



NG-CDF LAMU EAST

National Government Constituencies Development Fund

Lamu East Constituency

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MINUTES OF THE LAMU EAST NG-CDFC MEETING HELD ON 27/03/2024 AT THE NG-CDF BOARDROOM FROM 10.00AM

MEMBERS PRESENT

1. Bwanadi Mohamed Shee-
2. Esha Mwalim-
3. George Kubai-
4. Javan Mwandawiro-
5. James Githui-
6. Mohamed Shariff-
7. Omar Famau-
8. Fatuma Jiromo-
9. Abu Athman Bakar-
10. Jamila Haji-
11. Omar Mbwarahaji-
12. Ali Lali-

Chairman
Secretary
Member- DCC
FAM (Acting)
Public Works Officer
Member
Member
Member
Member
Member
Sub- County Director of Education, Lamu East Sub County

AGENDA

1. Preliminaries
2. Reading of the previous meeting minutes
3. Matters Arising from the previous minutes
4. On-going and incomplete projects report
5. MoE Unconditional Grant for JSS Infrastructure Development
6. Project Proposal 2023/2024 Financial Year

MIN 001-27/03/2024 PRELIMINARIES

The meeting was called to order at 9.15am with a word of prayer from Jamila Haji.

MIN 002-27/03/2024 READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The Secretary read through the minutes of the previous meeting and was seconded by Omar Famau.

MIN 003-27/03/2024 MATTERS ARISING FROM THE PREVIOUS MINUTES

No matter was raised from the previous minutes

MIN 004-27/03/2024 ONGOING AND INCOMPLETE PROJECT REPORT

Members had visited Mbwanjumi Secondary School projects on various occasions and found out that the school has land ownership challenges which require prolonged period of time to determine and conclude. This therefore has led to members resolving not to assign government funds to these projects at least for the moment and postpone the funding of the incomplete projects until the subsequent financial period to give the school and committee time to address the land ownership matters, which is very sensitive in the region.

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REPORT ON ON-GOING PROJECTS AS AT 30TH JUNE 2023

Financial Year when project was first funded	Project name	Approved Activities	Outstanding Activities	Estimated Cost (Kshs.)	Allocation/ Approved Amount (Ksh)	Amount Disbursed (Kshs.)	Balance to complete (Kshs.)	Implementation Status/Level	% level of completion
2018/2019	Mbwajumwali Secondary School (New School Name: Sheikh Ahmad Msallam Secondary School)	Construction of Laboratory	Flooring, ceiling, piping of gas and installation of gas cylinders, fixing of windows and window grills, Electricity installation, fitting of laboratory cabinets, waste water installations and septic system. Purchase of furniture: Laboratory stools and	10,000,000	7,000,000	7,000,000	3,000,000	Incomplete project- The committee has initiated a conversation with Land owners for the transfer of ownership.	70%
2019/2020	Mbwajumwali Secondary School (New School Name: Sheikh Ahmad Msallam Secondary School)	Construction to completion of Administration Block	Plastering, flooring, fitting of windows and doors, water harvesting, repairing of floor and painting	4,677,028	4,677,028	4,677,028	1,200,000	Incomplete project- The committee has initiated a conversation with Land owners for the transfer of ownership.	

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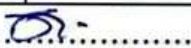
REPORT ON ON-GOING PROJECTS AS AT 30TH JUNE 2023

Financial Year when project was first funded	Project name	Approved Activities	Outstanding Activities	Estimated Cost (Kshs.)	Allocation/ Approved Amount (Ksh)	Amount Disbursed (Kshs.)	Balance to complete (Kshs.)	Implementat ion Status/Level	% level of comple tion
2020/2021	Mbwajumwa li Secondary School (New School Name: Sheikh Ahmad Msallam Secondary School)	Construction of multipurpose hall comprising of dining hall and kitchen to completion with capacity to accommodate 500 students	Hand washing/cutlery washing sink, Flooring, ceiling, Kitchen Boilers, Windows, Doors, Ramps, Water harvesting gutters, painting, paving around the block, and purchase of Furniture: 8 Dinning tables, 16 sitting benches and 50 plastic seats.	5,500,000	4,500,000	4,500,000	3,000,000	Incomplete project- The committee has initiated a conversation with Land owners for the transfer of ownership.	70%
2021/2022	Mbwajumwa li Secondary School (New School Name: Sheikh Ahmad Msallam Secondary School)	Completion of multipurpose hall (tiling, plumbing, electrical and mechanical works) comprising of dining hall and kitchen with capacity to accommodate 500 and purchase of dining hall furniture, hardwood		6,500,000	4,500,000	4,500,000		Incomplete project- The committee has initiated a conversation with Land owners for the transfer of ownership.	

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Financial Year when project was first funded	Project name	Approved Activities	Outstanding Activities	Estimated Cost (Kshs.)	Allocation/ Approved Amount (Ksh)	Amount Disbursed (Kshs.)	Balance to complete (Kshs.)	Implementation Status/Level	% level of completion
		fabricated tables and chair							
2020-2022	Siyu Chief's Office	Construction of a Chief's office: Construction of 5no room Administration office block to completion comprising of 2no offices, secretary office, reception, boardroom and store	Plastering, flooring, fitting of windows and doors, water harvesting, repairing of floor and painting	4,000,000	3,000,000	3,000,000	1,000,000	Incomplete project- The project's additional activities have been factored in the project proposal 2023/2024	80%
2022-2023	Tchundwa Primary School	Construction of 2no. blocks of toilets for girls and boys at Tchundwa Primary School each of 6 doors and designed to	Not started	2,300,000	1,000,000	1,000,000	1,300,000	Not started- The project's additional funds have been factored in in the re-allocation submitted earlier from Environment project of	0%

