

VOI NG-CDFC MINUTES



VOI

IEBC NUMBER 026

NATIONAL GOVERNMENT CONSTITUENCY
DEVELOPMENT FUND

PROJECT PROPOSAL

2021/2022 FINANCIAL YEAR

SUBMITTED

SEPTEMBER 2021

MINUTES OF VOI NG-CDF MEETING HELD ON 30/9/2021 AT THE VOI NG-CDF OFFICE BOARDROOM

- | | |
|----------------------|------------------------|
| 1. Hammerton Mbogo - | Chairperson |
| 2. Charity Mgendi - | Secretary |
| 3. Stephen Charo - | F.A.M |
| 4. Daniel Nduti - | DCC |
| 5. Sophia Kombo - | Member |
| 6. Musa Mshiri- | Member |
| 7. Peter Mwawasi- | Member |
| 8. Alfred Mwarashu- | Member |
| 9. Doris Ndunda- | Member |
| 10. Patricia Nguku- | Sub- County Accountant |
| 11. Catherine Katua | Oversight |
| 12. Josiah Mambo | Oversight |
| 13. Jane Mkamburi | Oversight |
| 14. Benson Ngugi | Oversight |
| 15. Jones Mlolwa | Oversight |

Preliminaries

The meeting was called to order at 9.01am with a word of prayers from Sophia Kombo.

Agenda

1. Reading and confirmation of previous and matters arising
2. Project proposal allocation 2021-2022
3. Approval Project Proposals 2021/2022 Financial Year.
4. Reallocations
5. Clarification on status of on-going projects
6. Approval for Expenditure of AIA of 2020/2021 financial year.
7. A.O.B.

MIN/1/VOI /NG/CDF 30/9/2021 Reading and confirmation of previous meeting minutes and matters arising

The secretary read through the minutes of NG-CDFC meeting held on 17/09/2021 at the Voi NG-CDF Office and were confirmed in a true record of that day's deliberation proposed by Charity Maghuwa and seconded by Alfred. There were no matters arising.

MIN/2/VOI /NG/ CDF 30/9/2021 Project Proposal Allocation 2021-2022

The members were informed by FAM that the allocation of NGCDF-Voi constituency is Kshs. 137,088,879.

MIN/3/VOI /NG/ CDF 30/9/2021 Approval Project Proposals 2021/2022 Financial Year.

After much deliberation and consultation members unanimously agreed on the following Project proposal for funding in the FY 2020-2021 as proposed by Sophia and seconded by Peter.



VOI PROJECT PROPOSAL FY 2021-2022

Project Name	Project activity	Amount Allocated	Current Status
ADMINISTRATION			
Employees' Salaries	Payment of staff salaries 9 employees	3,257,964.00	New
Staff Gratuity	Payment of staff gratuity for 10 employees	1,733,027.00	New
Goods and Services	Payment of utility bills, purchase of fuel, repairs and maintenance, stationery, detergents, telephone, travel and subsistence ,toners, cartridges, drinking water, postage and general expenses	1,547,975.74	New
NSSF	Payment of NSSF Deductions for 9 employees	228,216.00	New
NHIF	Payment of NHIF Deductions for 9 employees	98,150.00	New
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,360,000.00	New
MONITORING & EVALUATION			
Goods and Services	Purchase of fuel, mineral water, hire vehicles and security, printing, stationery, Airtime, travel and logistic support	1,912,666.36	New
Committee Expenses	Payment of Committee sitting allowances, transport, conferences and subsistence allowances	1,000,000.00	New
NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs/Staff on NG-CDF Related issues	1,200,000.00	New
EMERGENCY			

Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,207.00	New
SPORTS			
Sports tournament	To carry out a constituency sports tournament where the winning teams will be awarded with balls, uniforms and trophies where facilitation of the tournament @Kshs.1,000,000 and Purchase of balls, uniforms, trophies and equipment @Kshs.1,400,000	2,400,000.00	New
ENVIRONMENT			
Marungu Secondary school	Purchase a 10,000 litres water tank @Kshs.100,000 construction of a tank base @Kshs.50,000 , installation of pipes and gutters @Kshs.150,000	300,000.00	New
Mwambani Primary school	Purchase a 10,000 litres water tank @Kshs.100,000 construction of a tank base @Kshs.50,000 , installation of pipes and gutters @Kshs.150,000	300,000.00	New
Kasigau Girls Secondary School	Purchase a 10,000 litres water tank @Kshs.100,000 construction of a tank base @Kshs.50,000 , installation of pipes and gutters @Kshs.150,000	300,000.00	New
Mwanyambo Special School	Purchase and supply of a 10,000 litres water tank @Kshs.120,000 construction of a tank base @Kshs.60,000, installation of pipes and gutters @Kshs.120,000	300,000.00	New
Manyani Primary School	Purchase a 10,000 litres water tank @Kshs.100,000 construction of a tank base @Kshs.50,000 , installation of pipes and gutters @Kshs.150,000	300,000.00	New




