

NG-CDFC KISAUNI COMMITTEE

MINUTES OF KISAUNI NG-CDF MEETING HELD ON 11TH JANUARY 2023 AT THE NG-CDF OFFICE BOARDROOM AT 09:45AM

MEMBERS PRESENT

- | | | |
|---------------------|---|-----------|
| 1. Rev. Allan Owano | - | Chairman |
| 2. Ratibu Mehbuba | - | Secretary |
| 3. Mohamed Yusuf | - | Member |
| 4. Kingi Ian Yaa | - | Member |
| 5. Sauda Khamis | - | Member |
| 6. Tumaini Ngumbao | - | Member |
| 7. Luciana Mwangemi | - | Member |
| 8. George Omondi | - | Member |
| 9. Monica Mwai | - | FAM |
| 10. Jamlek M. Mbuba | - | DCC |

AGENDA

1. PRELIMINARIES
2. READING AND CONFIRMATION OF PREVIOUS MINUTES.
3. PROJECT PROPOSAL FOR THE FINANCIAL YEAR 2022-2023
4. A.O.B

MIN: NG-CDFC/KISAUNI/01/11TH JANUARY 2023: PRELIMINARIES

The chairman welcomed all the members present and called the meeting to order at 09.45am with word of prayers from Mr. Mohamed Yusuf.

MIN. NG-CDFC/KISAUNI/02/11TH JANUARY 2023: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The secretary Mr. Ratibu Mehebuba read the minutes of the previous meeting which was accepted as true records of the proceedings. The minutes were confirmed by M/s. Luciana Mwangemi and seconded by M/s. Sauda Khamis.

1 | NG-CDF KISAUNI MINUTES ON 11TH JANUARY 2023

Name: Rev. Allan Owano Signature.....*Allo*.....Date.....11/01/2023.....Chairman

Name: Ratibu Mehebuba Signature.....*Ratibu*.....Date.....11/01/2023.....Secretary



NG-CDFC KISAUNI COMMITTEE

MIN NO.: NG-CDF KISAUNI /03/11TH JANUARY 2023: PROJECT PROPOSALS FOR THE FY 2022/2023

The Fund Account Manager informed the members that all ongoing projects are complete except Magogoni Primary School and members agreed to allocate an additional Kshs.3,000,000 to complete the project.

The 1st ongoing projects report was wrongly done as most of the project activities captured were new projects.

The summary of the ongoing project and new project are as follows;

Mwembelegeza Secondary School

- Construction of six classrooms storey building to completion is complete
- Construction of a storey building laboratory, including a staircase to completion with a capacity of 60 students, is ongoing but has been fully funded.
- Perimeter wall and a gate, 6no. classrooms, Administration block, students lockers and chairs and teacher furniture are new projects

Karisa Maitha Secondary School

- Construction of 4no. Classrooms (Storey) building is complete.
- Construction of a dormitory storey building, 2 self-contained staff houses and 10 toilets is complete
- Borehole drilling and related fittings, perimeter wall and a gate, 8no classrooms, administration block, 2No. Laboratories, staff, and student's toilets are new projects.

Magogoni Primary School

- Construction of 6no. Classrooms storey building is complete.
- Construction of 4no. Classrooms storey building and nine door flushable toilet is complete.
- Construction of 137 meters perimeter wall is complete.
- Construction of 6 classrooms on an existing storey building to completion is ongoing and we have allocated Kshs. 3,000,000.00 in the proposal to complete the project.
- Borehole drilling and related fittings, administration block, 2No. Laboratories, staff and student's toilets are new projects.

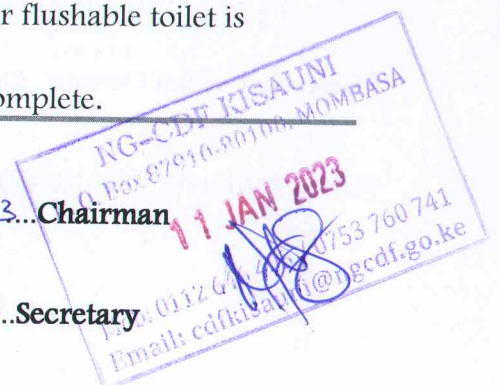
Mwembelegeza Primary School

- Construction of 6no. Classrooms storey building and nine door flushable toilet is complete.
- Construction of 3no classrooms and administration block is complete.

