**MINUTES OF IJARA NG-CDFC MEETING HELD ON 11TH JANUARY 2024 AT THE NG-CDF OFFICE BOARDROOM AT 9.00AM**

**MEMBERS PRESENT**

1. Yunis Aress - Chairman
2. Fardosa Hussein - Secretary
3. Chapton Wachira - Deputy County Commissioner
4. Hassan Kassim – Fund Account Manager
5. Abdi Hussein - Member
6. Abdifatah Sambur - Member
7. Qureisha Daud - Member
8. Mariam Khalif - Member
9. Abdi Issack - Member
10. Bashir Jibril - Member

**AGENDA**

1. Preliminaries
   1. Prayers
   2. Welcoming remarks from the Chair
2. Reading and confirmation of previous minutes
3. Matters arising
4. Ongoing projects
5. Projects proposal financial year 2023/2024
   1. Statutory ceilings
   2. Bursary Allocation
   3. NG-CDF to match funding from Ministry of Education
   4. Review of prioritization of projects under normal allocation for 2023/2024 financial year
6. Adjournment

**MIN 1/NG-CDFC 1/01/11/2024: PRELIMINARIES AND PRAYERS**

The chair called the meeting to order at 10.00am and requested Mr. Bashir Jibril to offer a word of prayer. The Chairman welcomed all members and thanked them for being punctual.

**MIN 2/NG-CDFC2 /01/11/2024: READING AND CONFRIMATION OF PREVIOUS MINUTES**

The Secretary took the members through the Minutes of the previous meeting which were confirmed to be the true copy of the deliberations.

**MIN 3/NG-CDFC 3/01/11/2024: MATTERS ARISING**

There were no matters arising from the previous minutes.

**MIN 4/NG-CDFC 4/01/11/2024: ONGOING PROJECTS**

The Fund Manager brought to the attention of members the provisions of the Act on ongoing projects that they must be given first priority when considering projects to be funded. He however informed members that all the projects were funded to completion and there are no ongoing projects.

**MIN 5/NG-CDFC 5/01/11/2024: PROJECTS PROPOSAL FINANCIAL YEAR 2023/2024**

The Chairman informed the members that the committee is required to submit project proposals for the financial year 2023/2024 to the NG-CDF Board in the shortest time possible and in any case not later than 30th November 2023. The Fund Account Manager informed members that the constituency had been allocated a total of **Kshs.** **166,593,720** for the current financial year**.**

The members were briefed on the guidelines for project proposal presentation as documented by the Circular sent by the NG-CDF Board. Below are the key highlights of the deliberation on items presented to members.

* 1. **Statutory ceilings**

The manager informed members of the various statutory ceilings as provided for in the Act and as guided by the Board. The manager highlighted the following to members as conditions given by the Board;

* Committee to provide a detailed budget with clear breakdown on each component to justify allocation for the administration and recurrent expenditure, Monitoring and Evaluation/Capacity building and Constituency Oversight Committee administration cost
* The committee to factor in the Housing Levy as guided
* The committee to factor in the new rates of NSSF as guided

After a lengthy deliberation, the committee members approved statutory provisions as tabulated below:

**Budget on administration and recurrent expenditure**

| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount (Pm)** | **Total Amount (Pa)** | **Staff Responsibility** |
| --- | --- | --- | --- | --- | --- | --- |
| Basic salary for staff | Assistant Accountant | 1 | 35,000.00 | 35,000 | 420,000 | Will be responsible for preparation of budget for office operation, maintenance and updating of all books of account and PMC financial returns. |
| Clerk of Works/Works Assistant | 1 | 40,000.00 | 40,000 | 480,000 | Will be responsible for routine monitoring of projects and maintenance of projects database. |
| Information Communication Technology Assistant | 1 | 40,000.00 | 40,000 | 480,000 | Will be responsible for providing day to day support to users on ICT issues. |
| Records Management Assistant | 5 | 20,000.00 | 100,000 | 1,200,000 | Will be responsible for maintaining and updating all NG-CDF Committee and PMC Records |
| Administrative Assistant/ Secretary | 4 | 20,000.00 | 80,000 | 960,000 | Will responsible for secretarial services and administrative work |
| Front Office/ Receptionist | 2 | 20,000.00 | 40,000 | 480,000 | Will be responsible for receiving and directing visitors, maintaining visitors’ books and other registers. |
| Driver | 2 | 25,000.00 | 50,000 | 600,000 | Will be responsible for managing and operating the assigned fleet unit. |
| Office Assistant | 7 | 16,890.00 | 118,230 | 1,418,760 | Will be responsible for all clerical tasks and any other duty as assigned by the Fund Account Manager. |
| Security Officers | 7 | 16,890.00 | 118,230 | 1,418,760 | Will be responsible to maintaining the general security of the office and its environs including office assets. |
|  | **31** |  |  | **7,457,520** |  |
|  |  |  |  |  |  |  |
| Employer’s contribution towards affordable housing | Assistant Accountant | 1 | 525 | 525 | 6300 |  |
| Information Communication Technology Assistant | 1 | 600 | 600 | 7,200 |  |
| Records Management Assistant | 5 | 300 | 1,500 | 18,000 |  |
| Administrative Assistant/ Secretary | 4 | 300 | 1,200 | 14,400 |  |
| Front Office/ Receptionist | 4 | 300 | 1,200 | 14,400 |  |
| Driver | 2 | 375 | 750 | 9000 |  |
| Office Assistant | 7 | 253.4 | 1,773.8 | 21,285.6 |  |
| Security Officers | 7 | 253.4 | 1,773.8 | 21,285.6 |  |
| **Sub- Total** | 31 |  |  | **111,871.2** |  |

| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount (Pm)** | **Total Amount (Pa)** |
| --- | --- | --- | --- | --- | --- |
| NSSF | Employer contribution to NSSF | 31 | 1080 | 33,480.00 | 401,760 |
| **Sub-Total** |  |  |  |  | **401,760** |
| **Goods and Services** | | | | | |
| Payment of Electricity charges | Payment of Electricity charges |  |  |  | 60,000.00 |
| Water & sewerage charges | Payment of Water & sewerage charges |  |  |  | 48,000.00 |
| Courier and Postal Services | Payment of Courier and Postal Services |  |  |  | 96,000.00 |
| Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  |  |  | 100,000.00 |
| **Sub-Total** |  |  |  |  | **304,000** |
| **Travelling and Accommodation Expenses** | | | | | |
| Travel Costs (airlines, bus, railway, mileage allowances, etc.) | Payment of Transport Expenses |  |  |  | 40,000.00 |
| Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  |  |  | 300,000.00 |
| Sundry Items (e.g., airport tax, taxis, etc.) | Payment of sundry items (e.g., airport tax, taxis, expenses |  |  |  | 50,000.00 |
| Refined Fuels and Lubricants | Purchase of Refined Fuels and Lubricants |  |  |  | 130,000.00 |
| **Sub -Total** |  |  |  |  | **520,000.00** |
| **Committee Expenses** | | | | | |
| Payment of NGCDFC allowance charges | Members | 8 |  |  | 960,000.00 |
| Chair | 1 |  |  | 168,000.00 |
| **Sub-Total** |  |  |  |  | **1,128,000.00** |
| **Other Expenses** | | | | | |
| General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  |  |  | 50,000.00 |
| Bank service commission and charges | Payment of Bank service commission and charges |  |  |  | 22,472.00 |
| **Sub-Total** |  |  |  |  | **72,472.00** |
| **TOTAL** |  |  |  |  | **9,995,623.20** |

