



Voi National Government Constituency Development Fund

Next to Voi GK Prisons
P.O Box 168-80300
Voi, Kenya
Cell No: 0795-908730

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

VOI NG-CDFC MEETING HELD AT THE NG-CDF BOARDROOM HELD ON 16TH JANUARY, 2024

Members present.

1. Dominic Mwambanga-NG-CDFC Chairman
2. Andrew Lumunge-Fund Account Manager.
3. Zena Shaban- NG-CDFC Secretary
4. Sera Mwakina-Member
5. Festo Mwadime-Member
6. Ronald Mbogho-Member
7. Hulda Mkunu-Member
8. Juma Mwachilungo-PLWDs Representative
9. Daniel Nduti-Deputy County Commissioner
10. Jacob Dadi-Member.

Member In-Attendance

1. Mr. Newton Okwatsa- Voi Sub County Director of Education

AGENDA

1. Preliminaries and establishing of the Quorum.
2. Reading and Confirmation of previous meeting minutes
3. Matters arising from the previous meeting minutes
4. Infrastructure Development for Junior Secondary Schools.
5. Approval of FY 2023/2024 Projects Proposal.
6. A.O.B and Adjournment

VOI/NG-CDFC/MIN 1/16-01-2024: PRELIMINARIES AND INTRODUCTIONS

The meeting was put to order by the chairman at 10.16Am and asked Juma Mwachilungo to open the meeting with a word of prayer. He then welcomed members to actively participate in the day's agenda

VOI/NG-CDFC/MIN 2/16-01-2024: READING AND CONFIRMATION OF THE PREVIOUS MINUTES



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The minutes of the previous meeting were read by the secretary, proposed by Sera Mwakina and seconded by Festo Mwadime.

VOI/NG-CDFC/MIN 3/16-01-2024: MATTERS ARISING FROM THE PREVIOUS MEETING.

There were no matters arising from the previous meeting minutes.

VOI/NG-CDFC/MIN 4/16-01-2024: INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS.

Members were informed by the FAM that a circular was received from the NG-CDF Board Circular no. NG-CDFB-CEO/MOE/Vol 1(046) dated 16th October 2023 directing the committee that in FY 2023/24 the Ministry of Education had been allocated Kshs. **7,699,533** as a grant towards infrastructure development in **52** registered Junior Secondary Schools within Voi Constituency. Each constituency had been directed to match shilling for shilling the Ministry of Education's amount and help to identify in collaboration with the Sub County Director of Education and the D.C.C. the Junior Secondary schools that would benefit from the amount. The funds shall be used for the Construction of Classrooms and Integrated Learning Resource Centers in Schools with Junior Secondary.

The members were further informed of the circular Ref. No: **NG-CDFB/CEO/NG-CDF CIRCULARSNOL II (035)** dated 4th January 2024 received from the NG-CDF Board communicating changes and amendments in the NG-CDF Act with effect from 29th December 2023. The members were notified that all Project Proposals had thus been recalled in order for them to be aligned to the changes in the Act. The members were thereafter informed of the need to realign the proposal and they agreed to do so during the meeting.

Further, he informed members that Mr. Newton Okwatsa, the SCDE had been invited to the meeting as directed by the circular to participate with the members in identifying and approving the allocations.

Members through the contributions of the Chairman, resolved to construct laboratories to completion to junior secondary schools as follows

No	Name of the School	Ward
1.	Mwanyambo primary school	Mbololo
2.	Ghazi primary school	Ngolia
3.	Kambito Primary school	Mbololo



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Members Resolutions

After lengthy deliberation the following schools were proposed and approved for funding with the concurrence from the S.C.D.E. and D.C.C.

