



National Government Constituencies Development Fund
Kibwezi West Constituency
Kibwezi West NG-CDF Building Makindu
Makindu Sub-County Headquarter.
P.O Box 136-90138
Makindu, Kenya
| Cell: 0720104432
Email: cdfkibweziwest@ngcdf.go.ke | Website: www.cdf.go.ke

MINUTES OF THE KIBWEZI WEST NG-CDFC MEETING HELD ON 24TH OCTOBER, 2019 AT THE KIBWEZI WEST NG-CDF OFFICE MAKINDU AT 10.00.A.M

MEMBERS PRESENT

- | | |
|---------------------------------|-----------|
| 1. Mr. Simon Kyalo Kioko | Chairman |
| 2. Ms. Fauzia Hussein | Secretary |
| 3. Mr. David Kaberia Murungi | FAM |
| 4. Mr. James Kamau | DCC |
| 5. Mrs. Martina Ndinda Mbithuka | Member |
| 6. Mr. Haston Mutunga Musyoki | Member |
| 7. Mr. Julius Kioko Mbatha | Member |
| 8. Ms. Immaculate Ndanu Musembi | Member |
| 9. Mr. Danish Odero Rayola | Member |
| 10. Moses Kyalo Nzomo | Member |

IN ATTENDANCE

- | | |
|---------------------|-----------------------|
| 1. Mr. Antony Somba | Oversight member |
| 2. Amos Kasyoka | Sub-county Accountant |

Agenda

1. Opening Prayers.
2. Reading and confirmation of previous minutes
3. Matters arising.
4. Ongoing projects
5. Projects priorities for Financial Year 2019/2020
6. Payment for the NG-CDF Office Contractor final 5% Retention.
7. Request for emergency project assistance
8. A.O.B

MIN 1: 24/10/2019. Opening prayers/Opening remarks.

The meeting was called to order at 10.15 AM by the chairman; the opening prayer was led by Ms. Immaculate Ndanu. He welcomed the members and thanked them for attending the planning meeting.

MIN 2: 24/10/2019. Reading and confirmation of previous minutes

The minutes of the previous meeting were read and proposed by Mr. Haston and seconded by Mr. Moses as a true deliberation of the day.

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MIN 3: 24/10/2019. Matters arising.

Members were informed that the PMC training was conducted as planned and it was very successful with an attendance of 40 PMC representatives out of the 41 PMC invited. It was noted that the various training offered are very useful to the PMC. Members said that training on Security and safety on fire prevention and use of fire extinguishers was very useful to our school managers.

It was also noted that the public participations were successful and we were able to prepare the ward reports. This year the numbers of participants has reduced compared to the one conducted in 2018. It was noted that during the previous one the participants expected to be paid and since no payments was done the turn up was low. It was also noted that due to the rains many people were busy in their farms.

Members were informed that the request for reallocation of the Chyullu fence allocation to Kaunguni primary was made awaiting the approval of the board.

It was reported that the board has not yet released the Kshs. 800,000 remaining for printing and launching of the strategic plan.

MIN 4: 24/10/2019. On-going Projects

Members were informed that as per the NG-CDF Board circular Ref.NG-CDFB/CEO/BOARD/CIRCULARS Vol.11(014) dated 24th September 2019 on preparation of the project proposal FY2019/2020, there is a requirement that we give priority to the on-going projects. As per our records it was noted that the constituency doesn't have any ongoing projects. On the same note the members agreed that we allocate funds for installation of ceiling and window curtain to all the ICT working class i.e. NG-CDF office CIH, Emali Chief's office CIH, Kibwezi Deputy County commissioner Office CIH and Kisayani Chief's office CIH. It was agreed that this being computer class, it need to be clean from dust.