**Budget for Monitoring and Evaluation/Capacity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Number of days** | Rates | FREQUENCY | **Total Amount PA (Kshs.)** |
| Remuneration of Instructors and Contract based Training Services. | Payment of Remuneration of Instructors and Contract based Training Services. | 270,000.00 |  |  | 270,000.00 |
| NG-CDFC allowance | Payment of NGCDFC allowance | 1,200,000.00 |  |  | 1,200,000.00 |
| Hire of training Facilities and Equipment | Hire of training Facilities and equipment for NG-CDFC, PMC and Staffs | 500,000.00 |  |  | 500,000.00 |
| Accommodation Allowance | Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC | 616,000.00 |  |  | 616,000.00 |
| Production and Printing of Training Materials | Payment of Production and Printing of Training Materials | 110,451.00 |  |  | 110,451.00 |
| Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of Catering Services (receptions), Accommodation, Gifts, Food and Drinks | 151,360.60 |  |  | 151,360.60 |
| Travel Costs (airlines, bus, railway, mileage allowances, etc.) | Payment of Transport Expenses | 200,000.00 |  |  | 200,000.00 |
| Accommodation - Domestic Travel | Payment of Accommodation - Domestic Travel | 650,000.00 |  |  | 650,000.00 |
| Travel Allowance on Training | Payment of travel allowances of NGCDFC, National Government officers, and PMC for NG-CDFC,PMC and Staffs | 200,000.00 |  |  | 200,000.00 |
| Hire of Transport | Payment of Hire of Transport | 800,000.00 |  |  | 800,000.00 |
| General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | 300,000.00 |  |  | 300,000.00 |
| **Sub Total** |  | **4,997,811.60** |  |  | **4,997,811.6** |

**Budget for Constituency Oversight Committee Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Number of days** | **Rate (Kshs.)** | FREQUENCY | **Total Amount PA (Kshs.)** |
| Accommodation - Domestic Travel for COC | Payment of accommodation on domestic travel | 5.00 | 5000 | 12.00 | 300,000.00 |
| Daily Subsistence Allowance for COC | Payment of Daily Subsistence Allowance | 5.00 | 5000 | 12.00 | 300,000.00 |
| COC allowances | Payment of COC allowance | 5.00 | 5000 | 4.00 | 100,000.00 |
| Hire of Transport | Payment of Hire of Transport |  |  |  | 450,000 |
| Hire of training Facilities and Equipment | Hire of training Facilities and equipment for training |  |  |  | 350,000 |
| Catering Services (receptions), Accommodation, Food and Drinks for COC | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  |  |  | 125,937.20 |
| **Sub Total** |  |  |  |  | **1,625,937.2** |

* 1. **Bursary Allocation**

After the manager shared with members on the review by the Board indicating increase of bursary to 40% of the constituency allocation and replacement of sports and oversight allocation with other viable projects, the committee resolved to increase bursary by sports and oversight allocations respectively to Kshs. 33,331,874.40 for tertiary students and Kes. 29,973,741.20 for secondary school students this financial year.

* 1. **NG-CDF to match funding from Ministry of Education**

The Fund Manager informed the committee that this financial year they were required to allocate equal funds to Junior Secondary Schools as had been allocated by the Ministry of Education. The NG-CDF Committee is required to match a shilling for a shilling for the projects that will be identified through consultation with the Sub-County Director of Education and the Deputy County Commissioner. He further informed members that the Ministry had allocated Kshs. 2,556,683 to Ijara Constituency and NG-CDF Committee is to allocate the same in their budget. The manager informed members that he consulted the Deputy County Commissioner and the Sub County Director of Education on the same issue and they agreed to finance Masalani Junior Secondary School for Construction to completion of 2 Classrooms at Kshs. 2,556,683. Members resolved to also fund Construction to completion of additional 2 Classrooms in Masalani Junior Secondary School at Kshs. 2,556,683.