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Financial Year when project was first funded	Project name	Approved Activities	Outstanding Activities	Estimated Cost (Kshs.)	Allocation/ Approved Amount (Ksh)	Amount Disbursed (Kshs.)	Balance to complete (Kshs.)	Implementation Status/Level	% level of completion
		accommodate Persons With Disability						Kshs. 1,300,000 in the FY 2022/2023.	
2023-2024	Lamu NG-CDF Office	Renovation of dilapidated Lamu East NG-CDF Office at Faza: Replacement of dilapidated wooden door frames and shutters, replacement of dilapidated wooden windows with aluminium windows, replacement of dilapidated ceiling, installation of metallic grills to all windows, rehabilitation of plumbing works,	Renovation of dilapidated Lamu East NG-CDF Office at Faza: Replacement of dilapidated wooden door frames and shutters, replacement of dilapidated wooden windows with aluminium windows, replacement of dilapidated ceiling, installation of metallic grills to all windows, rehabilitation of plumbing works, rehabilitation of electrical works,	6,550,000	3,000,000	-	3,550,000	Incomplete project- The project's additional activities have been factored in the project proposal 2023/2024	Balance to complete as per engineer's estimates

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Financial Year when project was first funded	Project name	Approved Activities	Outstanding Activities	Estimated Cost (Kshs.)	Allocation/ Approved Amount (Ksh)	Amount Disbursed (Kshs.)	Balance to complete (Kshs.)	Implementation Status/Level	% level of completion
		rehabilitation of electrical works, installation of floor tiles and repairing	installation of terrazzo floor						

In the previous meeting, members had discussed in details on resolving various land ownership challenges and had assigned different members some tasks of meeting the primary land owners.

Members resolved that the remaining project (Completion of multipurpose hall) shall be funded in the financial year 2024/2025 project proposal.

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MIN 005-27/03/2024 MoE Unconditional Grant for JSS Infrastructure Development

Members were informed that the project proposal for financial year 2023/2024 had been recalled in line with the Board Circular Re: Infrastructure Development for Junior Secondary schools dated 16th October, 2023 and Ministry of Education circular Re: Infrastructure Development for Junior Schools dated 3rd October, 2023.

NG- CDF Lamu East Constituency was allocated Kshs. 1,709,883.67 as a conditional grant proposed to be jointly managed by the Ministry of Education and the NG- CDF to ensure synergy and timeliness in implementing the program.

The allocations were based on grade seven (7) enrolment and as a constituency, the committee is required to match a shilling to a shilling to enable realization of the objective of the program. In order to achieve the matching requirement in the identified JSS Institutions, the table below shows how the allocation is distributed between the two sources of funds:

S/NO	PROJECT NAME	PROJECT ACTIVITY	NG-CDF ALLOCATION (KSHS)	MoE ALLOCATION (KSHS)
1.	Kizingitini Boys Primary School	Construction to completion of one new classroom @ Kshs. 1,379,884.00 and purchase of 33 students' desks @ Kshs. 10,000.00	1,709,883.67	-
2.	Kizingitini Girls Primary School	Renovation to completion of 2 classrooms (Plastering, flooring, fixing doors and windows, teaching board, class notice board, paving slabs around the classrooms, and painting).	-	1,709,883.67
TOTAL ALLOCATION			1,709,883.67	1,709,944.67

MIN 006-27/03/2024 PROJECT PROPOSAL 2023/2024 FINANCIAL YEAR

With regard to NGCDF Board Circular REF: NG-CDFB/CEO/NG-CDF CIRCULARS Vol. II (034), Dated 29th August, 2023: "PREPARATION AND SUBMISSION OF CONSTITUENCIES' PROJECT PROPOSAL FOR 2023/2024 FINANCIAL YEAR", Lamu East National Government Constituencies Development Fund Committee has proposed the following projects for approval and subsequent implementation as guided by all related circulars, NG- CDF Act 2015 as amended in 2022, Performance Contracting for FY 2023/2024, projects that contribute to government agenda on climate change and the Ward Consultative Report of 2022/2023 financial year and the on-going Strategic Plan 2022/23 to 2026/27.

The Sector distribution for the 2023/2024 project proposal is as follows representing the 3rd schedule:

PROJECT SECTOR	CEILING	SECTOR ALLOCATION
Administration and Recurrent Costs of NG- CDFC	5.99%	9,456,739.00
Monitoring and Evaluation	3.00%	4,734,768.00
Bursary	37.71%	59,521,293.00
Emergency Reserves	5.26%	8,306,612.00
Environmental Activity	0.27%	420,000.00
Primary School	16.39%	25,859,884.00

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Secondary School	14.91%	23,530,500.00
Tertiary Institution	6.34%	10,000,000.00
Security Project	4.72%	7,450,000.00
Constituency Inovation HUB	1.44%	2,271,832.00
NG-CDF- Acquisition of Assets	1.73%	2,724,000.00
NG-CDF Others- Renovations	2.25%	3,550,000.00
Total Allocation	100.00%	157,825,628.00
INFRASTRUCTURE DEVELOPMENT FOR JSS (MOE GRANT)		1,709,884.00
Grand total allocation		159,535,512.00

As a committee, we have proposed the following projects in conformity with the NG-CDF Act and relevant policies as outlined in various government circulars including those issued by the Board. The total allocation is Kshs. 157,825,629.00. The committee has set aside an equal amount to an allocation of Kshs. 1,709,883.67 for JSS budget as required by the MoE unconditional allocation.