Imani primary school	Purchase a 10,000 litres water tank @Kshs.100,000 construction of a tank base @Kshs.50,000 , installation of pipes and gutters @Kshs.150,000	300,000.00	New
Kizumanzi Primary School	Purchase a 10,000 litres water tank @Kshs.100,000 construction of a tank base @Kshs.50,000 , installation of pipes and gutters @Kshs.150,000	300,000.00	New
Mwakichuchu Secondary School	Purchase a 10,000 litres water tank @Kshs.100,000 construction of a tank base @Kshs.50,000 , installation of pipes and gutters @Kshs.150,000	300,000.00	New
BURSARY			
Bursary Secondary Schools	Payment of bursary to needy students	21,218,202.90	New
Bursary Tertiary Institutions	Payment of bursary to needy student	10,000,000.00	New
EDUCATION: PRIMARY SCHOOLS			
Birikani Primary School	Construction of four classrooms with a storey building foundation, reinforcement beams, top slab with water proofing finish, ramp, staircase and roof patio	10,000,000.00	New
Voi Primary School	Additional funds for Completion of a storey building (with 4 classrooms on ground floor and 4 on the first floor) with reinforcement beams, walling, plastering, flooring, electrical, roofing, fixing of doors and windows and painting	5,200,000.00	Ongoing




Mwanyambo Primary School	Construction to completion of (Phase 2) on the second floor with 4 new classrooms on the existing first floor with reinforcement, beams, walling, plastering, flooring, painting, electrical, fixing of doors and windows, ramp, stair case and roofing to make a total of 12 classrooms on storey building	10,000,000.00	New
Mrangi Primary School	Renovation of 2 classrooms; reroofing, flooring, plastering of walls, painting, fixing new doors and windows and construction of a verandah with support posts	1,000,000.00	New
Mole Primary School	Renovation of 2 classrooms; reroofing, flooring, plastering of walls, painting, fixing new doors and windows and construction of a verandah with support posts	1,000,000.00	New
Ndome Primary School	Renovation of 2 classrooms; reroofing, flooring, plastering of walls, painting, fixing new doors and windows and construction of a verandah with support posts	1,000,000.00	New
Ndii Primary School	Construction to completion of a 3-door teacher's pit latrine including one door for Persons with disability	625,000.00	New
Mbulia Primary School	Renovation of 2 classrooms; reroofing, flooring, plastering of walls, painting, fixing new doors and windows and construction of a verandah with support posts	1,000,000.00	New
Wongonyi Primary School	Renovation of 3 classrooms; reroofing, flooring, plastering of walls, painting, fixing new doors and windows and construction of a verandah with support posts	1,500,000.00	New




Mwakajo Primary School	Renovation of 2 classrooms; reroofing, flooring, plastering of walls, painting, fixing new doors and windows and construction of a verandah with support posts	1,000,000.00	New
Itinyi Primary school	Completion of fencing of the school facilities on a 5 acre plot - 800 Concrete posts and Chain link of 8 feet high. <i>Having fenced one acre on the front side and fixed a gate with Kshs. 1.0M FY 2018/19</i>	2,000,000.00	Ongoing
Wangalla Primary School	Construction to completion of 2 new classrooms	2,200,000.00	New
Mlondo Primary School	Renovation of 4 classrooms; reroofing, flooring, plastering of walls, painting, fixing new doors and windows and construction of a verandah with support posts	2,000,000.00	New
Kirindinyi Primary School	Additional funds for construction of administration block with 5 rooms a staff room, headmaster and deputy offices, a boardroom and a store; ceiling, electrical works, painting and plumbing works The project was allocated Kshs.2,400,000 in 2020/21 f/y the NG-CDFC is now seeking for change of activity from construction of dorm to construction of administration block	1,000,000.00	New
Mchanga Primary School	Renovation of 2 classrooms; reroofing, flooring, plastering of walls, painting, fixing new doors and windows and construction of a verandah with support posts	1,000,000.00	New
Kizumanzi Primary School	Construction to completion of 2 new classroom	2,400,000.00	New




