



National Government Constituencies Development Fund Board
Magarini Constituency
P.O Box 1907-80200
Malindi, Kenya
Construction of | Cell: 0733540364
Email: cdfmagarini@cdf.go.ke Website: www.cdf.go.ke

OUR REF: GRN/NG-CDF/PROJ/01/001

June 2, 2021

The Chief Executive Officer,
National Government Constituencies Development Fund Board.
P.O. Box 46682
Nairobi.

Dear Sir,

RE: REALLOCATION OF FUNDS FROM FOR MITICHARAKA PRIMARY SCHOOL TO MITICHARAKA PRIMARY SCHOOL.

The original project activity was construction of 2No classrooms with an initial allocation of Kshs 1,200,000. However, the community, through the Project Management Committee (PMC) requested for a reallocation (change of activity) from construction of 2No classrooms to supply and delivery of ballast and hardcore for the construction of the following facilities through cofounding:

1. Construction of 6No classrooms
2. Construction of 3No 2door toilets(One for boys the second for girls and the other one for the staff)
3. Construction of 1No computer laboratory and associated office
4. Construction of 1No school administration block
5. Construction of 1No school kitchen
6. Construction of 1No water storage tank with a circumference of 26.2m

The NG-CDFC accepted the PMC's proposal and resolved to request for a change of reallocation of funds from the NG-CDF Board.

Attached find Garsen NG-CDFC minutes, PMC minutes for the same and the agreement between the PMC and the donor (Germany Agro Action) for the same for your action.

Yours faithfully


JUMA N. BUDUGUH
FUND ACCOUNT MANAGER, MAGIRNI.



2013 Constituencies Development Fund No. 30

FOURTH SCHEDULE (s. 16)

PROJECT DESCRIPTION FORM

Constituency No: 018 Constituency Name GASEN: County Tana River

Project Number 018/2630204

Project Title: Miticharaka Primary school.

Sector Education

Status of projects (tick one) New.......... Extension..... On-going.....
Rehabilitation

Brief statement on project status at time of submission

To enhancing better learning conditions in secondary schools by improving the infrastructure

Financial year 1st July 2017 to 30th June 2018

Original Cost estimates, in Kshs. 1,200,000.00 dated 20:04:2021

Amount allocated last financial year 0.00

Amount allocated this financial year 1,200,000.00

Project Name	Project Number	Activity	Amount
Miticharaka Pry school	4-0004-018-2630204- 104-2020/2021-006	Co-funding the construction of 8No. classrooms (supply and delivery of ballast and hard core)	1,200,000.00
Total			1,200,000.00

NB: This is a change of activity for the same school (Miticharaka primary school)

Person completing form: *Juma N. Buduguh*. Position Fund Account Manager

Signature..........June 2, 2021.



FIRST SCHEDULE (s. 6) (5)
CONSTITUENCY PROJECT REALLOCATION FORM

Project No.	Project Title	Amount allocated (Kshs)	Amount Disbursed (Kshs)	Balance (Kshs)	Unspent balance to be reallocated (Kshs)
01	Miticharaka Primary School	1,200,000.00	0	1,200,000.	1,200,000.00
Total					1,200,000.00

Person completing form: *Juma N. Buduguh* Position Fund Account ManagerSignature..........June 2, 2021.


THIRD SCHEDULE

(ss. 25(6), and 29(1))

CONSTITUENCY PROJECTS SUBMISSION FORM

Constituency No: 018 Constituency Name GARSEN Financial Year 2020/2021

Serial Number	Name of project	Amount (Kshs)
01	Miticharaka primary school	1,200,000.00
	Total	1,200,000.00

Chairman NG-CDF C: Daudi Dube Mukulo Signature  June 2, 2021Fund Account Manager: Juma Buduguh Signature  June 2, 2021

GARSEN NG-CDFC MEETING HELD ON 5TH MAY 2021 AT THE NG-CDF BOARDROOM.

