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| **NG-CDF**  | **National Government Constituencies Development Fund**  **Keiyo North Constituency** **Next to KWS Offices,** **P.O BOX 640-30700 Iten.****Tel:**……………………………………………… | **Cell**: 0726-884-581**Email**: cdfkeiyonorth@ng-cdf.go.ke | **Website:** www.ngcdf.go.ke |
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**MINUTES OF NG-CDFC MEETING HELD ON JANUARY 9TH, 2019 AT NG-CDF BOARDROOM**

**MEMBERS PRESENT**

1. PROF,PAUL TARUS CHAIRMAN
2. MR. JOSEPH CHEPKWONY DCC KEIYO NORTH
3. MILCAH SUGUT FUND MANAGER
4. KENNETH CHEROP SECRETARY
5. MAUREEN KERROR MEMBER
6. EVELYN CHELAL MEMBER
7. PENATETA KWAMBAI MEMBER
8. DUNCAN KIMAIYO MEMBER
9. TEREZA KIYENG MEMBER
10. JOHN K. CHIRCHIR MEMBER

**ABSENT WITH APOLOGY**

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**AGENDA**

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising
4. Monitoring & Evaluation report
5. Resubmission of Project proposals.
6. Strategic Plan
7. Bursary applications

**MIN 1/01/2019: PRELIMINARIES**

The meeting started at 10.30 with a word of prayer from Maureen Keror

The Chairman welcomed the members to the first meeting this year and wished all members a Happy and Prosperous new year.

The agenda was read and adopted after being proposed by Mr. Joseph Chepkwony and seconded Ms. Evelyn Chelal

**MIN 2/01/2019: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the previous meeting were read and confirmed as true deliberations of that day by John Chirchir and seconded by Penateta Kwambai.

**MIN 3/01/2019: MATTERS ARISING**

Renovation of the NG-CDF office to start soon as the public works is currently working on the bill of quantities for procurement process to start. The renovation works to be done on full contract basis as there are several small works which will be difficult to tender each item separately, Full contract will also be easy to manage. The quotations to be floated from the county prequalified list of contactors.The contract sum to be within the funds allocated.

Environment projects – awaiting the approval from the board to implement

Performance targets and status- the fund manager informed the members that the web page for Keiyo North constituency is available at the NG-CDF board website. The public to be made aware on how to access.

Complaints handling and Anti-corruption committees to be activated, and their reports to be submitted to the board regularly as per the performance contracting.

**MIN 4/01/2019: MONITORING AND EVELUATION REPORT**

Monitoring & Evaluation exercise conducted in December, 2018 was a success.

The Chairlady M & E tabled the report attached.

A total of 36 projects were visited as planned.

Some of the findings from the M & Exercise include:-

* The PMCs do not follow the instructions from the public works when implementing projects. They do not follow the design/plan in detail.
* Poor workmanship by the contractors were evident especially in the projects in the lower valley especially in Keu Location
* Poor working relationship within the PMCs especially because of the conflict of interest hence affecting the project implementation
* Slow implementation of projects without any valid reason
* Poor record keeping by the PMCs which also delays the filling of returns
* Labeling/branding of the projects not done
* Lack of understanding of the scope of works by the PMCs especially when doing renovation works

The committee noted that these challenges are as a result of poor supervision by the NG-CDF clerk of works and the officer from public works. The committee asked the two officers to ensure that they improve on their supervision and support to the PMCs.

It was recommended that the PMC’s should closely coordinate with the office and ensure that they are given plans and BQ’s before implementation of projects.

Labeling of projects must be done before the new ones are implemented.

The following schools were recommended to be revisited; Kokwao secondary,Muno secondary,Kapsinende primary, Cheberen primary, Chegilet Primary and Kipkulot primary schools.The technical officers to be facilitated to compile assesment and audit reports particularly for Kokwao and Muno secondary.

The committee further recommended for training of PMCs to build their capacity.

 **MIN 5/01/2019: RESUBMISSION OF PROJECT PROPOSALS**

The Fund Manager informed the members that the NG-CDF Board did not approve some of the Keiyo North project proposals for the financial year 2018/2019.

She tabled the projects which were partially approved and those declined with board’s recommendations and the asked the committee to deliberate on the same with the view of re-submitting.

The committee after discussing the report in detail made the following recommendations to be submitted to the board for approval.

Projects which were not allocated according to the board’s resolutions;

Kamogich chief’s office-The project involved construction of 1st phase of 3 AP houses which at the time of forwarding ongoing projects was in progress awaiting disbursement of funds .The project was completed with the funds. The committee recommended to wait for further guidelines from the ministry of interior on police housing before constructing the 2 more required. The project was labour based and attached herein is the photo of the completed houses.