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD							
PROJECT PROPOSALS FOR LAMU EAST NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND							
FINANCIAL YEAR 2023/2024							
S/ No.	Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	ADMINISTRATION AND RECURRENT EXPENDITURE (6%)						
1	4-005-021-2110201-100-2023-2024-1	Contractual employees	Payment of staff Basic salaries	2,605,760	-	2,605,760	New
2	4-005-021-2110202-100-2023-2024-2	Casual labour and Internship	Payment of staff Basic Wages and Internship Stipend	532,200	-	532,200	New
4	4-005-021-2110301-100-2023-2024-3	House allowance	Payment of House allowances to NGCDFC staff	349,875	-	349,875	New
5	4-005-021-2110314-100-2023-2024-4	Transport allowance	Payment of Transport allowances to NGCDFC staff	396,000	-	396,000	New

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6	4-005-021-2110314-100-2023-2024-4	Hardship allowance	Payment of Transport and Hardship allowances to NGCDFC staff	238,000	-	238,000	New
7	4-005-021-2710102-100-2023-2024-5	Gratuity-contractual employees	Payment of gratuity to NGCDFC staff @ Kshs. 807,786 and 5 months gratuity arrears for financial year 2022/2023 @ Kshs. 290,718	1,098,504	-	1,098,504	New
8	4-005-021-2110320-100-2023-2024-6	Leave allowance	Payment of Leave allowances to NGCDFC staff	26,000	-	26,000	New
9	4-005-021-2120201-100-2023-2024-7	NSSF	Employer contribution to NSSF	149,040	-	149,040	New
10	4-005-021-2110202-100-2023-2024-8	Affordable Housing Levy	Employer contribution to Affordable Housing Levy	53,845	-	53,845	New
11	4-005-021-2210504-100-2023-2024-9	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	60,000	-	60,000	New
12	4-005-021-2211301-100-2023-2024-10	Bank service commission and charges	Payment of Bank service commission and charges: Monthly bank charges for the Operational and Deposit bank accounts	25,000	-	25,000	New
13	4-005-021-2210203-100-2023-2024-11	Courier and Postal Services	Payment of Courier and Postal Services: Postage of official letter and parcels	30,000	-	30,000	New
14	4-005-021-2210303-100-2023-2024-12	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	760,200	-	760,200	New

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15	4-005-021-2210101-100-2023-2024-13	Electricity	Payment of Electricity charges: Monthly electricity charges for NG-CDFC Office operations	30,000	-	30,000	New
16	4-005-021-2211101-100-2023-2024-14	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment, catering Services (receptions), Accommodation, Gifts, Food and Drinks)	660,354	-	660,354	New
17	4-005-021-2210202-100-2023-2024-15	Internet Connections	Payment of Internet Connections @ Ksh. 5,000.00 per Month	47,200	-	47,200	New
18	4-005-021-2220101-100-2023-2024-16	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles: Minor and Major maintenance, fuel cost and purchase of vehicle tyres	47,200	-	47,200	New
19	4-005-021-2210904-100-2023-2024-17	Motor Vehicle Insurance	Payment of Motor Vehicle Insurance: Vehicle GKB 620V and Boat	241,720	-	241,720	New
20	4-005-021-2210811-100-2023-2024-18	NGCDFC allowance	Payment of NGCDFC allowance charges	752,000	-	752,000	New
21	4-005-021-2210802-100-2023-2024-19	Other committee expenses	Payment of Other committee expenses	146,600	-	146,600	New
22	4-005-021-2210502-100-2023-2024-20	Publishing and Printing Services	Payment of Publishing and Printing Services: Bronchures, branding of assets	144,282	-	144,282	New

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			and Banners				
23	4-005-021-2211016-100-2023-2024-21	Purchase of Uniforms and Clothing - Staff	Purchase of Staff Uniforms: 2 pairs each for 5 Security Guard Uniforms, rain coats, security boots, sweaters, marvin @Ksh. 80,000	80,000	-	80,000	New
24	4-005-021-2211201-100-2023-2024-22	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport: vehicle GKB 620V NG-CDFC and Boat.	281,959	-	281,959	New
25	4-005-021-2211103-100-2023-2024-23	Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	30,000	-	30,000	New
26	4-005-021-2211102-100-2023-2024-24	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	35,000	-	35,000	New
27	4-005-021-2210201-100-2023-2024-25	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses (Kshs. 5,000 x 12 Months)	60,000	-	60,000	New
28	4-005-021-2210401-100-2023-2024-26	Travel Costs (airlines, bus, railway, mileage allowances)	Payment of Travel Allowance (Local travel and Car hires)	548,200	-	548,200	New
29	4-005-021-2210102-100-2023-2024-27	Water & sewerage charges	Payment of Water & sewerage charges	20,000	-	20,000	New
3	4-005-021-2110202-100-2023-2024-2	National Industrial Training Authority (NITA)	Payment of NITA deduction for 13 NG-CDFC Staff	7,800	-	7,800	New
MONITORING, EVALUATION AND CAPACITY BUILDING (3%)						-	

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30	4-005-021-2210710-111-2023-2024-1	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	130,000	-	130,000	New
31	4-005-021-2210303-111-2023-2024-2	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance during various Capacity Building Workshops (Sub County Accountant, FAM, Staff, Procurement Officer, NG-CDFC Staff and Public Works)	766,500	-	766,500	New
32	4-005-021-2211101-111-2023-2024-3	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	461,939	-	461,939	New
33	4-005-021-2210704-111-2023-2024-4	Hire of Training Facilities and Equipment	Payment of Travel Allowance (Local travel and Car hires)	591,000	-	591,000	New
34	4-005-021-2210604-111-2023-2024-5	Hire of Transport	Payment of Hire of Transport: Hire of vehicle during regular project inspection and Bursary follow-up	315,000	-	315,000	New
35	4-005-021-2210811-111-2023-2024-7	NGCDFC allowance	Payment of NGCDFC allowance	235,000	-	235,000	New
36	4-005-021-2210802-111-2023-2024-8	Other committee expenses	Payment of Other committee expenses:	1,497,500	-	1,497,500	New
37	4-005-021-2211201-111-2023-2024-11	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of vehicle GKB 620V and Boat	240,000	-	240,000	New