* 1. **Review of prioritization of projects under normal allocation for 2023/2024 financial**

Having gone through the guidelines by the Board as provided for in the circular dated 29th August, 2023 and subsequent circular dated 4th January, 2024, the manager emphasized to members on the key highlights especially on the latest circular that required constituencies to review their proposals to conform with the new amended act of 2023. He informed members that sports and oversight have been repealed and therefore funds to be taken to other projects, environment changed to climate change mitigation, inclusion of ICT hub. The committee after lengthy deliberations considering the community priorities approved the below projects inclusive of statutory provisions (administration, monitoring, bursary, emergency) as tabulated below to be factored in the financial year 2023/2024 for consideration and approval by the Board.

| **Project Name** | **Project activity** | **Original Cost** | **Cumulative Allocation** | **Amount Allocated** | **Current Status** |
| --- | --- | --- | --- | --- | --- |
| **ADMINISTRATION AND RECURRENT EXPENDITURE** | | | | |  |
| Employee salaries | Payment of staff Basic Salaries | 7,457,520.00 |  | 7,457,520.00 | New |
| NSSF | Employer's contribution to NSSF | 401,760.00 |  | 401,760.00 | New |
| Housing Levy | Employer’s contribution towards housing levy | 111,871.20 |  | 111,871.20 | New |
| NG-CDF allowances | Payment of NG-CDF Allowances | 1,128,000.00 |  | 1,128,000.00 | New |
| Electricity charges | Payment of Payment of Electricity charges | 60,000.00 |  | 60,000.00 | New |
| Water & sewerage charges | Payment of Water & sewerage charges | 48,000.00 |  | 48,000.00 | New |
| Courier and Postal Services | Payment of Courier and Postal Services | 96,000.00 |  | 96,000.00 | New |
| Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of Catering Services (receptions), Accommodation, Gifts, Food and Drinks | 100,000.00 |  | 100,000.00 | New |
| Travel Costs (airlines, bus, railway, mileage allowances, etc.) | Payment of Transport Expenses | 40,000.00 |  | 40,000.00 | New |
| Daily Subsistence Allowance | Payment of Daily Subsistence Allowance | 300,000.00 |  | 300,000.00 | New |
| Sundry Items (e.g. airport tax, taxis, etc…) | Payment of Telesundry items (e.g. airport tax, taxis, expenses | 50,000.00 |  | 50,000.00 | New |
| General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | 50,000.00 |  | 50,000.00 | New |
| Bank service commission and charges | Payment of Bank service commission and charges | 22,472.00 |  | 22,472.00 | New |
| Refined Fuels and Lubricants | Purchase of Refined Fuels and Lubricants | 130,000.00 |  | 130,000.00 | New |
| **SUBTOTAL** |  | **9,995,623.20** |  | **9,995,623.20** |  |
| **MONITORING AND EVALUATION AND CAPACITY BUILDING** | | | | |  |
| Remuneration of Instructors and Contract based Training Services. | Payment of Remuneration of Instructors and Contract based Training Services. | 270,000.00 |  | 270,000.00 | New |
| NG-CDFC allowance | Payment of NGCDFC allowance | 1,200,000.00 |  | 1,200,000.00 | New |
| Hire of training Facilities and Equipment | Hire of training Facilities and equipment | 500,000.00 |  | 500,000.00 | New |
| Accommodation Allowance | Payment of Accommodation Allowance | 616,000.00 |  | 616,000.00 | New |
| Production and Printing of Training Materials | Payment of Production and Printing of Training Materials | 110,451.00 |  | 110,451.00 | New |
| Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of Catering Services (receptions), Accommodation, Gifts, Food and Drinks | 151,360.60 |  | 151,360.60 | New |
| Travel Costs (airlines, bus, railway, mileage allowances, etc.) | Payment of Transport Expenses | 200,000.00 |  | 200,000.00 | New |