No.	Name of the Project	Project Activity	NG-CDF Component (Ksh.)	Ministry of Education Component (Ksh.)
1.	Mwanyambo primary school	Construction to completion of JSS Science laboratory with a suspended slab to accommodate 45 leaners with stools.	6,439,573.00	0.00
2.	Ghazi primary school	Construction to completion of JSS Science laboratory to accommodate 45 leaners with stools.	0.00	5,501,555.00
3.	Kambito Primary school	Construction to completion of JSS Science laboratory to accommodate 45 leaners with stools.	3,303,577.00	2,197,978.00
GRAND TOTALS IN KES			9,743,150.00	7,699,533.00

VOI/NG-CDFC/MIN 5/29-11-2023: APPROVAL OF 2023/24 FINANCIAL YEAR PROJECTS PROPOSAL.

The Fund Account Manager informed members that in 2023/2024 financial year, Voi NG-CDF was allocated **Kshs. 184, 249,901**. He further briefed the meeting that the submission of the proposals for the financial year 2023/2024 is required to be submitted to the Board for approval.

Members were informed that Miasenyi primary school was an on-going project. It was allocated Ksh.1, 280,850 in the financial year 2022/2023 and it needs to be allocated ksh. 4,342,929 in the financial year 2023/2024 for it to be complete and put into use as per the cost estimates from the public works department.

Concerning the Voi constituency pending issues on projects, members were informed that all the pending issues are already cleared by the NG-CDF Board and the constituency is waiting for the disbursement of funds.

After lengthy deliberation the following projects were proposed and approved by members;



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S/N o.	Project Name	Project Activity	Original Cost	Cumulative	Amount Allocated	Status
ADMINISTRATION AND RECURRENT EXPENDITURE						
Compensation of Employees.						
1	Contractual employees	Payment of staff Basic salaries for 9 staff at Kshs. 2,705,760	2,712,810		2,712,810	New
2	Casual labor and Internship	Payment of staff Basic Wages 1-staff at Kshs. 45,000	45,000		45,000	New
3	House allowance	Payment of House allowances to 9-NG-CDFC staff	522,000		522,000	New
4	Commuter allowance	Payment of transport allowances to 9 NG-CDFC Staff	394,800		394,800	New
5	Housing levy	Employer contribution to housing levy for 9 Staff	47,856		47,856	New
6	Leave allowance	Payment of Leave allowances to 9- NGCDFC staff	45,000		45,000	New
7	Gratuity-contractual employees	Payment of gratuity to 9 NG-CDFC staff	838,785		838,785	New
8	NSSF	Employer contribution to NSSF for 9 Staff	116,640		116,640	New
10	Contracted guards and cleaning services	Payment to Contracted guards and cleaning services	360,000		360,000	New
TOTAL						
Travelling and Accommodation Expenses						
11	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	904,000		904,000	New
12	Hire of Transport	Payment of Hire of Transport	88,000		88,000	New
13	Transport allowance	Payment of Transport allowances to NG-CDFC and staff	616,000		616,000	New
14	Catering Services (receptions)	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	120,000		120,000	New
TOTAL						
Committee Expenses						



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15	NG-CDFC allowance	Payment of NG-CDFC allowance charges	1,128,000		1,128,000.00	New
	TOTAL					
	Other expenses					
16	Water & sewerage charges	Payment of Water & sewerage charges	240,000		240,000	New
17	Electricity	Payment of Electricity charges	120,000		120,000	New
18	Internet Connections	Payment of Internet Connections	96,000		96,000	New
19	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	264,000		264,000	New
20	Motor Vehicle Insurance	Payment of Motor Vehicle Insurance NG-CDFC Motor Vehicle Reg. No. GKB960G	200,000		200,000	New
21	Office building insurance.	payment of Building insurance to NG-CDFC Office	200,000		200,000	New
22	General Office Supplies	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	480,000		480,000	New
23	Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	120,000		120,000	New
24	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	150,000		150,000	New
25	Bank service commission and charges	Payment of Bank service commission and charges	30,000		30,000	New
26	Courier and Postal Services	Payment of Courier and Postal Services	241,000		241,000	New
27	Other Fuels	Payment of other fuels (wood, charcoal, cooking gas expenses)	10,000		10,000	New
28	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicle Reg No. GKB960G	300,000		300,000	New
29	Refined Fuels and	Purchase of Refined Fuels				New



