender, trauma, contrast, being carried by emotions eg crying with the interviewee
- Deal responsibly with such challenges as anger by interviewee, difficult in remembering dates, situations, inaccuracies, under or over exaggerations

Interviewing on the Content (This is about the asking the type of questions for the information you need)

Personal Information

- name, age, gender, residence, telephone number, nationality, if necessary, occupation, Interviewee's account – ask simple questions to keep the interviewee comfortable, then ask open ended question "Please, can you tell me what happened?" ensure you are given facts, not assumptions
- Ask open 6WH questions (what, when, where, who, whom, which, whose, why and how) and avoid using closed questions that require Yes and No answers,
- In case its necessary to interrupt for clarifications, do it politely. However, take note of the questions to ask before the end of the interview.
- Ask probing questions
- Ask sensitive questions eg. on rape, defilement, torture, showing empathy and assuring the interviewee on importance of the questions and confidentiality
- Ask as much big and small details on the identities and physical looks of the perpetrators.

Ending the Interview

Personal Information

- Photos: ask the interviewee for consent to take photos of scars, fresh injuries arising out of torture during the violation incident. Explain how the photo will be used
- Documents: ask the interviewee for documents or copies of relevant for the investigation, among them photos taken earlier, medical records, x-rays, arrest warrants, occurrence book entry numbers, they should be treated confidentially and identities should not be disclosed during the publications for reports for public dissemination.
- Additional Contacts: request the interviewee if s/he knows other persons who may be interviewed for the same investigation
- Give the interviewee your contacts for future assistance if needed
- Terminate the interview, at the stage the interviewee is comfortable, and if upset, remain with the interviewee till they calm down, and if they want to give more information, receive it.
- Thank the interviewee for sparing time for the interview session



Preamble

By systematically analyzing patterns in human rights violations, investigators can gain insights into the nature, causes, and consequences of abuses, which can inform the direction and focus of their investigation efforts. These insights can also help guide advocacy efforts and inform recommendations for prevention and redress.

Verifying, Compiling and Packaging the Information

Verify the accuracy of your information findings before making it public that there has been occurrence of human rights violation incident(s)

- Check the consistency of the information against other sources
- Ensure the credibility of the sources
- Check the consistency of the information with the context

Develop preliminary findings if the information meets the above criteria. If not, do not use it for the remaining stages of your investigation. Either seek additional information to satisfy the above criteria, or call the investigation off.

Analyze, categorize and store your findings

If the above three criteria are met, do analyses of your findings by

- Determining if the incident constitutes a human right violation by examining it against the national and international legal frameworks.
- Doing Human Rights Analysis:
 - Writing the aspects of the Right affected against the 6WH and Analysis
 - Sources of the national and international legal frameworks specifying the provision and giving the Analysis
 - Obligation (whose authority, Government, Non-State Actor) and Analysis
 - Government efforts and constraints, respective Analysis of efforts made and constraints encountered, if its Non-State Actor, add answers to these questions
- Did the government or its relevant agency know about this violation and fail to act
- Are there justifications to argue that the government or its relevant agency should have known the violation was occurring? Give the answers under Analysis
 - Conclusion: Can you conclude a human right violation has been done, by whom and under which legal framework?
 - In case you still have some inconclusive aspects of your findings due to limitations that your organization cannot overcome, report about it transparently and recommend other agencies like human rights commission or ombudsman to follow up with deep information

Determining Patterns in Human Violations

Determining patterns in human rights violations is crucial for understanding the scope, nature, and underlying causes of abuses. By determining patterns in human rights violations, human rights monitors and organizations can better understand the nature and extent of abuses, identify effective strategies for prevention and redress, and advocate for systemic changes to protect human rights.

Why should you identify?

- Multiple incidents of same violation demonstrate patterns of wider or widespread abuse
- Patterns help in showing why, when and where the violation is taking place
- Patterns show different groups are affected differently by the same violation or being discriminated against

Why should you identify?

- Patterns of the same violation help in 'early warning' making it possible to take action against the further incidents of the same violation taking place.

Patterns are identified as per but not limited to the following characteristics

- Victims/survivors identity
- identity of perpetrators
- Methods used by perpetrators in executing the violation
- Location (region, county, homeland same violation taking place)
- Reasons given or determined
- Specific context
- Response by the government

Preamble

Reports play a critical role in human rights monitoring for several reasons:

**Verifying,
Compiling and
Packaging the
Information**

1. Documentation: Reports provide a systematic and detailed documentation of human rights violations, including their nature, scope, and impact. They serve as a record of abuses, ensuring that incidents are not forgotten or overlooked.
 2. Evidence: Reports serve as evidence of human rights violations, providing documentation that can be used in legal proceedings, advocacy campaigns, and accountability mechanisms. They help substantiate claims of abuse and support efforts to hold perpetrators accountable.
 3. Accountability: Reports hold perpetrators of human rights violations accountable for their actions by exposing their abuses to the public and relevant authorities. They contribute to a culture of transparency, where perpetrators are held responsible for their actions.
 4. Advocacy and Awareness: Reports raise awareness about human rights abuses, both locally and globally. They inform the public, policymakers, and the media about the realities of human rights violations, mobilizing support for action and change.
 5. Policy Change: Reports provide evidence-based recommendations for policy change and legal reform to address human rights violations. They inform decision-makers about gaps in laws, policies, and practices, and advocate for measures to prevent future abuses.
 6. Prevention: Reports help identify patterns and trends in human rights violations, allowing for early intervention and prevention efforts. By documenting abuses and their underlying causes, reports contribute to efforts to address root causes and prevent future violations.
 7. Support for Victims: Reports amplify the voices of victims and survivors of human rights violations, providing validation and recognition of their experiences. They advocate for justice, redress, and support for victims, ensuring that their rights are upheld.
 8. Monitoring and Evaluation: Reports serve as a tool for monitoring and evaluating human rights conditions over time. They allow for the tracking of progress, trends, and changes in the human rights situation, informing future interventions and strategies.
 9. Transparency and Accountability of Monitoring Organizations: Reports demonstrate the transparency and accountability of human rights monitoring organizations by publicly documenting their findings and methodologies. They ensure that monitoring efforts are credible, impartial, and accountable to the communities affected by human rights violations.
- Reports are essential in human rights monitoring for documenting abuses, providing evidence, holding perpetrators accountable, raising awareness, advocating for policy change, supporting victims, and contributing to prevention efforts. They serve as a cornerstone of human rights advocacy and action, ensuring that violations are exposed, addressed, and prevented.

**Types of
Reports**

1. Emergency Reports
2. Interview Reports
3. External Reports
4. Internal Reports

Emergency Report

Emergency reports are also identified as “urgent action reports” or “flash reports”
These reports should be brief and reach the secretariat as expeditiously as possible through email or by radio or telephone call.
Incidents of human rights violation or human rights violations may occur at a location (village, constituency, county) that may require prompt and urgent actions by head office of the organization to follow up with the Government to save lives and to de-escalate it.
There may also occur incidents against human rights monitor in an assigned zone of operation.
The above are reasons for writing Emergency Reports to provide crucial essential information for the head office of the organization to take the relevant appropriate steps.
An emergency report form should be designed in such a way to facilitate information.
However confidential information should not be sent by radio nor telephone, nor email.

