MARAKWET EAST NATIONAL GOVERNMENT CONSTITUENCY

 DEVELOPMENT FUND

**NG-CDFC MEETING HELD ON 28TH OCTOBER 2019 AT CHESOI NG-CDF BOARDROOM AT 10.00AM**

**MEMBERS PRESENT**

1. NOAH KIPTOO- CHAIRPERSON
2. EDWIN SIELE- FUND ACCOUNT MANAGER
3. SIMION OSUMBA- DCC
4. JOSEPH C. ITOK- SECRETARY
5. MONICAH KOMEN- MEMBER
6. JULIUS CHESIR- MEMBER
7. EMMILY KIMOSOP- MEMBER
8. BEATRICE KAINO- MEMBER
9. DOMINIC KIPKOSGEI-MEMBER
10. BETHWEL BITOK-MEMBER

 **IN ATTENDANCE**

* + - 1. ISHMAEL KAPTANY- PA

**AGENDA**

1. Prayer
2. Reading and confirmation of previous minutes
3. Emergency
4. Adoption of bursary reports
5. M&E review/strategic plan review
6. Approval of proposals for projects 2019/2020
7. Funding of ongoing projects
8. Re-submission of projects
9. Oversight committee
10. Ratification and approval of new salary
11. A.O.B

**MIN: 1/28/10/2019: PRAYER**

The meeting was brought into order at 11.20 Am with a word of prayer from Mr. Dominic Kipkosgei. The chairman thanked the members for the good turn up. the members were also organized for the recent concluded launching, which the FAM took the lead in organizing the same. the team also thanked the FAM for the organization.

**MIN: 2. 28/10/2019: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The secretary was given mandate by the chairman to read through the previous minutes which was proposed to be true minutes of that day by Bethwel Bitok and seconded by Beatrice Kaino.

**MIN: 3/28/10/2019: EMERGENCY**

The FAM informed the members that the amount for emergency is about Ksh 2,538,993.45 million. The committee discussed over the projects to be assisted now. The committee realized that there are so many projects requiring to be given emergency. They decided that the most effected will be given and others will be done later on when funds will be available. therefore, the following projects were prioritized for payment now as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **NAME OF THE PROJECT** | **WARD** | **ACTIVITY** | **AMOUNT IN KSH** |
| 1 | Muswon primary school | Sambirir | Collapsed toilets |  |
| 2 | Chesewew Secondary school | Sambirir | Collapsed toilets | 150,000 |
| 3 | Kapkuto primary school | Sambirir | Collapsed toilets |  |
| 4 | Kalya primary school | Kapyego | Collapsed toilets |  |
| 5 | Boroko primary school | Embobut | Collapsed toilets |  |
| 6 | Kapchoge primary school | Kapyego | Collapsed toilets |  |
| 7 | Kreel primary school | Endo | Collapsed toilets |  |
| 8 | Mkeno primary school | Embobut | Collapsed toilets |  |
| 9 | Lukuget primary school | Sambirir | Collapsed toilets |  |
| 10 | Kasokotow primary school | Endo | Collapsed toilets |  |
| 11 | Queen of peace cheseger primary school | Endo | Collapsed toilets |  |
| 12 | Kamasia primary school | Kapyego | Collapsed toilets |  |
| 13 | Koisabul primary school | Sambirir | Collapsed toilets |  |
| 14 | Kerbut primary school | Sambirir | Blown roof |  |
| 15 | St Michael Secondary school | Embobut/Embolot ward | Collapsed toilets | 500,000 |

**MIN: 4/28/11/2019: ADOPTION OF BURSARY REPORT**

The committee were given report by the bursary sub-committee. The NG-CDFC approved the names awarded bursary during the public participation as forwarded and on the same discussion the following issues were raised for consideration in future if possible they were as follows;

1. There is need to increase the bursary to accommodate more needy cases.

2. Due delay of submission of acknowledgements letters and receipts by institutions, the committee proposed to have the chair and clerk of works to go round the schools to deliver bursary cheques to institutions within Elgeyo Marakwet County and obtain those important documents. They will then be facilitated with allowance for the same.

