



**MWINGI NORTH**  
**IEBC NUMBER 067**

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT  
FUND**

**PROJECT PROPOSAL**

**2021/2022 FINANCIAL YEAR**

**SUBMITTED**  
**SEPTEMBER 2021**



REPUBLIC OF KENYA

# NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND

MWINGI NORTH NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

P.O BOX 179-90401 KYUSO

## MINUTES OF THE MWINGI NORTH NG-CDFC MEETING HELD ON 2<sup>ND</sup> SEPTEMBER, 2021 AT MWINGI NORTH NG-CDF BOARDROOM

### MEMBERS PRESENT:

- |                            |   |
|----------------------------|---|
| 1. Gideon Mukiti Mwiyei    | - Chairman                                    |
| 2. Peninah Munanye Musyoka | - Secretary                                   |
| 3. Peter Katoni            | - Fund Account Manager                        |
| 4. James Ngumbau Mwandikwa | - Member                                      |
| 5. Beth M.Mwamuti          | - Member                                      |
| 6. Peter Ketonya Musya     | - Member                                      |
| 7. Nelius Kalunda Musyimi  | - Member                                      |
| 8. Dorothy Mawia Kitangu   | - Co-opted member                             |
| 9. Daniel Nzengu Kimanzi   | - Member                                      |
| 10. Reuben Kimosop         | -DCC Kyuso,National Government Representative |

### AGENDA:

1. Approval and Submission of FY 2021-2022 Project Proposal to the NGCDF Board
2. Review and Presentation of FY 2020-2021 Financial Reports and Statements
3. Prequalification of Contractors and Suppliers FY 2021-2022
4. Recruitment of Information Technology/Procurement Assistant
5. Confirmation of Reliever Security Guard
6. Commitment of fuel
7. Monitoring and evaluation

*[Handwritten signature]*  
Chairman

*[Handwritten signature]*  
Secretary

8. Still bursary cheques
9. Approval of imprest
- 10.A.O.B

The chairman called the meeting to order at 10.00 a.m. with a word of prayer led by Dorothy Kiangu.

**MIN.:01/02/09/2020: APPROVAL AND SUBMISSION OF FY 2021/2022 PROJECT PROPOSAL TO THE NG-CDF BOARD:**

The FAM informed members that the timeline for submission of project proposals FY 2021/2022 is 30<sup>th</sup> September,2021.

He added that approved budget ceiling for each constituency in the FY 2021/2022 is Kshs.137,088,829.30

After revisiting the proposals from the community and drawing from Mwingi North NG-CDF Strategic Plan FY 2018-2022, the NG-CDFC members unanimously approved the following projects for timely presentation to the NG-CDF Board for approval and subsequent funding:

It was noted that projects in Tseikuru ward were right in the interior and because of distances and rough terrain contractors were incurring extra/additional costs in the construction of 1 classroom to completion as compared to those in Kyuso, Ngomeni, Mumoni and Tharaka wards.

The NG-CDFC therefore unanimously agreed to allocate Kshs.1, 200,000.00 for construction of 1 classroom for schools within Tseikuru ward. In some instances a few schools were allocate Kshs.1, 100,000.00 for construction of 1 classroom to completion. Members were reminded that the cost of constructing 1 classroom to completion remained Kshs.1,100,000.00 in Mwingi North constituency expect for institutions' fitting in the above category as expounded and agreed upon.

The chairman noted that the same criteria applied to security projects-construction of chiefs' and assistant chiefs' offices being funded in the FY 2021-2022 and as explicitly reflected above.

PROJECT NAME	ORIGINAL COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED THIS FY	STATUS
<b>ADMINISTRATIVE AND RECURRENT EXPENDITURE</b>					
Employee salaries	4,654,163.00	-	Payment of NG-CDFC staff salaries Kshs.3,752,840.00 and staff gratuity Kshs.901,323.00	4,654,163.00	New