External Reports

This is a report that is prepared for sharing with stakeholders that include duty bearers, principal being the Government, and other international and national bodies, faith-based institutions, civil society, judiciary, legislatures, media, general public, members of the organization

External Report may either be:

- a. Annual Report with narratives of activities during a given year, performance, audited financial report, prospect for the coming year, or years or decade.
- b. A human rights violations inquiries report done in a particular country, or part of a country, or across boundaries and water masses of countries and or continents eg. exodus across Sahara Desert and Mediterranean Sea by persons seeking political and economic refuge then distributed to the above listed state and non-state actors

Interview Report

This report is about findings done through interviewing categories of persons explained in the afore going chapters who were directly involved in incidents of human rights violations, victims, survivors, perpetrators, and eye witnesses; and technical experts.
Procedures of conducting interviews have been explained.

Internal Reports

Reports submitted from the community human right monitors based in the assigned zones to the head office of the organization, on daily, weekly, monthly, quarterly, semi-annually and annually.
They include incidents, political, security, economic and social trends.

Principles and format of Report Writing	Report writing in the context of human rights monitoring follows certain principles and formats to ensure that the information is accurate, objective, and actionable. Report writing in the context of human rights monitoring follows certain principles and formats to ensure that the information is accurate, objective, and actionable.
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- Main principles are
- Accuracy
 - Impartiality
 - Confidentiality
 - Credibility
 - Integrity
 - Specificity
 - Not open to more than one interpretation



(unless explained from the perspectives of the interviewees, judicial analyses of specific provisions of statutes during processes of discharging human rights violations cases verdicts)

Format of Report Writing

Different organizations and institutions dealing with human rights have different formats of writing reports. However, the reports especially external and annual report should consist of the following sections

- a. Title, date,
- b. Executive Summary
- c. Methodology
- d. Background/Context
- e. Human Rights Legal Frameworks: National; Regional; Continental; International
- f. Findings based on Analyses
- g. Measures, both positive and negative, taken by the Government and other stakeholders in addressing human rights violations being investigated
- h. Recommendations- must be clear and specifically targeted to Government, its agencies of interest eg law enforcement, executive, prosecution, intelligence, judiciary, legislature, devolved government, non-state actors who may be perpetrators, citizens, civil society, media, private sector
- i. Conclusion – summary of the report
- j. Annexes – additional information to support the information in your report: National; Regional; Continental; and International

Production of a Report

May be produced in soft copies or hard copies or both

CHAPTER EIGHT

USES OF THE REPORTS

Preamble

Human rights monitors reports serve multiple purposes and are used in various ways to promote accountability, advocate for change, and uphold human rights. Human rights monitors reports play a crucial role in advocating for accountability, raising awareness, informing policy and legal action, supporting victims, empowering communities, and promoting human rights globally. They are a powerful tool for change and a cornerstone of human rights advocacy and action.

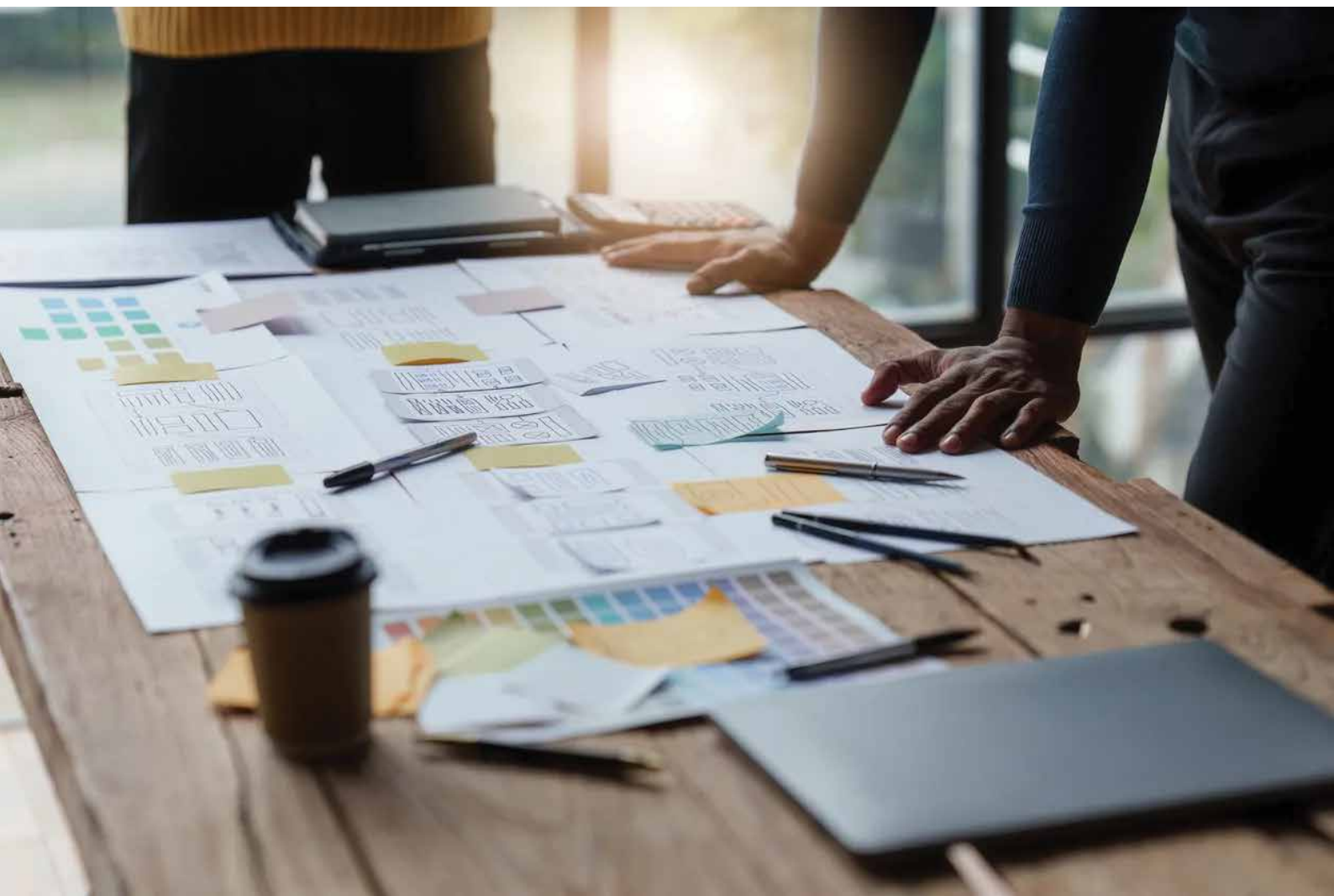
Internal uses of the Report

- Administrative
- Planning
- Research
- Internal reforms
- To analyze for cause of action

External uses of the Reports

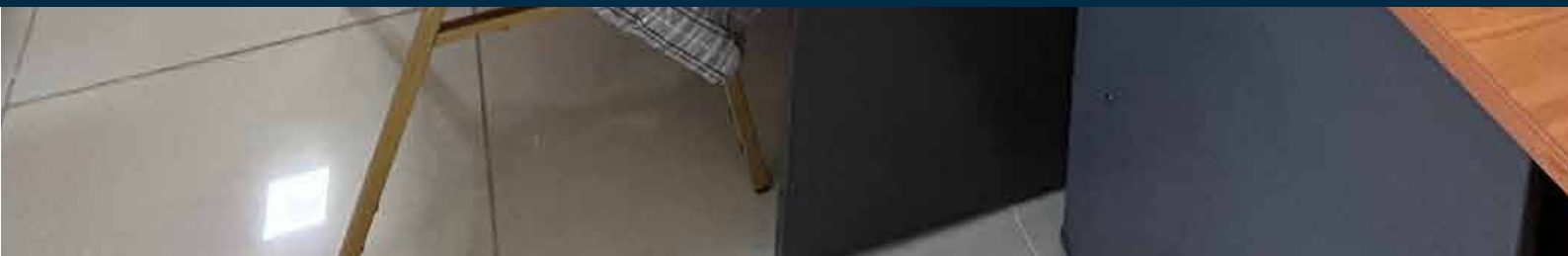
- To expose human rights violations
- To advocate for halt of human rights violations
- To continuously advocate for reforms of human rights policy and legal framework, nationally and globally.
- To assist the families of the deceased, victims, survivors in seeking redress and restorative justice
- To seek local and international assistance in addressing and halting human rights violations
- To use as evidence during proceedings in courts, judicial commission of inquiries and legislatures