3.The committee discussed over the needy cases coming to the office after disbursement of bursary due failure to be awarded during public participation which are deserving cases. The committee decided that some amount of between 2m and 3m needs to be retained to assist such cases.

**MIN: 5/28/11/2019: MONITORING AND EVALUATION/ STRATEGIC PLAN REVIEW**

The M&E went on smoothly in all the wards except upper Sambirir which was disturbed by heavy rains. The committee discussed over the remaining projects in same area where rains affected, they all agreed to be done after KCPE exams for class eight because no secondary schools will be visited during KCSE national exams.

Members reported that strategic plan was successful despite short notice to the public on the date and venue. More copies need to be distributed to the ward level for the public to read and understand the document. Members expressed their gratitude to all stakeholders for being part of the process since inception. It was agreed that if copies should fall short then more shall be ordered from the same supplier.

**MIN: 6/28/11/2019: APPROVAL OF PROPOSALS OF PROJECTS 2019/2020.**

Members deliberated on the project proposals identified and prioritized by public during public participation forums and approved the below compiled list of projects for financial year 2019/2020. The committee went through the proposals in detail making sure the activity and amount corresponds while giving priority to ongoing projects in security and education sectors, there were some few changes which were made and agreed upon. The proposals were later approved after the changes were harmonized. The total funding proposal for 2019/2020 is ksh 137,367,724.14.