*Chairman*

*Secretary*

Goods & Services	1,059,466.54	~	Purchase of fuel, repairs and maintenance, printing, stationery telephone, travel and subsistence, tea and other office expenses	1,559,466.54	New
NSSF	309,200.00	~	Payment of NSSF deductions	309,200.00	New
NHIF	150,800.00	~	Payment of NHIF deductions	150,800.00	New
Committee Expenses	1,010,000.00	~	Payment of committee sitting allowances, transport & conferences	1,510,000.00	New
<b>Sub-total</b>				<b>8,183,629.54</b>	
<b>MONITORING, EVALUATION &amp; CAPACITY BUILDING</b>					
Goods & Services	1,272,666.37	~	Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel & subsistence	1,272,666.37	New
Committee Expenses	1,340,000.00	~	Payment of committee subsistence allowances, transport and conferences	1,340,000.00	New
NG- CDFC/PMC Capacity Building	1,500,000.00	~	Undertaking training of NG-CDFC, PMCs and staff on the NG-CDF related issues	1,500,000.00	New
<b>Sub-total</b>				<b>4,112,666.37</b>	
<b>EMERGENCY RESERVE</b>					
Emergency reserve (5% of the fund)	~	~	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,207.00	New
<b>Sub-total</b>				<b>7,192,207.00</b>	
<b>SPORTS ACTIVITY 2%</b>					
Constituency Sports Tournament	2,741,777.58	~	Carry out constituency sports tournament and the winning teams/schools to be awarded with trophies, balls, and game kits	2,741,777.58	New
<b>Sub-total</b>				<b>2,741,777.58</b>	

*M. M. Musingu*  
Chairman

*James*  
Procurator

<b>SOCIAL SECURITY &amp; BURSARY</b>					
Bursary Secondary Schools	21,870,391.58	-	Payment of bursary to needy and bright students in secondary schools	21,870,391.58	New
Bursary Tertiary Institutions	19,000,000.00	-	Payment of bursary to needy and bright students in tertiary institutions	19,000,000.00	New
Social Security Program	1,998,000.00	-	Payment of NHIF to 333 needy constituents	1,998,000.00	New
<b>Sub-total</b>				<b>42,868,391.58</b>	
<b>ENVIRONMENTAL PROJECTS</b>					
Malili Primary School	1,300,000.00	-	Flattening and leveling of 1 playground of 100m x 100m	1,300,000.00	New
Tulanduli Primary School	1,441,777.58	-	Flattening and leveling of 1 playground of 100m x 100m	1,441,777.58	New
<b>Sub-total</b>				<b>2,741,777.58</b>	
<b>PRIMARY SCHOOL PROJECTS</b>					
Siveta Primary School	1,600,000.00	-	Construction of administration block with a reception and head and deputy head teachers' offices to completion	1,600,000.00	New
Katue Primary School	1,200,000.00	-	Construction of 1 classroom to completion	1,200,000.00	New
Kakunike Primary School	1,600,000.00	-	Construction of administration block with a reception and head and deputy head teacher's offices to completion	1,600,000.00	New
Ngungani Primary School	1,200,000.00	-	Renovation of 4 classrooms to completion- roofing & fixing doors and windows & paintworks	1,200,000.00	New
Ithunzi Primary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New
Katongu Primary School	1,300,000.00	-	Renovation of 4 classrooms to completion- fixing doors and windows, flooring, plastering & paintworks	1,300,000.00	New

*Mphahlele*  
Chairman

*D. D. D. D.*  
Chairman

Wikimuu Primary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New
Kwa Nzula Primary School	1,200,000.00	-	Construction of 1 classroom to completion	1,200,000.00	New
Manzinga Primary School	100,000.00	1,100,000.00	Completion of 1 classroom-wiring & painting	100,000.00	Ongoing
Kangarai Primary School	1,200,000.00	-	Renovation of 4 classrooms to completion-fixing doors and windows, flooring, plastering & paintworks	1,200,000.00	New
AIC Mwarangeni Primary School	1,200,000.00	-	Construction of 1 classroom	1,200,000.00	New
Twathi Primary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New
Mitamisiyi Primary School	1,200,000.00	-	Renovation of 4 classrooms to completion-roofing, plastering, fixing doors & windows	1,200,000.00	New
Mangombo Primary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New
Kalatine Primary School	500,000.00	2,000,000.00	Completion of 4 classrooms (plastering)	500,000.00	Ongoing
Malili Primary School	1,200,000.00	-	Construction of 1 classroom to completion	1,200,000.00	New
Kaisinga Primary School	700,000.00	-	Renovation of 2 classrooms-roofing & flooring	700,000.00	New
Imale Primary School	1,200,000.00	-	Construction of 1 classroom to completion	1,200,000.00	New
Maseesu Primary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New
Manzolo Primary School	1,200,000.00	-	Renovation of 4 classrooms-roofing, plastering, fixing doors & windows	1,200,000.00	New
Mutiuni Primary School	1,000,000.00	-	Renovation of 3 classrooms- roofing, fixing doors and windows	1,000,000.00	New
Kasioni Primary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New