2 | **NG-CDF KISAUNI MINUTES ON 11TH JANUARY 2023**

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NG-CDFC KISAUNI COMMITTEE

- Perimeter wall and a gate, 10no. classrooms, Staff toilets, student's lockers and chairs and teacher furniture are new projects

Barani Primary School

- Construction to completion of one storey block of six classrooms with five door flushable toilet and three flushable toilets for people living with Disabilities on the ground floor is complete.
- Construction of administration blocks, staff and students toilets, school desks and teachers furniture, perimeter wall and gate, borehole drilling and related fitting are new projects

NG-CDF OFFICE

- Construction of storey NG-CDF office comprising of; Receptionist office, FAMS office (ensuit), Board room, staff workstation, government departmental heads office and 4 door flushable toilets one of them to cater for people with disability ground floor with a suspended concrete slab all in one building; foundation, walling and casting of 1st floor slab has been reallocated to Mjambere Secondary School to construct an administration block due to community rumbles as we identify another premise for construction of NG-CDF Office.

The Fund Account Manager also provided the details of funds allocated to the constituency vide ref: NG-CDFB/CEO/NGCDF CIRCULARS VOL II (033) for preparation and submission for constituencies' project proposal for 2022/2023 financial year of Kshs. **158,832,745** (One hundred and fifty-eight million, eight hundred and thirty-two thousand, seven hundred and forty-five shillings only)

Members deliberated on the ward views proposal collected in each ward and resolved to prioritize the projects with regard of the funds available and the urgency of the project.

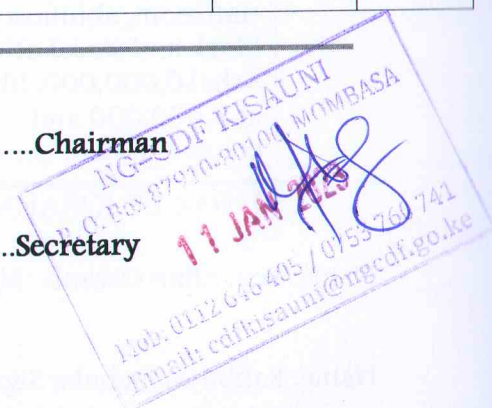
The summary of projects per ward after prioritization is as follows;

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Status	Ward
ENVIRONMENT PROJECT						
Mwakirunge Primary School	Planting of 20 trees @ Kshs.300 Purchase and Installation of 10,000 liters water tank @ Kshs.100,000, transportation cost at	284,000.00		284,000.00	New	Junda

3 | NG-CDF KISAUNI MINUTES ON 11TH JANUARY 2023

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Name: Ratibu Mehebuba Signature.....*Ratibu Mehebuba*.....Date.....11/01/2023.....Secretary



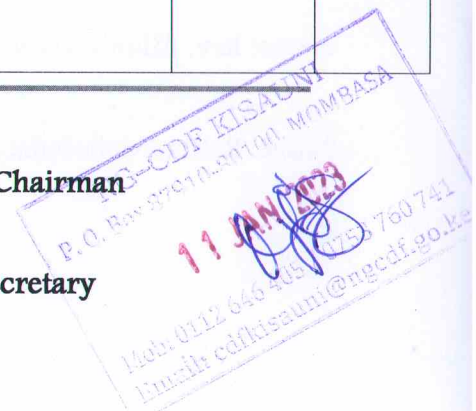
NG-CDFC KISAUNI COMMITTEE

	Kshs.8,000, construction of tank base at Kshs.120,000, installation of pipes, gutters and tap at Kshs.50,000.00.					
Mtopanga Primary School	Planting of 20 trees @ Kshs.300 and Purchase and Installation of 10,000 liters water tank @ Kshs.100,000, transportation cost at Kshs.8,000, construction of tank base at Kshs.120,000, installation of pipes, gutters and tap at Kshs.50,000.00.	284,000.00		284,000.00	New	Mtopanga
Total				568,000		
PRIMARY PROJECTS						
Magogoni Primary School	Additional funds for construction to completion of 4 Classrooms on the 3rd floor (roofing, plaster works and painting.)	9,000,000.00	6,000,000.00	3,000,000.00	Ongoin 8	Magogoni
Bedzimba Primary School	Painting of 8 Classrooms and Administration block	608,654.00		608,654.00	New	Junda
SECONDARY PROJECTS						
Mjambere Secondary School	Construction of a fully-fledged modern school: 8No. Classrooms at Kshs. 20,000,000, 3 No. Laboratory at Kshs.27,000,000, Administration block (Principal Office, Head of Department, Secretary, Bursar, staffroom, ablution block and store) at Kshs10,000,000, library at 8,000,000 and construction of ablution	70,000,000.00		40,000,000.00	New	Mjambere