Members Present

- | | |
|--------------------------|-----------|
| 1. Daudi Dube Mukulo | Chairman |
| 2. Warda Mohammed Mbwana | Secretary |
| 3. Zuberi Algi Hidi | Member |
| 4. Kolompo Jillio Kiti | Member |
| 5. Rose Monje Kombe | Member |
| 6. Amran Juwena Sheikh | Member |
| 7. Rashid Athman Dhadho | Member |
| 8. Abdillah Gobu | Member |

In Attendance

- | | |
|------------------------|----------------------|
| 1. Juma Nyundo Buduguh | Fund Account Manager |
|------------------------|----------------------|

Absent with apology

- | | |
|------------|-----|
| 1. Makhanu | DCC |
|------------|-----|

Agenda

1. Opening remarks by Chairperson
2. Reading and Confirmation of Minutes of Previous Meeting
3. Matters arising
4. Emergency projects.
5. Any Other Business (A.O.B).



MIN 01/05/05/2021 PRELIMINARIES

The meeting was called to order by the chairman at 11:30 am. It was opened with a word of prayer from Mzee Rashid Dhadho. Apologies were registered as recorded. The fund manager tabled the day's items of agenda as captured

MIN 02/05/05/2021 READING AND CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the previous sitting were read, proposed by Rashid Dhadho and seconded by Kolompo Jillio Kiti as a true record of what transpired during the last meeting. The minutes were then unanimously adopted by the committee for record keeping and reference purposes.

Buduguh

2/6/21

MIN 03/05/05/2021 MATTERS ARISING (MITICHARAKA)

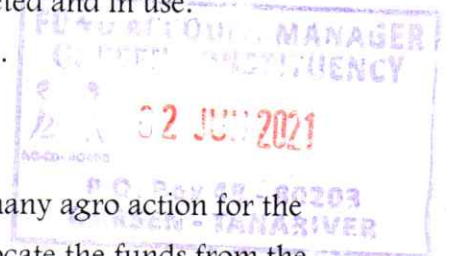
Members were informed that Miticharaka primary school with an approved project activity of construction of 1No classroom at Kshs 1,200,000 had applied for a reallocation (change of activities) to supply and delivery of ballast and hard core for the construction of the following projects in collaboration with Germany Agro-Action, a Non-Governmental organization operating in Tana delta sub county;

1. Construction of 6No classrooms standard classrooms.
2. 3No 2door toilets(One for boys the second for girls and the other one for the staff)
3. 1No computer laboratory and associated office
4. 1No school administration block
5. 1No school kitchen
6. 1No water storage tank with a circumference of 26.2m and a capacity of 100,000m3.

On a visit to the school, members found out the following;

- a. The 6No classrooms standard classrooms had been completed and in use.
- b. The 3No 2door toilets had been completed and in use.
- c. The 1No computer laboratory and associated office had been completed and in use.
- d. The 1No school administration block had been completed and in use.
- e. The 1No school kitchen had been completed and in use.
- f. The 1No water storage tank had been completed and in use.

Members were shown the agreement between the community and Germany agro action for the works. In view of the following members unanimously resolved to reallocate the funds from the construction of one classroom to the supply and delivery of hardcore. Members instructed the fund manager to forward the resolutions to the NG-CDFB for action.



MIN 04/05/05/2021 NG-CDFC WORKSHOP.

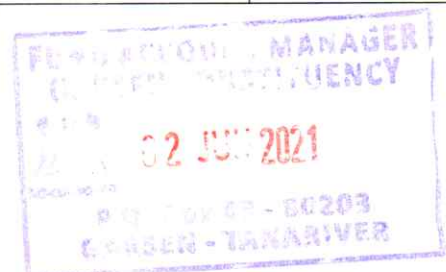
Members were informed that the regional office was organizing a joint workshop for NG-CDFCs in coast regional to be held at Sun N Sand beach hotel. Towards this end, members approved a budget of Kshs 824,500 to cater for accommodating and workshop facilities.