Mwambani Primary school	Construction to completion of a 3 door pit latrine for teachers with one door for Persons With Disability and pupils 4-door pit latrine for pupils	1,425,000.00	New
Mkamenyi Primary School	Additional Funds for fencing of a 3 acre plot with chain-link of 8 feet high fence and 600 pre-cast concrete poles and installation of a school gate	1,000,000.00	Ongoing
Jora Primary school	Construction to completion a of new Kitchen with a store measuring 7 by 4 meters to serve 400 pupils	1,800,000.00	New
EDUCATION: SECONDARY SCHOOLS			
David Kayanda secondary school	Renovation of 3 roomed staff house and 2 classrooms; reroofing, repainting, fixing of doors and windows	1,800,000.00	New
Jack Mwashimba Secondary school	Construction of a block of 4-door teachers' pit latrine with 1-door for Persons With Disability	850,000.00	New
Marungu Secondary school	Electrification to new dormitory 200 meters away from administration block and water connection to serve 300 boys	650,000.00	New
Voi Boys Secondary School	Construction to completion of 2 new classrooms	2,200,000.00	New
Mwangea Secondary School	Purchase of 46 seater School Bus @ Kshs. 7,765,470.00 with a School contribution of Kshs.1,300,000 see attached a bank statement confirming availability of the Kshs.1,300,000	6,465,470.00	New

Mabomani Secondary School	Construction to completion of a new science laboratory for 40 students with a preparation room, fume chamber, a store and lab assistant office	5,000,000.00	New
SECURITY PROJECTS			
Voi Police Juvenile Cells	Construction to completion of new juvenile cells for male and female with 4-door Asian flush toilet including 1 door English flush toilet for Persons With Disability The police station is established	3,500,000.00	New
Mraru Assistant Chief's Office	Construction to completion of a 3-door teacher's pit latrine including 1-door for Persons With Disability	625,000.00	New
Ndome Chief's Office	Construction to completion of a 3-door teacher's pit latrine including 1-door for Persons With Disability	625,000.00	New
Rukanga Assistant Chief's Office	Construction to completion of a 3-door teacher's pit latrine including 1-door for Persons With Disability	625,000.00	New
Marungu Assistant Chief's Office	Construction to completion of a 3-door teacher's pit latrine including 1-door for People Living With Disability	625,000.00	New
Ngolia Chief's Office	Water connection to the chief's office and social hall; laying of pipes and fittings 50 meters from off-take and repainting of the Chief's Office comprising of 2 offices and store	625,000.00	New
TERTIARY INSTITUTIONS			

Kenya Medical Training College - Voi Campus	Construction of ablution block with 3 door female staff Asian flush toilets and 2 door male staff Asian flush toilet with a urinal, one door English flush toilet for People Living With Disability	1,800,000.00	Ongoing
Kasigau Technical School	Construction to completion of a Workshop measuring 18 by 7 meters with an office and store with a capacity of 40 students	2,400,000.00	New
Kasigau Technical School	Fencing of a 5 acre plot with chain-link high 8 feet, 1000 precast concrete and construction & installation of gate	3,500,000.00	New
Mwangea Adult Education School	Construction to completion of 1 new classroom	1,100,000.00	New
NG-CDF OFFICE			
NG-CDF Office	Fencing of a one and a half acre plot with galvanized chain-link wire of 8 feet high with 130 precast concrete posts and a culvert with a 10 by 1 meter concrete slab	2,000,000.00	new
Grand Total		137,088,879.00	




MIN/4/VOI /NG/ CDF 30/9/2021 Reallocations

The chairman informed the members; that all unutilized funds should be reallocated to other priority projects.

- Emergency Fund - Kshs. 3.80M; should be reallocated to the on-going project at Mwamnyambo Primary School to complete the project of 8 new classrooms due to omissions in the Bills of Quantity that misled the Contractor to under quote for the works as reported during Public Participation forums, re-measured by Public works and as proposed by Alfred and seconded by Charity
- Emergency Fund – Kshs. 200,000.00; should be reallocated to David Kayanda Secondary for reroofing of Matron’s house which has been condemned by Public Health Officer and reported during Public Participation forums and as proposed by Peter and seconded by Musa
- Kirumbi Primary School – Kshs. 2.00M; should be reallocated to Kajire Secondary School for construction of 2 new classrooms as some classes are being taken under trees as reported during Public Participation Forums and proposed by Doris and seconded by Musa
- Kirindinyi Primary School – Kshs 2.40M should be utilized to construct an Administration block from the earlier proposed dormitory as the school is not registered as a boarding school and therefore, lacks mandate to construct boarding facilities a point stressed by the Sub County Director of Education that most schools were putting dorms without registration nor staff houses putting the office in an awkward position when asked to account. The change of activity was proposed by Peter and seconded by Sophia
- Tanzania Bondeni Primary School – Kshs. 1.50M should be utilized to construct one new classroom to complete a block of 4 classrooms and teacher’s toilet with a provision for Persons Leaving with Disability as proposed by Alfred and seconded by Peter. Members were informed that the unutilized amount was due to non-cooperation and differences with mentoring school; Voi Primary School who did not support the project. These differences have so far been resolved