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NG-CDFC KISAUNI COMMITTEE

	block and external drainage i.e., soak pit and septic tank at Kshs.5,000,000.					
Mjambere Secondary School	Construction to completion of a concrete perimeter wall all round Mjambere primary and secondary school (480 meters)	7,350,000.00		7,350,000.00	New	Mjambere
Mjambere Secondary School	Installation of Cabro paving 1000 square meters and landscaping	5,000,000.00		5,000,000.00	New	Mjambere
Total				55,958,654.00		
SECURITY						
Security Mast lights in Junda ward	Purchase and installation of 49 solar Security Mast lights in Junda Ward at Bedzimba Primary School, Junda Chiefs office, Manyani Road, Bengala to Makumba Road, Kajiweni Road, Sakina Road, Kadzozo road, Mlangosaba to new hope road and Machafuko to Junda Police booth	14,000,000.00		14,000,000.00	New	Junda
Security Mast lights in Shanzu ward	Purchase and installation of 38 solar Security Mast lights in Shanzu Ward at Shimo La Tewa Secondary, Shimo la Tewa Primary School, Shanzu TTC, Utange Primary School to Maweni, Hassan Joho Girls Secondary School, Kaluma Upepo, Hodihodi, Wayani, Zawad Area, Malaika, Sanzalani, Ngorofani, Zimlat, Wema Centre, Keroport,	11,000,000.00		11,000,000.00	New	Shanzu

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NG-CDFC KISAUNI COMMITTEE

	Keroport, Mwembelegeza, and Shanzu Chiefs Office				
Mjambere police station	Purchase of computer core i7 , 10th generation with RAM (8GB) at 80,000.00 and hard disk (500 GB) and printer HP135 all in one photocopy and printer at Kshs.70,000.00	150,000.00		150,000.00	
Total				25,150,000	

Education Bursary and Social Security Programs

Members allocated Kshs.47, 363,628 and distribute funds as follows;

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Status
Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	24,592,628.00		24,592,628.00	New
Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions	19,000,000.00		19,000,000.00	New
NG-CDFC Social Security Programmes	Provision of annual medical insurance cover for Kisauni 674 vulnerable families including Orphans and Vulnerable Children (OVCs), poor older persons, Persons with Disabilities (PWDs) and destitute families in partnership with NHIF as shall be identified within the Constituency.	4,044,000.00		4,044,000.00	New
Total				47,363,628.00	

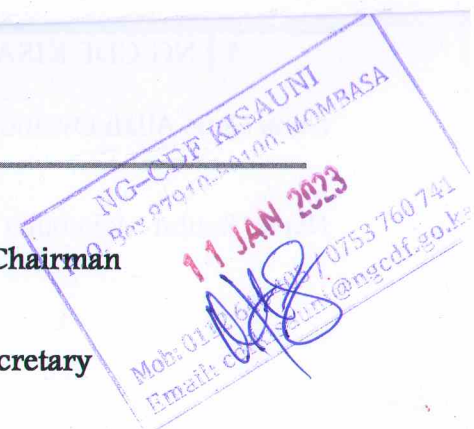
Regional Sporting Activities

The Fund Account Manager informed the members that allocation of Kshs.411, 846 to regional sports tournaments is Mandatory. Members resolved to allocate funds for sports activities as follows;

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Name: Ratibu Mehebuba Signature..... Date..... 11/01/2023..... **Secretary**



NG-CDFC KISAUNI COMMITTEE

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Status
Constituency Football Sports tournament	Purchase of sports equipment and Carry out Constituency Football Sports tournament Kshs.2,000,000.00 the winning teams/Schools to be awarded with trophies, balls, goal nets and games kits Kshs.588,154	2,588,154.00		2,588,154.00	New
Regional Sports	Facilitate regional sport tournament in partnership with other Constituencies within Coast Region	411,846.00		411,846.00	New
Total				3,000,000.00	

Constituency Oversight Budget

The Fund Account Manager tabled the Constituency Oversight Committee as follows;

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount	Status
Constituency Oversight committee allowance	Payment of Constituency Oversight committee sitting allowances.	150,000.00		150,000.00	New
Other committee expenses	Payment of Constituency Oversight Committee Other expenses	900,000.00		900,000.00	New
Hire of Transport	Payment of Hire of Transport	180,000.00		180,000.00	New
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	48,327.00		48,327.00	New
Accommodation Allowance	Payment of Accommodation Allowance of Constituency Oversight Committee on Overview of NG-CDF, Financial Management, Project Management, cross	280,000.00		280,000.00	New