Case study





HUMAN RIGHTS MONITORING REPORTS AND HUMAN RIGHTS ADVOCACY



HUMAN RIGHTS MONITORING AND HUMAN RIGHTS ADVOCACY

Human rights monitoring and human rights advocacy are closely intertwined and often go hand in hand. Here's how they relate to each other:

- **Complementary Roles:** Human rights monitoring involves systematically observing, documenting, and reporting on human rights violations, while human rights advocacy focuses on using this information to raise awareness, mobilize support, and promote change. Monitoring provides the evidence base for advocacy efforts, while advocacy helps to ensure that monitoring findings lead to meaningful action.
- **Information Gathering:** Human rights monitoring provides the data and evidence needed for effective advocacy. By documenting human rights violations, monitoring efforts generate factual information that can be used to advocate for policy change, legal reform, and accountability.
Raising Awareness: Both monitoring and advocacy play a crucial role in raising awareness about human rights issues. Monitoring reports and findings raise awareness about the prevalence and impact of human rights violations, while advocacy efforts aim to bring these issues to the attention of policymakers, the media, and the public.
- **Mobilizing Support:** Human rights monitoring can mobilize support for advocacy efforts by providing compelling evidence of the need for action. Advocacy efforts, in turn, mobilize support from individuals, communities, civil society organizations, and other stakeholders to address human rights violations and promote human rights protections.
- **Promoting Accountability:** Human rights monitoring helps to hold perpetrators of human rights violations accountable by documenting abuses and providing evidence for legal proceedings and other accountability mechanisms. Advocacy efforts seek to ensure that perpetrators are held accountable and that victims receive justice and redress.
- **Policy Change:** Human rights advocacy aims to influence policies, laws, and practices to better protect and promote human rights. Monitoring findings provide the factual basis for advocacy campaigns, lobbying efforts, and policy recommendations aimed at bringing about systemic change.
Empowering Communities: Both monitoring and advocacy empower individuals and communities to advocate for their own rights. Monitoring provides communities with information about their rights and the tools to document and report violations, while advocacy efforts support communities in advocating for change at the local, national, and international levels.
- **International Influence:** Human rights monitoring and advocacy efforts often have an international dimension, with organizations and advocates working across borders to address global human rights issues. Monitoring findings and advocacy efforts can influence international policies, treaties, and institutions to better protect human rights.
As such, human rights monitoring and advocacy are complementary and mutually reinforcing activities that work together to promote accountability, raise awareness, mobilize support, and bring about positive change in the protection and promotion of human rights.

Basic definition of Advocacy and other related terms, interalia, petition, lobbying

Advocacy is the process of identifying, examining and pleading for a matter that requires to be initiated and/or enhanced for improvement in lives of people. The matter may be but not limited to human rights, political, civil, economic, social, cultural, environmental, legal and judicial.

Advocacy is done through many ways that include communicating to the people, authorities, institutions that are affected, involved and affected by the matter for immediate, mid-term and/ or long-term solutions.

Advocacy is mainly carried out through speaking and writing. Speaking and writing are powerful tools for carrying out advocacy, as they allow advocates to communicate their message, raise awareness, and mobilize support effectively.

Specific methodologies of advocacy include

1. Documentation and Reporting: Human rights monitors document and report on human rights violations, providing detailed accounts and evidence to raise awareness and advocate for action.
2. Public Awareness Campaigns: Human rights monitors use public awareness campaigns to educate the public about human rights issues, mobilize support, and generate pressure for change.
3. Litigation: Human rights monitors may engage in litigation to hold perpetrators of human rights violations accountable through domestic or international courts and tribunals.
4. Policy Advocacy: Human rights monitors advocate for policy changes at the local, national, and international levels to improve human rights protections and address root causes of violations.
5. Media Engagement: Human rights monitors work with the media to raise awareness about human rights violations, amplify the voices of victims, and influence public opinion.
6. Coalition Building: Human rights monitors build coalitions with other organizations, activists, and stakeholders to amplify their advocacy efforts and increase their impact.
7. Strategic Litigation: Human rights monitors may engage in strategic litigation to establish legal precedents, challenge unjust laws or policies, and advocate for systemic change.
8. Campaigns and Advocacy Events: Human rights monitors organize campaigns, protests, and advocacy events to raise awareness, mobilize support, and pressure authorities to take action.
9. International Advocacy: Human rights monitors engage in international advocacy to raise awareness about human rights violations on the global stage, lobby international organizations and governments, and seek support for their cause.
10. Capacity Building: Human rights monitors engage in capacity-building activities to empower individuals and communities to advocate for their own rights and participate in advocacy efforts.

Definition of Human Rights Advocacy

Human Rights Advocacy is the act of identifying issues that have gaps adversely affecting the lives of people and resulting in human rights violations that requires to be advocated for to save lives and provide help, and justice to victims, survivors and citizens at large.

Such issues are sector wide with gaps. They include but are not limited to policy, legal, environmental, gender, leadership, commercial, transport, industrial and religious.



As a Human Rights Advocate you should be:

Deeply knowledgeable and conversant with your human rights advocacy services

Raising awareness among people, authorities and sector wide stakeholders

Representing and speaking for the vulnerable people who are unable to speak for themselves

Identifying gaps in policies and legislations for influencing positive changes and reforms

- Positive with people you are serving and interacting
- Exercise listening skills
- Articulate in communications
- Firm and flexible yet decisive and appropriate
- Friendly and approachable
- Fair in your decisions in the course of your services
- Organized

Strategic uses of Human Rights Monitoring Reports as evidence- based tools for Human Rights Advocacy, Annual Report, Strategic Planning of the and sharing with State and Non-State Actors nationally, regionally and globally.

To address human rights violations, proactively through preventative measures against their repeats, and reactively in seeking practical solutions and judicial redress to survivors and victims.

To carry out awareness among the masses, authorities and sector wide stakeholders.