REALLOCATION TEMPLATE

INITIAL APPROVED PROJECT	FINANCIAL YEAR	REALLOCATION AMOUNT REQUESTED	NEW PROPOSED PROJECT	NEW PROPOSED ACTIVITY	REALLOCATION JUSTIFICATION
				RE-ALLOCATIONS	
Emergency	2020-2021	3,800,000.00	Mwanyambo Primary School	Construction of a top slab on 4 classrooms with reinforcement beams and columns, plastering, ramp, stairs case of first floor and provide for an extra storey	Unutilized emergency funds now used to construct new storey floor
Emergency	2019-2020	200,000.00	David Kayanda Secondary School	Reroofing of a matron's 2-roomed staff house	Unutilized emergency funds now used for reroofing
				RE-ALLOCATIONS	
Kirumbi Primary School	2020-2021	2,000,000.00	Kajire Girls Secondary School	Construction of 2 new classrooms at Kajire Secondary School	Kirumbi Primary School has been full renovated by a donor
				CHANGE OF ACTIVITY	
Kirindinyi Primary School	2020-2021	2,400,000.00	Change of activity from a dormitory to construction to completion of one new Administration block	Construction to completion of an admin block with 5 rooms a staff room, headmaster and deputy offices, a boardroom and a store	The School is yet to change its registration to a boarding school, hence lacks a mandate to construct a dormitory
Tanzania Bondeni Primary School – Abandoned Project	2017-2018	1,500,000.00	Change of activity from 2 classrooms to construction to completion of one new classroom and 2-door pit latrine	Construction to completion of one classroom and 2-door with one door pit latrine for Persons Living With Disability	Unutilized funds now used for a new classroom and a 2-door toilet for hygiene and sanitation
Maungu Chief's Office	2020/21	500,000.00	Maungu Police Station	Construction to completion of one classroom and 2-door with one door pit latrine for Persons Living With Disability	Unutilized funds now used for a new Public Toilet for hygiene and sanitation

MIN/5/VOI /NG/ CDF 30/9/2021 Clarification on status of on-going projects

The Chairman presented the report of On-going projects to the members and after a long deliberations; the members' views and consensus are captured below as proposed by Musa and seconded by Sophia

CLARIFICATION ON GOING PROJECT STATUS TEMPLATE FOR PROJECT PROPOSAL 2021/2022

INITIAL ON-GOING PROJECT STATUS REPORT	FINANCIAL YEAR	OUTSTANDING ACTIVITIES	NEW PROPOSED ACTIVITY	NEW ACTIVITY
		& AMOUNT REQUESTED	& AMOUNT PROPOSED	JUSTIFICATION
NG-CDF Office Complex	2014/2015	Construction of office perimeter wall - Kshs. 4,000,000.00	Fencing of the office perimeter fence using galvanized chain link -Kshs. 2,000,000.00	Chain link fence was chosen because the cost estimates for masonry walling comes to about Kshs. 6.80M which includes open drainages running on two sides, three culverts, leveling and raising the grounds in some parts including landscaping for storm water, uprooting and routing the existing water and electrical system as the office is built on a lower level than surrounding grounds. The committee begs to revise the status of this project on the earlier report
Itinyi Primary School	2018-2019	Installation of chain-link in the rest of the 15 acre plot - Kshs. 6,000,000.00	Fencing of the school infrastructure on 5 acre plot with chain link -Kshs. 2,000,000.00	The 15 acres include 5 acres with squatters and another 5 acres occupied by Marungu Secondary School leaving only 5 acres undisputed to be fenced. The front side has already been fenced with a gate FY 2018/19 @Kshs. 1.0M. The committee is now more informed on this project and would request to revise the status of this project of the earlier report

