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**KITUI EAST**

**IEBC NUMBER 073**

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**PROJECT PROPOSAL**

**2023/2024 FINANCIAL YEAR**

**SUBMITTED**

**SEPTEMBER 2023**

REPUBLIC OF KENYA



**KITUI EAST NG-CONSTITUENCY DEVELOPMENT FUND**

**P.O BOX 1199-90200 KITUI** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MINUTES FOR KITUI EAST NG-CDFC MEETING HELD AT THE DCC OFFICE AT ZOMBE ON 14/09/2023**

**MEMBERS PRESENT**

1. Paul Kimeu Kitutu Chairman
2. Vincent Kyalo Mwandia Secretary
3. Mwamachi Pantaleo DCC
4. Rev. Bretta M. Simba Member
5. Joyce M. Mumo Member
6. Muia Mulatya Member
7. Ruth Mbeti Mulatya Member
8. John Kilonzo Member
9. Susan Mbuvi Sub County Director Of Education
10. Stephen Onserio FAM

**AGENDA**

1. Reading of previous minutes
2. Matters arising
3. Project proposal for 2023/2024
4. JSS Infrastructures
5. AOB

**PREAMBLE**

The Chairman called the meeting to order at 11:10am and requested Rev Bretta Simba to offer a word of prayer. The Chairman then said in a brief statement that the main agenda was discussion of project proposal that has timeline

**NG-CDFC KE /MIN 1OF 5/ 14/09/23: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The previous minutes were read by the secretary. They were confirmed a true record of what had been discussed. Ruth Mbeti Mulatya proposed and was seconded by John Kilonzo

**NG-CDFC KE /MIN 2OF 5/14/09/23: MATTERS ARISING**

There were no matters arising.

**NG-CDFC KE /MIN 1OF 5/ 14/09/23 : PROJECT PROPOSAL FOR 2023/2024**

The FAM read a circular on project proposal preparation from the NG-CDF Board which outlined guidelines for FY 2023/2024. Members decided to use ward public participation report developed earlier in the year as required by the NG-CDF Act 2015(amended) 2016. The public proposed their priorities and now the NG-CDFC has to prioritize for the constituency. The fund account manager reported that the constituency allocation was **ksh.184,129,901.00** and that emergency was a constant figure allocated **ksh.9, 691,047.00**.

**CONSTITUENCY ICT HUB PROJECTS**

The fund Manager informed the committee the NGCDF Act was amended and that Sports and COC wouldn’t be funded moving forward but instead ICT Hub has been given 3% to be used for payment of recurrent utilities costs and maintenance of constituency digital hubs and Environment allocation has been increased from 2% to 5%.

**NG-CDFC KE/MIN 4 OF 5/14/09/23 JUNIOR SECONDARY SCHOOLS INFRASTRUCTURES DEVELOPMENT**

The Fund Manager tabled a circular from NGCDF directing all the Constituency to match a shilling with a shilling allocated by Ministry of education for JSS Infrastructures development during the current project proposal

H went further and informed the committee that Kitui east sub- county has been allocated **Kshs.14,674,683** and Kitui east NGCDF should allocated equal amount of **Kshs.14,674,683** for JSS infrastructures Development during the Project Proposal for 2023/24 FY.

The Fund Manager informed the committee that there was a meeting among DCC, Sub-County Education Directors and FAM to help in identifying JSS which needed immediate infrastructure development to be funded by NGCDF and Ministry Education. And the meeting identified the following School as a priority to be included in the Current proposal:

**NCDFB FUNDED JSS PROJECTS**

1. Kiliku Primary School - Construction of a classroom Purchase and supply of 30 desks
2. Mwitika primary school- Construction of a classroom Purchase and supply of 40 desks @266,680 And Teacher's Chair@ 14,926
3. Zombe primary School- Construction of a classroom , Purchase and supply of 40 desks
4. Endau primary school- Construction of a classroom
5. Kyamatu Primary School- Construction of a classroom
6. Kyanika Primary school- Construction of a classroom
7. wanamba Primary School- Construction of a classroom
8. Malatani Primary school- Construction of a classroom Purchase and supply of 30 desks
9. Kikuu Primary school- Construction of a classroom Purchase and supply of 30 desks
10. Kinanie primary school- Construction of a classroom

**MOE FUNDED JSS PROJECTS**

1. Mutitu Primary school- Construction of a classroom
2. Malalani primary school- Construction of a classroom
3. Nzangathi Primary school- Construction of a classroom
4. Voo primary school- Construction of a classroom
5. Kithukulu Primary school- Construction of a classroom
6. Matia Primary school- Construction of a classroom Purchase and supply of 30 desks
7. Makuka Primary school- Construction of a classroom
8. Ndalani primary school- Construction of a classroom
9. Inyuu primary school- Construction of a classroom
10. Hon, Kiema primary school- Construction of a classroom

After a long day deliberation, the committee approved the following Proposed Projects for funding in 2023/24 Financial year.

After going through the two files (Public Participation on Projects proposal file and Direct Projects Request File from Schools) and a day long deliberation, the committee identified the following projects to be funded or financed during 2023/24 financial year.

Members agreed on statutory figures as follows:

|  |  |  |
| --- | --- | --- |
| **STATUTORIES** | **CEILING** | **AMOUNTS** |
| Admin and Recurrent Expenditure | 6.00% |  11,047,794.00 |
| Monitoring and Evaluation | 3.00% |  5,523,897.00 |
| Environment Projects | 4.89% |  9,000,000.00  |
| Digital Hub recurrent utilities costs | 1.63% |  3,000,000.00 |
| Emergency Reserve | 5.00% |  9,691,047.00 |
| Bursary  | 37% | 68,082,897.00  |
| **Sub-totals statutory** | **106,345,635.00** |