*M. M. M. M.*  
Chairman

*P. P. P. P.*  
Director

Kilanga Primary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New
Mandongoi Primary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New
Kanyunga Primary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New
Muthwani Primary School	1,500,000.00	-	Renovation of 4 classrooms-fixing doors and windows, flooring, plastering & paintworks	1,500,000.00	New
Thua Primary School	1,700,000.00	-	Construction of an administration block with a reception, headteacher's and deputy head teacher's offices to completion	1,700,000.00	New
Maru Primary School	1,200,000.00	-	Construction of 1 classroom to completion	1,200,000.00	New
Manzuva Primary School	1,500,000.00	-	Renovation of 4 classrooms -fixing doors and windows, flooring, plastering and paintworks	1,500,000.00	New
Gacigongo Primary School	1,200,000.00	-	Construction of 1 classroom to completion	1,200,000.00	New
Itivanzou Primary School	814,555.61	-	Construction of an extended 1 roomed administration block to completion	814,555.61	New
Nyamanzei Primary School	1,300,000.00	-	Renovation of 3 classrooms- fixing doors and windows, flooring, plastering & paintworks	1,300,000.00	New
<b>Sub-total</b>				<b>36,714,555.61</b>	
<b>SECONDARY SCHOOL PROJECTS</b>					
Masakanioni Secondary School	700,000.00	-	Construction of 4 door pit latrines & a urinal to completion	700,000.00	New
Ngomeni Secondary School	2,000,000.00	-	Construction of an administration block with secretary's, principal's and deputy principal's offices and a staffroom-superstrure walling and roofing	2,000,000.00	New
Karangeni Secondary School	1,200,000.00	-	Construction of 1 classroom to completion	1,200,000.00	New
Ikoongo Secondary School	1,200,000.00	-	Construction of 1 classroom to completion	1,200,000.00	New

*Chairman*

*Director*

Katuuni Secondary School	1,500,000.00	-	Erection of a fence-500 metres square and fixing of a gate	1,500,000.00	New
Kaliwa Secondary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New
Kamula Secondary School	1,100,000.00	-	Construction of 1 classroom to completion	1,100,000.00	New
Kamusiliu Secondary School	600,000.00	1,200,000.00	Reroofing of 2 classrooms to completion	600,000.00	Ongoing
Itivanzou Secondary School	1,500,000.00	-	Construction of a dormitory measuring 15.9 x 8.22 metres with a capacity of 45 students to roofing level	1,500,000.00	New
Tharaka Girls Secondary School	1,500,000.00	-	Purchase of a co-funded 46 set school bus	1,500,000.00	Ongoing
<b>Sub-total</b>				<b>12,400,000.00</b>	
<b>TERTIARY INSTITUTIONS PROJECT</b>					
Kenya Medical Training College Tseikuru	2,600,000.00	13,400,000.00	Construction of 10 classrooms-fixing doors and windows, finishes (plastering, flooring and keying),electrical wiring and paintworks	2,600,000.00	Ongoing
KEWI Kyuso Campus	10,000,000.00	-	Construction of 4 No. classrooms and an administration block with a principal's, deputy principal's, secretary's and a staffroom to completion	10,000,000.00	New
<b>Sub-total</b>				<b>12,600,000.00</b>	
<b>SECURITY PROJECTS</b>					
Kamuwongo ACC Office	2,533,824.04	-	Construction of an Assistant County Commissioner's office with an office, a secretary's office, a store and a washroom to completion	2,533,824.04	New
Kamuthale Assistant Chief's Office	1,300,000.00	-	Construction of an assistant chief's office with a reception, an office and a store to completion	1,300,000.00	New