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38	4-005-021-2210701-111-2023-2024-12	Travel Allowance on training	Payment of Travel Allowance (NG-CDFC, PMC, Risk Management, M&E, Crosscutting Issues)	497,829	-	497,829	New
EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS							
40	4-005-021-2640101-103-2023-2024-1	Bursary Secondary Schools	Payment of bursary to needy students in Secondary Schools @Ksh. 35,602,000	35,602,000	-	35,602,000	New
43	4-005-021-2640102-103-2023-2024-3	Bursary Tertiary Institutions	Payment of bursary to needy students in Tertiary Institutions @Ksh. 21,919,293	21,919,293	-	21,919,293	New
44	4-005-021-2640103-103-2023-2024-4	Bursary Special Institutions	Payment of bursary to needy students in Special Institutions @Ksh. 2,000,000	2,000,000	-	2,000,000	New
Note: The committee has removed Learners' social support and Education day from the bursary sector. The Learners' social support proposed allocation of Kshs. 2,480,000 has been transferred to Bursary Tertiary Institutions and The Constituency Education Day proposed allocation of Kshs. 1,700,000 transferred to Bursary Secondary Schools.							
EMERGENCY RESERVE							
45	4-005-021-2640200-101-2023-2024-1	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	8,306,612	-	8,306,612	New
CLIMATE CHANGE MITIGATION ACTIVITIES							
46	4-005-021-2640510-110-2023-2024-2	Faza Secondary School	Purchase and growing 60 hybrid coconut seedlings @ Kshs. 2,000	120,000	-	120,000	New
47	4-005-021-2640510-110-2023-2024-3	TChundwa Primary School	Purchase and growing 50 hybrid coconut seedlings @ Kshs. 2,000	100,000	-	100,000	New
48	4-005-021-2640510-110-2023-2024-4	Ndau Primary School	Purchase and growing 50 hybrid coconut seedlings @ Kshs. 2,000	100,000	-	100,000	New

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49	4-005-021-2640510-110-2023-2024-5	Mwajumwali Primary School	Purchase and growing 50 hybrid coconut seedlings @ Kshs. 2,000	100,000	-	100,000	New
PRIMARY SCHOOL PROJECTS							
50	4-005-021-2630209-263-2023-2024-1	TChundwa Primary School	Phase 1: Construction of a perimeter wall, gate and security cubical: Foundation casting, foundation wall, stone pillars, gate elevation, precast concrete coping, finishes, security installations and electrical installations.	18,000,000	-	7,050,000	New
51	4-005-021-2630209-263-2023-2024-2	Tchundwa Primary School	Renovation to completion of 80,000 Litres Water Pan(Jabia): Tank Interior works, Replacing of the roof and ventilation, construction of water collection surface, plastering, painting)	2,000,000	-	2,000,000	New
52	4-005-021-2630209-263-2023-2024-3	Ndau Primary School	Phase 1: Construction of a perimeter wall, gate and security cubical: Foundation casting, foundation wall, stone pillars, gate elevation, precast concrete coping, finishes, security installations and electrical installations.	18,000,000	-	7,050,000	New

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53	4-005-021-2630209-263-2023-2024-4	Mbwajumwali Primary School	Phase 1: Construction of a perimeter wall, gate and security cubical: Foundation casting, foundation wall, stone pillars, gate elevation, precast concrete coping, finishes, security installations and electrical installations.	18,000,000	-	7,050,000	New
54	4-005-021-2630209-263-2023-2024-5	Mbwajumwali Primary School	Construction of 2 No. toilet blocks of 3 doors each with one chamber in each block for Persons With Disabilities.	2,300,000	-	1,000,000	On-Going
INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (NG-CDF MATCHING FUND)							
55	4-005-021-2630209-263-2023-2024-6	Kizingitini Boys Primary School	Construction to completion of one new classroom @ Kshs. 1,379,884.00 and purchase of 33 students' desks @ Kshs. 10,000.00	1,709,884	-	1,709,884	New
SECONDARY SCHOOL PROJECTS							
56	4-005-021-2630210-263-2023-2024-1	Kiunga Secondary School	Purchase of Locally assembled Semi-Luxury School Bus with PWD provision: NQR 81M, Isuzu 30-35 passenger, Diesel	7,750,000	-	7,750,000	New
57	4-005-021-2630210-263-2023-2024-2	Pate Girls Secondary School	Purchase of Dormitory Beds and Mattresses @ Kshs. 1,175,000 (47 pieces, 3x6 Double Decker Steel Beds @ Kshs.25,000 and 94 pieces, 3x6	1,833,000	-	1,833,000	New

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			Mattresses@ Kshs.7,000)				
58	4-005-021-2630210-263-2023-2024-3	Faza Secondary School	Phase 1: Construction of a perimeter wall, gate and security cubical: Foundation casting, foundation wall, stone pillars, gate elevation, precast concrete coping, finishes, security installations and electrical installations.	18,000,000	-	7,797,500	New
Note: The school name was changed from Mwbowajumwali Secondary School to Sheikh Ahmad Msallam Secondary School thus the Project name.							
	4-005-021-2630210-263-2023-2024-4	Sheikh Ahmad Msallam Secondary School	Acquisition of Land Ownership costs: Transfer of land costs, sub-division expenses, Land Survey Expenses, legal fee and title deed merging expenses.	150,000	-	150,000	
	4-005-021-2630210-263-2023-2024-5	Sheikh Ahmad Msallam Secondary School	Completion of 80 Capacity Twin Laboratory: Flooring, plastering, veranda finishes, ceiling, gas piping and installation of gas cylinders, plumbing works, fixing of windows and window grills, Electricity installation, fitting of laboratory cabinets, waste water installations and septic system @ Kshs. 2,444,500	10,000,000	7,000,000	3,000,000	

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			Purchase of furniture: 80 Laboratory stools @ Kshs. 6,500, teacher's chair @ Kshs. 10,500 and Table @ Kshs. 25,000 totalling to Kshs. 555,500				
	4-005-021-2630210-263-2023-2024-7	Sheikh Ahmad Msallam Secondary School	Completion of 100 capacity multipurpose hall: Entrance canopy roofing, Paving slabs, fixing of windows and doors, doors and window grills, Electricity installation and purchase and fitting of 10,000 water tank together with plumbing works @ Kshs. 2,115,000. Purchase of furniture: 15 (2m length x 1m width) Dinning tables @ Kshs. 45,000 and 30 (5 students capacity) dinning bench @ Kshs. 7,000 totalling to Kshs. 885,000	6,550,000	4,500,000	3,000,000	
	TERTIARY INSTITUTIONS						
59	4-005-021-2630206-104-2023-2024-1	Lamu East Technical and Vocational College	Construction to completion of 2No. Ablution Block: Boys Ablution block of 6Door and Urinal (1 Cubical for Persons With Disability) and Girls 6Door (1 Cubical for Persons With Disability): Sub-structure,	6,000,000	-	6,000,000	New

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			reinforced concrete frame, walling, finishes, fitting of doors and ventilation, electrical installation, plumbing, drainage and sanitary fitting (connection to the Dormitory Septic System).				
			Construction to completion of 200,000 liters underground water tank, and purchase and fitting of 3no. 2,500 liters overhead water tanks and ground level 10,000 liters water tank: The activities include: Excavation and underground water tank, walling and water proof plastering, covering of the tank with water proof slab, fitting of overhead and ground level water tanks, plumbing works, electrical works, painting, and branding.	4,000,000	-	4,000,000	New
SECURITY PROJECTS							
60	4-005-021-2640507-113-2023-2024-1	Siyu Chief's Office	Additional funds for the completion to completion of 5 roomed administration office block comprising of 2 offices, secretary office, reception,	4,000,000	3,000,000	1,000,000	On-Going

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			Boardroom and store: Plastering, flooring, windows, doors, fitting grills and ceiling.				
61	4-005-021-2640507-113-2023-2024-2	Kizingitini Chief's Office	Construction to completion of 1No. 3Door Pit Latrine with Urinal (1 Door for Persons With Disability) @ Kshs.1,000,000	1,000,000	-	1,000,000	New
62	4-005-021-2640507-113-2023-2024-3	Siyu Police Post	Purchase of Land for the construction of a Police Post (approximately 1.8 Acres) @ Kshs.950,000.00 Construction to completion of Police Post to comprise of reporting office/registry, Officer In charge Office, Exhibit Room, Entry Canopy: Foundation, Walling, Roofing Plastering, flooring, windows, doors, fitting grills, ceiling and fitting of 5,000 litres water tank, tank base, piping and fitting of gutters @ Kshs.4,500,000.00	5,450,000	-	5,450,000	New
OTHER PROJECT							
63	4-005-021-2211310-108-2023-2024-001	NG- CDF Lamu East Office Renovation –	Additional fund for Renovation to completion of NG-CDF Office: Replacement of Door frames, part of roofing timber, Iron sheets,	6,550,000	3,000,000	3,550,000	On-Going

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			Terrazzo floor with 2ft skirting and front office Desk, fitting and fixing of Grills, remodelling of Entrance area, Paving around the building, 8M Wooden Notice Board with roofing shed.				
64	4-005-021-2211310-108-2023-2024-002	NG- CDF Lamu East Office	Purchase of Office Furniture Kshs.1,480,000 Boardroom Table Kshs. 100,000, 12 Boardroom Chairs @Kshs.20,000, 2 Hardwood Waiting area 4-Link Seats @Kshs. 45,000, 6 Seater Guest seats @Kshs.97,000, Digital Office Safe Kshs.55,000, 2M Executive Table Kshs.100,000, 1.4M Executive Table Kshs.65,000, 4 Seater Workstation Kshs.150,000, 43 Banquet Seat @Kshs. 6,000, 2 Executive Orthopedic Seats @Kshs.45,000, 2 Notice Board @Kshs.30,000, 2No. 2 door metalic cabinet @Kshs. 35,000, and 3No. 4 Drawer Office Cabinet @Kshs.35,000 Purchase of Office ICT Equipment @Kshs. 925,000:	2,405,000	-	2,405,000	New