MIN 05/05/05/2021 PAYMENT OF GRANTS TO PROJECTS.

Members said that the disbursement of funds from the board has been very slow and in piece meal. In order to fast track the disbursements of funds to the project management committees (PMCs), members resolved to approve all pending projects at once.

The fund manager was asked to make payments to the PMCs as soon as funds are disbursed by the NG-CDFB to Garsen NG-CDFC main account. These projects are:

S/N	PROJECT	ACTIVITY	AMOUNT.
1.	Assa Boarding primary School.	Renovation (Roofing, flooring, fitting doors and windows, plastering and painting) of 2No Classroom to completion.	1,000,000.00
2.	Assa Boarding primary School.	Renovation (Roofing, flooring, fitting doors and windows, plastering and painting) of 2No block dormitory to completion	1,000,000.00
3.	Assa Boarding primary School.	Renovation (Roofing, flooring, fitting doors and windows plastering and painting) of school dining Hall to completion.	1,000,000.00
4.	Bilisa primary School	Renovation (Roofing, flooring, fitting windows and doors, plastering and painting) of 2No Classroom to completion	1,000,000.00
5.	Chamwanamuma Primary	Construction of 1No 3door toilet to completion	800,000.00
6.	Dibe Primary	Renovation of 2No classrooms to completion(Roofing, flooring, fitting doors and windows plastering and painting)	1,500,000.00
7.	Dibe Primary	Renovation of 2No classrooms to completion(Roofing, flooring, fitting doors and windows plastering and painting)	1,000,000.00
8.	Furaha Primary	Renovation(Roofing, flooring, fitting doors and windows, plastering and painting) of 2No Classrooms to completion	1,000,000.00
9.	Galana Sabaki Boarding primary School.	Construction of 3No classrooms to completion	3,600,000.00
10.	Galana Sabaki Boarding primary	Construction 800metre of school perimeter fence to completion using concrete posts.	2,000,000.00



	School.		
11.	Galana Sabaki Boarding primary School.	Construction of 1No dormitory to completion with capacity of 100 pupils	2,700,000.00
12.	Galana Sabaki Boarding primary School.	Construction of 3No 2door VIP toilets to completion	1,200,000.00
13.	Galma primary School	Construction of 2No Classroom to completion	2,400,000.00
14.	Galma primary School	Construction 800metre of school perimeter fence to completion using concrete posts.	2,000,000.00
15.	Gatundu Primary school.	Construction of 2No Classrooms to completion	2,400,000.00
16.	Gomesa Primary school	Construction of 2 No Classrooms to completion	2,400,000.00
17.	Iddi Primary	Construction 1No 6door VIP Latrine to completion	1,200,000.00
18.	Kizuliani Primary School	Construction of 2No Classrooms to completion	2,400,000.00
19.	Kone Primary School	Construction of 800metre school perimeter fence using concrete posts to completion	2,000,000.00
20.	Konkona Primary	Construction of 1No Classrooms to completion	1,200,000.00
21.	Konkona Primary	Construction of (700 square feet) school kitchen	1,500,000.00
22.	Maua Pry school	Renovation of 2No classrooms to completion (Roofing, flooring, plastering and painting)	1,000,000.00
23.	Meticharaka Primary	Construction of 1No classrooms to completion	1,200,000.00
24.	Minjila Primary	Construction of 2No Classrooms to completion	2,400,000.00
25.	Odoganda Primary School	Renovation of 4No classrooms to completion: roofing, flooring fitting of doors and windows, plastering and painting	2,000,000