To influence national, regional, continental and global human rights framework

Planning, executing and reporting on Human Rights Advocacy

Include Human Rights Advocacy Plan in the main plan of your Human Rights Monitoring Plan in your assigned zone. Share it with your team leaders at the Secretariat and regional offices of your organization. Each plan should include:
Coverage period

- Issue being tackled
- Brief background of the issue and arising violations of human rights
- Gaps to be addressed with respective suggested solutions
- Targeted people, authorities, organizations, industries, and sector wide

Execution

- Contact and seek appointment with the targeted people who are suffering from the issue, duty bearers (authorities)
- Write comprehensive advocacy document for presentation and deliberations with the targets
- Explain them persuasively justifying the needs to have the issue addressed
- Answer questions you are sure of their answers
- For unexpected questions, answer politely about not knowing the answers, and to seek answers to present during the next meeting
- If possible be accompanied with a secretariat of regional colleague and your counterparts from the neighboring assigned zones stakeholders, their respective contacts and physical addresses
- Time framework
- Status reports of advocacy indicating successful, not successful, pending as decisions being processed
- Next causes of action as per the indications of the status



Reporting on Human Rights Advocacy

Make comprehensive report of your advocacy sessions and share with your secretariat
Analyze, write your findings and identify the next causes of action
Prepare for subsequent session if the issue was not concluded

Resource Mobilization

Mobilizing resources for Community Human Rights Monitors (CHRM) is essential for their effective operation and impact. To optimize this, some strategies to consider:

1. **Grant Funding:** Seek grants from government agencies, international organizations, foundations, and philanthropic individuals who prioritize human rights. Develop grant proposals outlining the objectives, methodology, expected outcomes, and budget for CHRM activities.
2. **Corporate Sponsorship:** Approach corporations with a commitment to social responsibility. Highlight the alignment between CHRM activities and their corporate values. Corporate sponsorship could include financial support, in-kind donations, or employee volunteering.
3. **Crowdfunding:** Utilize online platforms to raise funds from a broad base of supporters. Create compelling campaigns that explain the importance of CHRM work and its impact on promoting human rights at the grassroots level.
4. **Partnerships:** Collaborate with local NGOs, community-based organizations, universities, and legal clinics. Pool resources, share expertise, and leverage existing networks to support CHRM initiatives. Partnerships can also enhance credibility and increase visibility.
5. **Individual Donations:** Appeal to individuals passionate about human rights through targeted fundraising appeals. Utilize direct mail, email newsletters, and social media to engage potential donors and encourage regular giving.
6. **Government Funding:** Advocate for government support at the local, regional, and national levels. Engage policymakers and relevant government agencies to secure funding for CHRM programs as part of broader human rights initiatives.
7. **In-Kind Contributions:** Solicit donations of goods and services such as office space, equipment, legal expertise, and training materials. Tap into the expertise of professionals who may volunteer their time to support CHRM activities.
8. **Fundraising Events:** Organize events such as benefit concerts, charity auctions, or community gatherings to raise funds and awareness for CHRM. Engage volunteers to help plan and execute these events, maximizing their impact.
9. **Grassroots Fundraising:** Empower CHRM members and their communities to raise funds locally through different activities. Encourage creativity and grassroots ownership of fundraising efforts.
10. **Impact Reporting:** Demonstrate the impact of CHRM activities through regular reporting and evaluation. Highlight success stories, case studies, and testimonials to attract funding from donors who prioritize measurable outcomes.
11. **Capacity Building:** Invest in training and capacity building for CHRM members to enhance their effectiveness and sustainability. Seek funding specifically for training programs, workshops, and skills development initiatives.
11. By employing a diverse range of strategies, CHRM can secure the resources needed to uphold human rights standards within their communities and

The importance of personal security for human rights monitors cannot be overstated. Here are several reasons why ensuring the personal security of human rights monitors is crucial:

1. Safety and Well-being.
2. Effectiveness of Monitoring Efforts.
3. Retention of Skilled Monitors.
4. Public Confidence and Trust.
5. Deterrence of Attacks and Harassment.
6. Continuity of Operations.
7. Protection of Human Rights Defenders.
8. Legal and Ethical Obligations.
9. Digital security of the human rights defenders
10. Evidence security

Ensuring the personal security of human rights monitors is essential for their safety, well-being, and effectiveness in carrying out their monitoring duties. It is a fundamental responsibility of organizations and stakeholders involved in human rights monitoring to prioritize and invest in personal security measures for monitors.

**FPersonal
Security
during Human
Rights
Violations
Operations**

Personal security is paramount during human rights violations operations, as monitors often work in challenging and sometimes dangerous environments. By prioritizing personal security and implementing appropriate safety measures, human rights monitors can conduct operations more effectively while minimizing risks to their safety and well-being.

**Digital
security and
evidence
security**

The objective is to strengthen the digital security and evidence management practices of human rights monitoring organizations to safeguard sensitive information and ensure the integrity of collected evidence.

Personal Security while serving, at residence and on leave

You are continuously on duty on twenty-four hours/seven days a week. Even when on leave, members of communities and human rights stakeholders may call upon you to seek your services which you kindly give through advising and referring to your colleague acting on your behalf. Violations of human rights, whether day or not occur all the times.

Therefore, operations including preventative measures, investigations and reporting pursuance in addressing them should be done all the times, day and night, as appropriately demanding.

It's of paramount importance in your life to prioritize in ensuring your security and safety during all times while in the course of your duties in the field and in your residence in your assigned zone during day and night. Do the same while on leave even when away from the zone you are serving.

When the security of a human right monitor is at stake, and then suffer injuries and or be killed whether on line or out of line of duty, many people and organizations are directly and indirectly affected. Leading ones being the family, the organization being served, the communities of the assigned area, human rights actors, as well as the nation and the world at large.

Digital security and Evidence security

Digital security and evidence security are critical aspects of human rights monitoring, ensuring that sensitive information is protected and can be used effectively in advocacy and legal proceedings. Here are some key considerations for each:

- 1) Using encrypted messaging apps (e.g., Signal, WhatsApp with end-to-end encryption) for communication.
- 2) Using virtual private networks (VPNs) to protect internet traffic.
- 3) Ensuring devices are updated with the latest security patches.
- 4) Regularly changing passwords and using strong, unique passwords for each account.
- 5) Avoiding public Wi-Fi networks for sensitive activities.

Evidence Security: Collecting and storing evidence of human rights violations securely is crucial for maintaining its integrity and protecting the identities of victims and witnesses. This includes:

Digital Security: Human rights monitors should use secure communication tools and practices to protect sensitive information. This includes:

- 1) Documenting chain of custody for physical evidence to ensure its admissibility in legal proceedings.
- 2) Using secure, encrypted storage solutions for digital evidence, such as cloud storage with strong encryption.
- 3) Implementing strict access controls to ensure that only authorized personnel can access sensitive information.
- 4) Training monitors on best practices for handling and storing evidence to prevent tampering or loss.

By prioritizing digital security and evidence security, human rights monitors can enhance their effectiveness and ensure that their findings are reliable and protected.

Contact Building

In Chapter Two on “Community Based Human Rights Monitor” it was pointed you build contacts on the ground. One of the reasons is that these contacts may alert you to ensure your security. In some threatening cases, they may advise you from living in your assigned zone and in extreme volatile situations, circumstances against your life may force you to flee the country to save your life and lives of your family.

Among the contacts you may consider to trust are human right workers, civil society activists, peace networks, local organizations, community leaders, religious leaders, cross section of members of NyumbaKumi Committees, business people, boda bodaoperators especially those who serve you regularly.

Additionally, you build contacts with the law enforcement establishment. Ensure you have contacts of top administrators from Regional Commissioner, County officials in county administration, among them county commissioner, her/his deputy commissioners, assistant commissioners, chiefs, assistant chiefs and chairpersons of NyumbaKumi committees.

It is very crucial you be in contacts with the local offices of the Independent Police Oversight Authority, Ethics and Anti-Corruption Commission, Directorate of Public Prosecutions, Registries of Courts of Law

Other actors in law enforcement sector on your assigned zone, whom that you should have their contacts are Regional and County Commanders of the National Police Service, their officers commanding police divisions, stations, posts and patrol bases, as well as many officers under them.

Be in contacts with officials and members of community policing committees who work locally hand in hand with the police.

Among all the above actors identify those who are pro-human rights sensitive.

In Judiciary be in contacts with court users' officials. They might be useful in having a case on violation against you be handled as expeditiously as possible.