Balance for other projects is ksh. **91,784,266.00**. Members then prioritized the projects as follows

|   |  | **NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD** |
| --- | --- | --- |
|   |  | **PROJECT PROPOSALS FOR KITUI EAST NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND** |
|   |  | **FINANCIAL YEAR 2023/2024** |
| **S/No.** | **Project Number** | **Project Name** | **Project Activity**  | **Ward** |  **Original Cost**  |  **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
|   | **ADMINISTRATION AND RECURRENT EXPENDITURE** |  |  |  |  |  |
|  | **Employee Compensation** |  |  |  |  |  |
| 1 | 4-015-073-2110201-100-2023-2024-1 |  Contractual employees | Payment of staff Basic salaries to 14 contractual employees | Kitui East constituency |  4,220,160.00  |   |  4,220,160.00  | New |
| 2 | 4-015-073-2110202-100-2023-2024-2 |  Casual labour and Internship  | Payment of staff Basic Wages | Kitui East constituency | 250,000.00 |   |  250,000.00 | New |
| 3 | 4-015-073-2110301-100-2023-2024-3 |  House allowance  | Payment of House allowances to 14 contractual employees | Kitui East constituency |  699,900.00  |   |  699,900.00 | New |
| 4 | 4-015-073-2110320-100-2023-2024-4 |  Leave allowance  | Payment of Leave allowances to 14 contractual employees | Kitui East constituency |  18,000.00  |   |  18,000.00  | On-going |
| 5 | 4-015-073-2110320-100-2023-2024-5 | Transport Allowance | Payment of transport allowances to 14 contractual employees | Kitui East constituency | 756,000.00 |  | 756,000.00 | New |
| 6 | 4-015-073-2710102-100-2023-2024-6 | Gratuity-contractual employees | Payment of gratuity to 14 contractual employees | Kitui East constituency |  1,298,976.00  |   |  1,298,976.00  | New |
| 7 | 4-015-073-2210910-100-2023-2024-7 | Medical Insurance | Payment of NHIF to 14 contractual employees | Kitui East constituency |  146,400.00  |   |  146,400.00  | New |
| 8 | 4-015-073-2120201-100-2023-2024-8 |  NSSF  | Employer contribution to NSSF to 14 contractual employees | Kitui East constituency | 362,880.00 |   |  362,880.00 | New |
| 9 | 4-015-073-2110201-100-2023-2024-9 |  Housing levy | Employer contribution to housing levy to 14 contractual employees | Kitui East constituency | 85,224.00 |   |  85,224.00  | New |
|  | **Goods and Services** |  |  |  |  |  |
| 10 | 4-015-073-2210203-100-2023-2024-10 | Courier and Postal Services | Payment of Courier and Postal Services | Kitui East constituency |  10,000.00  |   |  10,000.00  | New |
| 11 | 4-015-073-2210101-100-2023-2024-11 | Electricity | Payment of Electricity charges | Kitui East constituency |  50,000.00  |   |  50,000.00  | New |
| 12 | 4-015-073-2210502-100-2023-2024-12 | Publishing and Printing Services | Payment of Publishing and Printing Services | Kitui East constituency |  110,000.00  |   |  110,000.00  | New |
| 13 | 4-015-073-2211103-100-2023-2024-13 | Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services | Kitui East constituency |  20,000.00  |   |  20,000.00  | New |
| 14 | 4-015-073-2211102-100-2023-2024-14 | Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers | Kitui East constituency |  160,370.00  |   |  160,370.00  | New |
| 15 | 4-015-073-2210102-100-2023-2024-15 | Water & sewerage charges | Payment of Water & sewerage charges | Kitui East constituency |  30,000.00  |   |  30,000.00  | New |
| 16 | 4-015-073-2210904-100-2023-2024-16 | Motor vehicle insurance | Payment of Motor vehicle insurance | Kitui East constituency |  80,000.00  |   |  80,000.00  | New |
| 17 | 4-015-073-2211201-100-2023-2024-17 | Refined fuels and lubricants for transport | Purchase of Refined fuels and lubricants for transport of GK vehicles | Kitui East constituency |  250,000.00  |   |  250,000.00  | New |
| 18 | 4-015-073-2220101-100-2023-2024-18 | Maintenance expenses –motor vehicle | Payment of Maintenance expenses –ng-cdf motor vehicle  | Kitui East constituency | 95,224.00  |   | 95,224.00 | New |
|  | **Committee Expenses** |  |  | Kitui East constituency |  |  |
| 18 | 4-015-073-2210811-100-2023-2024-18 | NGCDFC allowance | Payment of NGCDFC allowance Chairman, Kshs. 7,000.00Members, Kshs. 5,000.00 per sitting | Kitui East constituency | 1,128,000 |   | 1,128,000 | New |
| 19 | 4-015-073-2210802-100-2023-2024-19 | Other committee expenses  | Payment of Other committee expenses; catering services, hire of public address system, hire of tents and chairs | Kitui East constituency | 425,600.00 |   | 425,600.00 | New |
|  | **Other Expenses** |  |  | Kitui East constituency |  |  |  |
| 20 | 4-010-048-2210902-100-2023-2024-20 | Bank service commission and charges | Payment of Bank service commission and charges | Kitui East constituency |  30,000.00  |   |  30,000.00  | New |
| 21 | 4-015-073-2211101-100-2023-2024-21 | General Office Supplies (papers, pencils, forms, small office equipment) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | Kitui East constituency | 362,260.00 |   | 362,260.00 | New |
|  | **Traveling Expenses** |  |  | Kitui East constituency |  |  |  |