26.	Odoganda Primary School	Construction of 800metre school perimeter fence using concrete posts to completion	2,000,000.00
27.	Odoganda Primary School	Renovation of 1No school staffroom (Roofing, flooring, fitting doors and windows plastering and painting) to the building	500,000.00
28.	Odole pry school	Construction of 800metre school perimeter fence to completion using concrete posts	2,000,000.00
29.	Onkolde Primary	Renovation (Roofing, flooring, fitting doors and windows plastering and painting) of 3No Classrooms to completion	1,500,000.00
30.	Ramadha Primary School	Construction of 2 No Classrooms to completion	2,400,000.00
31.	Shauri Moyo Primary School.	Construction of 2No classrooms to completion	2,400,000.00
32.	Sheli primary	Renovation (Roofing, flooring, fitting doors and windows, plastering and painting) of 3No Classrooms to completion	1,500,000.00
33.	Tulu Primary School	Construction of 2No classrooms to completion	2,400,000.00
34.	Ziwani Primary school	Construction of school administration block to completion	2,000,000.00
35.	Hashaka Secondary School	Construction of school science laboratory with a capacity of 30 students to completion to completion	3,000,000.00
36.	Hurara Secondary	Completion of 480metres out of the 800 metre perimeter fence using concrete posts	1,200,000.00
37.	Hurara Secondary	Supply and delivery of 10No lockers@Kshs6,000	60,000.00
38.	Kipao Secondary School	Construction of school science laboratory with a capacity of 30 students to completion.	3,000,000.00
39.	Kipini Girls Sec School	Construction of 2 No Classrooms to completion	2,400,000.00
40.	Garsen TTI College	Construction of 6 door VIP pit-latrine to completion	1,200,000.00



3.1 Contributions by the owner of the project

a) Contribution of local materials

The owner of the project will ensure the provision of the following local materials by the beneficiaries:

No.	Required materials	Quantity
1.	Sand	376 Tonnes
2.	Hardcore	420 Tonnes
3.	Soil for stabilized brick	338 Tonnes

due Monday 25th Feb

b) Contribution of Skilled and unskilled labour

The owner of the project ensures the provision of unskilled labour during construction works according to the plan of implementation (PoI) as detailed below. The unskilled workers shall be members of the group of beneficiaries here above categorise as parents (older than 18 years of age).

For that purpose, the owner of the project shall provide:

- Unskilled labour for the construction of all the infrastructure works i.e. Classrooms, toilets, administration block, etc
- Skilled and Unskilled labour for any excavation works

NB

Unskilled labour for all excavations, all concrete works (Strip footing, Slab Casting, columns and beams) shall be paid at a subsidized rate of kshs. 200 per 3m long by 0.6M wide by 1M deep per person per day.

Skilled labour for the excavation of pits shall also be paid at subsidized rate of kshs. 500 per ft.

c) Provision of onsite storage room and a storekeeper

The owner of the project shall ensure the provision of sufficiently secured and waterproof storage room at the construction site throughout the construction period. No other materials/ tools shall be kept in this store during project implementation/construction period.

Store keeping shall also be done by a member of the group of beneficiaries. For that purpose, the owner shall provide a storekeeper (CPA, mentioned in clause b, above) with good mathematical skills and, if possible, with experience in bookkeeping. The storekeeper shall: -

- Be the sole custodian of the key to the store
- Receive into the store and document all incoming tools and materials
- Release from the store and document daily materials/ tools requirements at the start of business
- Receive back into the store and document tools and any material balances at the close of the day

d) Provision of Security for the tools and materials

The owner of the project shall be responsible for the custody/security of all tools and materials provided for the ongoing project.

Any loss, damage or theft of tools and/ or materials would be treated as a breach of contract.

3.2 Contribution by GAA/WHH

WHH/GAA agrees to contribute once the local materials are in place and on site: -

- All construction hardware materials (Attached in Schedule of Materials) and necessary tools, including transport, for completion of the project according to the design and the Bill of Quantities (BoQ) agreed upon,
- Payment of skilled labour (hired artisans) for building works and welding works
- The supervision of all construction works and certification of the accomplishment of the tasks according to design, technical standards, and the specifications. Supervision will be done in collaboration with Sub county public works office.
- Ensure trainings on O&M, Hygiene and Sanitation

3.2.1 Documents required for payment

Following documents will be required from The Artisans for payment purposes:

- Original Contract and Payment Voucher for the works contracted and completed successfully
- Handing over note signed by WHH/GAA representative acknowledging acceptance.