| Accommodation - Domestic Travel | Payment of Accommodation - Domestic Travel | 650,000.00 |  | 650,000.00 | New |
| Travel Allowance on Training | Payment of travel allowances | 200,000.00 |  | 200,000.00 | New |
| Hire of Transport | Payment of Hire of Transport | 800,000.00 |  | 800,000.00 | New |
| General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | 300,000.00 |  | 300,000.00 | New |
| **SUB TOTAL** |  | **4,997,811.60** |  | **4,997,811.6** |  |
| **EMERGENCY** |  |  |  |  |  |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | **8,768,091.00** |  | **8,768,091.00** | New |
| **EDUCATION BURSARY** | | | | | |
| Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions | 33,331,874.40 |  | 33,331,874.40 | New |
| Bursary Secondary Institutions | Payment of bursary to needy students in secondary institutions | 29,973,741.20 |  | 29,973,741.20 | New |
| **SUBTOTAL** |  | **63,305,615.60** |  | **63,305,615.60** |  |
| **PRIMARY SCHOOLS PROJECTS** | | | | | |
| Gereli Primary School | Renovation to completion of 3 classrooms (re-roofing, fixing of doors and windows, re-flooring, plastering and painting) | 1,500,000.00 |  | 1,500,000.00 | New |
| Gololdere Primary School | Construction to completion of 2 Classrooms | 2,200,000.00 |  | 2,200,000.00 | New |
| Danay Primary School | Construction to completion of 2 Classrooms | 2,200,000.00 |  | 2,200,000.00 | New |
| Masalani girls primary school | Renovation to completion of 4 classrooms (re-roofing, fixing of doors and windows, re-flooring, plastering and painting) | 2,000,000.00 |  | 2,000,000.00 | New |
| Ali Jarire primary school | Renovation to completion of 3 classrooms (re-roofing, fixing of doors and windows, re-flooring, plastering and painting) | 1,500,000.00 |  | 1,500,000.00 | New |
| Abdigure Primary School | Renovation to completion of 2 classrooms (re-roofing, fixing of doors and windows, re-flooring, plastering and painting) | 1,000,000.00 |  | 1,000,000.00 | New |
| Korisa Primary School | Fencing to completion of a 150 metres school compound with concrete poles and chainlink | 1,800,000.00 |  | 1,800,000.00 | New |
| Sarman Primary school | Construction to completion of 2 classrooms Kshs. 2,200,000 and supply and delivery of 100 three-seater wooden desks Kshs. 600,000 | 2,800,000.00 |  | 2,800,000.00 | New |
| Masalani Special School | Construction to completion of 2 classrooms Kshs. 2,200,000 and Construction to completion of four door toilet Kshs. 800,000 with one chamber usable for persons with disability | 3,000,000.00 |  | 3,000,000.00 | New |
| Dabalweyne Primary School | Renovation to completion of 6 classrooms Kshs. 3,000,000 (re-roofing, fixing of doors and windows, re-flooring, plastering and painting) and Construction to completion of three door toilet Kshs. 869,861.60 with one chamber usable for persons with disability | 3,869,861.60 |  | 3,869,861.60 | New |
| Hadi Primary School | Construction to completion of 2 Classrooms | 2,200,000.00 |  | 2,200,000.00 | New |
| Sarira Primary School | Renovation to completion of 4 Classrooms (re-roofing, fixing of doors and windows, re-flooring, plastering and painting) | 2,200,000.00 |  | 2,200,000.00 | New |
| Elkambere Primary School | Renovation to completion of 2 classrooms (re-roofing, fixing of doors and windows, re-flooring, plastering and painting) | 1,000,000.00 |  | 1,000,000.00 | New |
| Nasib Primary School | Renovation to completion of 6 classrooms (re-roofing, fixing of doors and windows, re-flooring, plastering and painting) | 3,000,000.00 |  | 3,000,000.00 | New |
| Tumtish Primary School | Construction to completion of 2 Classrooms | 2,200,000.00 |  | 2,200,000.00 | New |