| 23 | 4-015-073-2110314-100-2023-2024-23 |  Transport allowance  | Payment of Transport allowances for the NGCDFC and staffNGCDFC members; 9 by Kshs. 3,0000 by 12=Kshs. 324,000Staff;11 by Kshs. 1,772.80 by 12=234,000 | Kitui East constituency |  458,800.00  |   |  458,800.00 | New |
|  |  |  |  | Kitui East constituency |  |  | **11,047,794.00** |  |
|   | **MONITORING, EVALUATION AND CAPACITY BUILDING** |  |  | Kitui East constituency |  |  |
| 24 | 4-015-073-2210710-111-2023-2024-1 | Accommodation Allowance | Payment of Accommodation Allowance 10 NG-CDFC members by Kshs. 7,500= Kshs. 75,00025 pmc members by Kshs. 5,000= 125,000 | Kitui East constituency | 200,000.00  |   | 200,000.00 | New |
| 25 | 4-015-073-2210710-111-2023-2024-2 | Accommodation - Domestic Travel | Payment of accommodation on domestic travel5 NG-CDFC members by Kshs. 3,000= Kshs. 15,00025 Pmc members by Kshs. 5,000= 125,000 | Kitui East constituency | 140,000.00 |   | 140,000.00 | New |
| 26 | 4-015-073-2210710-111-2023-2024-3 | Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment for CDFC | Kitui East constituency |  400,000.00  |   |  400,000.00  | New |
| 27 | 4-015-073-2210710-111-2023-2024-4 | Hire of Transport | Payment of Hire of Transport  | Kitui East constituency |  550,000.00  |   |  550,000.00  | New |
| 28 | 4-015-073-2210710-111-2023-2024-5 | NGCDFC allowance | Payment of NGCDFC allowance -the NGCDFC Chairman, Kshs. 7,000.00 and NGCDFC Members, Kshs. 5,000.00 per sitting | Kitui East constituency | 1,128,000.00 |   | 1,128,000.00 | New |
| 29 | 4-015-073-2210710-111-2023-2024-6 | Other committee expenses  | Payment of Other committee expenses (hospitality, hire of public address system, tents and chairs)  | Kitui East constituency |  571,092.00  |   |  971,092.00 | New |
| 30 | 4-015-073-2210710-111-2023-2024-7 | Advertising, Awareness and Publicity Campaigns | Payment of Production and Printing of Training Materials for CDFC | Kitui East constituency | 400,000.00  |   | 400,000.00 | New |
| 31 | 4-015-073-2211201-111-2023-2024-8 | Refined fuels and lubricants for transport | Purchase of Refined fuels and lubricants for transport | Kitui East constituency | 400,000.00  |   | 400,000.00 | New |
| 32 | 4-015-073-2220101-111-2023-2024-7 | Maintenance expenses –motor vehicle | Payment of Maintenance expenses –ng-cdf motor vehicle  | Kitui East constituency | 400,000.00  |   | 400,000.00 | New |
| 33 | 4-015-073-2210710-111-2023-2024-8 | Publishing and Printing Services | Payment of Publishing and Printing Services | Kitui East constituency |  534,805.00  |   | 534,805.00 | New |
| 34 | 4-015-073-2210710-111-2023-2024-9 | Travel Allowance on training | Payment of Travel Allowance of NGCDFC, Kshs. 5,000.00, National Government officers, Kshs. 5,000.00and PMC, Kshs. 2,500.00 | Kitui East constituency |  800,000.00  |   |  800,000.00  | New |
|  |  |  |  |  |  | **5,523,897.00** |  |
|   | **BURSARY** |  |  |  |  |  |
| 35 | 4-015-073-2640101-103-2023/2024-1 | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools | Kitui East constituency |  53,082,897.00  |   |  53,082,897.00  | New |
| 36 | 4-015-073-2640102-103-2023/2024-2 | Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions | Kitui East constituency |  15,000,000.00 |   |  15,000,000.00 | New |
|   |   |   |   |  |   |   | **68,082,897.00** |   |
|   | **EMERGENCY RESERVE** |  |  |  |  |  |
| 37 | 4-015-073-2640200-101-2023-2024-1 | Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year  | Kitui East constituency |  9,691,047.00  |  -  |  9,691,047.00  | New |
|   |   |   |   |  |   |   | **9,691,047.00**  |   |
|  | **DIGITAL HUB (ADMNISTRATION AND RECURRENT** |  |  |  |  |  |
| 38 |  | Digital hub administration and recurrent | Digital hub administration and recurrent | Kitui East constituency | 3,000,000.00 |  | **3,000,000.00** | NEW |
|  |  |  |  |  |  |  | **3,000,000.00** |  |
|   |  | **ENVIRONMENTAL PROJECTS** |
| 39 | 4-015-073-2640510-110-2023-2024-1 | Environment project | Supply and planting of 36,000 seedlings: 1 seedling @ Kshs 250 at the following schools-; Mathulini primary school 1000 seedlings @kshs 250 Ilamba primary school 1000 seedlings @ kshs 250kanduti primary school 1000 seedlings @ kshs 250kenze primary school 1000 seedlings @ kshs 250kanzooko primary school 1000 seedlings @ kshs 250Nditime primary school 1000 seedlings @ kshs 250Imuumba primary school 1000 seedlings @ kshs 250Kamwiu secondary school 1000 seedlings @ kshs 250Kithanake secondary school 1000 seedlings @ kshs 250Wanamba primary school 1000 seedlings @ kshs 250Ngaaka yakwa primary school 1000 seedlings @ kshs 250Zombe mixed secondary school 1000 seedlings @ kshs 250Kathande secondary school 1000 seedlings @ kshs 250Kandong’o primary school 1000 seedlings @ kshs 250Malatani secondary school 1000 seedlings @ kshs 250Kaunange primary school 1000 seedlings @ kshs 250Endau primary school 1000 seedlings @ kshs 250Kathua secondary school 1000 seedlings @ kshs 250Malalani secondary school 1000 seedlings @ kshs 250kaayo primary school 1000 seedlings @ kshs 250kilanga primary school 1000 