Oversight Authority, Ethics and Anti-Corruption Commission, Directorate of Public Prosecutions, Registries of Courts of Law

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Support Network Building

As mentioned in Chapter two is the importance of contact building, besides contacting them with regard to your personal security, they will be of value in updating you on political, peace, social and economic trends.

Therefore, as stressed in the aforementioned chapter, it's very important to initiate and establish working relationships, by building trust and confidentiality with them, and visiting their offices regularly.

These will constitute your support networks, in addition to others who are important to you who include team leaders and colleagues of your organization that you are serving, your family, relatives, clan, close friends, professional associates, and fellow human rights defenders.

However, discern and limit sharing sensitive information and reports on your operations. Share appropriately with your organization you are serving and to others as per instructions by your team leaders in the headquarters and field office of your assigned. Keep your reports and findings safe, for they can be useful in providing evidence should there arise legal proceedings in courts and commissions of inquiries disputes.

Digital Security

With regard to your digital security ensure your electronic equipment, among them your phones, lap tops, tablets are immune from hacking and surveillance, especially on your whereabouts and digitally keeping your reports safe and secure. It's of strategic importance to save your reports in alternative back-ups, and to continuously be enhancing your digital personal security skills by learning, among others, encryption of

your sensitive communication tools, application of dual factor authentication enabling mechanism management. Crucial anti hacking tools is use of strong and unique passwords, and be altering them from time to time.

Digital personal security is also an important aspect of human life security for it's a preventative step against hackers whose target is to disable your reports and or harm, kidnap, or even end your life before exposing the perpetrators contracting hackers or them being skilled hacking violators of human rights through digital cyber-crimes.

Be fully familiar with your rights and obligations as human rights monitor and laws. This is essential even when you are receiving legal assistance or being represented in courts and commission of inquiries.

Practical Security Measures

Practical security measures that you should observe to ensure your personal security and safety while in field operations are explained in chapter 2

Necessity of Personal Security Training

Ensure you continuously undergo security training and risk management trainings covering such areas that include defending oneself, situational awareness analyses, stress management, conflict management, risk managements, and digital personal security against cyber-crimes and cyber-rights violations. Consequently, you will deepen your skills in identifying potential threats of security which will be useful not only for your personal security, but also for the security of the communities in the zone of your assignment.

Measures in making your security plans are in Chapter Four on the Steps in Investigating Human Rights Violations – Part One.

Personal Security during Travel

It is important for your personal security to be conversant with the geographical, physical, infrastructural situation, road and transportation route networks of your assigned zone. Vary your schedules and routines of travel from your residence, or from one human rights violations spots to another.

Personal Security at Your Residence When not on Duty

As a Human Rights Monitor, its crucial you ensure you observe personal and family security measures at place of your residence to protect yourself and your family as your properties, among them electronic communication equipment that use while on duty.

It is important for your personal security to be conversant with the geographical, physical, infrastructural situation, road and transportation route networks of your assigned zone. Vary your schedules and routines of travel from your residence, or from one human rights violations spots to another.

Among the measures are

- i. Identify, settle and live in a safe and secure place of residence in a neighborhood that has a reputation of peace and security.
- ii. Learn the context of the locality, the surroundings, the transportation network, its people, county administrators, NyumbaKumi Committee, places of basic services like police station, health centers, schools, shops, religious institutions, leisure spots, eg play grounds
- iii. Join local neighborhood residential association not only for establishing sense of belonging to the community, but for collective security strategies among them strengthening vigilance against suspicious activities.

- iv. Ensure your house has adequate and appropriate security infrastructure, strong fence or perimeter wall with power enabled barbed wire, strong gate with key pad entry systems, doors, windows, alarms, lights. Reinforce them if they are weak
- v. Install closed circuit camera security system for monitoring, even using your smart phone, which you can also use in controlling lights, cameras and locks while you are far away consequently making your residence look occupied. Use motion sensors lighting system to alarm intruders while alerting you, their presence.
- vi. Ensure your fire extinguishing system is function. It's useful when perpetrators would use fire in their pursuit to harm and or even kill you.
- vii. Do away with overgrown bushes and grasses in your residence, lest they serve as hide-outs for intruders
- viii. Instill your family and workers with vigilance skills to deal with emergencies such as break-in, fire outbreak, and be doing mock measures so as to apply during the occurrences of such emergencies.

**SUSTAINING ONESELF AND DEPENDANTS WHILE SERVING AND
DURING RETIREMENT**

- Serving as a human rights monitor, defender, advocate, activist, educator, researcher, reformer is a selfless privileged role in which one becomes proud of attempting, or achieving justice, partly or fully against violations emitted against humans some of who die while.
- It is worthwhile attempting to unearth evidence of proving violations of human rights than not trying at all even justice was not achieved due to multiplicity of factors, among them destruction of evidence, miscarriage of justice, threatening or killing witnesses, survivors and victims.
- Human rights workers have dedicated themselves beyond the call of duty by putting their lives on the line, during their youthful and middle-aged life stages and some have continued with their human rights call up to their elderly ages.
However, in Kenya and rest of Africa, there come times when human rights workers, whether youth, middle aged or elderly commence suffering financially and live in poverty, as a result of loss of income when funders cease remitting finances to human rights organizations, or accounts frozen by the establishments, or a deregistered by the same or other establishments.
- Just like human right workers undergoing poverty, others in similar state who live like them are retired and serving sportspersons in athletics, indoor sports like boxing and outdoor games like football due to exploitations by cross sections of their sports federations. Likewise, there are artists, comedians, musicians, drama players undergoing poverty due to embezzlement of their hard-earned income by middlemen promoters and copyright organizations that are supposed to protect their interest and safeguard their sales proceeds.
It is essential and urgent to equip serving human rights workers with financial literacy so as to sustain themselves and their families while they advance the cause of human rights and during their retirements.
Here follows basic financial literacy skills that you as a human rights monitor should applying to achieve financial freedom as you serve and during your retirement.

**Financial
Management,
needs vs
wants**

- It is very important to plan and budget your income so as to save money for emergency and for investing towards your retirement.
- For your budget categorize your expenses for Needs followed by Wants, which without them, you will still lead a comfortable prestigious life.
- Give priority to Needs.
Needs are things you cannot do without. They are basic necessities for decent life.
- They include food, water, shelter, clothing, and utilities like electricity and fuel as well as having cash for health expenses when sick, and for necessary travel to obtain basic necessities and pay for utilities.
- Nowadays access to internet is being taken as a basic need by people of some school of thought.
- Wants are things and services you can do without and go on living decently.
- They include but not limited entertainments, leisure travels, vehicles, alcoholics, cigarettes, television and transistor radio.
- Finance and enjoy your wants as a strategy of feeling good.
- Avoid excesses of want fads at the expense of needs lest you harm yourself, your family, and lose concentration and productivity in your services as a human rights monitor, and risk your wellness during your retirement life.

Strategizing and Planning Financial Security during your Retirement Life

- Identify strategies for achieving financial security, plan and budget for them. Strategies may be mainly but not limited to running side income generating activities and doing several service jobs to different employers
- Implementing either or both of the above two strategies will result in earning extra income for saving for investments for personal pension during your retirement.
- Income generating activities include farming and running businesses for making profits.
- Extra jobs depending on your physical abilities, skills, talents and field backgrounds, eg tuition, translation, tax assessment, counseling, officiating ceremonies, singing, speech delivery, manual work.
- Plan in advance, while at work, what you will be doing during your retirement.
- This plan will be easy in deriving from the income generating activities and side jobs you are doing while serving as a human rights monitor.