MIN 5: 24/10/2019. Projects proposal priorities for Financial Year 2019/2020

Members were informed that all the constituencies in the country have been allocated Kshs. 137,367,724.14 in the current financial year 2019/2020. The Fund Account Manager tabled the ward report of the concluded public participation. It was agreed that the projects for the current year must be based on the ward reports and in line with the strategic plan. It was also noted that the projects proposal had to include projects on the Government Big 4 Agenda. Members agreed

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that we build a class for the KMTC Makindu Campus to address the universal health care respectively.

Members were informed that it is a requirement that all projects cost be inclusive of the 16% VAT now that all the constituencies have been registered as KRA Agents for VAT collection. Members agreed that with inclusion of the VAT and income tax the projects allocation were bound to go up. It was agreed that for the safety of computers in the newly constructed ICT Classes for the CIH there was need to put ceiling and widow curtains. It was agreed that the staff salary budget should be done with anticipation of the salary increment as agreed by the executive with effect from January 2020. Members also agreed to undertake one mega security project by building the Makindu Division Head quarter in three phases. Also members approved the construction of a Pit latrine to serve the office and other officers within the compound noting that there is no other toilet in the compound. After deducting the statutory allocation, bursary and other crossing-cutting projects costs, the balance was divided equally among the six wards with each ward getting Kshs. 9,000,000.00 for projects. After lengthy scrutiny of the ward reports and other emerging urgent request from the stakeholders, the following projects were approved as the priorities for the current financial year 2019/2020.

	Project Name	Project activity	Amount Allocated	SUB-Location	Current Status
Administration and Recurrent Expenditure					
1	Employees' Salaries	Payment of staff salaries and gratuity	2,535,584.00	ALL	On-going
2	Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	2,000,879.45	ALL	On-going
3	Purchase of color Printer	Purchase of one color printer and the accessories .	100,000.00	ALL	On-going



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4	Purchase of Furniture/equipment's	Purchase of board room 10 tables Kshs.150,000.00, 20 Executive chairs Kshs.600,000, 50 Visitors chairs Kshs.250,000	1,000,000.00	ALL	On-going
5	NSSF	Payment of NSSF Deductions	33,600.00	ALL	On-going
6	NHIF	Payment of NHIF Deductions	72,000.00	ALL	On-going
7	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	2,500,000.00	ALL	On-going
Monitoring, Evaluation and Capacity Building				ALL	
1	Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence	1,121,031.72	ALL	On-going
2	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,800,000.00	ALL	On-going
3	NG-CDFC, Staff /PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs and staff on NG- CDF Related issues	1,200,000.00	ALL	On-going
Emergency					
1	Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	7,198,241.38	ALL	On-going

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Sports Activities					
1	Makindu A Primary School	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,330.00	Manyatta	New
2	Kiboko Primary School	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,330.00	Kaasuvi	New
3	Kalulini Primary School	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,330.00	Ngandani	New
4	Kibwezi Township Primary School	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,330.00	Mikuyuni	New
5	Kiuani Primary School	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,330.00	Matiku	New
6	Iviani Primary School	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,330.00	Katune	New
7	Kyeni Primary School	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,330.00	Yikuvumb u	New
8	Ngongweni Primary School	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,330.00	Kikumini	New
9	Kathyaka Primary School	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,340.00	Ngulu	New
10	Nthongoni Primary school	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,340.00	Ndetani	New
11	Soto Primary school	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,340.00	Kaunguni	New
12	Yikisemei Primary school	Installation of metallic goal posts i.e. Football, Netball and Volleyball.	83,340.00	Muuni	New

