

TURKANA SOUTH CONSTITUENCY DEVELOPMENT FUND MEETING HELD AT TURKANA SOUTH NEW NGCDF OFFICES, LOKICHAR ON TUESDAY, 6TH NOVEMBER, 2018 FROM 10.30 AM

MEMBERS PRESENT

- | | | |
|------------------------------|---|----------------------|
| 1. PETER EMERI LODIO | - | CHAIRPERSON |
| 2. SUNDAY EKIRU COLLINS | - | SECRETARY |
| 3. LOCHERIA NYIKAL BASIL | - | FUND ACCOUNT MANAGER |
| 4. PAUL IPOLOT LOKONYI | - | MEMBER |
| 5. SARAH ASUROI AKORITA | - | MEMBER |
| 6. SYLVESTER LOKALIBAN | - | MEMBER |
| 7. MARGARET LOMULEN | - | MEMBER |
| 8. ROSEHELLA AMODOI EYANAE | - | MEMBER |
| 9. PETER MODO AMOIT | - | MEMBER |
| 10. GEOFFREY TANUI KIPROTICH | - | MEMBER |

AGENDA

1. Confirmation Of Previous Meeting Minutes
2. Turkana South NGCDF Projects Proposal For Financial Year 2018/2019
3. Turkana South Office Operations Budget Approval for 2018/2019FY
4. Resubmissions/Reallocations of Lokapel Secondary School Project
5. Annual Work plans – Work plan and Procurement – 2018/2019FY
6. Constituency Strategic Plan Evaluation Report
7. Approved Payments

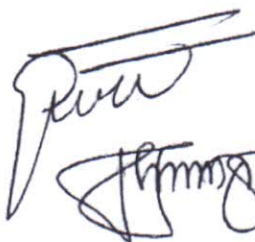
MIN 001/6TH NOVEMBER/2018. CONFIRMATION OF PREVIOUS MEETING MINUTES:

The meeting was started with the word of prayer from Margaret Lomulen and the Chairman welcomed all members and thanked them for being punctual, he urged members to contribute to the meeting agendas.

The secretary read through the minutes of the previous meeting. The minutes were confirmed to be the true copy of the deliberations held by Rosephella Amodoi who was seconded by Sylvester Lokaliban

MIN 002/6TH NOVEMBER/2018: NGCDF PROJECTS PROPOSAL BUDGET FOR FINANCIAL YEAR 2018/2019


The Fund account manager briefed members (with a circular from the CEO REF NO: NG-CDFB/CIRCULARS Vol.II (008) tabled at the meeting) on the guidelines for project proposal presentation he also informed members on the eligible projects. The manager informed members that all devolved functions are no longer eligible under the new NG-CDF act.



19/11/2018



19.11.018



FUND ACCOUNT MANAGER,
TURKANA SOUTH NG-CDFC,
P.O. Box 267 - 30500
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The Chairman briefed members that the committee is required to submit project proposals for the financial year 2018/2019 in time to get funds, the fund account manager told members that the NG-CDF Committee is supposed to submit projects proposals to the NG - CDF Board by the 30th November, 2018.



The Fund Account Manager informed members that the constituency had been allocated a total of **KES. 109,040,875.52**

After lengthy deliberations the NGCDF committee agreed on the following projects to be funded in the Financial Year 2018 – 2019 in all the five wards in the Constituency. This was based on the Ward Reports on needs assessment within the Constituency.

PROJECT NAME	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
ADMINISTRATION AND RECURRENT			
Employee Salaries	Payment of staff salaries and gratuity	2,500,000.00	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	2,379,252.00	Ongoing
NSSF	Payment of NSSF Deductions	60,000.00	Ongoing
NHIF	Payment of NHIF Deductions	80,200.00	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,523,000.00	Ongoing

MONITORING AND EVALUATION			
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence	971,226.00	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	947,040.00	Ongoing
CDFC PMC Capacity Building	Undertake Training of the PMCs/CDFCs on CDF Related issues	1,352,960.00	Ongoing

Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	5,738,993.45	Ongoing
Bursary - Secondary Schools	Bursary for Secondary Schools	15,500,000.00	Ongoing
Bursary - Tertiary Institutions	Bursary for Tertiary Institutions	12,000,000.00	Ongoing
Sports	Facilitation of Cross Border Sports activities to foster peace - To organize Community cross border peace Forums and schools competition within the Constituency	2,180,800.00	Ongoing

