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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 OCTOBER 25TH, 2019 AT NG-CDF BOARDROOM**

**MEMBERS PRESENT**

1. PROF.PAUL TARUS- CHAIRMAN
2. MR. JULIUS MAIYO DCC KEIYO NORTH
3. MILCAH SUGUT FUND MANAGER
4. KENNETH CHEROP SECRETARY
5. MAUREEN KEROR MEMBER
6. EVELYNE CHELAL MEMBER
7. PENATETA KWAMBAI MEMBER
8. DUNCAN KIMAIYO MEMBER
9. TEREZA KIYENG MEMBER
10. JOHN K. CHIRCHIR MEMBER

**ABSENT WITH APOLOGY**

**-**

**IN ATTENDANCE**

DR, JAMES MURGOR- MP KEIYO NORTH

**AGENDA**

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising
4. Approval of proposals for FY 2019/2020
5. Sensitization of contractors
6. Emergency requests

**MIN 1/10/2019: PRELIMINARIES**

The meeting started at 11.50 am with a word of prayer from Peneteta Kwambai.

The Chairman welcomed the MP and the members to the meeting.

The agenda was read and proposed by Peneteta Kwambai and seconded by Duncan Kimaiyo for adoption

**BRIEF FROM MP**

The MP thanked members for the good work and working within the timelines for submission of project proposals to the board.

He appreciated the decision by the members to implement the projects through full contract starting this year but asked them to consider starting next year to enable the committee sensitize the local contractors on the requirements for a full contract. The committee after deliberations agreed with the MPs proposal and starting next year, projects will be implemented through full contract.

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

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

**MIN 3/10/2019: MATTERS ARISING**

The M & E visit to validate the project proposals for FY 2019/2020 was successful. All projects proposed last year for funding this financial year were visited.

Kapkei Polytechnic – issue not yet concluded. The Chairman of the subcommittee who is the DCC will convene a meeting for the members to plan for a meeting with the concerned PMC immediately after the national examinations.

Kapsisi Primary school request for emergency-The M & E committee visited the school and confirmed their request as a project and not an emergency. The request to be funded as a project this financial year,

Kiboi Primary School- request for emergency funds. The M & E committee confirmed the request as an emergency hence to be reconsidered.

Kessup Day Secondary School-request for emergency funds to repair the Lab. The M & E Committee confirmed the request as a project and not an emergency. The school management committed to fund the request through their internal funds.

**MIN 4/10/2019: APPROVAL OF PROPOSALS FOR FY 2019/2020**

The M & E committee tabled the project proposals report which was validated during the M & E exercise conducted from 14th Oct.2019 to 18th Oct.2019.The projects were validated based on the projects proposed during public participation which was done in August 2018.

The M & E Committee noted that some of the PMCs could not complete their projects and brand as expected, their main reasons being insufficient funds. The FAM confirmed the same and has requested the technical team to come up with estimates which will construct a class to completion. The technical team gave their estimation at KSh.700, 00. The committee after deliberations adopted the figure. The budget for the other projects was also reviewed.

The committee went through the project proposals for financial year 2019/2020 and the projects were approved as follows;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name** | **Location** | **Project activity** | **Amount allocated** | **Status** |
| **Administration** |  |  |  |  |
| Employee salaries |   | Payment of employees’ salaries and gratuity |  2,800,000.00  | New |
| N.S.S.F |   | Payment to NSSF deductions |  28,800.00  | New |
| N.H.I.F |   | Payment to NHIF deductions |  48,600.00  | New |
| Committee expenses |   | Payment of Committee sitting allowances and subsistence  |  2,200,000.00  | New |
| Goods and services |   | Purchase of fuel, repairs and maintenance of motor vehicle and office buildings, Purchase of stationeries, telephone, travel and subsistence, office tea, and other office expenditure  |  3,164,662.76  | New |
| **Monitoring and Evaluation** |  |  |  | New |
| NG-CDFCs/PMCs and staff Capacity building |   | Training of NG-CDFCs/PMCs and staff on NG-CDF related issues |  1,300,000.00  | New |
| Goods and services |   | Purchase of fuel, repairs and maintenance of motor vehicle and office buildings, Purchase of stationeries, telephone, travel and subsistence, office tea, and other office expenditure  |  1,421,032.00  | New |
| Committee allowances |   | Payment of Committee sitting allowances, transport, conferences |  1,400,000.00  | New |
| **BURSARY** |  |  |  |  |
| Bursary Secondary schools |   | Payment of bursary for needy students |  19,500,000.00  | New |
| Bursary Tertiary Institutions |   | Payment of bursary for needy students | 21,592,034.00 | New |
| **Emergency** |   | To cater for unforeseen occurrences within the constituency during the financial year |  7,198,241.38  | New |
| Keiyo North NG-CDF Office |   | Construction of a two roomed store |  500,000.00  | New |
| Sports |   | Organizing sports tournament in the constituency and the winning teams to be awarded with trophies, balls and games  |  2,747,354.00  | New |
| **Environment.** |  |   |   |  |
| Kipyeigor Primary School | Kokwao | Installation of 2 lightning arresters |  120,000.00  | New |
| Moi Tambach Primary School | Kiptuilong | Purchase and installation of one energy saving stoves of 600 litres |  340,000.00  | New |
| Kabore Day Secondary School | Kiptuilong | Purchase and installation of one energy saving stove of 200 litres |  170,000.00  | New |
| Kabulwo Secondary School | Keu | Purchase and installation of two energy saving stoves of 300 litres each |  560,000.00  | New |
| Kessup Day Secondary School | Kamogich | Purchase and installation of 200 litres, 250 litres and 40 litres energy saving stoves |  460,000.00  | New |
| Kapchelal Secondary School | Kokwao | Purchase and installation of two 200 litres and one 20 litres energy saving stoves |  450,000.00  | New |
| Kapkessum Secondary School | Sergoit | Purchase and installation of one energy saving stove of 200 litres |  170,000.00  | New |
| Chebonet Secondary School | Sergoit | Purchase and installation of one energy saving stove of 250 litres |  190,000.00  | New |
| Kipkulot Primary School | Kokwao | Purchase of 5000 litres water storage tank  |  41,000.00  | New |
| Bugar Primary School | Kapchemutwa | Purchase of two 5,000 litres water storage tank  |  82,000.00  | New |
| Kessup Primary School | Kamogich | Purchase of 5000 litres water storage tank  |  41,000.00  | New |
| Yokot Primary School | Mutei | Purchase of 5000 litres water storage tank  |  41,000.00  | New |
| Kapkoi Day Secondary School | Mutei  | Purchase of 5000 litres water storage tank  |  41,000.00  | New |
| Kamariny Day Secondary School | Irong | Purchase of 5000 litres water storage tank  |  41,000.00  | New |
| **Primary Schools** |  |  |  |  |
| Anin Primary School | Kamogich | Renovation of 4 classrooms to completion; Re flooring and painting of walls. |  450,000.00  | New |
| Bugar Primary School | Kapchemutwa | Construction of one classroom for special unit to completion |  700,000.00  | New |
| Chegilet Primary School | Keu | Renovation of 3 classrooms to completion; Re flooring and painting  |  450,000.00  | New |
| Chelingwa Primary School | Mutei | Construction of one classroom to completion. |  700,000.00  | New |
| Chesitek Primary School | Sergoit | Renovation of 3 classrooms to completion; Roof painting, Re flooring and painting of walls. |  450,000.00  | New |
| Iten Primary School | Irong | Renovation of 4 classrooms to completion; Re flooring and painting. |  600,000.00  | New |
| Iten Special School | Irong | Construction of one classroom to completion. |  700,000.00  | New |
| Kabore Primary School | Kiptuilong | Renovation of 5 classrooms to completion; Re flooring and painting.  |  750,000.00  | New |
| Kabulwo Primary School | Keu | Construction of one classroom to completion |  700,000.00  | New |
| Kameza Primary School | Mutei | Construction of 6 door pit latrine to completion. |  250,000.00  | New |
| Kapchelal Primary | Kokwao | Construction of pavement and renovation of 4 classrooms to completion; Re-Roofing, Re-flooring, painting of walls and roof.  |  1,000,000.00  | New |
| Kapkei Primary School | Kokwao | Construction of one classroom to completion |  700,000.00  | New |
| Kapkessum Primary School | Sergoit | Renovation of 4 classrooms to completion; Re flooring and painting.  |  600,000.00  | New |
| Kapkoi Primary School | Mutei | Renovation of 4 classrooms to completion; Re flooring and painting. |  600,000.00  | New |
| Kaplamai Primary School | Sergoit | Renovation of 3 classrooms to completion; Roof painting, Re flooring and painting. |  450,000.00  | New |
| Kapsio Primary School | Kamoi | Purchase of one acre of land |  1,000,000.00  | New |
| Kapsisi Primary School | Mutei | Construction of 4 door pit latrine to completion.  |  200,000.00  | New |
| Kapteren Primary School | Mutei | Construction of 8 door pit latrine to completion. |  300,000.00  | New |
| Katalel Primary School | Sergoit | Construction of one classroom to completion at Kshs.700, 000 and completion of one classroom; flooring and painting at Kshs.150, 000. |  850,000.00  | New |
| Kermuk Primary school | Keu | Renovation of 4 classrooms to completion; Painting of walls and roofing  |  200,000.00  | New |
| Kibargoiyet Primary School | Sergoit | Renovation of 3 classrooms to completion; Roof painting, Re flooring and painting. |  450,000.00  | New |
| Kibendo Primary School | Kokwao | Construction of pavement and renovation of 3 classrooms to completion (Re flooring, painting of walls and roofing). |  450,000.00  | New |
| Kiboi Primary School | Kamogich | Construction of an administration block with 4 offices to roofing level. |  900,000.00  | New |
| Kipka Primary School | Kiptuilong | Construction of pavement for 6 classrooms |  150,000.00  | New |
| Kipkulot Primary School | Kokwao | Construction of one classroom to completion |  700,000.00  | New |
| Kipsabu Primary School | Kamogich | Completion of 2 classrooms; Flooring and painting.  |  300,000.00  | Ongoing  |
| Kiptabus Primary School | Sergoit | Purchase of one acre of land |  1,000,000.00  | New |
| Kiptoit Primary School | Kokwao | Construction of one classroom to completion |  700,000.00  | New |
| Kipyeigor Primary School | Kokwao | Glazing of 7 classrooms |  300,000.00  | New |
| Kobil Primary School | Kapchemutwa | Construction of 6 door flush toilets to completion  |  600,000.00  | New |
| Kolol Primary School | Kiptuilong | Completion of one classroom-glazing, tiling and painting. |  150,000.00  | Ongoing  |
| Korkitony Primary School | Kapchemutwa | Construction of 12 door pit latrine to completion. |  500,000.00  | New |
| Lamaon Primary School | Kapchemutwa | Construction of one classroom to completion  |  700,000.00  | New |
| Matany Primary School | Keu | Construction of one classroom to completion |  700,000.00  | New |
| Mindililwo Primary School | Kapchemutwa | Relocation of Electricity supply lines from the school playground. |  500,000.00  | New |
| Mindililwo Special School | Kapchemutwa | Construction of 8 door pit latrine for boys and 2 door pit latrine for staff to completion. |  400,000.00  | New |
| Moi Tambach Primary School | Kiptuilong | Construction of 8 door pit latrine to completion. |  300,000.00  | New |
| Muno Primary School | Mutei | Renovation of 3 classrooms to completion; Re flooring and painting. |  450,000.00  | New |
| Nyalil Primary School | Kokwao | Purchase of one acre of land  |  600,000.00  | New |
| Nyawa Primary School | Kamogich | Construction of one classroom to completion. |  700,000.00  | New |
| Salaba Primary School | Kokwao | Renovation of 4 classrooms to completion; Re-flooring and painting.  |  600,000.00  | New |
| Sergoit Primary School | Sergoit | Renovation of 3 classrooms to completion; Roof painting, Re flooring and painting of walls. |  450,000.00  | New |
| Siroch Primary School | Kamogich | Re flooring and painting of walls for 4 classrooms, painting of roof for 14 classrooms and construction of pavement of 7 classrooms. |  700,000.00  | New |
| Songeto Primary School | Kiptuilong | Construction of one classroom to completion |  700,000.00  | New |
| St.Andrews Simotwo Primary school | Mutei | Construction of 3 door pit latrine to completion  |  120,000.00  | New |
| William Murgor Primary School | Mutei | Construction of one classroom to completion at Kshs.700, 000 and 6 door pit latrine at Kshs.250, 000. |  950,000.00  | New |
| Yokot Primary School | Mutei | Construction of one classroom to completion at Kshs.700, 000 and 8 door pit latrine at Kshs.300, 000 to completion. |  1,000,000.00  | New |
| **Secondary schools** |  |  |  | **Status**  |
| AIC Kessup Girls Secondary school | Kamogich | Completion of two classrooms and 30 student capacity library; Plastering and flooring. |  1,500,000.00  | Ongoing |
| Anin Girls Secondary School | Kamogich | Co-funding of a 300 student capacity dormitory; walling, plastering, flooring and painting of wing C to completion.  |  1,000,000.00  | Ongoing |
| Anin Mixed Day secondary school | Kamogich | Construction of one classroom to completion | 700,000.00  | New |
| Bugar Secondary School | Kapchemutwa | Completion of administration block with 6 offices,1 staff room, kitchen,4 door toilets and one bathroom; Painting, Tiling, glazing and fittings. |  1,000,000.00  | Ongoing  |
| Chebonet Secondary School | Sergoit | Completion of 25 student library with 3 offices and reading area; Plastering, painting and flooring to completion. |  1,000,000.00  | Ongoing  |
| Chegilet Secondary School | Keu | Construction of administration block with 5 offices, one staff room and kitchen to completion. |  2,500,000.00  | New |
| Kabore Secondary School | Kiptuilong | Construction of 8 door pit latrine to completion. |  300,000.00  | New |
| Kabulwo Secondary School | Keu | Completion of 120 student capacity dormitory; Roofing, plastering, painting to completion. |  2,000,000.00  | Ongoing  |
| Kamariny Secondary School | Sergoit | Construction of one classroom to completion at Kshs.700, 000 and 10 door pit latrine to completion at Kshs.400, 000. |  1,100,000.00  | New |
| Kapchelal Secondary School | Kokwao | Renovation of a 40 student capacity single laboratory (re-flooring and painting) at Kshs.600, 000 and construction of 8 door pit latrine at Kshs. 300,000. |  900,000.00  | New |
| Kapkessum Secondary School | Sergoit | Completion of 400 student capacity dining hall; Walling, roofing, plastering and painting to completion.  |  2,000,000.00  | Ongoing  |
| Kapkoi Secondary School | Mutei | Renovation of 2 classrooms to completion; Re-flooring and painting.  |  300,000.00  | New |
| Kaptum Secondary School | Kokwao | Completion of 120 student capacity dormitory; Roofing, plastering, flooring and painting to completion. |  2,000,000.00  | New |
| Kessup Day Mixed Secondary School | Kamogich | Construction of a 40 student capacity laboratory with one office, preparation room, store and practical room with fittings to completion |  3,000,000.00  | New |
| Kibendo Secondary School | Kokwao | Construction of a 400 student capacity dining hall to completion. |  2,500,000.00  | New |
| Kimuron Secondary School | Kapchemutwa | Construction of an administration block with 5 offices, one staff room and kitchen (Phase 1) - Foundation and walling. |  1,500,000.00  | New |
| Kipsoen Secondary School | Mutei | Construction of a 40 student capacity laboratory with one office, preparation room, store and practical room to completion (fittings to be co- funded by the school). |  2,500,000.00  | New |
| Kokwao Secondary School | Kokwao | Construction of a 40 student capacity laboratory with one office, preparation room, store and practical room with fittings to completion. |  3,000,000.00  | New |
| Korkitony Secondary School | Kapchemutwa | Construction of one classroom to completion. |  700,000.00  | New |
| Muno Secondary | Mutei | Construction of a 40 student capacity laboratory with one office, preparation room, store and practical room with fittings to completion |  3,000,000.00  | New |
| Sergoit Secondary School | Sergoit | Construction of a 40 student capacity laboratory with one office, preparation room, store and practical room with fittings to completion |  3,000,000.00  | New |
| Siroch Secondary School | Kamogich | Construction of administration block with 5 offices, one staff room and kitchen to completion. |  2,500,000.00  | New |
| St.Alphonsus Mutei Girls Secondary School | Mutei | Completion of 120 student capacity dormitory; Plastering, flooring and painting to completion. |  500,000.00  | Ongoing  |
| **Tertiary institution** |   |   |   |  |
| Kipsoen Technical and Vocational College  | Mutei | Purchase of 15 sewing machines at Kshs.750, 000, one electric welding machine at Kshs.50, 000 and one gas welding machines at Kshs. 200,000. |  1,000,000.00  | New |
| **Security** |   |   |   |  |
| Kamoingon Assistant Chief's office | Keu | Construction of assistant chief's office with 3 rooms to completion at Kshs.800,000 and 2 door pit latrine at Kshs.100,000 |  900,000.00  | New |
| Siroch Assistant Chief's Office | Kamogich | Construction of assistant chief's office with 3 rooms to completion at Kshs.800,000 and 2 door pit latrine to completion at Kshs.100,000 |  900,000.00  | New |
| Kendur Assistant Chief's office | Kapchemutwa | Construction of assistant chief's office with 3 rooms to completion at Kshs.800,000 and 2 door pit latrine at Kshs.100,000 |  900,000.00  | New |
| Kipsoen Assistant Chief's Office | Mutei | Construction of assistant chief's office with 3 rooms to completion at Kshs.800,000 and 2 door pit latrine at Kshs.100,000 |  900,000.00  | New |
| Kibendo Assistant Chief's office | Kokwao | Construction of assistant chief's office with 3 rooms to completion at Kshs.800,000 and 2 door pit latrine to completion at Kshs.100,000 |  900,000.00  | New |
| **Total** |  |  |  **137,367,724.14**  |  |

**MIN 5/10/2019: SENSITIZATION OF CONTRACTORS**

The FAM informed the members that the PMCs have had challenges in implementation of projects especially when they invite for tenders. She informed the members that some of the PMCs seek for quotations and fail to get competitive prices and she proposed to prequalify service providers which will make it easier for the PMCs to source for contractors and other suppliers.

To enable the committee prequalify these contractors and suppliers, it was necessary to conduct a sensitization workshop to appraise them with the requirements for one to be prequalified. This is because most of them are the locals who may not be having the information. The facilitators will be drawn from KRA, NCA, Procurement department of the National Government and Public Works.

The committee approved the sensitization workshop to be conducted at KMTC Iten, and lunch and teas to be provided. The contractors and suppliers from the local community/Keiyo North to be invited.

**MIN.6/10/2019: EMERGENCY REQUESTS**

Kiboi Primary School- Request to construct pit latrines for boys to replace the one which is sinking due to the nature of the soil and the heavy rains. The request was confirmed during M & E exercise. KSh.400, 000 was approved to construct 8 door pit latrine.

Kipsoen Technical and Vocational College- Request to construct pit latrines for use in the college for both men and female and staff. The college has no functioning toilets as the flash toilets have since blocked and the college lacks water. The committee approved Kshs. 700,000 to construct 12 door toilets for students and 4 doors for staff and urinals

**Adjournment**

The meeting ended with a word of prayer from Teresa Kiyeng at 1615hrs

Minutes prepared by

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

Confirmed for circulation

Name: Prof.Paul Tarus Designation: Chair Sign …………… Date……..