seedlings @ kshs 250kwa nyota primary school 1000 seedlings @ kshs 250Nzambani primary school 1000 seedlings @ kshs 250Kaling’a primary school 1000 seedlings @ kshs 250Kyukuni secondary school 1000 seedlings @ kshs 250kyaango primary school 1000 seedlings @ kshs 250syombandu primary school 1000 seedlings @ kshs 250Itiko primary school 1000 seedlings @ kshs 250Kabati primary school 1000 seedlings @ kshs 250yatavu primary school 1000 seedlings @ kshs 250makong’o primary school 1000 seedlings @ kshs 250koi primary school 1000 seedlings @ kshs 250kiongwe secondary school 1000 seedlings @ kshs 250kalulu secondary school 1000 seedlings @ kshs 250kyululu secondary school 1000 seedlings @ kshs 250 | Kitui East constituency | 9,000,000.00 |   | 9,000,000.00 | New |
|   |  |  **Total** | **9,000,000.00** |   |
|  |  |  |
|   | **PRIMARY SCHOOL PROJECTS** |
| 40 | 4-015-073-2630209-104-2023-2024-1 | Kisiuni Primary School | Construction to completion of one classroom  | Zombe/ Mwitika  |  1,400,000.00  |   |  1,400,000.00  | New |
| 41 | 4-015-073-2630209-104-2023-2024-2 | Ngungi Primary School | Purchase of 40 double-decker beds @17,500.00 | Zombe / Mwitika |  700,000.00  |   |  700,000.00  | New |
| 42 | 4-015-073-2630209-104-2023-2024-3 | Masungu Primary School | Construction to completion of one classroom  | Endau / Malalani  |  1,400,000.00  |   |  1,400,000.00  | New |
| 43 | 4-015-073-2630209-104-2023-2024-5 | Kawala Primary School | Renovation of 2 .no of classrooms to completion | Mutitu / Kaliku |  1,400,000.00  |   |  1,400,000.00  | New |
| 44 | 4-015-073-2630209-104-2023-2024-6 | Mavia Mayiu Primary School | Purchase of Land 3.5 acres for expansion of the school. | Zombe/ Mwitika |  400,000.00  |   |  400,000.00  | New |
| 45 | 4-015-073-2630209-104-2023-2024-7 | Malembwa Primary School | Construction to completion of one classroom  | Zombe /Mwitika |  1,400,000.00  |   |  1,400,000.00  | New |
| 46 | 4-015-073-2630209-104-2023-2024-9 | Kasunguni Primary School | Construction of 40 pupil’s dormitory to completion @ 2,500,000 and purchase of 40 double decker beds @ 500,000 | Zombe /Mwitika |  3,000,000.00  |   |  3,000,000.00  | New |
| 47 | 4-015-073-2630209-104-2023-2024-10 | Musiva Primary School | Purchase of Land 0.5 acres for expansion of the school. | Mutitu / Kaliku |  300,000.00  |   |  300,000.00  | New |
| 48 | 4-015-073-2630209-104-2023-2024-13 | Katooni Primary School | Purchase of Land 0.5 acres for expansion of the school. | Endau / Malalani |  300,000.00  |   |  300,000.00  | New |
|  |  |  |  |  |  |  | **10,300,000.00** |  |
|  |  **JUNIOR SECONDARY SCHOOLS- INFRASTUCTURE DEVELOPMENT FUNDED BY NGCDFB** |  |  |  |
| 49 | 4-015-073-2630209-104-2023-2024-4 | Mwitika Primary School | Construction to completion of one classroom Purchase and supply of 40 desks @266,680 And Teacher's Chair@ 14,926 | Zombe /Mwitika |  1,681,606,.00  |  | 1,681,586.00  | New |
| 50 | 4-015-073-2630209-104-2023-2024-15 | Kiliku Primary School | Construction of one classroom to completion Purchase and supply of 30 desks @200,000  | Mutitu / Kaliku | 1,600,000.00 |  | 1,600,000.00 | New |
| 51 | 4-015-073-2630209-104-2023-2024-18 | Endau Primary School | Construction of one classroom to completion | Endau /Malalani | 1,400,000.00 |  | 1,400,000.00 | New |
| 52 | 4-015-073-2630209-104-2023-2024-19 | Zombe Primary School | Construction of one classroom to completionPurchase and supply of 40 desks @266,680 | Zombe /Mwitika | 1,666,680.00 |  | 1,666,680.00 | New |
| 53 | 4-015-073-2630209-104-2023-2024-21 | Kyamatu Primary School | Construction of one classroom to completion | Voo / Kyamatu | 1,400,000.00 |  | 1,400,000.00 | New |
| 54 | 4-015-073-2630209-104-2023-2024-23 | Kyanika Primary School | Construction of one classroom to completion | Nzambani | 1,400,000.00 |  | 1,400,000.00 | New |
| 55 | 4-015-073-2630209-104-2023-2024-24 | Wanamba Primary School | Construction of one classroom to completion | Nzambani | 1,400,000.00 |  | 1,400,000.00 | New |
| 56 | 4-015-073-2630209-104-2023-2024-26 | Malatani Primary School | Construction of one classroom to completion Purchase and supply of 30 desks @200,000  | Zombe /Mwitika | 1,600,000.00 |  | 1,600,000.00 | New |
| 57 | 4-015-073-2630209-104-2023-2024-28 | Kikuu Primary School | Construction of one classroom to completion Purchase and supply of 30 desks @200,000  | Zombe /Mwitika | 1,600,000.00 |  | 1,600,000.00 | New |
| 58 | 4-015-073-2630209-104-2023-2024-30 | Kinanie Primary School | Construction of one classroom to completion | Endau /Malalani | 1,400,000.00 |  | 1,400,000.00 | New |
|  | **TOTAL** |  |  |  |  |  | **15,148,266** |  |
| **JUNIOR SECONDARY SCHOOLS- INFRASTUCTURE DEVELOPMENT FUNDED BY NGCDFB** |
| 59 | 4-015-073-2630209-104-2023-2024-12 | Hon. Kiema Primary School | Construction of one classroom to completion | Chuluni |  1,400,000.00  |  |  1,400,000.00  | New |
| 60 | 4-015-073-2630209-104-2023-2024-11 | Inyuu Primary School | Construction of one classroom to completion | Chuluni |  1,400,000.00  |  |  1,400,000.00  | New |