Kapteren Chief’s Office-The project involved construction of 1st phase of 3 AP houses which at the time of forwarding ongoing projects was in progress awaiting disbursement of funds .The project was completed with the funds. The committee recommended waiting for further guidelines from the ministry of interior on police housing before constructing the 2 more required.The photo is attached herein.

Mindililwo special school-The BQ for construction of admin block is 2, 000, 000, initial allocation was 500,000 and the project has been allocated Kshs.1, 500,000 this financial year to complete.

Iten Special school-The BQ to complete the staff house is 700, 000, initially allocated 500,000 and Kshs.200,000 more allocated this year for completion.

St. Peter’s Iten Day Secondary school- The BQ to complete the storey tuition block is kshs.12,000,000 allocated funds so far is Kshs.8,575,000 and Kshs.3,000,000 have been allocated this financial year. The committee to fund the project in the next financial year to ensure completion.

Moi Tambach Primary school-The BQ for construction of the tuition block was 5,000,000 and the amount allocated initially was 1million, the amount allocated this financial is Kshs.2 milllion which will complete the first floor. The School committed to co fund the project to completion.

Kabulwo secondary school-The project activity was the dining hall which was completed except the fitting of the tiles, painting glazing and electrical works which the school committed to complete as per the attached letter.

Kapkessum primary school-The project was construction of the library hall which was completed.

Kipsoen VTTI-The institution had been allocated Kshs.1, 200,000 for workshops but the proposal declined.

The committee deliberated and resolved to reallocate the funds Kshs.**1, 200,000** to Chebonet Secondary school for roofing, flooring and plastering of the Library. The school had been allocated funds initially for foundation, slab and walling of the library. The TTI was to be reconsidered in further for construction of workshops when the institution expands.

Security sector.

Following the recommendations from the board to NGCDFC to follow up on the policies on housing the committee resolved to put on hold the construction of the AP houses after seeking for more information from the DCC that the Ministry was planning to restructure the organization hence may affecting the housing plans and policies.

In view of this the committee resolved to reallocate the funds amounting to Kshs.4, 550,000 to the following projects;

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| No. | Project name | Activity | Amount  |
|  | NGCDF Office | Purchase of 4 reception chairs, oneq table and one cabinet | 100,000 |
|  | Bugar Primary school | Construction of one classroom | 600,000 |
|  | Kabulwo Primary school | Construction of one classroom | 600,000 |
|  | Kobil primary school | Re flooring and repainting of 2 classrooms | 200,000 |
|  | Kabore primary school | Re flooring and re painting of 6 classrooms | 600,000 |
|  | Msekekwa primary school | Reflooring,door fittings and repainting of 4 classrooms | 600,000 |
|  | Kapteren primary school | Reflooring,replasteing and repainting of 3 classrooms | 350,000 |
|  | Rimoi primary school | Construction of 4 door toilets | 200,000 |
|  | Sergoit primary school | Plumbing works for 6 door flash toilets | 200,000 |
|  | Kapteren chiefs office  | Purchase of 30 chairs 4 tables and 2 cabinets  |  150,000 |
|  | Kapchemutwa DO's office | Purchase of 30 chairs 4 tables and 2 cabinets |  150,000 |
|  | Kamogich Chief's office | Purchase of 30 chairs 4 tables and 2 cabinets |  150,000 |
|  | Bugar Chief's office | Purchase of 30 chairs and 2 tables |  100,000 |
|  | Tambach Police station | Roofing and plastering of the OCS's office. |  550,000 |
|  | **Total** |  |  **4, 550,000** |

**MIN.6/01/2019: STRATEGIC PLAN**

The FAM informed the members that she had received the draft of the strategic plan printed.

The members went through the draft and made some recommendations among them the font, the placing of photos in the alternate pages to be removed, the implementation matrix to flow and photos separating them be removed, the quality of the photos to be improved and the cover page to be redesigned.

The committee asked the fund manager to share the same draft in soft with the members to enable them go through in detail and submit their recommendation by Monday 14th January,2019. The MP and the Chairman to also present their write-ups by then.

The members asked the FAM to speed up the process to have it launched before end of January.

 **MIN 7/01/2019: BURSARY APPLICATIONS**

The FAM informed the members that the office has so far received over 1,100 applicants for bursaries this year. These are from those needy students in colleges and universities. The figure averages the usual number of applicants the constituency receives.

The members after deliberations, asked the Bursary sub-committee to plan for the public participation barazas to vet and award the bursaries. The vetting exercise to be done before end of this month.

**Adjournment**

The meeting ended with a word of prayer from Tereza Kiyeng at 15,00hrs

Minutes prepared by

Name : Kenneth Cherop Designation: Secretary Sign: Date:……….

Confirmed for circulation

Name Designation Sign Date……..