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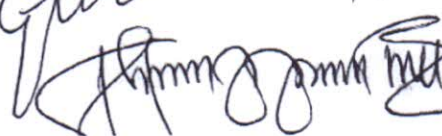

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Environment	Environmental Conservation activities through construction of Pit Latrines at the following existing primary schools - Kaipokok Primary School - 545,200/=, Kaputir Secondary School - 545,200/=, Narengemunyen Primary School - 545,200/=, Agape Primary School - 545,200/=	2,180,800.00	Ongoing
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PROJECT NAME	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
PRIMARY SCHOOL PROJECTS			
Kadongolo Primary School	Construction of 2 Classrooms and Equipping with 50 pupils double desks	3,000,000.00	NEW
Kaimegur Primary School	Construction of 2 Classrooms and Equipping with 50 pupils double desks	3,000,000.00	NEW
Napusinyen Primary School	Construction of 2 Classrooms and Equipping with 50 pupils double desks	3,000,000.00	NEW
Nakuja Ekalale Primary School	Construction of 2 Classrooms and Equipping with 50 pupils double desks	3,000,000.00	NEW
Kaipokok Primary School	Construction of 2 Classrooms and Equipping with 50 pupils double desks	3,000,000.00	NEW
Agape Primary School	Construction of 2 Classrooms and Equipping with 50 pupils double desks	3,000,000.00	NEW

VOCATIONAL TRAINING INSTITUTE			
PROPOSED - Turkana South Teachers Training College	Construction of Teachers Training College - Fencing - 4,000,000/=, Single Storey Tuition and Admin Block - 12,000,000/=, Construction of 2 Units of 4 door Pit Latrines and Ablution block - 1,500,000/=, Drilling of Borehole and Installation of Handpump - 2,500,000/=	18,000,000.00	NEW

SECONDARY SCHOOL PROJECTS			
Kapelibok Secondary School	Construction of 2 Classrooms - 3,000,000/=, Drilling of Borehole and Installation of Handpump - 2,500,000/=, Construction of Chain Link Perimeter Fence with steel metal gate (3,500,000/=)	9,000,000.00	NEW
Lochwaa Secondary School	Construction of 2 Classrooms - 3,000,000/=, Drilling of Borehole and Installation of Handpump - 2,500,000/=, Construction of Chain Link Perimeter Fence with steel metal gate (3,500,000/=),	9,000,000.00	NEW

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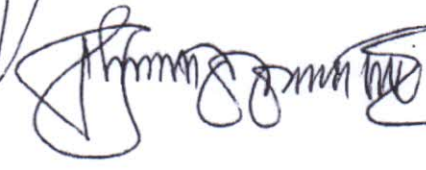
Kaputir Secondary School	Construction of 1 Classroom to Completion	1,200,000.00	NEW
Lokapel Secondary School	Completion Works on the 2 Classrooms Block - Finishing, Walling, Painting, Branding, wiring, etc	500,000.00	ON-GOING
Kakalel Secondary School	Construction of Staff Houses with Pit Latrines and Bathrooms	2,000,000.00	NEW


SECURITY PROJECTS			
Lokichar Police Station	Completion of the Construction of the Construction of the Perimeter Fence of the Police Station	1,426,604.07	ON-GOING
Turkana South Relief Food Store Fence	Construction of Chain Link perimeter fence at the Turkana South Relief Food Store Compound	1,000,000.00	ON-GOING

NGCDF OFFICE PROJECT			
Turkana South NGCDF Office	Purchase of Office furniture –(1 Fireproof Safe, 2 Conference tables (to accommodate 12 pax each), 6 High Leather back Seats, 4 Executive Desks , 10 Conference Seats)	1,000,000.00	NEW
Turkana South NGCDF Office	Repairs and Renovations at the NGCDFC Office of Office Doors with Metallic Frames - The wooden doors and frames have been destroyed by the termites and all the Wooden door frames and doors have collapsed. They need to be replaced. There are 26 in total of the doors that needs steel metal frames Also, the Fund Account Manager Office needs some minor repairs as the Ceiling board has collapsed and the Tiles are worn out.	500,000.00	NEW
GRAND TOTALS		109,040,875.52	

The Total cost of the above projects was **KES 109,040,875.52**

The committee members requested the Fund Account Manager to do the necessary documentation for project proposal approval by NG-CDF Board. The committee also requested the Area MP to follow up with the board for fast approval of the projects.