| 61 | 4-015-073-2630209-104-2023-2024-16 | Mutitu Primary School | Construction of one classroom to completion | Mutitu / Kaliku | 1,400,000.00 |  | 1,400,000.00 | New |
| 62 | 4-015-073-2630209-104-2023-2024-17 | Malalani Primary School | Construction of one classroom to completion | Endau /Malalani | 1,400,000.00 |  | 1,400,000.00 | New |
| 63 | 4-015-073-2630209-104-2023-2024-20 | Nzangathi Primary School | Construction of one classroom to completion | Chuluni | 1,400,000.00 |  | 1,400,000.00 | New |
| 64 | 4-015-073-2630209-104-2023-2024-22 | Voo Primary School | Construction of one classroom to completion | Voo / Kyamatu | 1,400,000.00 |  | 1,400,000.00 | New |
| 65 | 4-015-073-2630209-104-2023-2024-25 | Kithukulu Primary School | Construction of one classroom to completion | Chuluni | 1,400,000.00 |  | 1,400,000.00 | New |
| 66 | 4-015-073-2630209-104-2023-2024-27 | Matia Primary School | Construction of one classroom to completion Purchase and supply of 30 desks @200,000  | Mutitu /Kaliku | 1,600,000.00 |  | 1,600,000.00 | New |
| 67 | 4-015-073-2630209-104-2023-2024-29 | Makuka Primary School | Construction of one classroom to completion | Endau/ Malalani | 1,400,000.00 |  | 1,400,000.00 | New |
| 68 | 4-015-073-2630209-104-2023-2024-31 | Ndalani Primary School | Construction of one classroom to completion | Voo/ Kyamatu | 1,400,000.00 |  | 1,400,000.00 | New |
|  | **TOTAL** |  |  |  |  |  | **14,200,000** |  |
|  |  |  **JSS TOTAL 29,348,266.00** |  |
|  |  | **SECONDARY SCHOOL PROJECTS** |  |
| 69 | 4-015-073-2630210-104-2023-2024-1 | Ithangathi Girls Secondary School | Construction of 40 student’s science laboratory to completion | Zombe /Mwitika |  4,000,000.00  |   |  4,000,000.00  | New |
| 70 | 4-015-073-2630210-104-2023-2024-2 | Kimangao Secondary School | Construction to completion of one classroom  | Voo / Kyamatu |  1,400,000.00  |   |  1,400,000.00  | New |
| 71 | 4-015-073-2630210-104-2023-2024-3 | Mwitika Boy’s Secondary School | Construction of 40 students dorminory to completion @ 2,500,000 and purchase of 40 double decker beds @500,000 | Zombe /Mwitika |  3,000,000.00  |   |  3,000,000.00  | New |
| 72 | 4-015-073-2630210-104-2023-2024-4 | Matia Secondary School | Construction to completion of one classroom  | Mutitu / Kaliku |  1,400,000.00  |   |  1,400,000.00  | New |
| 73 | 4-015-073-2630210-104-2023-2024-5 | Kawea Secondary School | Purchase of Land 3.5 acres for expansion of the school. | Zombe /Mwitika |  1,000,000.00  |   |  1,000,000.00  | New |
| 74 | 4-015-073-2630210-104-2023-2024-6 | Katumbi Secondary School | Construction to completion of one classroom  | Endau /Malalani |  1,400,000.00  |   |  1,400,000.00  | New |
|  |   |  |  |  |  |  | **12,200,000** |  |
|  |  **SECURITY PROJECTS** |  |  |  |  |  |
|  75 | 4-015-073-2640507-113-2023-2024-1 | Matia Police Post | Renovation to completion of an administration block comprising of4 offices (Reporting office and 3 other offices) reroofing, shutters, flooring and painting @ 2,100,000 and construction of 4 door pit latrine to completion @ 1,000,000.00 | Zombe /Mwitika |  3,100,000.00  |   |  3,100,000.00  |  |
| 76 | 4-015-073-2640507-113-2023-2024-2 | Kavaani Assistant Chief Land | Purchase of land 3.5 acres for construction of assistant chiefs’ office. | Zombe /Mwitika |  1,000,000.00  |   |  1,000,000.00  | New |
| 77 | 4-015-073-2640507-113-2023-2024-3 | Mutitu Deputy County Commissioner Office  | purchase of office furniture, Kshs.2,000,000.00: 2 executive tables, Kshs. 320,000, 2 high back leather chairs, Kshs.250,000.00, 10 visitors’ chairs, Kshs.250,000.00, 3 office tables, Kshs.185,000.00, 10 Office Cabinets, Kshs.200,000.00, 6 office tables, Kshs.150,000.00, 6secretary chairs, Kshs.200,000.00,1 boardroom table, Kshs.225,000.00 10 boardroom chairs, 170,000.00,and 5 water dispenser, 50,0000.00, | Kitui East Constituency |  2,000,000.00  |   |  2,000,000.00  | New |
| 78 | 4-015-073-2640507-113-2023-2024-4 | Nzambani National Treasury Office | Purchase of office furniture | Nzambani |  1,000,000.00  |   |  1,000,000.00  | New |
| 79 | 4-015-073-2640507-113-2023-2024-5 | Kitui East Huduma Centre | Construction of Huma Centre at Zombe | Kitui East Constituency | 14,400,000.00 |  | 23,000,000.00 | New |
| 80 | 4-015-073-2640507-113-2023-2024-6 | Zombe ACC Office | Purchase of Land approximately 4 acres | Zombe /Mwitika | 4,500,000.00 |  | 4,500,000.00 | New |
| 81 | 4-015-073-2640507-113-2023-2024-7 | Zombe Chief’s Office | Fencing of the 4 Ha office using concrete poles and chain – link and installation of a gate  | Zombe /Mwitika | 3,200,000.00 |  | 3,200,000.00 | New |
| 82 | 4-015-073-2640507-113-2023-2024-8 | Mutitu Assistant County Commissioners Office | Renovation to completion of an administration block comprising of4 offices (Reporting office and 3 other offices) reroofing, shutters flooring and painting  | Zombe /Mwitika | 2,100,000.00 |  | 2,100,000.00 | New |
|  |   |   |   |  |   |   | **39,900,000** |  |
|  |   **ALLOCATED AMOUNT**    |  |  |
|  |   | **198,129,901.00** |  |
|  |  |  |  |  |

