

MINUTES OF NG-CDF HELD ON 27THFEBRUARY 2024 AT THE NG-CDFC BOARD ROOM AT 9:30 AM

MEMBERS PRESENT

- | | | |
|---------------------|---|-------------|
| 1. Ali Bafundi | - | Chairperson |
| 2. Serah Maingi | - | Secretary |
| 3. Raweeh Shamsan | - | Member |
| 4. Ruth Akinyi | - | Member |
| 5. Fatma M Abubakar | - | FAM |
| 6. Khadija Kassim | - | Member |
| 7. Ann Nyambura | - | Member |
| 8. Ronald Mwiwawi | - | DCC |
| 9. Hassan Hersi | - | Member |

AGENDA

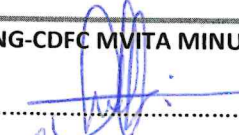
1. Preliminaries
2. Reading and confirmation of previous minutes
3. Declaration of interest
4. Bursary
5. NHIF
6. Staff service Gratuity.
7. MOE unconditional grant for JSS infrastructure development
8. Payment of Electricity Bill
9. Proposal FY 2023/2024.
10. AOB

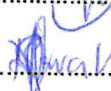
MIN: NG-CDFC/MVITA/01/27TH FEBRUARY 2024: PRELIMINARIES

The chairman called the meeting to order at 9.30 am with word of prayers from Mr. Hassan Hersi.

MIN. NG-CDFC/MVITA/02/27TH FEBRUARY 2024: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

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Chairman  Date

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The minutes of the previous meeting were read by M/S. Serah Maingi which was accepted as true records of the proceedings. The minutes were confirmed by Mr. Raweeh Shamsan and seconded by M/S Ann Nyambura.

MIN NO: NG-CDFC/MVITA/03 /27TH FEBRUARY 2024: DECLARATION OF INTEREST

The Chairman informed the members to declare their interest and no one had conflict of interest in any of the projects.

MIN NO: NG-CDFC/MVITA/04/ 27TH FEBRUARY: BURSARY

The members deliberated that the secondary bursary is ongoing but for the special scholarship Programme (best performing class eight students) be awarded as soon as possible. Members deliberated and resolved to pay Kshs.15,000/= to each student as per the attached beneficiaries list.

MIN NO: NG-CDFC/MVITA/05 /27TH FEBRUARY 2024: NHIF

The Chairman informed the members that we had new 500 beneficiaries for this financial year. Members deliberated and resolved to pay NHIF Kshs.500,000, for two months for the 500 beneficiaries as per the attached list.

MIN NO: NG-CDFC/MVITA/06 /27TH FEBRUARY 2024: STAFF SERVICE GRATUITY

The Fund manager informed the members that staff gratuity is due for those who had completed their one-year contract in January 2024. Members deliberated and resolved to pay them as follows:

STAFF NAME	BASIC SALARY	31% OF BASIC SALARY	CONTRACT PERIOD	TOTAL GRATUITY FOR 12 MONTHS (KSHS)
SUMEIYA HAMDAN	30,170	9,353	1 YEAR	112,232
AISHA AZIZ	24,580	7,620	1 YEAR	91,438
RUKIA SWALEH	24,580	7,620	1 YEAR	91,438
FAKII AHMED	24,580	7,620	1 YEAR	91,438
SAADIA HUSSEIN	24,580	7,620	1 YEAR	91,438
TERESIA AKINYI	21,500	6,665	1 YEAR	79,980
AMINA MAULID	16,890	5,264	1 YEAR	63,166

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Chairman Date

Secretary Date

MIN NO: NG-CDFC/MVITA/07/27TH FEBRUARY 2024: M.O.E INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (NG-CDF MATCHING FUND)

The Fund manager informed the members that she had a meeting with the Sub-County Director of Education, the NG-CDF Chairman, The DCC, Clerk of works and Works officer had a meeting on Infrastructure Development for Junior Secondary schools as per the circular from the Board dated 16th October, 2023 and a circular from the Ministry of Education dated 3rd October, 2023. After lengthy deliberation they resolved on construction of a single laboratory with the funds to be allocated by the ministry Kshs.7,159,333 . Members deliberated and resolved on the resolution by the above sub – committee while NGCDF allocated Kshs12, 605,659.00 to do the two classrooms and ablution block for the Junior Secondary school that lacks infrastructure.