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**FUND ACCOUNT MANAGER,
 TURKANA SOUTH NG-CDFC,
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MIN 003/6TH NOVEMBER/2018: TURKANA SOUTH OPERATIONS OFFICE BUDGET FOR 2018/2019FY

The committee approved the Office Operations budget for 2018/2019FY. This entailed the Administration and Monitoring and Evaluations Votes for 2018/2019FY.



The Budget is as below;


Staff Salaries and Accrued Gratuity for the 2017/2018FY

S/NO	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT	REMARKS
1 (a).	Salaries				
	Joseph Ekiru Lotokos – Clerk of Works	12	35,000	420,000	
	Office Cleaner	12	18,000	216,000	
	Office Cleaner	12	18,000	216,000	
	Stella Katiko – Records Management Officer	12	32,000	384,000	
	Rebecca Aregae – Clerical Officer	12	32,000	384,000	
	Lorinyowok – Security Officer	12	20,000	240,000	
	Ekitela Ebei – Accounts Assistant	12	32,000	384,000	
	Driver – To be Hired	12	22,000	264,000	
					1,860,000

31% Staff Gratuity for the 2018/2019 FY					
1 (b).	Joseph Ekiru Lotokos – Clerk of Works	1	420,000	130,200	
	Office Cleaner 1	1	216,000	66,960	
	Office Cleaner 2	1	216,000	66,960	
	Stella Katiko – Records Management Officer	1	384,000	119,040	
	Rebecca Aregae – Clerical Officer	1	384,000	119,040	
	Lorinyowok – Security Officer	1	240,000	74,400	
	Ekitela Ebei – Accounts Assistant	1	384,000	119,040	
	Driver – To be hired	1	264,000	81,840	
					777,480

2.	Communication and Airtime – Internet Equipment	1	20,000	20,000	
	Communication and Airtime – Data Bundles	12	4,000	48,000	
					68,000

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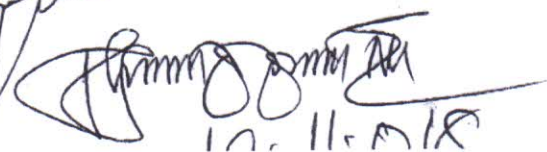

 FINANCIAL UNIT MANAGER,
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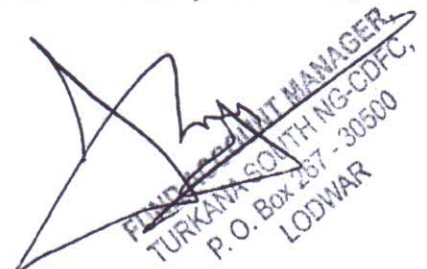
3.	Committee Allowances				
	Committee Allowances – Twice a month	24	52,000	1,248,000	
	Other Committee Expenses	2	25,000	50,000	
	Ward Development Meetings – tri-annually	3	75,000	225,000	
					1,523,000
4.	Fuel – Quarterly	3	375,000	1,125,000	
					1,125,000
5.	Fund Account Manager				
	Facilitation to Nairobi and Eldoret for Official duty – Submission of Project Proposals, Follow Up on Audit Querries, Follow up on reallocations, etc	12	75,000	900,000	
					900,000
6.	Office Rent – Old Office	18	14,000	252,000	
					252,000
7.	Motorvehicle Repairs	10	25,000	250,000	
	Motorvehicle Tyres	12	30,000	360,000	
					610,000
8.	Monitoring and Evaluation				
	Exercise – Quarterly	4	200,000	800,000	
	Motor-vehicle Hire	4	40,000	160,000	
					960,000
9.	Office Stationery	10	40,000	400,000	
					400,000
10.	Trainings				
	Committee	1	538,199	538,199	
	PMC	2	200,000	400,000	
	Staff	1	400,000	400,000	
					1,338,199
	TOTALS				9,813,679

MIN 004/5TH NOVEMBER/2018: RESUBMISSION/REALLOCATIONS OF LOKAPEL SECONDARY SCHOOL PROJECT

The Chairperson tabled the need for reallocation/change of activity in Lokapel Secondary School as per the below justifications.

The School was initially allocated KES 2,500,000/= for the Drilling and Mechanization of Borehole with 20,000 Litres Overhead tank, but an International NGO – BGP Kenya Oil drilled the borehole within the school compound and another International NGO World Vision installed and mechanized the borehole within the school and budgeted for the piping of the water to the School and the nearby Community.