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Environment				
1	Ilingoni Primary school	Purchase of one 10,000ltrs tank, construction of tank base and installation of water gutters.	130,000.00	Mbuinzau New
2	Kevanda Primary School	Installation of water gutters.	36,600.00	Ngandani New
3	Mbukani Primary School	Installation of water gutters and tank base	40,000.00	Nthungui New
4	Itiani Primary School	Installation of water gutters and tank base	40,000.00	Thithi New
5	Vololo Primary School	Installation of water gutters.	21,000.00	Vololo New
6	Kyaani Primary School	Installation of water gutters.	21,000.00	Masamukye New
7	Makasa Primary School	Installation of water gutters.	21,000.00	Makasa New
8	Mweini Primary School	Installation of water gutters.	21,000.00	Mweini New
9	Iviani Primary School	Installation of water gutters and tank base.	36,600.00	Katune New
10	Ngeetha Chief's Office	Purchase of one 10,000ltrs tank, construction of tank base and installation of water gutters.	130,000.00	Ngetha New
11	Kisayani Primary School	Purchase of one 10,000ltrs tank, construction of tank base and installation of water gutter 9classrooms	166,600.00	Ngulu New
12	Kari Mwailu Primary School	Installation of water gutters .	21,000.00	Kaasuvi New
13	Yimwaa Primary School	Installation of water gutters .	21,000.00	Kyale New
14	Kiboko Primary School	Installation of water gutters .	21,000.00	Kaasuvi New

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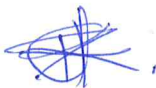


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15	Mbiuni Primary School	Installation of water gutters .	20,000.00	Ngaaka	New
16	Mikululo Primary School	Installation of water gutters .	20,000.00	Mulili	New
17	Mbondeni Primary School	Installation of water gutters .	20,000.00	Mulili	New
18	Kaasuvi Primary School	Installation of water gutters and tank base	46,600.00	Kaasuvi	New
19	Katangini Primary School	Construction of tank base.	20,000.00	Muuni	New
20	Wikiamba Primary School	Construction of tank base.	20,000.00	Kaunguni	New
21	Nguumo Primary School	Construction of tank base.	20,000.00	Ndovoini	New
22	Yeini Primary School	Construction of tank base.	20,000.00	Syumile	New
23	Ndonguni Primary School	Construction of tank base.	20,000.00	Syumile	New
24	Kwambae Primary School	Installation of water gutters .	20,000.00	Ndovoini	New
25	Wiivia Primary School	Installation of water gutters .	20,000.00	Muuni	New
26	Makusu Primary School	Installation of water gutters .	26,600.00	Syumile	New
Bursary					
1	Bursary Secondary Schools	Payment of bursary to needy students	30,000,000.00	ALL	On-going
2	Bursary Tertiary Schools	Payment of bursary to needy students	16,000,000.00	ALL	On-going
3	Bursary Special Schools	Payment of bursary to students special needs	2,000,000.00	ALL	On-going

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Constituency office					
1	Kibwezi West NG-CDF Office	Construction of a Pit latrine 4 doors and Urinal for Kibwezi west NG-CDF Office with floor tiles finishing(to serve the sub-county offices, probation office, Makindu social hall and the NG-CDF Office ICT Class)	500,000.00	ALL	New
Primary schools Education					
1	Mweini Primary school	Renovation of 4 classrooms(roofing, plastering and flooring)	1,200,000.00	Mweini	New
2	Kyeni Primary School	Renovation of 3. classrooms(roofing, plastering and flooring)	900,000.00	Yikuvumb u	New
3	Thithi Primary School	Renovation of 3. classrooms(roofing, plastering and flooring)	900,000.00	Thithi	New
4	Mii Primary School	Renovation of 3. classrooms(roofing, plastering and flooring)	900,000.00	Mii	New
5	Ngangani Primary School	Renovation of 3. classrooms(roofing, plastering and flooring)	900,000.00	Vololo	New
6	Nguma Primary school	Renovation of 3. classrooms(roofing, plastering and flooring)	900,000.00	Vololo	New
7	Ngongweni Primary School	Renovation of 3. classrooms(New roof, plastering , flooring and painting)	900,000.00	Kikumini	New
8	Masalani Primary School	Renovation of 6. classrooms(New roof, plastering , flooring and painting)	1,800,000.00	Ngandani	New