Name of Project	Activities	PROJECTS' ESTIMATE	NG CDF ALLOCATION (KSHS)	MOE ALLOCATION
Sparki Primary and Junior Secondary school	Construction to completion of 2No. classrooms at Kshs.7,227,392 and Ablution block for both boys and girls (8 No. door toilets with 2 cubicles for Persons with Disabilities) at Ksh.5,378,267	19,764,992.00	12,605,659.00	
Sparki Primary and Junior Secondary school	Construction to completion of a 45-capacity laboratory			7,159,333.00
TOTAL ALLOCATION TOWARDS JSS PROJECTS				19,764,992.00

MIN NO: NG-CDFC/MVITA/08/27TH FEBRUARY 2024: PAYMENT OF ELECTRICITY BILL

The Fund manager informed the members that we have electricity bill amounting to Kshs.35,647. Members were concerned with the huge bills but this was a result of the water borehole machine but after lengthy deliberations it was resolved a payment to be made to KPLC

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CDFC/MVITA/09/27TH FEBRUARY 2024: PROPOSAL FY 2023/2024

The FAM informed the members there was some amendments of the proposal due to the estimates prepared. Members deliberated and resolved to allocate the funds as below:

PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
ADMINISTRATION AND RECURRENT EXPENDITURE (6%) - Kshs.10,521,708					
Contractual employees	Payment of staff Basic salaries	3,085,320		3,085,320.00	NeV
Gratuity-contractual employees	Payment of gratuity to NGCDFC staff	929,107.00		929,107.00	NeV
NSSF	Employer contribution to NSSF	142,560.00		142,560.00	NeV
Commuter Allowance	Payment of commuter allowance to NGCDF staff	432,000.00		432,000.00	NeV
House allowance	Payment of House allowances to NGCDFC staff	783,480.00		783,480.00	NeV
Affordable Housing Levy	Payment of Affordable Housing Levy	63,189.00		63,189.00	NeV
Casual labour and Internship	Payment of staff Basic Wages	600,000.00		600,000.00	NeV
Sanitary and cleaning materials and services	Purchase of sanitary cleaning materials and services	30,000.00		30,000.00	NeV
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	180,000.00		180,000.00	NeV
Internet	payment of internet services	48,000.00		48,000.00	NeV
Courier and Postal Services	Payment of Courier and Postal Services	5,000.00		5,000.00	NeV
Electricity	Payment of Electricity charges	200,000.00		200,000.00	NeV

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NG-CDFC MVITA MINUTES ON 27TH FEBRUARY 2024

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	1,353,052.00		1,353,052.00	NeV
Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	30,000.00		30,000.00	NeV
Other Fuels (wood, charcoal, cooking gas etc..)	Payment of of other fuels (wood, charcoal, cooking gas expenses etc..)	30,000.00		30,000.00	NeV
Publishing and Printing Services	Payment of Publishing and Printing Services	200,000.00		200,000.00	NeV
Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	200,000.00		200,000.00	NeV
Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	180,000.00		180,000.00	NeV
Bank service commission and charges	Payment of Bank service commission and charges	2,000.00		2,000.00	NeV
NGCDFC allowance	Payment of NGCDFC allowance charges	1,128,000.00		1,128,000.00	NeV
Refined fuels and lubricants	Payment of refined fuels and lubricants	30,000.00		30,000.00	NeV
Daily subsistence allowance	payment of Daily subsistence allowance	70,000.00		70,000.00	NEV
Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	200,000.00		200,000.00	NeV
Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	130,000		130,000	NEV
National Celebration	payments of national celebration events	450,000.00		450,000.00	NeV

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
Medical Insurance	Payment of medical insurance cover for 10 contractual NGCDFC staff	50,000		50,000	NEV
Fuel and Lubricant	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	200,000.00		200,000.00	Nev
MONITORING, EVALUATION AND CAPACITY BUILDING (3%) - Ksh.5,260,855					
Other committee expenses	Payment of committee allowances	550,000.00		550,000.00	Nev
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	250,000.00		250,000.00	Nev
Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment for NGCDFC, PMC and Staff Training	1,025,225.00		1,025,225.00	Nev
Hire of Transport	Payment of Hire of Transport	100,000.00		100,000.00	Nev
NGCDFC allowance	Payment of NGCDFC allowance during monitoring and evaluation	1,049,000.00		1,049,000.00	Nev
Purchase of Uniforms and Clothing - Staff	Purchase of Uniforms and Clothing for NGCDFC Office	30,000.00		30,000.00	Nev
Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	150,000.00		150,000.00	Nev
Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services for NG-CDFC, staff and PMC training	150,000.00		150,000.00	Nev