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The School Management Committee decided to reallocate the funds meant for the water to the Construction of School Dormitory

After discussion, the Committee approved to reallocate the funds as below;

FROM	TO
Lokapel Secondary School, Drilling and Mechanization of Borehole with 20,000 Litres Overhead tank 2017/2018 FY Amount: KES 2,500,000/=	Lokapel Secondary School Construction of Dormitory to Completion KES 2,500,000/=

The Committee tasked the FAM to submit the above to the board ASAP.

MIN 005/6TH NOVEMBER/2018: ANNUAL WORK PLAN AND PROCUREMENT PLAN – 2018/2019FY

The Fund Account Manager tabled to the Committee the Work plans for the Constituency for the 2018/2019FY. The plans had been executed with a budget constraint, but the Committee applauded the Fund Account Manager for those efforts.

The Fund Account Manager tabled to the Committee the Annual Work-plan which details the activities that needs to be executed within the 2018/2019FY. This was guided with the Government of Kenya Blue Print Policies like VISION 2030 and the Constituency Strategic Plan which the Consultant had started working on it.


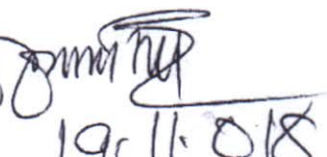
The Fund Account Manager also tabled to the Committee the Procurement Work-plan for the 2018/2019FY. This factored in all the projects that had been budgeted and the Office Operations budget.


The Committee approved the Work-plans and advised the Fund Account Manager to follow the Work plans and make sure they are in line with the Constituency Strategic Plan 2018-2022 in-order to achieve the targets which were signed in the Constituency Performance Contract signed between the NGCDFC and the NGCDF BOARD and the our parent Ministry

MIN 006/6TH NOVEMBER/2018: CONSTITUENCY STRATEGIC PLAN EVALUATION REPORT.

The Secretary read and tabled to the Committee the evaluation report of the Request for the Expressions of Interest for the development of the 5 year Constituency Strategic Plan. The Evaluation Committee had recommended **ADAKAR INVESTMENT LIMITED** for the award to undertake the assignment within 8 Weeks from 2nd November, 2018. In this regard therefore, the Constituency Strategic Plan should be ready by 2nd January, 2019 – This includes all the terms of the agreement adhered to.

The Committee lauded the Fund Account Manager for following up the requirements of the Public Procurement and Disposal Act, 2015. The Committee advised the Fund Account Manager to follow up laid down regulations in regard to operations of the fund.

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MIN 007/6TH NOVEMBER/2018: APPROVED PAYMENTS.

Committee members approved the following administrative and recurrent expenses;

1. Committee sitting allowance for the meeting of 5th November, 2018 for the 10 Members amounting to Kshs.52,000/= to be paid.
2. Payment for Fuel for the first quarter – July – September, 2018 – as per the Invoices and the Motor-vehicle work tickets .
3. Fund Account Manager Facilitation to Nairobi to submit the project proposals. Return flight amounting to KES 17,000/=. 4 days per diem for the FAM @11,200/= amounting to KES 44,800/=
4. Chairperson facilitation to submit project proposals to Nairobi. Return flight and 4 days per diems while in Nairobi and Lodwar transit.
5. Fund Account Manager facilitation to Nairobi to follow up on the resubmissions of Environment and Katilu Girls Secondary School Project - Return flight amounting to KES 17,000/=. 4 days per diem for the FAM @11,200/= amounting to KES 44,800/=
6. Tender Evaluation Committee Expenses for 5 Members during the Strategic Plan Evaluation @KES 5,000/= each
7. Office stationery and other office expenses to be paid as per the receipts and invoices.
8. Monitoring and Evaluation of projects for the first quarter –July 2018 and September, 2018 as per the Monitoring and Evaluation Report.
9. Motor-vehicle repairs and Service for GK B 345M as per Transport Officer report, Invoice, LSO, Job Cards, and receipts submitted.

There being no other business the meeting was adjourned at 3:30 p.m. With a word of prayer from Mr. Paul Ipolot Lokonyi

Minutes Compiled by;

Sunday Ekiru Collins

(The Secretary)

Signature: _____

Date: _____

19/11/2018

Minutes Confirmed by;


Rev. Peter Emeri Lodio

(The Chairperson)

Signature: _____

Date: _____

19.11.018


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