*M. M. Mungai*  
Chairman

*D. M. M. M. M. M.*  
Secretary



Kaliwa Chief's Office	1,200,000.00	-	Construction of chief's office with a reception, an office and a store to completion	1,200,000.00	New
Nziitu Assistant Chief's Office	1,200,000.00	-	Construction of assistant chief's office with a reception, an office and a store to completion 2	1,200,000.00	New
Kwa Ngondi Assistant Chief's Office	1,300,000.00	-	Construction of an assistant chief's office with a reception, an office and a store to completion	1,300,000.00	New
<b>Sub-total</b>				<b>7,533,824.04</b>	
<b>GRAND TOTAL</b>				<b>137,088,829.30</b>	

**NB.:** The NG-CDFC clarified that the renovation activities are institutional needs-specific. Hence; varying renovation activities against the amount allocated per each institution.

The FAM was mandated to forward the above requests to the NG-CDF Board for approval.

**MIN.:02/02/09/2021: REVIEW AND PRESENTATION OF FY 2020-2021 FINANCIAL REPORTS AND STATEMENTS:**

The FAM informed members that the SCA, NG-CDFC chairman and himself will be travelling to Machakos from 12<sup>th</sup> to 18<sup>th</sup> September, 2021 for review and presentation of FY 2020/2021 financial reports and statements to NG-CDF Board accounts staff.

**MIN.:03/02/09/2021: PREQUALIFICATION OF CONTRACTORS AND SUPPLIERS FY 2021-2022:**

The NG-CDFC resolved to prequalify contractors and suppliers FY 2021-2022.

The NG-CDFC tasked the FAM and the Sub County Procurement Officer with the execution of the task.

**MIN.:04/02/09/2021:RECRUITMENT OF INFORMATION TECHNOLOGY/PROCUREMENT ASSISTANT:**

The NG-CDFC confirmed to employment Musyoka Benson Munyoki ID.No.34211005 as an IT/Procurement Assistant with effect from 1<sup>st</sup> July,2021 to 31<sup>st</sup> August 2022.

Mr.Munyoki , a Diploma in Procurement and Material Management from Technical University of Mombasa will earn a consolidated salary of Kshs.25,000.00 per month. He would be entitled to a gratuity at the rate of 31% of basic salary per annum.

*Munyoki*  
Chairman

*Benson*  
Procurement Assistant

**MIN.:05/02/09/2021: CONFIRMATION OF RELIEVER SECURITY GUARD:**

The NG-CDFC confirmed John Muthui Manzi ID.No.23920190 of Kiseuni-Kyuso to employment as a reliever security guard at a monthly salary of Kshs.10, 000.00 with effect from 1<sup>st</sup> July, 2021 to 31<sup>st</sup> August, 2022. He would also serve as a grounds man.

He would be entitled to an annual gratuity at the rate of 31% of basic salary.

**MIN.:06/02/09/2021: COMMITMENT OF FUEL:**

The NG-CDFC approved commitment of fuel to Kyalos Fuels Company Limited of P.O.Box 43193-00100 Nairobi and Migaa Service Station of P.O.Box 149-90401 Kyuso to the tune of Kshs.200, 000.00 and 100,000.00 respectively.

The NG-CDFC also approved the payment of the same at the opportune time accordingly.

**MIN.:07/02/09/2021: MONITORING AND EVALUATION:**

The chairman shared with the NG-CDFC members monitoring and evaluation as well as site visits reports for the months of July and August, 2021.The members were impressed by the pace of implementation of the various projects.

**MIN.: 08/02/09/2021: STALE BURSARY CHEQUES:**

The NG-CDFC mandated the FAM to write to the SCA,Kyuso to reverse stale bursary cheques as at 30<sup>th</sup> June,2021 and have the funds available for use.

**MIN.:09/02/09/2021: APPROVAL OF IMPREST:**

The NG-CDFC approved imprest to cater for various administrative an M&E overheads as presented.


**A.O.B.:**

There being no other business the meeting ended at 1.00 p.m. with a word of prayer led by Gideon Mwiyei.

NG-CDFC SECRETARY

  
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DATE

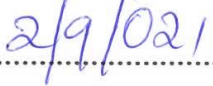
  
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PENINAH MUNANIE MUSYOKA

NG-CDFC CHAIRMAN

  
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DATE

  
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GIDEON MUKITI MWIYEI