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			<p>Multipurpose Printer with 2 tray stand@ Kshs. 400,000 and 3 Laptops for the Staff (Accounts Assistant, Clerk of Works and Fund Account Manager) @ Ksh. 175,000. Total Cost Ksh. 525,000</p> <p>NB: Laptop specifications attached</p> <p><u>Laptops Specifications:</u></p> <ul style="list-style-type: none"> ✓ HP ENVY x360 2-in-1 laptop ✓ Processor & core logic-13th Generation, Intel® i7 (2.6 GHz frequency, 12 MB L3 cache, 6 cores) ✓ Graphics- Intel® UHD Graphics ✓ Storage System- 512® SSD ✓ Storage Acceleration- 16 GB RAM ✓ Audio- Stereo audio system, combo microphone in/audio out ✓ Integrated figure print reader- YES ✓ Display- 15.6" diagonal UHD, Amoled ✓ WEBCAM- HD IR Camera ✓ I/O Interface ports: 			
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			<ul style="list-style-type: none"> - 2* USB Type- C - 1* USB Type- A - 1* HDMI 2.0 - 1* AC Smart Pin - 1* headphone/mic rophone combo - 1* microSD media card reader ✓ Operating System- Genuine windows 10 professional or Windows 11 Pro, 64bit pre-installed and pre-activated (with licenced DVD and Recovery Disks) ✓ MS Office Professional 2019 or Later with Genuine License latest compatible antivirus ✓ Accessories- High Quality Laptop Bag (back pack), USB Optical Mouse, USB Compatible to HDMI/VCA/Ethernet/USB3.0 Adaptor 				
65	4-005-021-2211310-108-2023-2024-003	Lamu East TVC Constituency Innovation Hub	Purchase of 16 Desktops Computers @ Kshs. 105,000, equip the room with 16 Computer desks and Chairs @ Kshs. 30,000, Projector @ Kshs. 51,832, teaching board, flip chart stand @ Kshs. 30,000 and	2,271,832	-	2,271,832	New

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			<p>Internal branding of CIH room @ Kshs. 30,000</p> <p>NB: Desktop specifications attached</p> <p><u>Desktops Specifications:</u></p> <ul style="list-style-type: none"> ✓ HP 200 G4 All in One Intel core i5 ✓ 10th generation ✓ DDR4 4GB ✓ 1TB HDD storage ✓ 22-inch tft ✓ DOS 				
66	4-005-021-2211310-108-2023-2024-003	NG- CDF Lamu East Office Motor Cycle –	<p>Additional fund for Purchase of Yamaha Office 4 Stroke Engine Motorcycle accompanied with accessories (1 standard Carrier Box, Riding Gloves 1 pair per bike, Helmets 2 per bike, Reflective Vests 2 per bike, Insurance Holder 1 per bike, Registration.</p> <p>NB: The initial approval of Kshs.500,000 was below the Government Framework Agreement of Kshs.819,000 which we have attached.</p>	819,000	500,000	319,000	On-Going
TOTAL ALLOCATION				192,125,629	-	157,825,629	
INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (MOE GRANT)							

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67	4-005-021-2630209-263-2023-2024-6	Kizingitini Girls Primary School	Renovation to completion of 2 classrooms (Plastering, flooring, fixing doors and windows, teaching board, class notice board, paving slabs around the classrooms, and painting)@ Kshs. 1,014,884.00 Purchase of School and Office Furniture Kshs. 695,000 (60 Students' Lockers each Kshs.6,500, 60 Students' Chairs Kshs.4,000, 2 Teachers' tables @ Kshs. 25,000 and 2 Teachers' chairs @ Kshs. 7,500	1,709,884	-	1,709,884	New
TOTAL ALLOCATION				193,835,513	-	159,535,513	

MIN 007- 30/01/2024 A.O.B

There being no any other business the meeting ended by a word of prayer from Mr. Omar Mbwarahaji at 2.50pm.


Minuted by/Secretary

Esha Mwalim

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Confirmed by/Chairperson

Bwanadi M. Shee

SIGN.......... DATE...20/05/2024

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ANNEX II

A.

Basic Salary- July 2023 to June 2024

	Staff Name	Category/Item	PAX	Monthly Salary (Ksh)	No. Of Months	Monthly Salary (Ksh)	No. Of Months	Total Salary (Ksh)
1	Bernard Jamhuri Kenga	Records Officer	1	21,500	5	21,500	7	258,000
2	Vacant Position	Clerk of Works	1	-	5	24,580	7	172,060
3	Vacant Position	Accounts Assistant	1	-	5	24,580	7	172,060
4	Hamid Laly Tele	Clerical Officer	1	21,500	5	21,500	7	258,000
5	Swahali Mohamed Somoebwana	Security Guard	1	24,580	5	14,610	7	225,170
6	Lei Bwanaadi Mohamed	Support Staff	1	15,670	5	15,670	7	188,040
7	Mohamed Ali Mohamed	Procurement Clerk	1	24,580	5	21,500	7	273,400
8	Mohamed Ali Mohamed	Security Guard	1	16,890	5	14,610	7	186,720
9	Hafswa Mohamed Bakari	Support Staff	1	15,670	5	15,670	7	188,040
10	Mohamed Lali Abuu	Security Guard	1	14,610	5	14,610	7	75,320
11	Mohamed Abuu Abdalla	Driver	1	16,890	5	16,890	7	202,680
12	Biti Bakari Sizi	Support Staff	1	15,670	5	15,670	7	188,040
13	Vacant Position	Coxswain/ Boat Captain	1	-	5	16,890	7	118,230
Total Salary			13	187,560				2,605,760

B.