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	Lubricants for Transport	and Lubricants for Transport of GK vehicles	400,000		400,000	
30	Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	45,102.40		45,102.40	New
31	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	100,000		100,000	New
32	Publishing and Printing Services	Payment of Publishing and Printing Services	100,000		100,000	New
33	National Celebrations	Payment of National Celebrations Expenses	20,000		20,000	New
TOTAL						
MONITORING EVALUATION AND CAPACITY BUILDING						
34	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of telephone expenses	50,000		50,000	New
35	Accommodation Domestic Travel	Payment of accommodation on domestic travel	1,382,000		1,382,000	New
36	Travel Costs	Payment of transport expenses	150,000		150,000	New
37	Publishing and printing Services	Payment of printing and publishing services.	110,000		110,000	New
38	Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment in trainings on drug abuse, HIV sensitization, Environmental management impact and NG-CDFC's mandate	191,000		191,000	New
39	Remuneration of Instructors and Contract Based Training Services	Remuneration of Instructors and Contract Based Training Services during NG-CDF Staff, NG-CDFC and PMCs Training; drug abuse, HIV sensitization and NG-CDFC Mandate.	380,000		380,000	New
40	Travel cost on training	Payment of Travel cost of NG-CDFC, National Government officers and PMC	340,000		340,000	New
41	Accommodation Allowance	Payment of accommodation allowance	775,000		775,000	New



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		of NG-CDFC, staff and National Government Officers in trainings on drug abuse, HIV sensitization, Environmental management impact and NG-CDFC's mandate.				
42	Daily Subsistence Allowances	Payment of Daily Subsistence Allowances	672,000		672,000	New
43	Hire of transport	Payment of hire of transport	400,000		400,000	New
44	General Office Supplies	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	49,497.60		49,497.60	New
45	NG-CDFC allowances	Payment of NG-CDFC allowances	804,000		804,000	New
46	Other Committee expenses.	Payment of Other committee expenses	124,000		124,000	New
TOTAL						
EDUCATION BURSARY						
47	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	46,237,465		46,237,465	New
48	Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions	18,250,000		18,250,000	New
49	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	1,750,971		1,750,971	New
CONSTITUENCY EDUCATION DAY & PRIZE GIVING						
50	Education Social Support Programs	Carry out an education day in each of the 3 Zones (1.Mbololo, 3.Voi and 3.Kasigau) to review constituency National Examination performance and award trophies to best performing schools, best subjects teachers and most improved schools (to cater for transport @150,000.00, publicity @ 300,000.00, entertainment @	3,750,000		3,750,000	New



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		150,000.00 Meals & refreshments @ 900,000.00, first aiders & ambulance, 150,000.00 Venue, decoration, chairs & tents @ 900,000.00, Prize giving 1,200,000.00				
	TOTAL					
	EMERGENCY RESERVE					
51	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	9,691,047		9,691,047	New
	TOTAL					
	CLIMATE CHANGE PROJECTS.					
52	Mwakiki primary school	Planting of 100 trees Kshs.10,000 Purchase of a 10,000litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000	254,000		254,000	New
53	Imani primary school.	Planting of 100 trees Kshs.10,000 Purchase of a 10,000 litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000	254,000		254,000	New
54	New Marungu Girls Secondary school.	Planting of 100 trees Kshs.10,000 Purchase of a 10,000 litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000	254,000		254,000	New
55	Msharinyi primary school	Planting of 100 trees Kshs.10,000 Purchase of a 10,000 litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000	254,000		254,000	New
56	Kizumanzi secondary school.	Planting of 100 trees Kshs.10,000 Purchase of a 10,000 litres water tank	254,000		254,000	New



