



National Government Constituency Development Fund  
Jomvu Constituency  
Behind Islamic Teachers Training College, Mikindani  
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**MINUTES OF JOMVU NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND  
COMMITTEE MEETING HELD ON 28<sup>TH</sup> OCTOBER, 2020 AT NG-CDF OFFICE, MIKINDANI**

**MEMBERS PRESENT**

- |                     |                              |
|---------------------|------------------------------|
| 1. Alex Namasambu   | - Chairman                   |
| 2. Dennis Zuwa      | - Secretary                  |
| 3. Ganatra Robert   | - Member                     |
| 4. Hamisi Mwadime   | - Member                     |
| 5. Umami Athman     | - Member                     |
| 6. Tima Mwaita      | - Member                     |
| 7. Rehema Bahaj     | - Member                     |
| 8. Seif Kalama      | - Member                     |
| 9. Patrick N. Chege | - Deputy County Commissioner |
| 10. Eunice Anubi    | - Fund Account Manager       |

**AGENDA**

1. Opening Remarks
2. Reading and Confirmation of the Previous Minutes
3. Matters Arising From the Minutes
4. Benchmarking Report
5. Projects Status Report
6. Revision of Project Proposals for FY 2020/2021
7. Report on Appeal Case No. 82 of 2019
8. Status Report of NHIF Subsidy Program
9. Approval of Payments
10. Any Other Business

**MIN: NG-CDFC/JOMVU/01/28<sup>TH</sup> OCT 2020: OPENING REMARKS**

The Chairman called the meeting to order at 12:30 p.m. followed by opening prayer from Mr. Seif Kalama. He then welcomed members and the incoming DCC to the meeting and requested for self-introduction. The Chairman reminded members to observe the COVID-19 pandemic protocol and invited the Secretary to read the minutes of the previous meeting.

CHAIRMAN.....*Alex Namasambu*.....

DATE.....29/10/2020.....

SECRETARY.....*Dennis Zuwa*.....

DATE.....29/10/2020.....



**MIN: NG-CDFC/JOMVU/02/28<sup>TH</sup> OCT 2020: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The Secretary read the minutes of the previous meeting held on 25<sup>th</sup> September, 2020. They were proposed by Umimi Athman and seconded by Rehema Bahaj to be a true record of what was discussed.

**MIN: NG-CDFC/JOMVU/03/28<sup>TH</sup> OCT 2020: MATTERS ARISING FROM THE MINUTES**

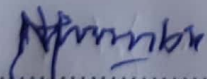
- The FAM informed the committee that the Chairman, Secretary, FAM, Mr. Muge (Public Works engineer), Mr. Mohammed Bocha (OCS Mikindani) and Mr. Ian Saleh (clerk of works) had met on October 14, 2020. The meeting was convened to discuss the way forward on security projects in the constituency. It was during this meeting that it was proposed for a Police Unit to be put up Aldina to improve surveillance of the area as it has a high population.
- Also discussed was the completion of Kwa Jomvu Primary School playing ground; planting of grass on the playground and construction of a podium with canopy and toilets. The estimated cost was Kshs.14,345,000 against emergency funds totaling Kshs 7 million.  
After some discussion on the matter, the committee resolved that the works should be phased out so that each Phase of the project captures a usable portion with the funds available. The engineer would be informed accordingly.
- Members were also informed that the engineer was to visit Mreroni Secondary School to facilitate preparation of the bills of quantities for the proposed classrooms, administration block and toilets. While at the site, the access roads to the school and the physical site of the project would be determined.

**MIN: NG-CDFC/JOMVU/04/28<sup>TH</sup> OCT 2020: BENCH MARKING REPORT**

The team leader reported that members visited all the 4 constituencies in Taita Taveta County where they learnt a lot and also unlearnt some things. The team visited a number of projects during the exercise. The most impressive project was the KMTTC Taveta, which showcased the importance of co-ordinating with the National Government for delivery of massive projects. He observed that the team was challenged to a new mind-set by the great impact of the NG-CDF countrywide. The committee was informed that the comprehensive report would be given in the next meeting.

**MIN: NG-CDFC/JOMVU/05/28<sup>TH</sup> OCT 2020: PROJECTS STATUS REPORT**

The FAM presented a summary of the status of projects as attached to the minutes. 2 projects were ongoing, Site handover had been done for 3 projects, 7 projects were at procurement stage, and 7 projects were yet to be approved by the NG-CDF Board. Members deliberated on the way forward and recommended that there was need to follow up on the progress of the projects closely. With regard to Miritini School bus the DCC advised the committee to observe caution. Members therefore resolved that the bus be fabricated under government contract.

CHAIRMAN... 