The following projects proposals was therefore forwarded to NG-CDF board for approval.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | **NAME OF THE PROJECT**  | **AMOUNT** | **ACTIVITY** | **STATUS** |
| A | **ADMINISTRATION** |  |  |  |
| 1 | Employees’ salaries | 2,700,000.00 | Payment of NG-CDFC staff salaries and gratuity | Ongoing |
| 2 | Goods and services | 1,188,386.62 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea. | Ongoing |
| 3 | NSSF | 130,000.00 | Payment of NG-CDFC NSSF deductions | Ongoing |
| 4 | NHIF | 150,000.00 | Payment of NG-CDFC NHIF deductions | Ongoing |
| 5 | Committee expenses | 2,700,000.00 | Payment of NG-CDF committee sitting allowances | Ongoing |
|  |  | **6,868,386.62** |  |  |
| B | **MONITORING AND EVALUATION** |
| 1 | Goods and services | 650,000.00 | Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and subsistence. | Ongoing |
| 2 | Committee expense | 1,600,000.00 | Payment of committee M&E allowances, transport and conferences | Ongoing |
| 3 | NG-CDFC/PMC capacity building | 1,871,031.72 | Undertake training of the PMCs/NG-CDFCs on NG-CDF related issues | Ongoing |
|  |  | **4,121,031.72** |  |  |
| C | EMERGENCY | 7,198,241.38 | To cater for any unforeseen occurrences in the constituency  |  New |
|  |  | **7,198,241.38** |  |  |
| D | **BURSARY** |
| 1 | Bursary secondary schools | 20,000,000.00 | Payment of bursary to needy students in secondary schools |  New  |
| 2 | Bursary tertiary Institutions | 10,000,000.00 | Payment of bursary to needy students in tertiary institutions |  New  |
|  |  | **30,000,000.00** |  |  |
| E | **ENVIRONMENT**  |
| 1 | Kreel primary school | 50,000 | Purchase and planting 500 mango seedlings | NEW |
| 2 | Wewo Assistant chiefs office | 50,000 | Purchase and planting of 1,000 cyprus seedlings | NEW |
| 3 | Kerbut primary school | 50,000 | Purchase and planting of 1,000 cyprus seedlings | NEW |
| 4 | Kalya primary school | 50,000 | Purchase and planting of 1,000 cyprus seedlings | NEW |
|  |  | **200,000** |  |  |
| F | **SPORT**  |
| 1 | Liter Secondary school | 50,000 | Purchase of 3 footballs,2 sets of games kits, 2 discus, 1 javelin, 1 first aid kit box, 1 netball and set of netball rings in the school | NEW |
| 2 | Kumbulul primary school | 50,000 | Purchase of 3 footballs,2 sets of games kits, 2 discus, 1 javelin, 1 first aid kit box, 1 netball and set of netball rings in the school | NEW |
| 3 | Kapchemurkeldet primary school | 50,000 | Purchase of 3 footballs,2 sets of games kits, 2 discus, 1 javelin, 1 first aid kit box, 1 netball and set of netball rings in the school | NEW |
| 4 | Chesongoch primary school | 50,000 | Purchase of 3 footballs,2 sets of games kits, 2 discus, 1 javelin, 1 first aid kit box, 1 netball and set of netball rings in the school | NEW |
|  |  | **200,000** |  |  |
| G | **SECONDARY SCHOOLS** |
| 1 | Kamasia secondary school | 2,500,000.00 |  Completion of one storey building of 1,500 capacity multi-purpose dining hall and kitchen on ground floor; first floor four offices; plastering, fixing of doors and windows and wiring to completion | Ongoing |
| 2 | Kerio Valley Secondary school | 5,400,000.00 | Construction of three storey administration block 27 rooms including toilets (phase one); foundation, slabbing and walling. Total cost of project ksh 20.1M | New |
| 3 | Liter secondary school | 1,400,000.00 | Purchase and installation of 60 shelves, 60 chairs and 40 tables for a library | New |
| 4 | Queen of peace secondary school | 1,500,000.00 | Completion of 120 student capacity dormitory; plastering, flooring, painting, wiring and fixing window panes at ksh 1,000,000 and Purchase of 50 double decker beds at Kshs 10,000 each | Ongoing |
| 5 | Kapkondot secondary school | 2,500,000.00 | Completion of 200 student library; walling, roofing, plastering, flooring and electrical wiring to completion | Ongoing |
| 6 | St Michael secondary school | 2,380,064.42 | Construction of two bed-roomed staff house to completion | New |
| 7 | Kapchebau secondary school | 3,000,000.00 | Construction of 3 bed-roomed staff house to completion | New |