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NG-CDFC KISAUNI COMMITTEE

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount	Status
	cutting issues(HIV/AIDS, Drug Abuse, Gender Based Violet)and Audit				
General Office Supplies (papers, pencils, forms, small office equipment, etc.,)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	30,000.00		30,000.00	New
Total				1,588,327.00	

Constituency NG-CDFC Motor Vehicle

Members deliberated on purchase of Constituency NG-CDF motor vehicles and resolved to allocate funds for purchase of constituency NG-CDF Motor Vehicles in the next financial year 2023/2024.

NG-CDF Office

Members deliberated on the Construction of NG-CDF Office and resolved to allocate funds in the next financial year 2023/2024 as they are looking for a suitable land since the previous land has conflict issues.

Constituency NG-CDFC motorcycle

The Fund Account Manager informed the members that the Constituency NG-CDFC Motorcycle needs repairs. Members deliberated on the matters above and resolved to allocate funds in the administration for Maintenance, repair and Insurance of the Motorcycle.

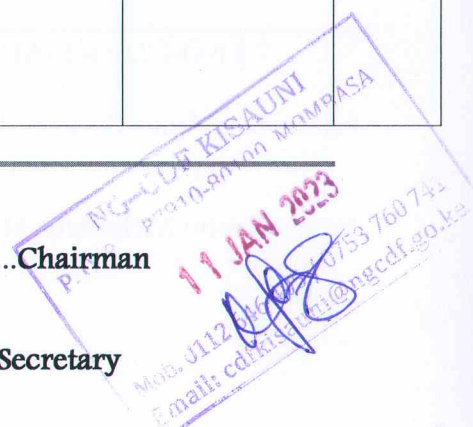
Prioritization of other projects

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount	Status
Kisauni NG-CDF Strategic plan	To facilitate in preparation, facts collection designing, typesetting and printing of Kisauni NG-CDF strategic plan for the period between 2023-2027	3,000,000.00		3,000,000.00	New

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NG-CDFC KISAUNI COMMITTEE

Total				3,000,000.00	

Emergency Reserve

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount	Status
Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	7,636,190.00		7,636,190.00	New
Total				7,636,190.00	

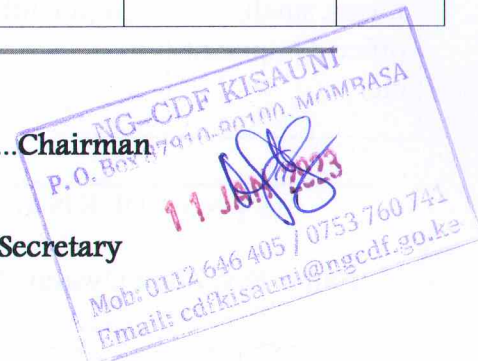
Administration and Recurrent Expenditure

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount	Status
Contractual employees	Payment of Basic Salaries to 10 NG-CDFC staff	2,788,320.00		2,788,320.00	New
Gratuity-contractual employees	Payment of gratuity to 10 NG-CDFC staff	864,379.00		864,379.00	New
NSSF	Employer contribution to NSSF for 10 NG-CDFC staff	48,000.00		48,000.00	New
Medical Insurance	Payment of Medical Insurance to 10 NG-CDFC staff	603,700.00		603,700.00	New
House allowance	Payment of House allowances to 10 NG-	593,520.00		593,520.00	New

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Name: Ratibu Mehebuba Signature:  Date: 11/01/2023 ... **Secretary**




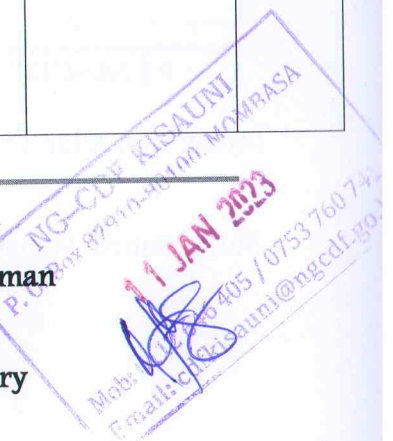
NG-CDFC KISAUNI COMMITTEE

	CDFC staff				
Leave allowance	Payment of Leave allowances to 10 NG-CDFC staff	80,000.00		80,000.00	New
Transport allowance	Payment of Transport allowances to 10 NGCDFC staff	264,000.00		264,000.00	New
Casual labour and Internship	Payment of Basic Wages to 6 NGCDF staff	302,400.00		302,400.00	New
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	100,645.00		100,645.00	New
Contracted Professional Services - e.g., Website	Payment of Contracted Professional Services - e.g., Website	28,000.00		28,000.00	New
Courier and Postal Services	Payment of Courier and Postal Services	10,000.00		10,000.00	New
Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	100,000.00		100,000.00	New
Electricity	Payment of Electricity charges	40,000.00		40,000.00	New
General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	80,000.00		80,000.00	New

