



National Government Constituency Development Fund
Msambweni Constituency
Next to Millennium park Lodges, Along Likoni-Lungalunga
Road

P.O Box 243-80400
Ukunda

Email: cdfmsambweni@ngcdf.go.ke | Website: www.ngcdf.go.ke

MINUTES FOR THE NG -CDFC MEETING HELD ON 25TH NOVEMBER 2020 AT THE MSAMBWENI NG-CDF OFFICE BOARD ROOM AT 10.00 A.M.

MEMBERS PRESENT

1. MUHSIN KITWANA - NG-CDFC CHAIRMAN
2. SALIMU KIRINZO - NG-CDFC SECRETARY
3. SITA MWAGOGO - NG-CDFC MEMBER
4. SAID EDWARD - NG-CDFC MEMBER
5. THABIT MCHAMBI - NG-CDFC MEMBER
6. ROSE M. KAMENE - NG-CDFC MEMBER
7. MWANAISHA RASHID - NG-CDFC MEMBER
8. RAMA MWACHIBIBO - NG-CDFC MEMBER
9. KENNETH AMANYA - FUND ACCOUNT MANAGER
10. JAMES KOSKEY - DCC MSAMBWENI

AGENDA

1. PRELIMINARIES
2. READING & CONFIRMATION OF PREVIOUS MINUTES
3. MATTERS ARISING
4. PROJECTS PROPOSAL FOR FINANCIAL YEAR 2020-2021
5. ANY OTHER BUSINESS

NG- CDFC MIN 01/25/11/2020; PRELIMINARIES

The chairman called the meeting to order at 10.15 a.m. and asked Mr. Thabit Mchambi to lead in the opening prayers. He then officially opened the meeting by thanking all members who managed to attend the meeting.

NG-CDFC MIN 02/25/11/2020; READING & CONFIRMATION OF PREVIOUS MINUTES

The Chairman asked the Secretary to read through minutes of the previous meeting held on the 15th of October 2020. Minutes were read and confirmed as the true reflection of the previous meeting. This were proposed by Ms. Sita Hamisi and seconded by Mr. Thabit Mchambi.

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NG-CDFC MIN 03/25/11/2020; MATTERS ARISING

There were no matters that arose in the previous minutes.

NG-CDFC MIN 04/25/11/2020; PROJECT PROPOSALS FINANCIAL YEAR 2020-2021

The FAM informed the committee members that in the Financial Year 2020-2021 all the two hundred and ninety constituencies nationwide had been allocated Kshs 137,088,879.31, however NG-CDF Msambweni had an extra Kshs 249,000 raised from sale of tenders as Appropriation in Aid (A.I.A). This therefore raised the total allocation for NG-CDF Msambweni to Kshs 137,337,879.31. After brief explanations on the amount allocated, the F.A.M recommended that, before allocation of funds to new projects is done, the committee should give priority to ongoing projects for completion.

He also informed members that the proposals should be based on project proposals collected at the ward level plus project proposals received at the office through various means. For clarity the NG-CDFC Chairperson requested the F.A.M to read out the project proposals Ward report for all the wards.

Out of all the projects proposed, the following were prioritized from each Ward and considered for funding in the financial year 2020/2021 subject to approval by the Board.

PROPOSED PROJECTS AND THEIR ALLOCATIONS FOR THE FINANCIAL YEAR 2020-2021

PROJECT TITLE	ACTIVITY	AMOUNT
ADMINISTRATION AND RECURRENT EXPENDITURE		
Employees' Salaries	Payment of staff salaries @ kshs 3,240,267.00/= and gratuity @ ksh 623,137.20/=	3,863,404.20
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, catalogues, etc.	2,853,288.56
NSSF	Payment of NSSF Deductions	181,440.00
NHIF	Payment of NHIF Deductions	79,200.00
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,248,000.00
Sub-total		8,225,332.76
MONITORING & EVALUATION/ CAPCITY BUILDING		
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence, etc.	200,000.00

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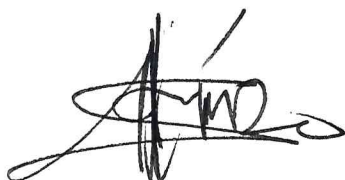


Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,750,000.00
NGCDFC/PMC Capacity Building	Undertake Training of the PMCs/CDFCs on NG-CDF Related issues & Benchmarking of NG-CDFC	2,162,666.38
Sub-total		4,112,666.38
Emergency Fund	To cater for any unforeseen occurrences in the constituency during the financial year.	7,192,206.90
ENVIRONMENT		
Project Name	Activity	Amount
Mkwakwani primary school	Purchase of 500 Mkasuarina tree seedlings at Kshs 200/= per seedling for planting in beneficiary school.	100,000.00
Mbuwani primary school	Purchase of 500 Mkasuarina tree seedlings at Kshs 200/= per seedling for planting in beneficiary school.	100,000.00
Galu primary school	Purchase of 500 Mkasuarina tree seedlings at Kshs 200/= per seedling for planting in beneficiary school.	100,000.00
Ramisi primary school	Purchase of 500 Mkasuarina tree seedlings at Kshs 200/= per seedling for planting in beneficiary school.	100,000.00
Shirazi primary school	Purchase of 500 Mkasuarina tree seedlings at Kshs 200/= per seedling for planting in beneficiary school.	100,000.00
Sub-total		500,000.00
BURSARY		
Bursary to secondary schools	Payment of bursary to needy students in the Constituency	31,000,000.00
Bursary to Tertiary Institutions	Payment of bursary to needy students in the Constituency	12,000,000.00
Sub-total		43,000,000.00
Constituency Activities Sports	To carry out Constituency Sports Tournaments where the winning Teams will be awarded with Balls, Uniforms and Trophies.	2,741,777.59
Sub Total		2,741,777.59

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	EDUCATION PRIMARY SCHOOL PROJECTS	
Fahamuni primary school	Construction of 2 No. Classrooms to completion and supply of 40 No Desks at Kshs 5,000/= per desk.	2,600,000.00
NN'gori primary school	Construction of 1 No. Classrooms to completion and supply of 20 No Desks at Kshs 5,000/= per desk.	1,300,000.00
Mwamanga primary school	Construction of 1 No. Classrooms to completion and supply of 20 No Desks at Kshs 5,000/= per desk.	1,300,000.00
Mivumoni primary school	Construction of 1 No. Classrooms to completion and supply of 20 No Desks at Kshs 5,000/= per desk.	1,300,000.00
Malalani primary school	Construction of 2 No. Classrooms to completion and supply of 40 No Desks at Kshs 5,000/= per desk.	2,600,000.00
Ramisi primary school	Renovation of 4 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling and re-roofing)	2,000,000.00
Mbuwani primary school	Renovation of 3 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling, and re-roofing)	1,500,000.00
Mabokoni primary school	Renovation of 3 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling, and re-roofing)	1,500,000.00
Kilulu primary school	Renovation of 3 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling, and re-roofing)	1,500,000.00
Kinondo primary school	Renovation of 3 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling, and re-roofing)	1,500,000.00
Magodi primary school	Renovation of 3 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling, and re-roofing)	1,500,000.00
Mvindeni primary school	Renovation of 4 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling and re-roofing)	2,000,000.00
Ganja la simba primary school	Renovation of 3 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling, and re-roofing)	1,500,000.00
Bodo primary school	Renovation of 2 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling and re-roofing)	1,000,000.00
Mwaroni primary school	Renovation of 3 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling, and re-roofing)	1,500,000.00
Mwakigwena primary school	Renovation of 3 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling, and re-roofing)	1,500,000.00
Mwabungo primary school	Renovation of 5 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling and re-roofing)	2,500,000.00
Sub Total		28,600,000.00

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	EDUCATION SECONDARY SCHOOL PROJECTS	
Mkwakwani Secondary School	Construction of 2 No. Classrooms to completion and supply of 50 lockers and 50 chairs at Kshs 6,000/= per set.	2,700,000.00
Dori Girls Secondary School	Construction of 2 No. Classrooms to completion and supply of 50 lockers and 50 chairs at Kshs 6,000/= per set.	2,700,000.00
Bongwe Secondary School	Construction of 2 No. Classrooms to completion and supply of 50 lockers and 50 chairs at Kshs 6,000/= per set.	2,700,000.00
Mvindeni Secondary School	Construction of 2 No. Classrooms to completion and supply of 50 lockers and 50 chairs at Kshs 6,000/= per set.	2,700,000.00
Mivumoni Secondary School	Renovation of 3 No. Classrooms to completion. (Flooring, Doors, windows, plastering, painting, ceiling, and re-roofing)	1,500,000.00
Vingujini Secondary School	Construction of a modern kitchen to completion with Cooking area, servery, store and changing room	1,500,000.00
Vingujini Secondary School	Construction of dining hall with 300 No. students sitting capacity to completion	4,500,000.00
Ramisi Secondary School	Construction of dining hall with 300 No. students sitting capacity to completion	4,500,000.00
Msambweni Secondary School	Construction of dining hall with 300 No. students sitting capacity to completion	4,500,000.00
Gombato Secondary School	Construction of 100. No students capacity Dormitory to completion.	3,500,000.00
Sub Total		30,800,000.00
	TERTIARY INSTITUTIONS PROJECTS	
Msambweni Technical & Vocational College	Construction of 80. No students' capacity Dormitory to completion.	3,500,000.00
Sub Total		3,500,000.00
	SECURITY PROJECTS	
Assistant County Commissioners Office Diani Division	Renovation of Assistant County Commissioners office (Diani Division) to completion. (Removal of asbestos roof, Flooring with tiles, Doors, windows, plastering, painting, ceiling and re-roofing of office which includes, DO's Office to sit 3 people measuring 3.5 x 4 meters, secretaries office to sit two officers measuring 4 x 4 meters, National IDs issuance Office to sit four officers measuring 3 x 4 meters and a verandah with tiles measuring 2 x 9 meters.	3,500,000.00
Assistant County Commissioners Office Msambweni Division	Renovation of Assistant County Commissioners office (Msambweni Division) to completion. (Flooring with tiles, plumbing works, windows, painting, ceiling and electrical appliances of office block consisting of ACCs office to sit three people measuring 3.5 x 4 meters, office reception to sit 10 occupants and an extra office space to sit 3 occupants measuring 3 x 3 meters)	750,000.00

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Funzi police post	Renovation of 5 roomed police staff quarters of 5 x 4 meters each, kitchen consisting of a cooking area and store of 8 x 6 meters plus exterior verandah of 8 x 6 meters to (Re-roofing, flooring, plastering, painting, ceiling and electrical Installations to completion.	1,500,000.00
Deputy County Commissioners Office Msambweni sub-County.	Purchase of Office furniture for deputy County Commissioners office (Msambweni sub-County) (Seven seater leather Office Sofa Set)	195,895.68
Sub Total		5,945,895.68
OTHER PROJECTS		
NG-CDF OFFICE External Toilet.	Construction of a 2 doors external modern Indian toilet to completion for use by public.	430,000.00
NG-CDF OFFICE Extension block and Purchase of its Furniture	Construction of a 6x5 meters office extension block to completion at Kshs 1,060,000/= with 4 FT long windows, external grills and concrete paving slab round the block and purchase of its furniture at Kshs 730,000/= (2 executive tables at Kshs135,000/= each (270,000/=), 8 executive chairs at Kshs 35,000/= each (280,000/=), 2 reception 3 seater chairs at Kshs 40,000/= each (80,000/=) and 4 still swing door filing cabinets at Kshs 25,000/= each (100,000/=)	1,790,000.00
NG-CDF OFFICE Renovation.	Renovation of NG-CDF Office to completion. (Re-installation of fallen Verandah pre-cast concrete vents, internal and external re-painting of full NG-CDF Office block, repair of leaking roof and ceiling for the whole office block which includes replacement of nine 2.5 meters roofing sheets and 3 (1.2x2.4 meters) ceiling boards, repair of lower kitchen cabinets, installation of three 2.5 meters shelves in the kitchen and installation of paving slab around the whole office block.	500,000.00
Sub Total		2,720,000.00
GRAND TOTAL		137,337,879.31.

NG-CDFC MIN 05/25/11/2020: ANY OTHER BUSINESS

The NG-CDFC chairperson thanked the members for their cooperation and emphasized on full commitment to NG-CDF functions. The meeting ended with a word of prayer from Ms. Rose Matheka at 3.45pm.

Confirmation of minutes

NG-CDFC Chairperson: Mr. Muhsin Abdallah Kitwana Sign  Date 26/11/2020

NG-CDFC Secretary: Mr. Salim Mohammed Kirinzo Sign  Date 26/11/2020