| 8 | Lukuget secondary school | 1,500,000.00 | Construction of 100 student capacity dormitory (Phase 1); foundation, slabbing and walling. Total cost of the project 4.7m | New |
| 9 | Mogil day secondary school | 7,000,000.00 | One off purchase of 51 seater school bus as per government contract without insurance. PMC shall enter into contract with the supplier. | New |
| 10 | Kapkuto mixed day secondary school | 1,000,000.00 | Renovation of 4 classrooms to completion; plastering, flooring, fixing of windows and doors  | New |
| 11 | Sambirir girls secondary school | 7,000,000.00 | One off purchase of 51 seater school bus as per government contract without insurance. PMC shall enter into contract with the supplier. | New |
| 12 | St Augustine Kapyego secondary school | 700,000.00 | Completion of 700 student capacity dining hall; painting, installation of gutters, piping and drainage system to completion | Ongoing |
| 12 | Sambirir Boys secondary school | 500,000.00 | Construction of one classroom to completion | New |
|  |  | **36,480,064.42** |  |  |
| H | **SECURITY PROJECTS** |
| 1 | Koibirir chief's office | 1,000,000.00 | Completion of six roomed chief’s office; roofing, plastering, flooring and fixing doors and windows. | Ongoing |
| 2 | Endo chiefs office | 700,000.00 | Construction of four roomed chief’s office up to roofing level | New |
| 3 | Tot Assistant County Commissioners office | 500,000.00 | Renovation of six roomed Assistant County Commissioner's office to completion; Plastering, flooring, fixing window panes and wiring | New |
| 4 | Kaptich chief's office  | 200,000.00 | Construction of two door pit latrine to completion | New |
| 5 | Kapyego police station | 1,200,000.00 | Construction of 4 units single-roomed staff houses to completion at ksh 1,000,000 and partitioning of report office and juvenile cell at Kshs 200,000 | New |
| 6 | Kapyego chiefs office | 700,000.00 | Construction of four roomed chief’s office to roofing level. | New |
| 7 | Kamelei security camp | 1,000,000.00 | Construction of 2 unit single roomed staff houses to completion | New |
| 8 | Tuturung Assistant chiefs office | 200,000.00 | Completion of four roomed assistant chiefs office; plastering, flooring, fixing window panes and painting  | Ongoing |
| 9 | Kipkaner chiefs office | 400,000.00 | Completion of four roomed chiefs office; plastering, flooring and painting  | Ongoing |
| 10 | Kapsicha Assistant chiefs office | 500,000.00 | Completion of four roomed assistant chiefs office; roofing, plastering, fixing window panes and flooring  | Ongoing |
| 11 | Wewo assistant chiefs office | 500,000.00 | Completion of four roomed assistant chief’s office; plastering, window panes and flooring | Ongoing |
| 12 | Korou assistant chiefs office | 1,000,000.00 | Construction of three roomed assistant chief’s office to roofing level | New |
| 13 | Kibiriem chiefs office | 300,000.00 | Construction of two door pit latrine to completion | NEW |
|  |  | **8,200,000.00** |  |  |
| I | **PRIMARY SCHOOLS** |
| 1 | Kasokotow primary school | 700,000.00 | Construction of one classroom to completion | New |
| 2 | Sambalat primary school | 1,500,000.00 | Construction of one classroom to completion at ksh 1,000,000 and fencing of 980 metres school compound using metallic posts and barbed wire at ksh 500,000 | New |
| 3 | Sebero primary school | 700,000.00 | Construction of one classroom to completion | New |
| 4 | Kreel primary school | 500,000.00 | Completion of 2 classrooms; plastering, flooring and painting | Ongoing |
| 5 | Kabaldamet primary school | 1,500,000.00 | Construction of seven roomed administration block to roofing level. | New |
| 6 | Chesawach primary school | 1,000,000.00 | Renovation of 5 classrooms to completion; Plastering, flooring, painting and fixing window panes | New |
| 7 | Tot primary school | 2,000,000.00 | Construction of seven roomed administration block to roofing level | New |
| 8 | Kapchelaga primary school | 2,000,000.00 | Additional funds for construction of 120 student capacity dormitory; walling, lintel and roofing | Ongoing |
| 9 | Cheptobot primary school | 700,000.00 | Construction of one classroom to completion | New |