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NG-CDFC KISAUNI COMMITTEE

Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment	180,000.00		180,000.00	New
Maintenance of Buildings and Stations -- Non-Residential	Payment of Maintenance of Buildings and Stations - Non-Residential	1,150,000.00		1,150,000.00	New
Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	30,000.00		30,000.00	New
Maintenance of Plant, Machinery, and Equipment (including lifts)	Payment of Maintenance of Plant, Machinery and Equipment (including lifts)	30,000.00		30,000.00	New
Office rent	Payment of Office Rent	432,000.00		432,000.00	New
Other Fuels (wood, charcoal, cooking gas, etc.)	Payment of of other fuels (wood, charcoal, cooking gas expenses	12,000.00		12,000.00	New
Publishing and Printing Services	Payment of Publishing and Printing Services	200,000.00		200,000.00	New
Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	50,000.00		50,000.00	New
Sundry Items (e.g., airport tax, taxis, etc.)	Payment of sundry items (e.g., airport tax, taxis, expenses	50,000.00		50,000.00	New
Supplies and Accessories for Computers and	Purchase of Supplies and Accessories for Computers and Printers	100,000.00		100,000.00	New

11 | NG-CDF KISAUNI MINUTES ON 11TH JANUARY 2023

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Name: Ratibu Mehebuba Signature.....*Ratibu Mehebuba*.....Date...11/01/2023.....**Secretary**



NG-CDFC KISAUNI COMMITTEE

Printers					
Telephone, Telex, Facsimile, and Mobile Phone Service	Payment of Telephone expenses	130,000.00		130,000.00	New
Water & sewerage charges	Payment of Water & sewerage charges	25,000.00		25,000.00	New
Bank service commission and charges	Payment of Bank service commission and charges	50,000.00		50,000.00	New
Motor Cycle Insurance	Payment of Motorcycle Insurance (GK A933Y)	20,000.00		20,000.00	New
Payment of NGCDFC allowance charges	Payment of NGCDFC allowance charges	1,128,000.00		1,128,000.00	New
Total				9,529,964.00	

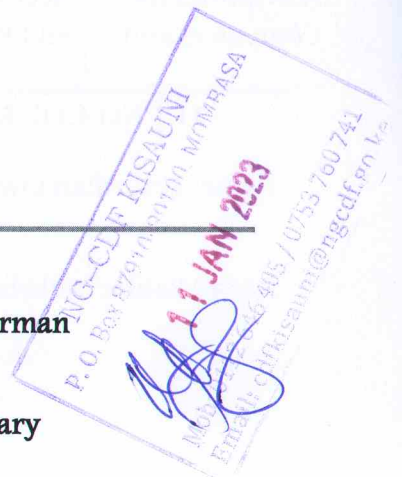
Monitoring, Evaluation and Capacity Building

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount	Status
Other committee expenses	Payment of Other committee expenses	864,000.00		864,000.00	New

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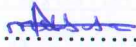