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
Benchmarking	Inter-constituency visits	1,429,128.00		1,429,129.00	Ne
Travel Allowance on training	Payment of Travel Allowance of NGCDFC, National Government officers and PMC	527,500.00		527,500.00	Ne
EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS (RECOMMENDED 40%) - Kshs.70,144,724					
Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	39,000,000		39,000,000.00	Ne
Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions and driving schools	21,144,724		21,144,724.00	Ne
Bursary Special Institutions	Payment of bursary to needy students in special Institutions	1,000,000.00		1,000,000.00	Ne
NG-CDFC Social Security Programmes	Provision of annual medical insurance cover for 500 beneficiaries in Mvita Constituency 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.	9,000,000.00		9,000,000.00	Ne
EMERGENCY RESERVE - Kshs.9,229,569					

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	9,229,569.00		9,229,569.00	Ne
INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (NG-CDF MATCHING FUND)					
Sparki Primary and Junior Secondary school	Construction to completion of 2No. classrooms at Kshs.7,227,392 and Ablution block for both boys and girls (8 No. door toilets with 2 cubicles for Persons with Disabilities) at Ksh.5,378,267	19,764,992.00		12,605,659.00	Ne
PRIMARY SCHOOL PROJECTS					
Bahari Primary School	Purchase and supply of 100 three-seater desks at Kshs.8,000 each	800,000.00		800,000.00	Ne
Ronald Ngala Primary and Junior Secondary school	Purchase and supply of 50 lockers and chairs, each set at Ksh.10,000	500,000.00		500,000.00	Ne
Mvita Primary School	Construction to completion of 3No. Classrooms on an existing building, installation of access ramp and an ablution block	15,065,434.00		15,065,434.00	Ne
Central Girls Primary school and Junior Secondary school	Construction to completion of 2No. classrooms on the first (1 st) floor, 2No. classrooms on second	10,012,185.00		10,012,185.00	Ne

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
	(2 nd) floor and a staircase				
Tom Mboya Primary school and Junior Secondary school	Construction to completion of 2No. classrooms on second (2 nd) floor and an access ramp	8,979,513.00		8,979,513.00	New
SPECIAL SCHOOLS					
Serani Special School	Purchase and supply of 35 special tables, each at Kshs.15,000 and purchase of special chairs, each at Kshs.13,572 for students with special needs	1,000,000.00		1,000,000.00	New
Ziwani School For The Deaf	Purchase and supply of 50 lockers and chairs, each at Kshs.10,000	500,000.00		500,000.00	New
Ziwani School For The Deaf	Construction to completion of 2No. classrooms and 8No. door toilets, four for each gender with 2 cubicles to cater to Persons with Disabilities	7,336,730.00		7,336,730.00	New
SECONDARY SCHOOL PROJECTS					
Sheikh Abdalla Farsy Secondary school	Purchase of a 51-seater school bus	10,500,000.00		10,500,000.00	New
SECURITY PROJECT PROJECTS					
Mvita Sub-County DCC Office	Renovation of office block at the DCC office at	2,200,000.00		2,200,000.00	New

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
	Kshs.1,500,000, supply of office furniture: 1 (one) executive table at Kshs.60,000, 1 (one) executive chair at Kshs.50,000, 3 (three) office chairs, each at Kshs.20,000, 1 (one) office cabinet at Kshs.35,000, 3 - seater waiting chair at Kshs.45,000, purchase of a water dispenser at Kshs.25,000, purchase and supply of 3 Desktops (8GB RAM 512 SSD) each at Kshs.110,000 and purchase of a printer at Kshs.75,000				
OTHER PROJECT					
Mvita NG-CDF office ICT Hub	Installation of ICT Hub on 2nd floor of RG Ngala Social Hall (NG-CDF Office): Partitioning at Kshs.1,500,000 and purchase of furniture (workstation) for 50 students including fixing of cables and fittings	3,000,000.00		3,000,000.00	New
NG-CDF Office Motorcycle	Purchase of Motorcycle trail, 101-130CC Yamaha (YBR 125G)	414,000.00		414,000.00	New
NG-CDF Office Motor Vehicle	Purchase of NGCDF vehicle 14-seater. KDH 223R-LEMDYJ 1KD 2982 2982 diesel hiace 3.0L CKD.	6,000,000.00		6,000,000.00	New

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
NG -CDF Office	Installation of 32 channels IP CCTV Cameras of 2Megapixels	600,000		600,000.00	Ne
NG -CDF Office	purchase of 2 Air condition 24BTU & 18BTU @ 380,000 , 2 staff tables@30,000 and 2 executive chair @20,000, storage facilities(shelves)@ 210,433	691,433.00		691,433.00	Ne
TOTAL CONSTITUENCY ALLOCATION				175,361,810.00	
INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (M.O.E FUNDING)					
Sparki Primary and Junior Secondary school	Construction to completion of a 45-capacity laboratory			7,159,333.00	
TOTAL ALLOCATION				182,521,143.00	

A.O.B

There being no other business the meeting was closed by prayer from Raweeh Shamsan at 2:20 pm

CONFIRMED BY:

CHAIRMAN..........**DATE**.....