DATE... 29/10/2020

SECRETARY... 

DATE... 29/10/2020



**MIN: NG-CDFC/JOMVU/06/28<sup>TH</sup> OCT 2020: REVISION OF PROJECT PROPOSALS FOR FY 2020/2021**

The committee was informed that bills of quantities had been prepared for the proposed projects for this financial year. Some of the project cost estimates had changed and there was need to revise allocations to these projects.

The FAM reported that there were balances on the Administration Vote head under the following sub votes which were expected from the NG-CDF Board as follows:

Sub vote	Financial Year	Amount
Employees' Salaries	2019/2020	3,496,422.00
Goods and Services	2019/2020	2,233,186.14
Committee Expenses	2019/2020	781,127.00

In order to cater for staff salaries for the remaining part of the year, the committee would require Kshs. 3,107,328 broken down as follows: staff salaries @ Kshs 2,170,800, gratuity @ Kshs 576,528 and wages @ Kshs 360,000. Therefore with the balances on the salaries sub-vote above, the committee is able to comfortably meet its financial obligations towards employees' salaries for the current financial year.

Members therefore discussed and revised the proposals totaling Kshs. 137,367,879.31 for the financial year 2020/2021 to be forwarded to the NGCDF Board for approval as follows:

Project Name	Activity	Amount	Status
<b>ADMINISTRATION</b>			
Goods and Services	Purchase of fuel, motor vehicle insurance and repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, utility bills and other office running expenses.	1,348,672.41	Ongoing
NSSF	Payment of NSSF Deductions	72,000.00	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences & official assignments	940,000.00	Ongoing
<b>MONITORING &amp; EVALUATION</b>			
Committee Expenses	Catering for Committee expenses & allowances while carrying out monitoring and evaluation, ward clinics & awareness activities	1,600,000.00	Ongoing
NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs, NG-CDFC members and staff on NG-CDF Related issues	700,000.00	Ongoing
<b>BURSARY</b>			
Bursary to Secondary Schools	Payment of bursary to needy students	23,000,000.00	Ongoing
Bursary to Tertiary institutions	Payment of bursary to needy students	15,000,000.00	Ongoing

CHAIRMAN.....

SECRETARY.....

DATE 29/10/2020

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Social Security Programmes	To cater for medical insurance cover for 1,675 vulnerable people from the Constituency through the National Hospital Insurance Fund @ Kshs. 6,000 per person	10,050,000.00	New
<b>EMERGENCY</b>			
Emergency Fund	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,206.90	Ongoing
<b>PRIMARY SCHOOLS</b>			
Miritini World Bank Primary School	Construction to completion of 2 classrooms with storeyed foundation	4,480,000.00	New
Amani Primary School	Construction to completion of 2 classrooms with storeyed foundation	4,450,000.00	New
Maganda Primary school	Construction to completion of 4 classrooms on top of existing block	4,900,000.00	New
<b>SECONDARY SCHOOLS</b>			
Proposed Kwashee High School to be constructed within Kwashee Primary School compound	Construction to completion of 4 classrooms with storeyed foundation (9.2M), Construction of 12-door flush toilets with urinal and septic tank (2.3M)	11,500,000.00	New
Proposed Kwashee High School	Purchase of 160 lockers & chairs @ Kshs. 6,500 per locker & chair	1,040,000.00	New
Proposed Badi Twalib High School to be constructed within Aldina Primary School compound	Construction to completion of 4 classrooms with storeyed foundation (9.2M), Construction of 12-door flush toilets with urinal and septic tank (2.3M)	11,500,000.00	New
Proposed Badi Twalib High School	Purchase of 160 lockers & chairs @ Kshs. 6,500 per locker & chair	1,040,000.00	New
Proposed Mwamlai High School to be constructed on public land in Mwamlai village	Construction to completion of 4 classrooms with storeyed foundation (9.2M), Construction of 12-door flush toilets with urinal and septic tank (2.3M)	11,500,000.00	New
Proposed Mwamlai High School	Purchase of 160 lockers & chairs @ Kshs. 6,500 per locker & chair	1,040,000.00	New
Jomvu Girls Secondary School	Construction to completion of 2 classrooms with storeyed foundation	4,500,000.00	New
Miritini Secondary School	Construction to completion of modern kitchen	2,500,000.00	New
<b>SECURITY</b>			
Maganda Police Station	Construction of Administration block with storeyed foundation comprising reception, registry, 2 offices, Cells and Armoury	7,400,000.00	New
Assistant Chief's Office Vikobani	Construction to completion of Chief's office consisting of Reception, Chief's office, Constituency Innovation Hub room, meeting hall & 3-door flush toilets with septic tank	5,000,000.00	New