Gratuity @ 31% of Basic Salary (Seven Months)

	Staff Name	Category/Item	PAX	Monthly Salary (Ksh)	No. Of Months	Monthly Salary (Ksh)	No. Of Months	Total Salary (Ksh)	Gratuity @31%
1	Bernard Jamhuri Kenga	Records Officer	1	21,500	5	21,500	7	258,000	79,980
2	Vacant Position	Clerk of Works	1	-	5	24,580	7	172,060	53,339
3	Vacant Position	Accounts Assistant	1	-	5	24,580	7	172,060	53,339
4	Hamid Laly Tele	Clerical Officer	1	21,500	5	21,500	7	258,000	79,980
5	Swahali Mohamed Somoebwana	Security Guard	1	24,580	5	14,610	7	225,170	69,803
6	Lei Bwanaadi Mohamed	Support Staff	1	15,670	5	15,670	7	188,040	58,292
7	Mohamed Ali Mohamed	Procurement Clerk	1	24,580	5	21,500	7	273,400	84,754
8	Mohamed Ali Mohamed	Security Guard	1	16,890	5	14,610	7	186,720	57,883
9	Hafswa Mohamed Bakari	Support Staff	1	15,670	5	15,670	7	188,040	58,292
10	Mohamed Lali Abuu	Security Guard	1	14,610	5	14,610	7	175,320	54,349
11	Mohamed Abuu Abdalla	Driver	1	16,890	5	16,890	7	202,680	62,831
12	Biti Bakari Sizi	Support Staff	1	15,670	5	15,670	7	188,040	58,292
13	Vacant Position	Coxwain/ Boat Captain	1	-	5	16,890	7	118,230	36,651
			23	187,560		238,280		2,605,760	807,786
14	Gratuity arrears FY 2022/2023	February 2023 to June 2023	10	187,560	5	937,800	-	-	290,718

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C.

House Allowance

	Staff Name	Category/Item	PAX	House Allowance (Ksh)	No. Of Months	House Allowance (Ksh)	No. Of Months	Total Salary (Ksh)
1	Bernard Jamhuri Kenga	Records Officer	1	3,200	5	2,500	7	33,500
2	Vacant Position	Clerk of Works	1	-	5	3,000	7	21,000
3	Vacant Position	Accounts Assistant	1	-	5	3,000	7	21,000
4	Hamid Laly Tele	Clerical Officer	1	3,200	5	2,500	7	33,500
5	Swahali Mohamed Somoebwana	Security Guard	1	3,200	5	2,000	7	30,000
6	Lei Bwanaadi Mohamed	Support Staff	1	2,700	5	2,000	7	27,500
7	Mohamed Ali Mohamed	Procurement Clerk	1	3,200	5	2,500	7	33,500
8	Mohamed Ali Mohamed	Security Guard	1	2,700	5	2,000	7	27,500
9	Hafswa Mohamed Bakari	Support Staff	1	2,700	5	2,000	7	27,500
10	Mohamed Lali Abuu	Security Guard	1	2,375	5	2,000	7	25,875
11	Mohamed Abuu Abdalla	Driver	1	2,700	5	2,000	7	27,500
12	Biti Bakari Sizi	Support Staff	1	2,700	5	2,000	7	27,500
13	Vacant Position	Coxwain/ Boat Captain	1	-	5	2,000	7	14,000
Total Salary			13	28,675				349,875

D.

Transport Allowance

	Staff Name	Category/Item	PAX	Transport Allowance (Ksh)	No. Of Months			Total Transport allowance (Ksh)
1	Bernard Jamhuri Kenga	Records, ICT and M&E Officer	1	3,000	12			36,000
2	Vacant Position	Clerk of Works	1	4,000	12			48,000
3	Vacant Position	Accounts Assistant	1	4,000	12			48,000
4	Hamid Laly Tele	Clerical Officer	1	3,000	12			36,000
5	Swahali Mohamed Somoebwana	Security Guard	1	2,000	12			24,000
6	Lei Bwanaadi Mohamed	Support Staff	1	2,000	12			24,000
7	Mohamed Ali Mohamed	Procurement Clerk	1	3,000	12			36,000
8	Mohamed Ali Mohamed	Security Guard	1	2,000	12			24,000
9	Hafswa Mohamed Bakari	Support Staff	1	2,000	12			24,000
10	Mohamed Lali Abuu	Security Guard	1	2,000	12			24,000
11	Mohamed Abuu Abdalla	Driver	1	2,000	12			24,000
12	Biti Bakari Sizi	Support Staff	1	2,000	12			24,000
13	Vacant Position	Coxwain/ Boat Captain	1	2,000	12			24,000

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Total Salary

13

33,000

396,000

D.

Hardship Allowance

S/N	Staff Name	Category/Item	PAX	Transport Allowance (Ksh)	No. Of Months	Transport Allowance (Ksh)	No. Of Months	Total Transport allowance (Ksh)
1	Bernard Jamhuri Kenga	Records Officer	1	5,700	5	-	-	28,500
2	Vacant Position	Clerk of Works	1	-	-	-	-	-
3	Vacant Position	Accounts Assistant	1	-	-	-	-	-
4	Hamid Laly Tele	Clerical Officer	1	5,700	5	-	-	28,500
5	Swahali Mohamed Somoebwana	Security Guard	1	6,600	5	-	-	33,000
6	Lei Bwanaadi Mohamed	Support Staff	1	3,700	5	-	-	18,500
7	Mohamed Ali Mohamed	Procurement Clerk	1	6,600	5	-	-	33,000
8	Mohamed Ali Mohamed	Security Guard	1	4,300	5	-	-	21,500
9	Hafswa Mohamed Bakari	Support Staff	1	3,700	5	-	-	18,500
10	Mohamed Lali Abuu	Security Guard	1	3,300	5	-	-	16,500
11	Mohamed Abuu Abdalla	Driver	1	4,300	5	-	-	21,500
12	Biti Bakari Sizi	Support Staff	1	3,700	5	-	-	18,500
13	Vacant Position	Coxwain/ Boat Captain	1	-	-	-	-	-
Total Salary			13	47,600				238,000

E

Leave Allowance

	Staff Name	Category/Item	PAX	Transport Allowance (Ksh)	No. Of Months			Total Transport allowance (Ksh)
1	Bernard Jamhuri Kenga	Records Officer	1	2,000	1			2,000
2	Vacant Position	Clerk of Works	1	2,000	1			2,000
3	Vacant Position	Accounts Assistant	1	2,000	1			2,000
4	Hamid Laly Tele	Clerical Officer	1	2,000	1			2,000
5	Swahali Mohamed Somoebwana	Security Guard	1	2,000	1			2,000
6	Lei Bwanaadi Mohamed	Support Staff	1	2,000	1			2,000
7	Mohamed Ali Mohamed	Procurement Clerk	1	2,000	1			2,000
8	Mohamed Ali Mohamed	Security Guard	1	2,000	1			2,000
9	Hafswa Mohamed Bakari	Support Staff	1	2,000	1			2,000

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10	Mohamed Lali Abuu	Security Guard	1	2,000	1		2,000
11	Mohamed Abuu Abdalla	Driver	1	2,000	1		2,000
12	Biti Bakari Sizi	Support Staff	1	2,000	1		2,000
13	Vacant Position	Coxwain/ Boat Captain	1	2,000	1		2,000
Total Salary			13	26,000			26,000

F

AFFORDABLE HOUSING LEVY- EMPLOYER CONTRIBUTION

		Category/Item	PAX	Monthly Gross Salary	No. Of Months	Annual Gross Salary	AHL @1.5% of Gross Salary
							1.5%
1	Bernard Jamhuri Kenga	Records Officer	1	-	-	356,000	5,340
2	Vacant Position	Clerk of Works	1	-	-	241,060	3,616
3	Vacant Position	Accounts Assistant	1	-	-	241,060	3,616
4	Hamid Laly Tele	Clerical Officer	1	-	-	356,000	5,340
5	Swahali Mohamed Somoebwana	Security Guard	1	-	-	312,170	4,683
6	Lei Bwanaadi Mohamed	Support Staff	1	-	-	258,040	3,871
7	Mohamed Ali Mohamed	Procurement Clerk	1	-	-	375,900	5,639
8	Mohamed Ali Mohamed	Security Guard	1	-	-	259,720	3,896
9	Hafswa Mohamed Bakari	Support Staff	1	-	-	258,040	3,871
10	Mohamed Lali Abuu	Security Guard	1	-	-	241,695	3,625
11	Mohamed Abuu Abdalla	Driver	1	-	-	275,680	4,135
12	Biti Bakari Sizi	Support Staff	1	-	-	258,040	3,871
13	Vacant Position	Coxwain/ Boat Captain	1	-	-	156,230	2,343
Total Salary			13	-		3,589,635	53,845

G

NSSF- EMPLOYER CONTRIBUTION

		Category/Item		Transport Allowance (Ksh)	No. Of Months		Total Transport allowance (Ksh)
1	Bernard Jamhuri Kenga	Records Officer	1	1,080	12		12,960
2	Vacant Position	Clerk of Works	1	1,080	6		6,480
3	Vacant Position	Accounts Assistant	1	1,080	6		6,480
4	Hamid Laly Tele	Clerical Officer	1	1,080	12		12,960
5	Swahali Mohamed Somoebwana	Security Guard	1	1,080	12		12,960
6	Lei Bwanaadi Mohamed	Support Staff	1	1,080	12		12,960
7	Mohamed Ali Mohamed	Procurement Clerk	1	1,080	12		12,960
8	Mohamed Ali Mohamed	Security Guard	1	1,080	12		12,960

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9	Hafswa Mohamed Bakari	Support Staff	1	1,080	12		12,960
10	Mohamed Lali Abuu	Security Guard	1	1,080	12		12,960
11	Mohamed Abuu Abdalla	Driver	1	1,080	12		12,960
12	Biti Bakari Sizi	Support Staff	1	1,080	12		12,960
13	Vacant Position	Coxwain/ Boat Captain	1	1,080	6		6,480
Total Salary			13	14,040			149,040

CASUALS AND INTERNSHIPS

Casuals and interns:	Pax	Rate	period				total
			days	months			
Casual Services/Temporary Contracts	2	15,000	-	12			360,000
Internship Program	4	15,000		3			180,000
Total Wages							540,000

ADMINISTRATION ALLOWANCES:

Description	Number	Day	Rate	Total Amount pa
DAILY SUSTENANCE ALLOWANCE				
Chairman	1	15	14,000.00	210,000.00
Public Works	1	2	14,000.00	28,000.00
Procurement Officer	2	2	11,200.00	44,800.00
Fund Account Manager	1	30	11,200.00	336,000.00
National Government Officers	1	2	14,000.00	28,000.00
Staff	3	6	6,300.00	113,400.00
Sub total				760,200.00
NG-CDF ALLOWANCE				
Chairman	1	16	7,000.00	112,000.00
Members	8	16	5,000.00	640,000.00
Sub total			12,000.00	752,000.00
TRAVEL ALLOWANCE CDFC TRAINING AND STAFF				
National Government Officers	2	3	14,000.00	84,000.00
National Government Officers	2	3	11,200.00	67,200.00
				151,200.00

M&E ALLOWANCES

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	Number	Day	QUARTER	Rate	Total Amount PA
Accommodation Allowance on training					
Members	8	6	1	6,500.00	312,000
Staff	2	8	1	6,500.00	104,000
FAM	1	35	1	5,000.00	175,000
Sub total					591,000
DSA					
NTSCA	1	40	1	11,200.00	448,000
Chairman	1	16	1	14,000.00	224,000
Staff	1	15	1	6,300.00	94,500
Sub Total					766,500
NG-CDFC allowances					
Chairman	1	5	1	7,000.00	35,000
Members	8	5	1	5,000.00	200,000
Sub Total					235,000

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