SECRETARY..........**DATE**.....

Chairman..... Date

Secretary..... Date

FOURTH SCHEDULE (s. 30) PROJECT DESCRIPTION FORM

Constituency No 006

Constituency Name MVITA **County** Mombasa

Project Number 2210704

Project Title Hire of Training Facilities and Equipment

Sector Monitoring & Evaluation

Status of projects

Brief statement on project status at time of submission

Financial year 2023-07-01 to 2024-06-30

Original Cost Estimates, in Ksh 1,025,226.00 dated

Amount allocated last financial year dated

Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Hire of Training Facilities and Equipment	4-0001-006-2210704-111-2023-2024-9	Hire of Training Facilities and Equipment for NGCDFC, PMC and Staff Training	New Project	1,025,226.00
TOTAL:				1,025,226.00

Person completing form



SIGNATURE: **DATE:**/...../.....

NAME: FATMA ABUBAKAR **POSITION:** FAM

FOURTH SCHEDULE (s. 30) PROJECT DESCRIPTION FORM

Constituency No 006

Constituency Name MVITA County Mombasa

Project Number AP1

Project Title Monitoring and Evaluation

Sector Monitoring & Evaluation

Status of projects

Brief statement on project status at time of submission

Financial year 2023-07-01 to 2024-06-30

Original Cost Estimates, in Ksh 5,260,855.00 dated

Amount allocated last financial year dated

Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Travel Cost	4-0001-006-2210401-111-2023-2024-1	Payment of Travel Costs of NGCDFC, National Government officers and PMC(PMC training)	New Project	527,500.00
CAPACITY BUILDING	4-0001-006-2210700-111-2023-2024-2	Interconstituency visits	New Project	1,429,129.00
Remuneration of Instructors and Contract Based Training Services	4-0001-006-2210702-111-2023-2024-4	Payment of Instructors and Contract Based Training Services for NG-CDFC, staff and PMC training	New Project	150,000.00
Purchase of Uniforms and Clothing - Staff	4-0001-006-2211016-111-2023-2024-6	Purchase of Uniforms and Clothing for NGCDFC Office	New Project	30,000.00
NGCDFC allowance	4-0001-006-2210811-111-2023-2024-7	Payment of NGCDFC allowance during Monitoring and Evaluation	New Project	1,049,000.00
Hire of Transport	4-0001-006-2210604-111-2023-2024-8	Payment of Hire of Transport	New Project	100,000.00
Hire of Training Facilities and Equipment	4-0001-006-2210704-111-2023-2024-9	Hire of Training Facilities and Equipment for NGCDFC, PMC and Staff Training	New Project	1,025,226.00
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	4-0001-006-2210801-111-2023-2024-10	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	New Project	250,000.00
Other committee	4-0001-006-2210802-111-2023-2024-12	Payment of committee allowances	New Project	550,000.00

expenses				
Refined Fuels and Lubricants for Transport	4-0001-006-2211201-111-2023-2024-13	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	New Project	150,000.00
TOTAL:				5,260,855.00

Person completing form



SIGNATURE: **DATE:**

NAME: FATMA ABUBAKAR **POSITION:** FAM

FOURTH SCHEDULE (s. 30) PROJECT DESCRIPTION FORM

Constituency No 006
Constituency Name MVITA **County** Mombasa
Project Number 2640507
Project Title Security Projects
Sector Security

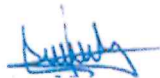
Status of projects

Brief statement on project status at time of submission

Financial year 2023-07-01 to 2024-06-30
Original Cost Estimates, in Ksh 2,200,000.00 dated
Amount allocated last financial year dated
Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Deputy county commissioners office (mvita sub-county)	4-0001-006-2640507-113-2023-2024-2	Purchase of office furniture 1 (one) executive table at Kshs.60,000, 1 (one) executive chair at Kshs.50,000, 3 (three) office chairs, each at Kshs.20,000, 2 (two) office cabinet at Kshs.30,000 total Ksh 60,000, 3 - seater waiting chair at Kshs.40,000, purchase of a water dispenser at Kshs.25,000, purchase and supply of 3 Desktops (8GB RAM 512 SSD) each at Kshs.110,000 and purchase of a printer at Kshs.75,000	New Project	700,000.00
Deputy County Commissioners Office	4-0001-006-2640507-113-2023-2024-3	Renovation of DCC office block (Reroofing, floor screed and plaster, ceiling finishes and repainting) first floor.	New Project	1,500,000.00
TOTAL:				2,200,000.00

Person completing form



SIGNATURE: **DATE:**

FATMA ABUBAKAR

FAM

NAME: **POSITION:**