| 10 | Kaptobendo primary school | 700,000.00 | Construction of one classroom to completion | New |
| 11 | Tebe primary school | 700,000.00 | Construction of one classroom to completion | New |
| 12 | Kararia primary school | 1,500,000.00 | Construction of 120 student capacity dormitory to roofing level | New |
| 13 | Kapchoge primary school | 700,000.00 | Construction of one classroom to completion | New |
| 14 | Kabiego primary school | 700,000.00 | Construction of one classroom to completion | New |
| 15 | Tenderwa primary school | 600,000.00 | Construction of 2 units of single-roomed staff houses to completion. | New |
| 16 | Kapero primary school | 700,000.00 | Construction of one classroom to completion | New |
| 17 | Kalya primary school | 1,200,000.00 | Construction of one classroom to completion ksh 700,000; completion of two classrooms; plastering, flooring, doors and windows of Ksh 500,000 | New |
| 18 | Kamelei primary school | 700,000.00 | Construction of one classroom to completion | New |
| 19 | Tangul primary school | 700,000.00 | Construction of one classroom to completion | New |
| 20 | Ngenyireel primary school | 4,000,000.00 | Construction of 6 classrooms to completion | New |
| 21 | Chesongoch primary school | 1,700,000.00 | Additional funds for construction of 120 student capacity dormitory; walling and roofing of dormitory  | Ongoing |
| 22 | Konot primary school | 1,000,000.00 | Fencing of 4 acres school land using metallic posts and barbed wire | New |
| 23 | Kabetwa primary school | 700,000.00 | Construction of 2 units of single-roomed staff houses  | NEW |
| 24 | Kapkobil primary school | 500,000.00 | Purchase of 80 double decker beds for a dormitory | new |
| 26 | Cheptany primary school | 1,500,000.00 | Construction of 2 classrooms to completion | New |
| 27 | Boroko primary school | 700,000.00 | Construction of one classroom to completion | New |
| 29 | Kapchebau primary school | 600,000.00 | Renovation of 2 classrooms to completion; flooring, fixing doors and windows, plastering and painting  | New |
| 30 | Itum primary school | 800,000.00 | Completion of 4 classrooms; flooring, fixing of doors and windows, plastering and painting | Ongoing |
| 31 | Mkeno primary school | 1,500,000.00 | Construction of 2 classrooms to completion | New |
| 32 | Tuturung primary school | 1,200,000.00 | Construction of two classrooms to completion | New |
| 33 | Kimuren primary school | 3,000,000.00 | Renovation of 8 classrooms to completion; plastering, re-roofing, flooring, fixing windows and doors and painting | New |
| 34 | St Peters Korion primary school | 700,000.00 | Completion of 3 classrooms; plastering, flooring, doors and windows and painting.  | New |
| 35 | Matum primary school | 700,000.00 | Construction of one classroom to completion | New |
| 36 | Kipsimbo primary school | 1,400,000.00 | Construction of two classrooms to completion | New |
| 37 | Chelimwo primary school | 700,000.00 | Construction of one classroom to completion | New |
| 38 | Mokwony primary school | 700,000.00 | Construction of one classroom to completion | New |
| 39 | Mureto primary school | 700,000.00 | Construction of one classroom to completion | New |
| 40 | Kaptora primary school | 600,000.00 | Purchase and installation of plastic water tank of 5,000 liters and guttering at Kshs. 200,000, construction of pavement and stone pitching at Kshs.100,000 and purchase of 40 double decker beds for a dormitory at Kshs. 300,000 | New |
| 41 | Muswon primary school | 600,000.00 | Completion of 3 classrooms; plastering, flooring, painting, fixing of doors and windows  | Ongoing |
| 42 | Kapkeny primary school | 1,000,000.00 | Completion of 120 student capacity dormitory; flooring, painting and wiring  | Ongoing |
| 43 | Kipyebo primary school | 800,000.00 | Completion of 200 student capacity dormitory; flooring, painting and wiring | Ongoing |
| 44 | Kumbulul primary school | 300,000.00 | Completion of one classroom; plastering, flooring, fixing doors and windows  | Ongoing |
|  |  | **44,200,000.00** |  |  |
|  | GRAND TOTALS | **137,367,724.14** |  |  |