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			Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000				
57	Kirumbi School.	Primary	Planting of 100 trees Kshs.10,000 Purchase of a 10,000 litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000	254,000		254,000	New
58	Ghazi school	primary	Planting of 100 trees Kshs.10,000 Purchase of a 10,000 litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000	254,000		254,000	New
59	Mrangi school.	primary	Planting of 100 trees Kshs.10,000 Purchase of a 10,000 litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000	254,000		254,000	New
60	Kalambe school	primary	Planting of 100 trees Kshs.10,000 Purchase of a 10,000 litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000	254,000		254,000	New
61	Kalela school	Primary	Planting of 100 trees Kshs.10,000 Purchase of a 10,000 litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000	254,000		254,000	New
62	Ngambeni primary school.		Planting of 100 trees Kshs.10,000 Purchase of a 10,000 litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000	254,000		254,000	New
63	Sasenyi school.	primary	Planting of 100 trees Kshs.10,000 Purchase of a	254,000		254,000	New



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		10,000 litres water tank Kshs 100,000 construction of a tank base Kshs 90,000 installation of pipes and gutters Kshs 54,000				
JSS INFRASTRUCTURE PROJECTS						
64	Mwanyambo primary school	Construction to completion of JSS Science laboratory (Phase 1) with a suspended slab to accommodate 45 leaners with stools.	6,439,573		6,439,573	New
65	Kambito Primary school	Construction of JSS Science laboratory to accommodate 45 learners with stools (Substructure, walling, roofing, ceiling, plastering and electrical works)	3,303,577		3,303,577	New
TOTAL						
PRIMARY SCHOOLS PROJECTS						
68	Talio primary school	Renovation of 7 classrooms; reroofing, flooring, plastering of walls, painting, fixing new doors and windows and construction of a verandah with support posts	4,500,000		4,500,000	New
69	Miasenyi primary school	Additional funds for the construction of Miasenyi primary school Administration block to completion to occupy 18 teachers.	5,623,779	1,280,850	4,342,929	New
SECONDARY SCHOOL PROJECTS						
70	Voi Girls Education Centre.	Purchase of New Isuzu FRR90, a 46-seater semi-luxury institution bus with a diesel-propelled engine.	10,000,000		10,000,000	New
71	Buguta secondary school.	Construction to completion of a 45-capacity science laboratory	6,000,000		6,000,000	New



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		with 2-water tanks of 10,000litres each, gutters and water stand with stools.				
72	Kalela secondary school	Construction of 4 new classrooms and administration block with a suspended slab (phase 1) at Kshs.19,214,922, construction of a 2-door VIP staff toilets at Ksh.464,905 (one for the PWD's), 4-door VIP toilets for Boys and girls at Ksh.1,466,820(Two for the PWD's) KPLC Power application and connection at Ksh.200,000 Septic tank at Ksh.532,637, Soak pit at Ksh.161,611, External plumbing and drainage (piping) Kshs.90,000, Chain-link fence Kshs.2,869,105	25,000,000		25,000,000	New
73	Mwaghogho secondary school	Construction to completion of a school dormitory with a capacity of 189 students with 95 double-decker beds @ Ksh. 15,000/=	14,000,000		14,000,000	New
TOTAL SECURITY PROJECTS						
74	Kishamba location chief's office.	Construction to completion of a 3-roomed Chief's office with a veranda Kshs.3,000,000, Floor tiles works, ceiling works and electrical wiring Kshs.400,000 and purchase of furniture Kshs.100,000. (3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and five visitors' chairs eachKshs.5,000)	3,500,000		3,500,000	New



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75	Ndome office	chiefs'	Purchase of office furniture, 3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and 5 visitors chairs each Ksh.5,000 and 2 filing cabinets each Ksh.10,000	120,000		120,000	New
76	Maungu Office	Chiefs'	Purchase of office furniture, 3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and 5 visitor chairs each Ksh.5,000 and 2 filing cabinets each Ksh.10,000	120,000		120,000	
78	Ngolia Office	Chiefs'	Purchase of office furniture, 3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and 5 visitor chairs each Ksh.5,000 and 2 filing cabinets each Ksh.10,000	120,000		120,000	
79	Ndara Chief's office	Assistant	Purchase of office furniture, 3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and 5 visitor chairs each Ksh.5,000 and 2 filing cabinets each Ksh.10,000	120,000		120,000	
80	Ghazi Chief's office	Assistant	Purchase of office furniture, 3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and 5 visitor chairs each Ksh.5,000 and 2 filing cabinets each Ksh.10,000	120,000		120,000	
81	Wongonyi Assistant office	Chief's	Purchase of office furniture, 3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and 5 visitor chairs each Ksh.5,000 and 2 filing cabinets each Ksh.10,000	120,000		120,000	



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82	Marungu Assistant Chief's office	Purchase of office furniture, 3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and 5 visitor chairs each Ksh.5,000 and 2 filing cabinets each Ksh.10,000	120,000		120,000	
83	Makwasinyi Assistant Chief's office	Purchase of office furniture, 3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and 5 visitor chairs each Ksh.5,000 and 2 filing cabinets each Ksh.10,000	120,000		120,000	
84	Rukanga Assistant Chief's office	Purchase of office furniture, 3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and 5 visitor chairs each Ksh.5,000 and 2 filing cabinets each Ksh.10,000	120,000		120,000	
85	Mraru Assistant Chief's office	Purchase of office furniture, 3 executive tables each Ksh.15,000 3 executive chairs each Ksh.10,000 and 5 visitor chairs each Ksh.5,000 and 2 filing cabinets each Ksh.10,000	120,000		120,000	
86	Nyangala assistant county commissioners' office.	Purchase of 5-roomed office and Boardroom furniture. (5-Executive tables each Ksh.20,000 5-Executive chairs each Ksh.15,000, 25-visitors chairs each Kshs.5,000, 5-filing cabinets each Kshs.10,000 and 1-Boardroom table Kshs.86,998)	436,998		436,998	New
TOTAL						
OTHER PROJECTS						



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87	Drilling of Voi NG-CDF Office Borehole.	Drilling of an office borehole, piping and purchase of a 10,000litres water tank.	4,000,000		4,000,000	New
88	Voi NG-CDF Office Motorcycle.	Purchase of office Motorcycle (HONDA Motorcycle ACE125 Electric start.	202,850		202,850	New
89	Voi NG-CDF Office	Purchase of Lawnmower machine (WYS21 21 inches. Briggs and Stratton 6HP, 161CC Self-propelled) @ Ksh. 120,000 , Kyocera- (ECOSYS M4125idn A3 B/W MFP- 25ppm -3inl -HyPAS- 1200X1200dpi-Touch Panel -50 -Sheet reversing DP std) @ Ksh.494,000 , 1-Hp Laptop (Hp ProBook 450 G10 core i7 1355u 16gb/512ssd/dos @ Ksh.143,000 , 3-Hp desktops (Hp290 protower core i5 12500 8gb/1TB Ksh.312,000 , Office Boardroom table (Fair deal Conference table 4.2 meters (HILM) made to accommodate 12-14 people at a time Ksh. 165,000 , 10- Office boardroom executive chairs Ksh.390,000 , Office permanent notice board Ksh.430,000 .	2,054,000		2,054,000	New
TOTAL					184,189,901	
JSS INFRASTRUCTURE PROJECTS (MOE ALLOCATION)						
	Kambito Primary school	Completion of JSS Science laboratory to accommodate 45 learners with stools (painting, gassing plumbing works,	2,197,978		2,197,978	New



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		purchase of stools and branding)(MOE Funding)				
Ghazi Primary School		Construction to completion of JSS Science laboratory to accommodate 45 learners with stools (MOE Funding)	5,501,555		5,501,555	New
TOTAL ALLOCATION					191,889,434	
(APPROPRIATION IN AID)						
Ikanga primary school.		Supply of 10 desks , 3-seater @ ksh. 6,000 (Appropriation In Aid)	60,000		60,000	New

VOI/NG-CDFC/MIN 6/29-11-2023:ANY OTHER BUSINESS AND ADJOURNMENT

- There being no other business to transact the meeting adjourned at 15:45 p.m with prayers led by Mr. Jacob Dadi.

Prepared by;

Name: Zena Shaban
(NG CDFC Secretary)

Sign  Date 16/01/2024

Signed for circulation & Approvals by:

Name: Dominic Mwambanga
(NG CDFC Chairperson)

Sign  Date 16/01/2024