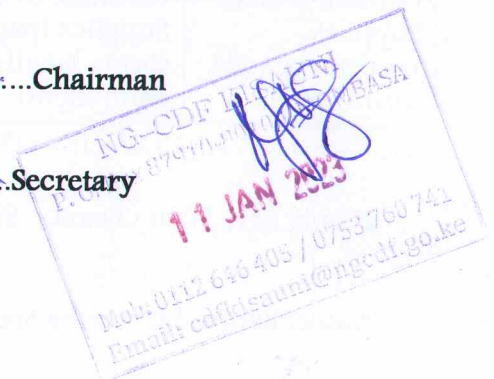
NG-CDFC KISAUNI COMMITTEE

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount	Status
Accommodation Allowance	Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC training on Overview of NG-CDF, Procurement, Financial Management, Project Management, Audit, Records Keeping, Minute writing, cross cutting issues(HIV/AIDS, Drug Abuse, Gender Based Violet) ,Corruption, Road Safety Mainstreaming, Safety and Security Measures and capacity building	1,428,000.00		1,428,000.00	New
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Food and Drinks	677,700.00		677,700.00	New
Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment for PMC Training on Overview of NG-CDF, Procurement, Financial Management, Project Management, Audit, Records Keeping, Minute writing,cross cutting issues(HIV/AIDS, Drug Abuse, Gender Based Violet) ,Corruption, Road Safety Mainstreaming, Safety and Security Measures	45,000.00		45,000.00	New
Hire of Transport	Payment of Hire of Transport	288,000.00		288,000.00	New
NGCDFC allowance	Payment of NGCDFC allowance	684,000.00		684,000.00	New
Purchase of Uniforms and	Purchase of Uniforms and Clothing for NGCDFC Office	41,382.00		41,382.00	New

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NG-CDFC KISAUNI COMMITTEE

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount	Status
Clothing - Staff					
Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	72,000.00		72,000.00	New
Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services for NG-CDFC, staff and PMC training Overview of NG-CDF, Procurement, Financial Management, Project Management, Audit, Records Keeping, Minute writing, cross cutting issues (HIV/AIDS, Drug Abuse, Gender Based Violence), Corruption, Road Safety Mainstreaming, Safety and Security Measures	150,000.00		150,000.00	New
Sundry Items (e.g., airport tax, taxis, etc...)	Payment of sundry items (e.g., airport tax, taxis, expenses)	127,200.00		127,200.00	New
Travel Allowance on training	Payment of Travel Allowance of NGCDFC, National Government officers and PMC on Overview of NG-CDF, Procurement, Financial Management, Project Management, Audit, Records Keeping, Minute writing, cross cutting issues (HIV/AIDS, Drug Abuse, Gender Based Violence), Corruption, Road Safety Mainstreaming, Safety and Security Measures	303,500.00		303,500.00	New
Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	67,200.00		67,200.00	New
General Office Supplies (papers, pencils, forms, small equipment)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	17,000.00		17,000.00	New

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Name: Rev. Allan Owano Signature:  Date: 11/01/2023 Chairman

Name: Ratibu Mehebuba Signature:  Date: 11/01/2023 Secretary


 NG-CDF KISAUNI
 P.O. Box 87070
 11 JAN 2023
 Mob: 0753 7007
 Email: cdfkisauni@ng-cdf.or.ke

NG-CDFC KISAUNI COMMITTEE

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount	Status
office equipment etc)					
Total				4,764,982.00	

A.O. B

There being no other business the meeting ended with a word of prayer from Mr. Ratibu Mehebuba at 5.15p

Confirmed as true proceedings of the meeting by:

ANNEX II

Item	Description	Scale	Number	Rate	Total Amount pm	Total Amount pa
	Contractual Employees					
	Accounts Assistant	CSG 11	1	30,170	30,170	362,040.00
	Clerk of Works	CSG 11	1	30,170	30,170	362,040.00
	Information Communication Technology Assistant	CSG 12	1	24,580	24,580	294,960.00
	Records Management Assistant	CSG 12	1	24,580	24,580	294,960.00
	project clerk	CSG 13	1	21,500	21,500	258,000.00
	secretary	CSG 12	1	24,580	24,580	294,960.00
	receptionist	CSG 13	1	21,500	21,500	258,000.00
	Driver/messenger	CSG 13	1	21,500	21,500	258,000.00
	Office Assistant	CSG 14	1	16,890	16,890	202,680.00
	NGCDF Office security Guard	CSG 14	1	16,890	16,890	202,680.00
Sub Total			7		232,360	2,788,320.00
	Casual Labor and Internship		6	16,800	100,800	302,400.00
Sub Total			1			302,400.00
	House Allowance					
	Accounts	CSG 11	1	7,500	7,500	90,000.00

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Name: Rev. Allan Owano Signature:  Date: 11/01/2023Chairman