**MIN: 7/28/11/2019: FUNDING OF ONGOING PROJECTS**

NG-CDFC members in their meeting were informed about incomplete ongoing projects which were approved by the board pending allocation of more funds to complete in the subsequent financial years 2019/2020 and 2020/2021 through minute **MIN: 6/16/01/2019 NG-CDFC COMMITTMENT ON UNAPPROVED PROJECTS.**

Members deliberated on the above agenda and resolved as follows;

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **PROJECT NAME** | **ACTIVITY** | **STATUS** |
| 1 | Metipsoo primary school | Plaster, flooring, painting, doors and windows of two classrooms | Complete and in use |
| 2 | Mokoro chief’s office | Fencing, painting, wiring of chiefs office | Construction of toilets ongoing, wiring and painting of internal walls done |
| 3 | Ketut chiefs office | Painting, wiring, labelling of chiefs office | Painting and labelling complete |
| 4 | Kaptora primary school | Plaster, painting, wiring | Plaster, painting and wiring of the dormitory complete. Funds allocated in FY 2019/20 ksh 500,000 for purchase of beds and stone pitching |
| 5 | Kapkobil primary school | Plaster, painting of dormitory | Plaster, painting of dormitory complete. Funds of ksh 500,000 allocated FY 2019/20 for purchase of beds |
| 6 | Ishmael chelanga secondary school | Gas piping, water, painting, flooring of laboratory | Gas piping, water piping, flooring complete. Painting ongoing at the moment |
| 7 | Chesewew Boys secondary school | Walling, roofing, plaster, flooring, doors and windows, painting, labelling of dormitory | The project was allocated ksh 2m FY 2018/2019 which they haven’t utilized up to now |
| 8 | St Michael Secondary school  | Plaster, painting, flooring, doors and windows of 4classes | Plaster, flooring, doors windows complete and fixed. Ongoing activities are painting and fixing of window panes |

**MIN: 8/28/11/2019: RE- SUBMISSION OF PROJECTS.**

The committee discussed over the projects which were declined to be approved by the NG-CDF Board due to wrong project activity. The committee re submitted Kapkobil Ap camp ksh 2,500,000 for construction of five new staff quarters for re- approval in order to complete the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/NO** | **Project name** | **Initial Project activity** | **New project activity** | **Amount allocated** | **Status** |
| 1 | Kapkobil AP Camp | Additional funds for completion of 5staff quarters 2,500,000. | Foundation, walling, roofing, plaster, painting, doors and windows of 5staff quarters | 2,500,000 | New |

**MIN: 9/28/11/2019: OVERSIGHT COMMITTEE**

The FAM informed the members on the issue of oversight committee which provided for in the law. The committee are appointed by the area MP. The fund manager read through the duties of the oversight committee but we shall learn more about their detailed duties later on during capacity building.

The appointees are already in place and they are as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/NO | NAME | ID NO | CONTACT | WARD | POSITION |
| 1 | Hon. David Bowen |  | 0722314114 | Embobut/Embolot | Member |
| 2 | Mrs. Doris J Kitum | 22149495 |  | Kapyego | Member |
| 3 | Mr. Joseph Chebii | 3537021 | 0725636810 | Sambirir | Member |
| 4 | Mr. Robert Kipchumba Chemwatib | 14485405 | 0727223078 | Endo | Member |

The committee approved the appointed oversight committees as above. Their allowances will be obtained from monitoring and evaluation and it is estimated to 1% of the M&E budget.

Members recommended for capacity building on the new oversight committee members and NG-CDFC members and their staff so to understand their roles well as stipulated in NG-CDF Act 2015 as amended in 2016 and regulations 2016. The same shall be discussed and approved in the next full NG-CDFC meeting.

Members also agreed that the above oversight members shall be invited during next NG-CDFC meeting for orientation and familiarization.

**MIN: 10/28/11/2019: RATIFICATION AND APPROVAL OF NEW SALARY FOR STAFF**

The FAM informed the members that there is a notice from a public service board to review salaries for staff according to the job groups with effect from 1st July 2019. The committee were told that the staff range from job group G, H and J. The FAM who is accounting officer in liaison with sub-county human resource officer to go through the payments for each employee and award each accordingly.

**MIN: 10-28/10/2019 A.O.B**

1. The committee discuss over the following businesses. During NG-CDF office renovation there were unused idle assets and materials which are now available. The committee discuss over the and they agreed to surrender all those materials to Kapkuto day secondary school upon requesting formally through a letter because it is a young school and also needy.
2. In the previous meeting, we investigated on the theft of some assets within NG-CDF offices including TV set and others, security officers manning NG-CDF offices were therefore tasked to record statements with the police since up to now there is nobody found. The committee agreed that all the NG-CDF security team to go and record statement at DCI Office.

The meeting was adjourned at 4.00pm with a word of prayer by Mr. Bethwel Bitok.