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9	Kwakyai Primary school	Renovation of 6 classrooms (New roof, plastering, flooring and painting)	1,800,000.00	Ngandani	New
10	Mwasangombe Primary School	Construction of 3 classrooms to completion	3,000,000.00	Mwasangombe	New
11	Kitandi Primary School	Renovation of 5 classrooms (New roof, plastering, flooring and painting)	1,500,000.00	Ngetha	New
12	Kwakakulu Primary school	Renovation of 3 classrooms (New roof, plastering, flooring and painting)	806,387.59	Kwakakulu	New
13	Makusu Primary School	Construction of 2 classrooms to completion	2,000,000.00	Syumile	New
14	Kilema Primary School	Renovation of 3 classrooms (New roof, plastering, flooring and painting)	900,000.00	Syumile	New
15	Wayona Primary School	Renovation of 3 classrooms (New roof, plastering, flooring and painting)	900,000.00	Syumile	New
16	Syumile Primary School	Renovation of 3 classrooms (New roof, plastering, flooring and painting)	800,000.00	Syumile	New
17	Kaunguni Primary School	Completion of 3 classrooms (Plastering, flooring, doors, windows and painting)	500,000.00	Kaunguni	New
18	Ilatu Primary School	Construction of 6 doors girls Pit latrine	400,000.00	Kaunguni	New
19	Kai Primary School	Construction of 2 classrooms to completion	2,000,000.00	Kai	New

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20	GNCA Primary School	Construction of 2 classroom to completion	2,000,000.00	Manyatta	New
21	Syengoni Primary School	Renovation of 3. classrooms(New roof, plastering , flooring and painting)	900,000.00	Kai	New
22	Kisayani Primary School	Renovation of 9. classrooms(New roof, plastering , flooring and painting)	2,700,000.00	Kathyaka	New
23	Malebwa Primary school	Renovation of 4. classrooms(New roof, plastering , flooring and painting)	1,200,000.00	Ngulu	New
24	Kiwanzani Primary school	Renovation of 4.classrooms(roofing, plastering ,Painting and flooring)	1,200,000.00	Ndetani	New
Secondary schools Education					New
1	Utini Girls Secondary School	Construction of 1.classroom to completion	1,000,000.00	Thithi	New
2	Mli Secondary School	Construction of 1.classroom to completion	1,000,000.00	Mii	New
3	Mikuyuni Secondary School	Construction of a science laboratory to completion	3,500,000.00	Mikuyuni	New
4	Kiliku Secondary school	Construction of a Library hall and installation of book shelves	2,500,000.00	Katune	New
5	Nguumo Secondary school	Construction of a science laboratory to completion	3,500,000.00	Ndovoini	New
6	Masalani Secondary school	Construction of 1 classroom to completion	1,000,000.00	Kyale	New

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7	Kangii Secondary school	Construction of 2 classrooms to completion	2,000,000.00	Ngaaka	New
8	Nthongoni Secondary school	Construction of a science laboratory to completion	3,500,000.00	Ndetani	New
Tertiary Institution Education					New
1	KMTC Makindu Campus	Construction of one classroom with a capacity of 70 students with floor tiles and electricity power to completion	1,350,000.00	Manyatta	New
Security Projects					
1	Kikumini Asst. Chief's Office	Renovation of the Ass. Chiefs office Kshs.200,000.00 and Construction of 3doors pit latrine Kshs.200,000.00 to completion	400,000.00	Kikumini	New
2	Mbuinzau Asst. Chief's office	Construction of Ass. Chiefs office complete with power installation Kshs.1,200,000.00 and Construction of 4doors pit latrine and Urainal Kshs.300,000.00 to completion	1,500,000.00	Mbuinzau	New
3	Kibwezi Deputy County Commissioner's office	Installation of a Metallic gate	100,000.00	Mikuyuni	New
4	Kibwezi Police Station	Installation of electricity for the children Protection Unit Kshs. 100,000.	100,000.00	Mikuyuni	New
5	Emali Police Station	Fencing of the police station compound with concrete posts and chain link to completion	1,000,000.00	Emali Town	New