**NG-CDFC KE /MIN 5 OF 5/ 14/09/23: AOB**

There being no any other business, the meeting ended with a word of prayer from Rev Brettah Simba at 3:40pm.

Minutes taken by, Minutes Confirmed by,

Vincent KyaloMwandia Paul KimeuKitutu

Secretary Chairman

Sign………………………… Sign……………………

1.1. Administration and recurrent expenditure annex.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **EXPENDITURE ITEMS** |  |  |  |  |  |
| **Item** | **Description** | **Scale** | **No.** | **Rate** | **Total Amount pm** | **Total Amount pa** |
|   |  **Contractual Employees**  |   |   |   |   |   |
|  1 |  Accounts Assistant  | CSG 11 | 1 | 32,680 | 32,680 | 392,160 |
|  2 |  Clerk of Works  | CSG 10 | 1 | 51,000 | 51,000 | 612,000 |
|  3 |  Procurement Assistant  | CSG 9 | 1 | 53,500 | 53,500 | 642,000 |
|  4 |  Information Communication Technology Assistant  | CSG 12 | 1 | 22,380 | 22,380 | 268,560 |
|  5 |  Records Management Assistant  | CSG 10 | 1 | 40,500 | 40,500 | 486,000 |
|  6 |  Driver  | CSG 13 | 1 | 17,280 | 17,280 | 207,360 |
|  7 |  Receptionist  | CSG 13 | 1 | 14,280 | 14,280 | 171,360 |
|  8 |  Security Personal | CSG 14 | 2 | 17,280 | 17,280 | 207,360 |
|  9 |  Security Personal | CSG 14 | 2 | 17,280 | 17,280 | 207,360 |
|  10 |  Security Personal | CSG 14 | 2 | 17,280 | 17,280 | 207,360 |
|  11 |  Satellite Office Co-ordinator  | CSG 13 | 1 | 17,280 | 17,280 | 207,360 |
|  12 |  Office cleaner  | CSG 13 | 1 | 14,280 | 14,280 | 171,360 |
|  13 |  Office assistant | CSG 13 | 1 | 14,280 | 14,280 | 171,360 |
|  14 |  Clerical officer | CSG 13 | 1 | 22,380 | 22,380 | 268,560 |
| **Sub Total** |  |  | **14** |  | **351,680** | **4,220,160** |
|   |  **Casual Labour and Internship**  |  |  |  |  |  |
|  | Interns1 |  | 1 | 10,000 | 10,000 | 120,000 |
|   |  Casuals 2 |  | 2 |  5,417 |  10,834 | 130,000 |
| **Sub Total** |  |  | **5** |  |  | **250,000** |
|   |  **House Allowance**  |   |   |   |   |   |
|   |  Accounts Assistant  | CSG 11 | 1 | 4,200 | 4,200 | 50,400 |
|   |  Clerk of Works  | CSG 10 | 1 | 7,000 | 7,000 | 84,000 |
|   |  Procurement Assistant  | CSG 9 | 1 | 7,000 | 7,000 | 84,000 |
|   |  Information Communication Technology Assistant  | CSG 12 | 1 | 4,000 | 4,000 | 48,000 |
|   |  Records Management Assistant  | CSG 10 | 1 | 5,000 | 5,000 | 60,000 |
|   |  Driver  | CSG 13 | 1 | 4,000 | 4,000 | 48,000 |
|   |  Receptionist  | CSG 13 | 1 | 2,375 | 2,375 | 28,500 |
|   |  Security personnel  | CSG 14 | 2 | 4,000 | 4,000 | 48,000 |
|   |  Security personnel  | CSG 14 | 2 | 4,000 | 4,000 | 48,000 |
|   |  Security personnel  | CSG 14 | 2 | 4,000 | 4,000 | 48,000 |
|   |  Satellite Office Co-ordinator  | CSG 13 | 1 | 4,000 | 4,000 | 48,000 |
|   |  Office cleaner  | CSG 13 | 1 | 2,375 | 2,375 | 28,500 |
|  |  Office assistant | CSG 14 | 1 | 2,375 | 2,375 | 28,500 |
|  |  Clerical officer | CSG 13 | 1 | 4,000 | 4,000 | 48,000 |
|   |  |  | **14** |  | **58,325** | **699,900** |
| **Sub Total** |  **Transport Allowance**  |   |   |   |   |   |
|   |  Accounts Assistant  | CSG 11 | 1 | 4,000 | 4,000 | 48,000 |
|   |  Clerk of Works  | CSG 10 | 1 | 7,000 | 7,000 | 84,000 |
|   |  Procurement Assistant  | CSG 9 | 1 | 7,000 | 7,000 | 84,000 |
|   |  Information Communication Technology Assistant  | CSG 12 | 1 | 4,000 | 4,000 | 48,000 |
|   |  Records Management Assistant  | CSG 10 | 1 | 5,000 | 5,000 | 60,000 |
|   |  Driver  | CSG 13 | 1 | 4,000 | 4,000 | 48,000 |
|   |  Receptionist  | CSG 13 | 1 | 4,000 | 4,000 | 48,000 |
|   |  Security personnel  | CSG 14 | 1 | 4,000 | 4,000 | 48,000 |
|   |  Security personnel  | CSG 14 | 1 | 4,000 | 4,000 | 48,000 |
|   |  Security personnel  | CSG 14 | 1 | 4,000 | 4,000 | 48,000 |
|  |  Satellite Office Co-ordinator  | CSG 13 | 1 | 4,000 | 4,000 | 48,000 |
|  |  Office cleaner  | CSG 13 | 1 | 4,000 | 4,000 | 48,000 |
|  |  Office assistant | CSG 14 |  | 4,000 | 4,000 | 48,000 |
|  |  Clerical officer | CSG 13 |  | 4,000 | 4,000 | 48,000 |
|   |  |  | **14** |  | **63,000** | **756,000** |
| **Sub Total** |  **Leave Allowance**  |   |   |   |   |   |
|  1 |  Accounts Assistant  | CSG 11 | 1 |   | 4,000 | 4,000 |
|  2 |  Clerk of Works  | CSG 10 | 1 |   | 4,000 | 4,000 |
|  3 |  Procurement Assistant  | CSG 9 | 1 |   | 4,000 | 4,000 |
|  4 |  Information Communication Technology Assistant  | CSG 12 | 1 |   | 4,000 | 4,000 |
|  5 |  Records Management Assistant  | CSG 10 | 1 |   | 4,000 | 4,000 |
|  6 |  Driver  | CSG 13 | 1 |   | 4,000 | 4,000 |
|  7 |  Receptionist  | CSG 13 | 1 |   | 4,000 | 4,000 |
|  8 |  Security Personal | CSG 14 | 1 |   | 4,000 | 4,000 |
|  9 |  Security Personal | CSG 14 | 1 |   | 4,000 | 4,000 |
|  10 |  Security Personal | CSG 14 | 1 |   | 4,000 | 4,000 |
|  11 |  Satellite Office Co-ordinator  | CSG 13 | 1 |  | 4,000 | 4,000 |
|  12 |  Office cleaner  | CSG 13 | 1 |  | 4,000 | 4,000 |
|  13 |  Office assistant | CSG 13 | 1 |  | 4,000 | 4,000 |
|  14 |  Clerical officer | CSG 13 | 1 |  | 4,000 | **4,000** |
|  |  |  |  |   | 68,000 | **68,000** |
| **Sub Total** |  **NHIF Allowance**  |   |   |   |   |   |
|  1 |  Accounts Assistant  | CSG 11 | 1 | 950 | 950 | 11,400 |
|  2 |  Clerk of Works  | CSG 10 | 1 | 1,000 | 1,000 | 12,000 |
|  3 |  Procurement Assistant  | CSG 9 | 1 | 1,300 | 1,300 | 15,600 |
|  4 |  Information Communication Technology Assistant  | CSG 12 | 1 | 850 | 850 | 10,200 |