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DATE..... 29/10/2020

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SPORTS			
Constituency Sports	Organizing constituency tournaments in Football, Volleyball, Tackwondo and Boxing	2,000,000.00	Ongoing
ENVIRONMENT			
Kwa Jomvu Primary School	Construction of gabions to control gulleys	1,600,000.00	New
OTHERS			
Jomvu NG-CDF	Motorcycle for Jomvu NG-CDF clerk of works 250cc	415,000.00	New
Jomvu Sub-County Office Complex and NG-CDF office	Furnishing of Jomvu Sub-County office Complex and NG-CDF office (Phase I) - 11 executive tables, 11 executive chairs, Furniture for the boardroom and 2 receptions	2,000,000.00	New
Constituency Innovation Hubs	Furnishing of the 4 Constituency Innovation Hubs at Mikindani Resource centre, Miritini Complex High School, Kwa Jomvu Primary School and Miritini World Bank Primary School @ Kshs. 150,000 (4 Tables, 15 chairs and metallic cabinet)	600,000.00	New

The FAM was asked to send the revised proposals to the NG-CDF Board for consideration.

**MIN: NG-CDFC/JOMVU/07/28<sup>TH</sup> OCT 2020: REPORT ON APPEAL CASE NO. 82 OF 2019**

The committee was informed that the investigating officer had been given 21 days to file his report with the court during the previous mention. The Chairman, Secretary and a member, Mr. Hamisi, paid him a courtesy call on 19<sup>th</sup> October 2020 to confirm whether he had filed the report as directed by the court. They were informed that the report was ready and would be filed on the morning of 21<sup>st</sup> October 2020.

Three members attended the online mention of the case on 22<sup>nd</sup> October 2020 in Mr. Makuto's office. The report filed by the investigating officer revealed that Mr. Julius Odhiambo had filed 8 similar cases with similar injuries against other agencies, resulting in compensation from some of these litigations. The investigating officer in his report recommended that Julius Odhiambo and his lawyer should report to him and record a statement on the matter. The court accepted his recommendation and ordered that they report within 14 days from the date of mention. The court asked the investigating officer to give copies of their findings to NG-CDF Jomvu and Gati Cleaners Ltd. The case was adjourned and the next mention was scheduled for 16<sup>th</sup> December 2020 in the same court.

**MIN: NG-CDFC/JOMVU/08/28<sup>TH</sup> OCT 2020: STATUS REPORT OF NHIF SUBSIDY PROGRAM**

FAM informed the members that this year 2020 Jomvu NG-CDF rolled out the NHIF Health subsidy program to benefit 1,675 families. 900 cards had been issued to beneficiaries so far and the remaining cards were to be collected from the NHIF main office once information was received that they were ready. There had been challenges in printing of the cards. It was recommended that Chairman follows up on the progress of card printing.

CHAIRMAN.....

DATE... 29/10/2020

SECRETARY.....

DATE... 29/10/2020



MIN: NG-CDFC/JOMVU/09/28<sup>TH</sup> OCT 2020: APPROVAL OF PAYMENTS

The committee approved the following payments:

1. NG-CDFC sitting allowances for today's meeting (October 28, 2020); Ksh. 47,000
2. Allowances to members, clerk of works and heads of departments for meeting to chart the way forward on BQ preparation for security projects and schools on October 14, 2020; Ksh. 27,000
3. Allowances to members while confirming filing of investigating officer's report on October 19, 2020; Ksh. 17,000
4. Allowances to members while attending meeting on security projects at DCC's office on October 21, 2020; Ksh. 20,000
5. Allowances to members while attending Court mention on October 22, 2020; Ksh 17,000
6. Allowances to members during site handing over meetings held on October 23, 2020 and October 26, 2020; Ksh. 142,000
7. The committee was informed that the NG-CDF Board recommended that provision for staff gratuity should be done on monthly basis according to their contracts. Members approved payment of gratuity as follows:
  - a. Ksh. 43, 043.80 per month for the current contracts.
  - b. Ksh. 675,013 as provision for unpaid gratuity for the period June 2018 to September 2020.

MIN: NG-CDFC/JOMVU/10/28<sup>TH</sup> OCT 2020: ANY OTHER BUSINESS

- A member wanted to know about the uniforms for staff and NG-CDFC members.
- FAM informed the meeting that the NG-CDF Board secretariat is within the county and would be visiting our projects at the end of the week. The date of the visit would be confirmed.

There being no other business the meeting was closed with a word of prayer by Mr. Zuwa at 1547 hours.

Minutes approved by:

CHAIRMAN.....  
*[Signature]*

SECRETARY.....  
*[Signature]*

DATE... 29/10/2020

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