Savings and Investments for Personal Pension during Retirement

- Upon being paid salaries from your regular and side jobs, and/or earning profits from your income generating activities budget for your needs and savings.
- Identify credible, stable, reliable and renowned banks and savings and credit cooperatives societies, micro-finance firms, retirement insurance institutions to open accounts for saving your incomes regularly.
- Don't risk saving your hard-earned cash in questionable and shady banks, cooperatives, micro-finance and insurance institutions, pyramid schemes, binary krypto-currency and online forex sales.
- To do away with paying rents, use your savings to build your house in an inherited parcel of land, or purchase a piece of land to build your house, and move in. Investing is purchasing goods or services for sale in order to generate interests and profits.
- Invest in schemes and ventures that are almost risk free. Among them are fixed deposits, treasury bills and bonds, money markets, lands and property for speculative sales.
- As during times of working while serving as human rights monitor, prioritize in financing your needs during your retirement.

Security and Safety during Retirement inside and out of Residence

- Don't assume, you are off the hook of risk of threats to personal security during your retirement.
- Heed deeply to the security and safety measures as stipulated in Chapter 10. Aggrieved perpetrators whom you brought to justice, or attempted to bring to justice may be in hot pursuit to net yet for revenge.
- Invest cash from your earnings in credible and reliable healthcare insurance for your health needs when sick and during emergencies such as accidents and terminal ailments that engulf elderly persons during their sunset eras.

Psycho-Social Adjustment to Retirement

- Upon receiving notice of retirement, adjust yourself psychologically in living new phase of life out of the world of work.
- This will be easy if you had planned in advance what you will be doing during retirement.
It will be easy to identify what you will be doing out of the income generating activities and/or side jobs you were doing while working as human rights monitor. If you are unable to adjust yourself, seek professional services from industrial psychologists.
- Attend seminars for retiring workers and be a member of peer retirees networks

Related Voluntary Occupations While in Retirement

- You will remain human rights monitor while in retirement. You will be receiving calls to turn up and investigate violations of human rights among communities. Respond and serve accordingly. If not available or not energetic, refer the victims to your former colleagues.
- Other related activities that you can be doing are writing articles, op-eds, columns advocating for human rights, conducting human rights, civic and voter education among communities, visiting and comforting victims and survivors, and mentoring upcoming and serving human rights monitors.



Preamble

- Human rights institutions play a crucial role in the referral of causes related to human rights violations. These institutions, which can include national human rights institutions (NHRIs), international organizations, and civil society organizations, often act as intermediaries between victims of human rights abuses and relevant authorities. Here's how they typically handle referrals of cases:
 - **Receiving Complaints:** Human rights institutions receive complaints from individuals, groups, or organizations alleging human rights violations. These complaints can be submitted through various channels, including online platforms, hotlines, email, or in-person visits.
 - **Assessment and Investigation:** Upon receiving a complaint, the human rights institution assesses the case to determine its validity and whether it falls within its mandate. This may involve conducting an initial investigation or inquiry to gather more information about the alleged violation.
 - **Referral to Relevant Authorities:** If the human rights institution determines that a violation has occurred and falls within its mandate, it may refer the case to relevant authorities for further action. This could include government agencies, law enforcement, judicial bodies, or international organizations.
 - **Monitoring and Follow-up:** Human rights institutions often monitor the progress of referred cases to ensure that appropriate action is taken by the relevant authorities. They may follow up with authorities to request updates on the status of investigations or legal proceedings.
 - **Advocacy and Public Awareness:** In addition to referring cases, human rights institutions may engage in advocacy efforts to raise awareness about human rights violations and advocate for systemic changes to prevent future abuses. This can include public campaigns, policy recommendations, and legal reforms.
 - **Legal Assistance and Support:** Human rights institutions may provide legal assistance and support to victims of human rights violations, including access to legal advice, representation, and referral to other support services.
 - **Documentation and Reporting:** Human rights institutions document cases of human rights violations, including those that have been referred to relevant authorities. They may publish reports and findings to raise awareness, advocate for justice, and hold perpetrators accountable.
 - **Collaboration with Other Stakeholders:** Human rights institutions often collaborate with other stakeholders, including government agencies, civil society organizations, and international bodies, to address human rights violations effectively. This can include joint investigations, information sharing, and coordinated advocacy efforts.

By handling referrals of causes related to human rights violations, human rights institutions play a critical role in promoting accountability, advocating for justice, and protecting human rights around the world.

The Human Rights Institution being served by the Human Rights Monitor

- You are a human rights monitor serving a human rights institution. You have undergone in-house induction about the institution, and have been undergoing external trainings under the auspices of your organization. Your human rights institution has defined thresholds for all or some of the categories of human rights and their respective violations. You should note that there is a threshold that is concretely evidential, among the killing, a violation against right to life.
- The threshold to violation of freedom of expression may be subjective due to different interpretations, for example on whether what has been uttered is defamatory, slandering or libel, and as to whether the utterance is a fair comment or whether the speaker of the utterance is privileged or not.
- You are familiar with investigation and reporting mechanism.

Other Human Rights Institutions, Human Rights Violations Dealing With, Referral Threshold, Head Office Contacts, Field Offices Contacts

- You - Human Rights Institution don't operate in isolation. There are times they collaborate in joint advocacy and conducting joint inquiries over human rights violations. Some human rights institutions including yours may be addressing all forms of human rights violations and others address some categories of violations.
 - If your human rights institution is not addressing all forms of human rights violations, it's necessary to be fully conversant with mandates of other human rights institutions dealing with categories of violations not being addressed by your institution. This is because, you may receive reports of violation not within the mandate of your institution and as such you will refer the witnesses, survivors and victims' to the relevant human rights institution.
 - Such referral organization may not have field offices or human rights monitors in your zone of assignment, or if it has presence in your zone, its officers may not be present during the occurrence of the violation incident or witnesses, survivors and victims may not be aware of its existence.
 - An organization may have capacity to address a violation to a certain level, eg from investigations but may not have capacity to institute a private criminal prosecution or public litigation case. This becomes necessary when the Director of Public Prosecution declines to institute prosecution against perpetrators or withdraw the case before delivery of verdict by the court.
 - A violation of the right to life resulting in death of a victim requires post-mortem investigation. Due to poverty, majority families of the victims might not have financial capacity to hire private pathologist to work hand in hand with public pathologist during post-mortem operations.
 - A human rights organization that investigated the violation incident may not have financial resources nor a retained pathologist who may be called to take part in the post-mortem aspect of investigation. Consequently, the organization must make referral to counterpart human rights organization to facilitate and support the family with pathology services for participating in unearthing the cause of death of the deceased during post-mortem processes.
 - Complex violations that require services of private investigators be referred to human rights institutions with financial and manpower capacities to facilitate and execute investigations.
 - Upon witnesses, survivors and or victims contacting you, do the same procedure as stipulated in Chapters 5 and 6.
- Analyze against the Human Rights Violations Mandate and Referral Threshold. If you have in your data base an institution with the violation mandate and referral threshold, then submit the report of the violation incident to the organization.