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6	Kai Asst. Chief's office	Renovation (New roof, plastering, flooring and painting)	500,000.00	Kai	New
7	Ngaaka Asst. Chief's office	Renovation (New roof, plastering, flooring and painting)	300,000.00	Ngaaka	New
8	Kalii Asst. Chief's office	Renovation (New roof, plastering, flooring and painting)	300,000.00	Kalii	New
9	Ndetani Asst. Chief's office	Construction a 2doors Pit latrines and Urinal to completion	150,000.00	Ndetani	New
10	Makindu Deputy County Commissioner's office	Purchase of office Furniture's	100,000.00	Makindu	New
11	Makindu Police Division	First phase of construction of police division head quarter i.e. Sub-structure walling, Super-structure walling up to rig beam.	10,000,000.00	Makindu	New
OTHERS					
1	Kibwezi West NG-CDF Office ICT class	Second phase for installation of ceiling and window curtains	200,000.00	Kiu	New
2	Kibwezi Deputy County Commissioner's CIH ICT class	Second phase for installation of ceiling and window curtains	200,000.00	Mikuyuni	New
3	Emali chiefs office CIH ICT Class	Second phase for installation of ceiling and window curtains	200,000.00	Emali Town	New
4	Kisayani chiefs office CIH ICT Class	Second phase for installation of ceiling and window curtains	200,000.00	Kathyaka	New



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5	Kiunduani chief's office CIH ICT Class	Construction of working class for the users of the Wi-Fi at Kiunduani Chief's office CIH sites, Installation of power, working tables and seats, installation of ceiling and window curtains.	1,700,000.00	Ndovoini	New
	GRAND TOTAL		137,367,724.14		

The Fund Account Manager was requested to prepare the entire required documents for submission of the projects proposal soonest possible to meet the set deadline of 31/10/2019.

MIN 6:24/10/2019. Payment for the NG-CDF Office Contractor final 5% Retention.

Members were informed that final inspection of the office block was done on 15/10/2019 and it was agreed that the project is complete. The contractor MS Josema Company Ltd had attended to all the issues raised in the previous site inspection. Members unanimously approved the payments of the final retention fee of 5% amounting to Kshs. 812,072.00.

MIN 7: 24/10/2019. Request for emergency project assistance.

Members were informed of the various request for emergency assistance from school and security offices in line with construction of toilets. It was noted that the issue of pit latrines being full and other sinking is becoming a serious matter across the constituency now due to heavy rains. The following emergency projects were approved:

S/NO	WARD	SCHOOL	ACTIVITY	AMOUNT Kshs.
1	Makindu	Makindu Chiefs Office	Construction of 4doors pit latrine	300,000.00
2	K-South	Kevanda Primary school	Construction of 4doors pit latrine	300,000.00
3	K-South	Ilingoni Primary School	Construction of 4doors pit latrine	300,000.00
4	Nguu/Masumba	Ndulu Primary School	Construction of 4doors pit latrine	300,000.00
5	K-North	Kathyaka Ass.Chiefs office	Construction of 4doors pit latrine	300,000.00

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6	K-North	Ngulu Asst.chief's office	Construction of 4doors pit latrine	300,000.00
TOTAL amount Kshs.				1,800,000.00

MIN 8:24/10/2019. AOB

It was agreed that to improve on our environment, we make it a routine to plant at least five trees when handing over the site and request the contractor to have the trees watered as the project progress. It was agreed that the contractors be requested to consider both gender when employing the labour.

There being no other business the meeting ended at 3:15 pm with a word of pray led by Mr. Danish Rayola.

Minutes taken by:

FAUZIA HUSSEIN
 NG-CDFC SECRETARY

Confirmed by:

SIMON KYALO KIOKO
 NG-CDFC CHAIRMAN



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