|  5 |  Records Management Assistant  | CSG 10 | 1 | 1,200 | 1,200 | 12,000 |
|  6 |  Driver  | CSG 13 | 1 | 850 | 850 | 10,200 |
|  7 |  Receptionist  | CSG 13 | 1 | 600 | 600 | 7,200 |
|  8 |  Security Personal | CSG 14 | 1 | 850 | 850 | 10,200 |
|  9 |  Security Personal | CSG 14 | 1 | 850 | 850 | 10,200 |
|  10 |  Security Personal | CSG 14 | 1` | 850 | 850 | 10,200 |
|  11 |  Satellite Office Co-ordinator  | CSG 13 | 1 | 850 | 850 | 10,200 |
|  12 |  Office cleaner  | CSG 13 | 1 | 600 | 600 | 7,200 |
|  13 |  Office assistant | CSG 13 | 1 | 600 | 600 | 7,200 |
|  14 |  Clerical officer | CSG 13 | 1 | 850 | 850 | 10,200 |
|   |  |  | **14** |  | **12,200** | **146,400** |
| **Sub Total** |  **Employer Contribution to NSSF**  |   |   |   |   |   |
|   |  Accounts Assistant  | CSG 11 | 1 | 2,160 | 2,160 | 25,920 |
|   |  Clerk of Works  | CSG 10 | 1 | 2,160 | 2,160 | 25,920 |
|   |  Procurement Assistant  | CSG 9 | 1 | 2,160 | 2,160 | 25,920 |
|   |  Information Communication Technology Assistant  | CSG 12 | 1 | 2,160 | 2,160 | 25,920 |
|   |  Records Management Assistant  | CSG 10 | 1 | 2,160 | 2,160 | 25,920 |
|   |  Driver  | CSG 13 | 1 | 2,160 | 2,160 | 25,920 |
|   |  Receptionist  | CSG 13 | 1 | 2,160 | 2,160 | 25,920 |
|   |  Security Personal | CSG 14 | 1 | 2,160 | 2,160 | 25,920 |
|   |  Security Personal | CSG 14 | 1 | 2,160 | 2,160 | 25,920 |
|   |  Security Personal | CSG 14 | 1 | 2,160 | 2,160 | 25,920 |
|  |  Satellite Office Co-ordinator  | CSG 13 | 1 | 2,160 | 2,160 | 25,920 |
|  |  Office cleaner  | CSG 13 | 1 | 2,160 | 2,160 | 25,920 |
|  |  Office assistant | CSG 13 | 1 | 2,160 | 2,160 | 25,920 |
|  |  Clerical officer | CSG 13 | 1 | 2,160 | 2,160 | 25,920 |
|   |  |   | **14** |  | **30,240** | **362,880** |
|   |  **Gratuity-Contractual Employees**  |   |   |   |   |   |
|   |  Accounts Assistant  | CSG 11 | 1 |  | 10,131.00 | 121,572 |
|   |  Clerk of Works  | CSG 10 | 1 |  | 15,810 | 189,720 |
|   |  Procurement Assistant  | CSG 9 | 1 |  | 16,585 | 199,020 |
|   |  Information Communication Technology Assistant  | CSG 12 | 1 |  | 6,938 | 83,256 |
|   |  Records Management Assistant  | CSG 10 | 1 |  | 11,780 | 141,360 |
|   |  Driver  | CSG 13 | 1 |  | 5,357 | 64,284 |
|   |  Receptionist  | CSG 13 | 1 |  | 4,427 | 53,124 |
|   |  Security Personal | CSG 14 | 1 |  | 5,357 | 64,284 |
|   |  Security Personal | CSG 14 | 1 |  | 5,357 | 64,284 |
|   |  Security Personal | CSG 14 | 1 |  | 5,357 | 64,284 |
|  |  Satellite Office Co-ordinator  | CSG 13 | 1 |  | 4,427 | 53,124 |
|  |  Office cleaner  | CSG 13 | 1 |  | 4,427 | 53,124 |
|  |  Office assistant | CSG 13 | 1 |  | 4,427 | 53,124 |
|  |  Clerical officer | CSG 13 | 1 |  | 6,938 | 83,256 |
| **Sub Total** |  |  | **14** |  | **107,318** | **1,298,976** |
| **Sub Total** |  **Employer Contribution to Housing Levy** |   |   |   |  |  |
|   |  Accounts Assistant  | CSG 11 | 1 | 614 | 614 | 7,368 |
|   |  Clerk of Works  | CSG 10 | 1 | 975 | 975 | 11,700 |
|   |  Procurement Assistant  | CSG 9 | 1 | 1013 | 1013 | 12,156 |
|   |  Information Communication Technology Assistant  | CSG 12 | 1 | 456 | 456 | 5,472 |
|   |  Records Management Assistant  | CSG 10 | 1 | 758 | 758 | 9,096 |
|   |  Driver  | CSG 13 | 1 | 380 | 380 | 4,560 |
|   |  Receptionist  | CSG 13 | 1 | 310 | 310 | 3,720 |
|   |  Security Personal | CSG 14 | 1 | 380 | 380 | 4,560 |
|   |  Security Personal | CSG 14 | 1 | 380 | 380 | 4,560 |
|   |  Security Personal | CSG 14 | 1 | 380 | 380 | 4,560 |
|  |  Satellite Office Co-ordinator  | CSG 13 | 1 | 380 | 380 | 4,560 |
|  |  Office cleaner  | CSG 13 | 1 | 310 | 310 | 3,720 |
|  |  Office assistant | CSG 13 | 1 | 310 | 310 | 3,720 |
|  |  Clerical officer | CSG 13 | 1 | 456 | 456 | 5,472 |
|   | **GRAND TOTAL** |   |   |   | **7,102** | **85,224** |
|   | **USE OF GOODS AND SERVICES** |   |   |   |   |   |
| 2210101 | Electricity charges |  |  |  |  | 50,000.00 |
| 2210102 | Water & sewerage charges |  |  |  |  | 30,000.00 |
| 2210203 | Courier and Postal Services |  |  |  |  | 10,000.00 |
| 2210502 | Publishing and Printing Services |  |  |  |  | 110,000.00 |
| 2211103 | Sanitary and Cleaning Materials, Supplies and Services |  |  |  |  | 20,000.00 |
| 2211102 | supplies and Accessories for Computers and Printers |  |  |  |  | 160,370.00 |
|  | **Committee Expenses**  |   |   |   |   |   |
|  | Other Committee Expenses: catering services, hire of public address, hire of tents and chairs |  |  |  | 35,467 | 425,600 |
|  | NGCDFC Allowance | Members | 8 | 5,000 | 80,000 | 960,000 |
|  |  | Chair | 1 | 7,000 | 14,000 | 168,000 |
|  |   |   |   |   |   | **1,933,970** |
|  | **GRAND TOTAL** |  |  |  |  |  |
|  | **OTHER EXPENSES** |  |  |  |  |  |
| 2210902 | Bank service commission and charges |  |  |  |  | 30,000.00 |
| 2211101 | General Office Supplies (papers, pencils, forms, small office equipment etc) |  |  |  |  | 362,260.00 |
| 2210703 | Production and Printing of Training Materials |  |  |  |  | 10,000.00 |
| 2210904 | Motor vehicle insurance |  |   |  |  | 80,000.00 |
| 2211201 | Refined fuels and lubricants for transport |  |   |  |  | 250,000.00 |
|  | **GRAND TOTAL** |  |  |  |  | **402,260.00** |
|  | **Traveling Expenses** |  |  |  |  |  |
| 2110314 |  Transport allowance  | NG-CDFC | 9 | 3,000 | 27,000 | 324,000 |
|  |  | Staff | 11 | 1,021 | 11,234 | 134,800 |
|  | **TOTAL** |  |  |  |  | **458,800** |
|  |  |  |  |  |  | **11,047,794** |