HUMAN RIGHTS INSTITUTIONS EXPECTED TO HAVE REFERRAL SERVICES AND RESPECTIVE THRESHOLDS

HUMAN RIGHTS INSTITUTION		ADDRESSES & CONTACT	FUNCTIONS	REFERRAL THRESHOLD
1.	Chapter IV Programs and Projects Limited. https://chapterfour.org	Chapter Four House 6671, Ndwaru Road, Off Naivasha Road P.O BOX 43940 – 00100 Nairobi – Kenya +254 721970252 +254 754970252 +254 720628137	Addresses: - Training of Human Rights Defenders and Community Leaders in; (i) Personal Development (ii) Leadership (iii) Human Rights (iv) Environmental Justice and Awareness - Financial Sustainability of HRs Defenders and Activists	National
2.	Kenya National Commission of Human Rights – KNCHR www.knchr.org one of the independent commission provided for in Article 59 of the Constitution of 2010 and the Kenya National Commission for Human Rights Act of 2011	Head Office CVS Plaza 1st Floor, Kasuku Lane, Off Lenana Road, P.O. Box: 74359-00200 Nairobi, Kenya Landline: +254-020-3969000 Mobile: 0726 610 159 WhatsApp: 0798 849 871 General Enquiries: haki@knchr.org Complaints: complaint@knchr.org SMS: 22359 Twitter: @hakiKNCHR Central Regional Office Address: Agricultural Finance Corporation (AFC) Building, next to	Addresses: - All forms of Human Rights	National
		Nyahururu Law Courts P.O Box 1100-20300, Nyahururu Tel: +254(0) 705 982 617 Email: laikipia@knchr.org Twitter: @KNCHRLaikipia North Eastern Office- Wajir Address: Airstrip Road/Public Works P.O Box 363-70200 Wajir Landline:(046)-421-512 Fax: (046)-421-085 Email: northernkenya@knchr.org Twitter: @KNCHRWajir North Rift Office - Kitale Address: AFC Building, Opposite Mega Plaza P.O Box 2999-30200 Kitale LandLine: +254-3969057 Email: northrift@knchr.org Twitter: @KNCHRKitale Western Office- Kisumu Address: Reinsurance Plaza, 3rd Floor Oginga Odinga Street, P.O.Box 1967-40100 Landline:(057)-2020078 Email: kisumu@knchr.org Twitter: @KNCHRKisumu Coast Office- Mombasa		
		Address: IMAARA The New Address Building, Unit 10D, 10th Floor, Dedan Kimathi Avenue, Kizingo, Mombasa. P.O Box 90171-80100 Mombasa Mobile Complaints lines: 0757-292932, 0769-710434 Landline: 041 2220468 Email: coast@knchr.org Twitter: @KNCHRMombasa		

3.	Independent Medico Legal Unit – IMLU www.imlu.org	69 Mokoyeti West Road, Off Lang'ata Road, Near Galleria Shopping Mall, Karen Estate P.O Box 16035-00509, Galleria Nairobi Tel: 020- 4450598 , 0724 256 800	Addresses: - Torture and related violations	National
4.	Muslim Human Rights Institute – MUHURI https://muhuri.org based in Mombasa	Main Office: 1 st floor Shree Links Plaza, Links Road, Nyali, Mombasa Tel:(+254) 0412315607, +2542315067 Email Address: info@muhuri.org Garissa Office: (1st Floor, Al waqf 2 Building, Next to ABSA Bank Building, Miraa Road, Opposite Medina pharmacy	Addresses: - Police brutality, extrajudicial killings, land rights violations, and electoral violence. - Provides legal aid and support to individuals who have been victimized or oppressed due to their ethnicity, religion, or social status.	Coastal Region and North Eastern Region
5.	Kenya Human Rights Commission – KHRC https://khrc.or.ke	849 Amboseli Road, Off Gitanga Road P.O Box 41079-00100, Nairobi, Kenya Tel: +254-20 2044545 +254202106763 Mobile: +254-722-264497 +254-733-62903 Email Address: admin@khrc.or.ke	Addresses: - Inclusion and Political Justice; - Social and Economic Justice mainly in land and labor rights; and corporate accountability	National
6.	Haki Africa https://haki africa.or.ke based in Mombasa	Head Office: Mji wa Kwale, Mikindani Road Mombasa Phone: 0755 000 555 Email Address: info@haki africa.or.ke Branch Office: Sunview Estate, House Number 2, Nairobi.	Addresses: - Civil and Political Rights, - Socio-Economic Rights, - Groups and Solidarity Rights	National
7.	Amnesty International Kenya Office https://www.amnestykenya.org	Riverside Studios on Riverside Lane Off Riverside Drive, Amnesty International Kenya, Nairobi – Kenya. +254 (0)759464346 amnesty.kenya@amnesty.or.ke	Addresses: - Equality and Anti-Discrimination, - Civil Liberties, - Technology and Human Rights focusing on Data Governance.	National
8.	National Coalition of Human Rights Defenders https://defenderscoalition.org/	P. O. Box 26309-00100 Nairobi, Kenya PHONE NO: +254-712632390/ +254 716 200 100 EMAIL: info@defenderscoalition.org	Addresses: - To strengthen the capacity of human rights defenders (HRDs) to work effectively in the country and to reduce their vulnerability to the risk of persecution, including by advocating for a favorable legal and policy environment in Kenya.	National
9.	Federation of Kenya Women Lawyers – FIDA Kenya Chapter https://www.fida-kenya.org	Nairobi Amboseli Road Off Gitanga Rd., Lavington, Nairobi BOX 46324-00100, Tel: 0710607241/0722509760 E-mail: info@fidakenya.org Kisumu Milimani Estate, Off Awuor Otiende Rd Next to Milimani Resort BOX 19219-40123 Tel: 0724256658 E-mail : ajkisumu@fidakenya.org Mombasa Off Links Rd., 3rd street behind links plaza (immediately behind Riyadh Towers). BOX 80687-80100, Mombasa Tel: 0724256659 E-mail: ajmombasa@fidakenya.org	Addresses: - Defends women's rights by providing free legal aid services	National

10.	Centre for Rights Education and Awareness – CREAW https://home.creaw.org	Head Office Elgeyo Marakwet Close off Elgeyo Marakwet Road , Hse No. 1 (on the Left), Kilimani. P.O. Box 35470 – 00100, Nairobi, Kenya.	Addresses: !! Crusading against violence meted on	National
		Mobile. 254 720 357664 Toll Free Number: 0800 720 186 Kibera Office Kibera Drive, next to KBS Driving School Kibera, Nairobi Mobile: +254 719 437 286 Toll Free Number: 0800 720 186 Mukuru SGBV Outreach Office Mukuru Health Centre Imara Daima, Mukuru Kwa Reuben Mobile: +254 0712 901 464 Toll Free Number: 0800 720 186 Kilifi Office Off Malindi Road Mnarani, Kilifi – (Moving the GoalPost Offices) Mobile: +254 720 357 664 Meru Office Makutano – St. Peter’s Anglican Church Compound Opp. Kinoru Stadium Mobile: +254 720 357 664 Isiolo Office My Space Building (Former KRA Offices) Ground Floor Narok Office Anglican Church, along Prison Rd, Narok		
11.	Coalition on Violence Against Women (COVAW) https://covaw.or.ke GBV Toll Free Line: 0800 720 553	Nairobi Office Programme for Christian Muslim Relations in Africa (PROCMURA) Building, 2nd Floor along Prof. Saitoti Avenue in Westlands. +254 733 594 794 / 722 594 794 info@covaw.or.ke Narok Satellite Office Agricultural Finance Corporation, Room No. 8, Narok-Nairobi Highway. +254 733 594 794 / 722 594 794 info@covaw.or.ke Kwale Satellite Office Darad-Gasi Plaza, 1st Floor, Room No. 6, along the Diani Beach Road, next to Agha Khan Hospital +254 733 594 794 / 722 594 794 info@covaw.or.ke	Addresses: - Crusading against Gender Based Violence on Women	National
12.	Child Welfare Society of Kenya https://cwsk.go.ke/	Child Welfare Building Madaraka Estate, Langata Road. P.O. Box 43982-00100 Nairobi, Kenya Phone: +254 (020) 6003 301; +254 (020) 6006 391 Fax: 243 (020) 6005 854 Mobile: +254 726 298 921 Email: cwsktoto@childwelfaremail.co.ke ; info@cwsk.go.ke	Addresses: - Promoting and securing the right of children	National
13.	National Gays and Lesbians Human Rights Commission https://nglhrc.com	Mpulla House No.4, Arboretum Drive, Off State House Road P.O. Box 52695-00100, Nairobi-Kenya Legal Office: +254700010574, +254700010743, +254700010637, +254700010815	Addresses: - To advocate for the rights of Gays and Lesbians	National
		Communications Office: +254792400528 In-House Psychologist: +254700010198		

14.	Refugee Consortium of Kenya https://www.rckkenya.org/	HAKI HOUSE, NDEMI ROAD, OFF MURINGA ROAD KILIMANI, NAIROBI. CELL. +254 733 860 669 CELL. +254 720 943 164 Toll Free Number: 0800720868 EMAIL: info@rckkenya.org DADAAB OFFICE DADAAB, KENYA CELL. +254 703848641 CELL. +254 705862534 KAKUMA OFFICE KAKUMA, KENYA CELL. +254 708 663 692 Toll Free Number: 0800720262 GARISSA OFFICE GARISSA, KENYA CELL: +254700865559	Addresses: - To influence government, partners, and donors to invest in changing social attitudes and norms, policies, laws, and public opinion with the aim of protecting and promoting the well-being, voice, and dignity of displaced and host populations.	National
15.	Ethics and Anti- Corruption Commission https://eacc.go.ke	Integrity Centre Jakaya Kikwete/ Valley Road P.O. Box 61130 - 00200, Nairobi Tel: (020) 4997000 Mobile: 0709 781000; 0730 997000 Email: eacc@integrity.go.ke Website: www.eacc.go.ke	Addresses: - To combat and prevent corruption, economic crime and unethical conduct in Kenya through law enforcement, prevention, public education, promotion of standards and practices of integrity, ethics and anti-corruption.	National
16.	The National Police Service https://www.nationalpolice.go.ke	Office of the Inspector General Taifa Road, Jogoo House "A" 4th Floor P.O Box 44249-00100 Nairobi, Kenya	Addresses:	National

		Tel: +254 20 2221969 Website: www.nationalpolice.go.ke Email: nps@nationalpolice.go.ke	- Strive for the highest standards of professionalism and discipline among its members - Prevent corruption and promote and practice transparency and accountability - Comply with constitution standards of human rights and fundamental freedoms - Train staff to the highest possible standards of a. Competence b. Integrity c. Respect for human rights d. Fundamental freedoms and dignity e. Foster and promote relationships with the broader society	
17.	Communications Authority of Kenya	Head Office CA Centre P.O Box: 14448-00800, Nairobi Mobile: 0703 042000, 0730 172000 Email: info@ca.go.ke Western CA Western Regional Offices 1st Floor, KVDA Plaza, Eldoret P.O Box: 2346, Eldoret 30100 Mobile: 0703 042105 Email: wro@ca.go.ke Nyanza CA Nyanza Regional Office 2nd Floor Lake Basin Mall	Addresses: - Response to cyber security matters	National
		P.O Box:2016, Kisumu 40100 Mobile: 0703042130 Email: nro@ca.go.ke Coastal CA Coast Region Office 3rd Floor, NSSF Building, Mombasa P.O Box: 81081 Mombasa 80100 Mobile: 0703 042152 Email: cro@ca.go.ke Central CA Central Region Office Ground Floor, Advocates Plaza P.O Box: P.O Box 134, Nyeri 10100 Mobile: 0703042181 Email: ccro@ca.go.ke		
18.	Local referral systems: - Hospitals - The Media - The Police - Chiefs Office (Nyumba Kumi) - County Office representatives (Member of County Assembly Office & Ward Administrators) - Traditional Leaders - Court Users Committee		Addresses: - The strength of local leadership in community human rights monitoring is essential for building trust, engaging communities, accessing information, promoting sustainability, catalyzing change, enhancing credibility, fostering innovation, and ensuring accountability. Effective collaboration between local leaders and external stakeholders can amplify the impact of human rights monitoring efforts and contribute to positive social change. - Psycho – social support	Local level
19.	Media Council of Kenya https://mediacouncil.or.ke/	Ground Floor, Britam Centre, Mara/Ragati Road Junction, Upper Hill P.O. Box 43132-00100	Addresses: - Promote and protect the freedom and independence of the media;	National

		Phone: +254 727 735252, +254 702 558233, +254 702 558234, +254 702 558453 +254 011019200 Email: info@mediacouncil.or.ke	- Prescribe standards for journalists, media practitioners and media enterprises; - Ensure the protection of the rights and privileges of journalists in the performance of their duties; - Promote and enhance ethical and professional standards amongst journalists and media enterprises; - Advise the government or the relevant regulatory authority on matters relating to professional, education and the training of journalists and other media practitioners; - Set standards, in consultation with the relevant training institutions, for professional education and training of journalists; - Develop and regulate ethical and disciplinary standards for journalist's, media practitioners and media enterprises; - Accredite journalists and foreign journalists by certifying their competence, authority or credibility against official standards based on the quality and training of journalists in Kenya including maintaining of a register of journalists, media enterprises and such other related registers as it may deem fit and issuance of such documents evidencing accreditation with the Council as the Council shall determine; - Conduct an annual review of the performance and the public opinion of the media, and publish the results in at least two daily newspapers of national circulation; - Through the Cabinet Secretary, table before Parliament reports on its functions; - Establish media standards and regulate and monitor compliance of media standards; - Facilitate resolution of disputes between the government and the media, between the public and the media and intra media; - Compile and maintain a register of accredited journalists, foreign journalists, media enterprises and such other related registers as it may consider necessary.	
20.	The Internal Affairs Unit https://www.iau.go.ke	Internal Affairs Unit, KCB Towers, Kenya Rd, Upper Hill, P. O Box 1880 – 00200, NAIROBI. Email: info@iau.go.ke WhatsApp N0: 07587299	- This is the body responsible for dealing with police misconduct. Their work is to discipline the police.	National
21.	United Nations Office of the High Commissioner on Human Rights (OHCHR). https://www.ohchr.org/en/countries/kenya	United Nations Office at Nairobi UN Resident & Humanitarian Coordinator's Office Block N, United Nations Complex, Gigiri	- Assisting national actors to comply with human rights obligations under international law and strengthening the capacity of the United Nations Country Team in Kenya to integrate	National

		P. O. Box 30218 00100 Nairobi, Kenya	human rights in their programs and policies.	
22.	Independent Policing Oversight Authority (IPOA). https://www.ipoa.go.ke	1st Ngong Avenue, ACK Garden Annex, 2nd floor P.O. Box 23035 – 00100 Nairobi, Kenya Tel: 254 20 490 6000 E-mail: info@ipoa.go.ke	- To investigate deaths and serious injuries caused by police action. - To investigate police misconduct. - To monitor, review and audit investigations and actions by internal affairs unit of the police. - To conduct inspections of police premises. - To monitor and investigate policing operations and deployment. - To review the functioning of the internal disciplinary process. Reporting.	National
23.	International Justice Mission (IJM) https://www.ijm.org/stories/location/kenya	Prosperity House, Westlands Rd, Nairobi Phone: 020 3748327	- Offers free legal support to Victims of Extra judicial Killings and police abuse of power, victims of SGBV and cases that involve children.	National



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