Name: Ratibu Mehebuba Signature:  Date: 11/01/2023Secretary



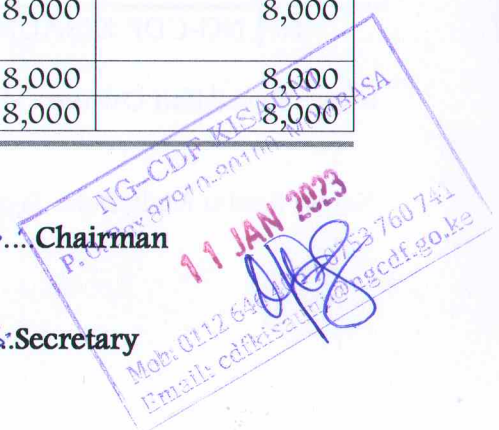
NG-CDFC KISAUNI COMMITTEE

Item	Description	Scale	Number	Rate	Total Amount pm	Total Amount pa
	Assistant					
	Clerk of Works	CSG 11	1	7,500	7,500	90,000.00
	Information Communication Technology Assistant	CSG 12	1	4,500	4,500	54,000.00
	Records Management Assistant	CSG 12	1	4,500	4,500	54,000.00
	project clerk	CSG 13	1	4,500	4,500	54,000.00
	secretary	CSG 12	1	4,500	4,500	54,000.00
	receptionist	CSG 13	1	4,500	4,500	54,000.00
	Driver/messenger	CSG 13	1	4,500	4,500	54,000.00
	Office Assistant	CSG 14	1	3,730	3,730	44,760.00
	NGCDF Office security Guard	CSG 14	1	3,730	3,730	44,760.00
Sub Total			7	49,460		593,520.00
	Transport Allowance					
	Accounts Assistant	CSG 11	1	3,000	3,000	36,000.00
	Clerk of Works	CSG 11	1	3,000	3,000	36,000.00
	Information Communication Technology Assistant	CSG 12	1	2,000	2,000	24,000.00
	Records Management Assistant	CSG 12	1	2,000	2,000	24,000.00
	project clerk	CSG 13	1	2,000	2,000	24,000.00
	secretary	CSG 12	1	2,000	2,000	24,000.00
	receptionist	CSG 13	1	2,000	2,000	24,000.00
	Driver/messenger	CSG 13	1	2,000	2,000	24,000.00
	Office Assistant	CSG 14	1	2,000	2,000	24,000.00
	NGCDF Office security Guard	CSG 14	1	2,000	2,000	24,000.00
				22,000.00		264,000.00
	Leave Allowance					
	Accounts Assistant	CSG 11	1		8,000	8,000
	Clerk of Works	CSG 11	1		8,000	8,000
	Information	CSG 12	1		8,000	8,000

16 | NG-CDFC KISAUNI MINUTES ON 11TH JANUARY 2023

Name: Rev. Allan Owano Signature..... Date..... 11/01/2023..... Chairman

Name: Ratibu Mehebuba Signature..... Date..... 11/01/2023..... Secretary



NG-CDFC KISAUNI COMMITTEE

Item	Description	Scale	Number	Rate	Total Amount pm	Total Amount pa
	Communication Technology Assistant					
	Records Management Assistant	CSG 12	1		8,000	8,000
	project clerk	CSG 13	1		8,000	8,000
	secretary	CSG 12	1		8,000	8,000
	receptionist	CSG 13	1		8,000	8,000
	Driver/messenger	CSG 13	1		8,000	8,000
	Office Assistant	CSG 14	1		8,000	8,000
	NGCDF Office security Guard	CSG 14	1		8,000	8,000
Sub Total						80,000.00
	Gratuity-Contractual Employees					
	Accounts Assistant	CSG 11	1	30,170	9,353	112,232.40
	Clerk of Works	CSG 11	1	30,170	9,353	112,232.40
	Information Communication Technology Assistant	CSG 12	1	24,580	7,620	91,437.60
	Records Management Assistant	CSG 12	1	24,580	7,620	91,437.60
	project clerk	CSG 13	1	21,500	6,665	79,980.00
	secretary	CSG 12	1	24,580	7,620	91,437.60
	receptionist	CSG 13	1	21,500	6,665	79,980.00
	Driver/messenger	CSG 13	1	21,500	6,665	79,980.00
	Office Assistant	CSG 14	1	16,890	5,236	62,830.80
	NGCDF Office security Guard	CSG 14	1	16,890	5,236	62,830.80
Sub Total						864,379.20
	Employer Contribution to NSSF	10		400	12	48,000.00
Sub Total						48,000.00
	Medical					

17 | NG-CDF KISAUNI MINUTES ON 11TH JANUARY 2023

Name: Rev. Allan Owano Signature.....*[Signature]*.....Date...11/01/2023.....Chairman

Name: Ratibu Mehebuba Signature.....*[Signature]*.....Date...11/01/2023.....Secretary