Maungu Police Station	2020/2021	Construction of top slab for the prison cells, armory, roof work and finishes(installation of doors, painting and decoration), and construction of juvenile toilets and public toilets -Kshs. 4,000,000.00	Construction of top slab for the prison cells, armory, roof work and finishes(installation of doors, painting and decoration), and construction of juvenile toilets and public toilets - Kshs. 2,400,000.00	The Committee opted to use the balance in PMC account using the same contractor on site who had quoted 9,600,000.00 leaving a balance of Kshs.2,400,000.00 which is within the 25% allowable variation to be used for the new proposed activities. The committee begs to remove this project from the ongoing status report submitted earlier to the Secretariat
Mwanyambo Primary School	2020/2021	Construction of top slab, and finishes (plaster works, installation of doors and windows, grill works, painting, decoration on the first floor and storm water ways on the ground floor - Kshs. 7,000,000.00	Construction of an extra slab with reinforcement beams, plastering, staircase, ramp and provision for an extra floor-Kshs.3,800,000.00	The Committee opted to complete Phase 1 of 8 classrooms on a storey building at a cost of Kshs. 19.80M (FY 2020/21 Kshs 16.00 plus emergency Kshs.3.80) by using additional funding from unutilized emergency funds of Kshs. 3.80M. The committee begs to remove this project from the list of ongoing report submitted earlier as it would complete the project using emergency funding upon approval by the NG-CDF Board
Kenya Medical Training College - Voi Campus	2020/2021	Finishes:- painting, fixing window panes, firefighting equipment and plumbing works, ramp and staircase and grill works and disabled toilets - Kshs. 8,000,000.00	Construction of ablution block with 3 door female staff Asian flush toilets and 2 door male staff Asian flush toilet with a urinal, one door English flush toilet for People Living With Disability - 1,800,000.00	The Committee opted for full ablution block at Kshs.1.80M as the staircase, ramp and guard rails can utilize the funds held at the Board - Kshs. 3.0M FY 2014/2015. The committee would like to revise its report and request the NG-CDF Board to release the arrears held at the Board
Jack Mwashimba Secondary School	2020/2021	Teachers toilet block, tile works and works variance due to uneven ground -Kshs. 1,500,000.00	Ablution block of a four door teachers' pit toilet, a urinal and two wash hands basins connected to existing water tanks -kshs. 850,000.00	The committee overruled the variation as the contractor ought to have visited the site before quoting rather than burden the committee for his omission in bidding. The committee would like to revise its earlier submitted

				report
		NOT STARTED PROJECTS		
Voi Primary School	2020/2021	This project had NOT STARTED as at the time of the report and requires additional funding to complete it is a storey building of 8 classrooms with only Kshs.13.0 -FY 2020/21	Additional funds for Completion of a storey building (with 4 classrooms on ground floor and 4 on the first floor) with reinforcement beams, walling, plastering, flooring, electrical, roofing, fixing of doors and windows, and painting on the first floor - Kshs.5,200,000.00	The Committee would like to add this project on the list of on-going projects which is at mobilization stage and would require more funding to complete
Kirindinyi Primary School	2020/2021	This project had NOT STARTED as at the time of the report and requires change of activities from Dormitory to Administration Block because the school lacks registration mandate on boarding facilities and was allocated Kshs.2.4.0 -FY 2020/21	Additional funds for Change of activity from Dorm to admin block with 5 rooms a staff room, headmaster and deputy offices, a boardroom and a store. Additional funding on Kshs 2.40Million FY 2020/2021 of Kshs. 1,000,000.00	The Committee would like to add this project on the list of on-going projects which has not started and would require more funding to complete upon approval by the NG-CDF Board
Mkamenyi Primary School	2020/2021	This project had NOT STARTED as at the time of the report and requires additional funding to complete and was allocated 1.0M -FY 2020/21	Additional Funds for fencing of a 3 acre plot with chain-link of 8 feet high fence and 600 pre-cast concrete poles and installation of a school gate - Kshs. 1,000,000.00	The Committee would like to add this project on the list of on-going projects which has not started and would require more funding to complete

MIN/6/VOI /NG/ CDF 30/9/2021 Approval for Expenditure of AIA of 2020/2021 financial year

The FAM shared with members pending Appropriation In Aid -AIA allocation for the 2020/2021 financial year of Kshs.232,500.00. After long deliberations, members resolved to approve submission of AIA project for approval. Members agreed the amount to be used for purchase of heavy duty 3 in 1 modern photocopier with copier, scanner and a printer as proposed by Doris and seconded by Charity

MIN/7/VOI /NG/ CDF 30/9/2021 A.O.B.


There being no other business the meeting was adjourned at 1:15 PM. With a word of prayer from Charity

Minutes Compiled by;
Charity Maghuwa
(The Secretary)

Minutes Confirmed by;
Hammerton Mbogo
(The Chairman)

Signature.....

Date..... 30/09/2021

Signature.....

Date..... 30.09.2021