4. Plan of implementation (Pol)

The following plan of implementation would be agreed upon to ensure the implementation of the project in favourable condition, economically and timely.

No.	Activities to be accomplished	Est. working days	Responsible
A. Blocks production & curing			
1.	Collection of local materials	24	Group members
2.	Excavation of soil for block production	10	Group members
3.	Interlocking Blocks production	60	WHH/Group members
4.	Curing of blocks	10	Group members
B. 8 No Classroom, 3 No 2 Door Toilets, Administration block, 100m³ tank, kitchen			
1.	Setting out	1	WHH/Group members
2.	Excavation of foundation, Excavation of pits, Strip foundation and Substructure walling	7	
3.	Back Filling and Hard-core filling and compaction	4	
4.	Preparations and installation of reinforcements and form work	2	
5.	Casting of foundation slab	5	
6.	Slab curing	7	
7.	Setting out the first course	1	
8.	Construction of wall, and fixing of doors & windows	30	WHH/Group members
9.	Preparation of ring beam reinforcement and form work	4	WHH/Group members
10.	Casting of ring beam	3	WHH/Group members
11.	Building of courses above Ring beam and gable	12	WHH/Group
12.	Construction of roof trusses and treating	12	
13.	Fixing of trusses	4	
14.	Fixing of fascia board and bargeboard	3	
15.	Fixing of Iron sheets	6	



6.5 Breach of contract/ penalties

a) If the group members and or committee fail to abide by this agreement, WHH/GAA will stop the said assistance temporarily until a timely solution of the problem has been found,

OR

Terminate the assistance altogether without further commitment.

7. Signatures

For & on behalf of the Owner of the project activity / Committee:

Name: JULIUS T. BAYA Designation: B.O.M CHAIRMAN | Sign: [Signature] Date: 27.8.2020

Name: CHEWIA MWARUA Designation: C.M | Sign: C.M Date: 27.8.2020

Name: M. WAKIMU K. JETA Designation: P.A CHAIRMAN | Sign: [Signature] Date: 27.8.2020

For & on behalf of WHH/GAA

Name: Sarah Maiyo Designation: Head of Project | Sign: [Signature] Date: 27/8/20

Name: Daniel Magut Designation: Technical Officer | Sign: [Signature] Date: 27/8/2021

Name: Alex Ogeto Designation: Field Officer | Sign: [Signature] Date: 27.8.20

Witnessed by:

Name: YUSA Designation: Provincial Administration Chief/Assist Chief | Sign: [Signature] Date: 27/08/2020

Name: DAUDI WARE Designation: Head Teacher (Miticharaka Primary School) | Sign: [Signature] Date: 27/08/2020

Name: Pairwal Doo Designation: Sub County Education Office (SBEO) | Sign: [Signature] Date: 27/08/20

Name: Gato Designation: Public Health Officer | Sign: [Signature] Date: 27/08/20

Name: SILAS BONITIC Designation: Public Works Officer | Sign: [Signature] Date: 27/8/2020

This Agreement was concluded this 27 Day of August Year 2020

At

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MITICHARAKA PRI School
P.O. Box 61-80201
GARSEN
16th - APRIL 2021



To
THE MANAGER
NG-CDF GARSEN CONSTITUENCY
P.O. Box 48-80203
GARSEN

Dear sir,

RE: CHANGE OF PRIORITY:

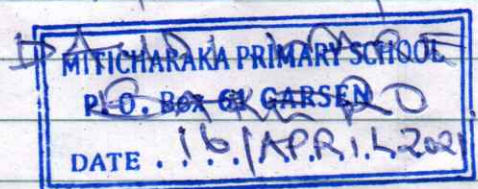
On behalf of Bomand PMC I humbly request your office to help Miticharaka Primary School Community which your office had budgeted to put up a one-unit classroom at the cost of 1,200,000/= . We would urge you to change the priority instead help the community raise its contribution. That are
400 tones of Hardcore @ 1500 = 600,000/=
400 tones of Ballasts @ 1500 = 600,000/=
Total 1,200,000/=

These materials are used to build 8-Classrooms which would all our inadequate classrooms.

We would be very grateful if you put into consideration ~~at~~ our request.

Any assistance accorded shall be appreciated by All. Thanks

Yours Sincerely
[Signature]



MITICHARAKA PRIMARY SCHOOL P.M
HELD ON 16th - APRIL 2021 AT 10:0

1. Mwalim Katana Jefa - Bom chair
2. Daudi Ware Bakero - Secretary
3. JULIUS THOYA BATA - P.Mc chair
4. Kaisa Nduto Katana - Member.
5. Zawadi chenda - Member

Agenda's

1. Change of priority
2. Request for assistance from C.d.f.
3. New projects from other donors especially the Agro-German Action & WHH.
4. Any other business.

The meeting was called to order by award of prayer from Mr. Julius thoya who prayed for peace to prevail through-out deliberation

MIN 1/1/2021 PRELIMINARIES

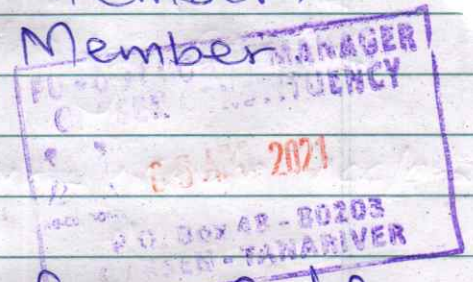
The secretary went through minutes of previous meeting. It was confirmed by Kaisa Nduto and seconded by Mwalim Katana jefa as true records of the meeting.

MIN 1/2/2021 MATTERS ARISING

There were no matters arising discussed in this meeting. We move to upcoming Agenda

MIN 1/2/2021 CHANGE OF PRIORITY

The committee members present has unanimously resolved to change the project awarded by constituency development



fund of erecting a one-unit classroom instead utilise the funds in financing on going project of ~~the~~ construction of 8-classroom.

The funds shall be utilised in buying the following items as part of the Community contribution.

400 tons of hardware @ 500,000

~~400 tons of building materials @ 500,000~~

Total Cost 1,200,000

MIN 1/3/2021 REQUEST FOR ASSISTANCE

After lengthy deliberation the Committee resolve to request Garsen Constituency development fund Board to help the community as most of them live below the poverty line. We would be grateful if you assistance us with the above funds of Ksh 1,200,000/- to enable solve problem of learning under trees.

MIN 1/4/2021 NEW PROJECT.

The school had received new project of building 8-classroom by A CIA & WITH. The new donor has is a Non-governmental organisation. However one of the requirement is the community to provide thirty percent 30% of the project cost. That is about 1,200,000/-.

We humbly request your institution to help us raise the aforementioned amount because the school community are unable to raise it. If we will not raise we would stand to loose the project

We sincerely as your officers help us raise

ANY OTHER BUSINESS

There were no other business discussed in the meeting. It was adjourned at around 1:30 p.m

SECRETARY

~~Burno~~

DAUDI WAREBAKERO

P.M.C CHAIR

~~Julius~~

JULIUS THATA BAYA

MITICHAKA PRIMARY SCHOOL
P. O. Box 61 GAPSIN
DATE . 16 / APRIL 2021

RECEIVED
C. O. BOX 46 - 1108
TANZANIA
APR 16 2021
TANZANIA
TANZANIA