NG-CDFC KISAUNI COMMITTEE

Item	Description	Scale	Number	Rate	Total Amount pm	Total Amount pa
	insurance cover (NHIF)					
	Clerk of Works	CSG 11	1	1000	12	12,000.00
	Information Communication Technology Assistant	CSG 12	1	1000	12	12,000.00
	Records Management Assistant	CSG 12	1	900	12	10,800.00
	project clerk	CSG 13	1	850	12	10,200.00
	secretary	CSG 12	1	900	12	10,800.00
	receptionist	CSG 13	1	850	12	10,200.00
	Driver/messenger	CSG 13	1	850	12	10,200.00
	Office Assistant	CSG 14	1	750	12	9,000.00
	NGCDF Office security Guard	CSG 14	1	750	12	9,000.00
	Adjustment after leave allowance		10	950	1	9,500.00
Sub total						103,700.00

ADMINISTRATION AND RECURRENT

NG-CDF ALLOWANCE				
Description	Number	Day	Rate	Total Amount pa
Chairman	1	24	7,000.00	168,000.00
Members	7	24	5,000.00	840,000.00
National Government Officers	1	24	5,000.00	120,000.00
Sub total				1,128,000.00
NG-CDF ALLOWANCE PMC TRAINING				
Chairman	1	2	7,000.00	14,000.00
Members	7	2	5,000.00	70,000.00
National Government Officers	1	2	5,000.00	10,000.00
				94,000.00
NG-CDF ALLOWANCE CDFC TRAINING AND STAFF				
Chairman	1	3	7,000.00	21,000.00

18 | NG-CDF KISAUNI MINUTES ON 11TH JANUARY 2023

Name: Rev. Allan Owano Signature:  Date: 11/01/2023

Chairman

Name: Ratibu Mehebuba Signature:  Date: 11/01/2023

Secretary



NG-CDFC KISAUNI COMMITTEE

Members	7	3	5,000.00	105,000.00
National Government Officers	2	3	5,000.00	30,000.00
				156,000.00
WARD VIEWS				
Chairman	1	7	7,000.00	49,000.00
Members	6	7	5,000.00	210,000.00
National Government Officers	5	7	5,000.00	175,000.00
Sub total				934,000.00

MONITORING AND EVALUATION ALLOWANCES

	Number	Day	QUARTER	Rate	Total Amount PA
Accommodation Allowance					
Chairman	1	6		14,000.00	84,000
members	7	6		11,200.00	470,400
National Government Officers	5	6		14,000.00	420,000
staff	10	6		6,300.00	378,000
Driver	2	6		6,300.00	75,600
Sub total					1,428,000
staff	10	3		2000	60,000
PMC Training					
PMC	45	2		2500	225,000
staff	2	2		2000	8,000
WARD VIEWS					
staff	3	7		500	10,500
Sub total					303,500
Remuneration of Instructors and Contract Based Training Services	15	1		10000	150,000
Sub total					150,000
Other committee expenses					
Chairman	1	3	4	7,000	84,000
members	7	3	4	5,000	420,000
National Government Officers	2	3	4	5,000	120,000
staff	2	3	4	2,500	60,000
Sub Total					684,000

CONSTITUENCY OVERSIGHT COMMITTEE ALLOWANCES

19 | NG-CDF KISAUNI MINUTES ON 11TH JANUARY 2023

Name: Rev. Allan Owano Signature..... Date... 11/01/2023... Chairman

Name: Ratibu Mehebuba Signature..... Date... 11/01/2023... Secretary



NG-CDFC KISAUNI COMMITTEE


	COC Allowance				
	Members	5	6	5,000	150,000
	Other committee Allowance				
	Members	5	36	5,000	900,000
	Accommodation Allowance				
	Members	5	5	11,200	280,000
Sub Total					1,330,000

STRATEGIC PLAN

1.	ITEM	NO OF PAX	NO OF WARDS	RATE (KSHS)	TOTAL
2.	Refreshments and Facilitation for Stakeholders consultations	42	7	510.20	150,000
3.	Technical and support team Facilitation & Logistics				100000
4.	Consultancy Fee				1,400,000
5.	Refreshments and Facilitation Stakeholders Validation Forums	28	7	510.20	100,000
6.	Fact Sheet Data Collection				0
7.	Printing of Final Document				100,000
8.	Launching				150,000
	TOTAL				2,000,000

20 | NG-CDF KISAUNI MINUTES ON 11TH JANUARY 2023

Name: Rev. Allan Owano Signature  Date 11/01/2023 Chairman

Name: Ratibu Mehebuba Signature  Date 11/01/2023 Secretary