**1.2. Monitoring and Evaluation**

|  |
| --- |
| **MONITORING EVALUATION AND CAPACITY BUILDING** |
| **Item** | **Description** | **Scale** | **Number** | **Rate** | **Total Amount pm** | **Total Amount pa** |
|   |  |  |  |  |  |   |
| 2210301 | **Domestic Travel and Subsistence & Other Transport Costs** |  |  |  |  |   |
| 2210302 | Accommodation allowance | NG-CDFC | 10 | 7,500 | 75,000 | 200,000 |
| PMC | **25** | 5,000 | 125,000 |
| Accommodation- Domestic Travel | NG-CDFC | 5 | 3,000 | 15,000 | 140,000 |
| PMC | 25 | 5,000 | 125,000 |
| 2210502 | **Printing, Advertising and Information Supplies & Services** |  |  |  |  |   |
| 2210504 | Publishing and Printing Services |   |   |   |   | 534,805.00 |
|   | Advertising, Awareness and Publicity Campaigns |   |   |   |   | 400,000 |
| 2211201 | Refined fuels and lubricants for transport |  |  |   |  | 400,000.00 |
| 2220101 | Maintenance expenses –motor vehicle |  |  |   |  | 400,000.00 |
| 2210701 | **Training Expenses** |  |  |  |  |   |
| 2210702 | Travel Allowance |   |   |   |   | 800,000 |
|  |  |  |  |  |  |  |
|  2210704 | Hire of training facilities and equipment for NG-CDFC |   |   |   |   | 400,000 |
| 22110604 | Hire of Transport |  |  |  |  | 550,000 |
| 2210802 | **Commitee Expenses**  |  |  |  |  |   |
| Other CommitteeExpenses: hospitality, hire of public address systems, tents and chair |  |  |  |  | 571,092.00 |
| NGCDFC Allowance | Members | 8 | 5,000 | 80,000 | 960,000 |
|   | Chair | 1 | 7,000 | 14,000 | 168,000.00 |
| **TOTAL** |   |   |   |   |   | **5,523,897** |
|  |   |   |   |   |   |   |
|  |   |   |   |   |   |  |