| Sabenal Primary School | Construction to completion of 2 Classrooms | 2,200,000.00 |  | 2,200,000.00 | New |
| Maderdho Primary School | Construction to completion of 2 Classrooms | 2,200,000.00 |  | 2,200,000.00 | New |
| Wakabharey Primary School | Renovation to completion of 2 classrooms (re-roofing, fixing of doors and windows, re-flooring, plastering and painting) | 1,000,000.00 |  | 1,000,000.00 | New |
| Shekhow Primary School | Construction to completion of 4 classrooms Kshs. 4,400,000 and Construction to completion of two door toilet Kshs. 600,000 with one chamber usable for persons with disability | 5,000,000.00 |  | 5,000,000.00 | New |
| Hulugho Primary School | Renovation to completion of 10 classrooms (re-roofing, fixing of doors and windows, re-flooring, plastering and painting) | 5,400,000.00 |  | 5,400,000.00 | New |
| **SUBTOTAL** |  | **48,269,861.6** |  | **48,269,861.60** |  |
| **JUNIOR SECONDARY SCHOOL (MATCHING OF FUNDING BY THE MOE)** | | | | | |
| Masalani Junior Secondary School | Construction to completion of 2 classrooms | 2,556,683.00 |  | 2,556,683.00 | New |
| **SUBTOTAL** |  | **2,556,683** |  | **2,556,683** |  |
| **SECONDARY SCHOOL PROJECTS** | | | | | |
| Hulugho Girls Secondary School | Purchase and delivery of a 51 seater school bus. | 9,200,000.00 |  | 9,200,000.00 | New |
| Sangailu Secondary School | Construction to completion of 4 Classrooms | 4,500,000.00 |  | 4,500,000.00 | New |
| Sangailu Secondary School | Construction to completion of three toilets with one chamber usable for persons with disability | 600,000.00 |  | 600,000.00 | New |
| Shurie Secondary School | Renovation to completion of 4 classrooms (re-roofing, fixing of doors and windows, re-flooring, plastering, verandaring and painting) | 2,200,000.00 |  | 2,200,000.00 | New |
| **SUBTOTAL** |  | **16,500,000** |  | **16,500,000** |  |
| **SECURITY PROJECTS** | | | | | |
| Masalani AP camp | Renovation to completion of 3 single AP camp houses (re-roofing, fixing of doors and windows, re-flooring, plastering and painting, tilling, ceiling) | 2,100,000.00 |  | 2,100,000.00 | New |
| Masalani Police station | Construction to completion of 2 toilets with one chamber usable for persons with disability | 600,000.00 |  | 600,000.00 | New |
| Hulugho Chief's Office | Construction to completion of chief's office comprising of Chiefs office, sub chiefs’ offices, Boardroom and front office. | 3,000,000.00 |  | 3,000,000.00 | New |
| Sangailu Assistant County Commissioner’s Offices | Construction to completion of Assistant County Commissioner’s offices, comprising of 4 offices and one boardroom | 4,000,000.00 |  | 4,000,000.00 | New |
| **SUBTOTAL** |  | **9,700,000** |  | **9,700,000** |  |
| **TERTIARY PROJECTS** | | | | | |
| Ijara Kenya Medical Training Centre | Construction to completion of 2 classrooms Kshs. 2,200,000 and Construction of two door Kshs. 300,000 toilet to completion with one chamber usable for persons with disability | 2,500,000.00 |  | 2,500,000.00 | New |
| **SUBTOTAL** |  | **2,500,000.00** |  | **2,500,000.00** |  |
| **TOTAL CONSTITUENCY ALLOCATION** | | **166,593,720** |  | **166,593,720** |  |
|  |  |  |  |  |  |
| **JUNIOR SECONDARY SCHOOL (CONDITIONAL GRANT)** | | | | | |
| Masalani Junior Secondary School | Construction to completion of 2 classrooms | 2,556,683.00 |  | 2,556,683.00 | New |
| **SUBTOTAL** |  | **2,556,683** |  | **2,556,683** |  |
| **GRAND ALLOCATION INCLUSIVE OF MATCH FUNDING** | | **169,150,403** |  | **169,150,403** |  |

**MIN 6/NGCDFC 6/01/11/2024: ADJOURNMENT**

There being no other business, the meeting adjourned at 4.00PM with a word of prayer by Mr. Jibril Shurie.

Confirmed as true proceedings of the meeting by: