



NANDI HILLS

IEBC NUMBER 153

**NATIONAL GOVERNMENT CONSTITUENCIES
DEVELOPMENT FUND**

PROJECT PROPOSAL

2021/2022 FINANCIAL YEAR

SUBMITTED ON 18TH OCTOBER 2021





National Government Constituencies Development Fund
Nandi Hills Constituency
P.O Box 181-30301
Nandi Hills
Cell: 0712990222
Email: cdfnandihills@ngcdf.go.ke | Website: www.ngcdf.go.ke

OUR REF: NGCDF/NHC/PROJ/VOL.1(010)

18th October 2021

Chief Executive Officer
National Government CDF Board
Harambee Plaza, 10th Floor
P.O Box 46682-00100
NAIROBI

Attn.: Victor

Re: Nandi Hills National Government Constituencies Development Fund (NGCDF) Project Proposals FY2021/2022

Forwarded herewith is the Nandi Hills NGCDF Project Proposals FY2021/2022 prepared pursuant to the requirements of the National Government CDF Act 2015 (As amended in 2016).

The priority projects were approved by the NGCDF Committee during its meeting of 24th September 2021 vide MIN5/24/09/2021 herein attached. The meeting was a culmination of the rigorous public participation forums held across the Constituency in compliance with the provisions of NGCDF Act and Article 201(a) of the Constitution which stipulates that "*there shall be openness and accountability, including public participation in financial matters*" and Article 10(2)(a) on national values which provides that "*the national values and principles of governance include the rule of law, democracy and participation of the people.*"

The meetings were held in every Ward as attested by the open forum public meeting report herein attached.

Kindly therefore receive and approve our proposal accordingly.

Geoffrey Koech
Fund Account Manager
Nandi Hills National Government Constituencies Development Fund

/file



Vision: To be the best Constituency in the Country in terms of development and utilization of National Government Constituencies Development Fund



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Vision: To be the best Constituency in the Country in terms of development and utilization of National Government Constituencies Development Fund.

MEETING 0012/2020/2021

MINUTES OF THE NANDI HILLS NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND COMMITTEE MEETING HELD ON FRIDAY, 24TH SEPTEMBER 2021 STARTING 09.00AM AT THE NGCDF OFFICE BOARD ROOM

Members Present

1. Mr Alfred Rotich	-	Chairman
2. Mr Talaam Tiony	-	Secretary
3. Mr Charles Lino	-	Member
4. Mrs. Sarah Melly	-	Member
5. Ezekiel Yego	-	Member
6. Mrs. Leah Ngeno	-	Member
7. Ms Elizabeth Chelangat	-	Member
8. Mr. Victor Kipkogei	-	Member
9. Mr. Leonard Mgute	-	Member (DCC)
10. Mr Geoffrey Koech	-	Fund Account Manager

Agendas

1. Preliminaries
2. Reading and Confirmation of the Previous Minutes
3. Matters Arising
4. Reports September 2021
 - a) AIFs Received FY2020/2021
 - b) Bursary and Project disbursement
 - c) Flagship Projects Progress
 - d) Supply and Delivery of 2No School Buses
5. Project Proposals FY 2020/2021
 - a. NGCDFB Guidelines FY 2019/2020
 - b. Approved Projects FY 2019/2020-Kshs 137,454,724.14
6. AOB

MIN01/24/09/2021: Preliminaries

The Chairman called the meeting order and an opening prayer was offered by Ezekiel Yego before official commencement of the meeting at 9AM.

The Chairman informed members that the meeting had been convened in order to deliberate on various issues critical in the management of the Fund. He equally indicated that the meeting was important as the key deliberations relating to the project proposals for the FY 2021-2022 shall be exhaustively deliberated and resolutions thereto made.

He equally thanked all the members for heeding the call to attend the meeting despite the short notice and asked them to go through their respective files and take note of the minutes and reports therein in order to contribute effectively during the deliberations once various matters are raised.

MIN02/24/09/2021: Reading and Confirmation of the Previous Minutes

The Minutes of the National Government Constituency Development Fund Committee meeting of 8th June 2021 were read through by the Secretary. They were proposed for adoption by


Sec.


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Charles Limo and seconded by Ezekiel Yego and thereby approved as a true record of the previous deliberations.

MIN03/24/09/2021: Matters Arising

i) On MIN05/08/06/2021: Bursary Mocks and CATs FY 2020-2021

The Committee was informed that bursary disbursement had been done based on approved bursary allocation during the FY2020/2021 which stipulated that bursary for secondary schools was Kshs 14,434,719.83 whereas that of Tertiary Institutions was Kshs 19,837,500. It was noted that the bursary public participation programme was successfully completed and the list of needy beneficiaries from each sub location had been identified using established guidelines by the Bursary Sub Committee.

In addition, members observed that most cheques had been delivered to respective institutions as earmarked in order to assist needy students and the required acknowledgements letters and receipts had been received though some were yet to comply.

The Committee further observed that there were minima complaints relating to bursary and those that were received were effectively addressed by the Bursary Sub Committee and the Executive accordingly.

Members further observed that despite the disbursement of the above approved bursary funds, there were many requests for further considerations from across the Constituency which could not be assisted as the vote had been exhausted.

ii) On MIN06/08/06/2021: Executive Committee Meeting

Members were informed that follow up had been made with all projects that involved purchase of land as well as those with other emergent issues to ensure proper documentations are finalized and submitted to the NGCDF Office as required. A report on the same shall be tabled in the next NGCDFC meeting.

It was also reported that follow up had been made with the Sub County Director of Education on the status of registration of new schools commenced by NGCDF as well on full registration to enable commencement of admissions to form one in the next academic year. A report on the same shall be tabled in the next NGCDFC meeting.

iii) On MIN7/08/06/2021: Emergency Projects FY 2020/2021

As relates emergency funding FY 2020/2021, the Committee was informed that the total allocation was Kshs 7,192,206.90 out of which Kshs 5,500,000 had been disbursed to approved emergency projects leaving a balance of Kshs 1,692,206.90 in the vote. Equally, members were informed that during the meeting of 8th June-2021 they had approved to disburse the same to other priority projects. On that note the Committee was informed that the disbursement to some projects had been reviewed as follows:-

No	Project Name	Location	Activity	Amount Allocated (Kshs)
1.	Tereno Day Secondary School	Kapchorua	Construction of 4 door toilets for both boys & girls to avert a public health crisis in the new school	150,000
2.	Kapkoros Secondary School	Kapkoros	Construction of 8 door toilets after collapse of previous ones	200,000
	Grand Total (Kshs)			350,000.00







The respective Project Management Committees shall be asked to provide the requisite documentations and the funds disbursed accordingly.

iv) On MIN9/09/06/2021 (i): Prequalification of Contractors, Suppliers and Service Providers 2020/2021-2021/2022

The Fund Account Manager reported that prequalification of Contractors, Suppliers and Service Providers for the FY 2020/2021-2021/2022 which was deliberated upon in the meeting of 8th June 2021 had not been done though this is a stringent requirement of the Public Procurement and Asset Disposal Act 2015.

After further deliberations, it was agreed that the same shall be complied with accordingly and all the PMCs informed to use the new list of prequalified Contractors, Suppliers and Service Providers accordingly. The Procurement Department shall be asked to assist in this process to ensure it is expeditiously done within the shortest time possible.

v) On MIN9/09/06/2021 (ii): Ongoing Tenders June 2021

Members were further informed on the status of the following tenders as deliberated in the previous meeting of 8th June 2021:-

No	Tender Name	Amount Allocated (Kshs)	Progress	Remarks
1.	Purchase of Constituency Motorcycle	400,000	Supplier awarded has not complied	To be retendered as soon as possible
2.	Construction of Carpark and ablution block	1,500,000	Contract awarded and the car park as well as ablution block done	Minor pending works and branding to be finalized. Clerk of works to ensure quality workmanship
3.	Installation of intercom and Wifi at the NGCDF offices	300,000	Awarded and completed	Completed and payment made to supplier

The procurement department had assisted in ensuring compliance with the procurement laws and regulations in the above tenders.

vi) On MIN11/08/06/2021: Resubmission of Projects FY 2020/2021

The Fund Account Manager reported that during the FY 2020/2021, Nandi Hills NGCDF had been allocated Kshs 137,088,879.31 out of which projects totalling Kshs 134,988,879.31 were fully approved and the accompanying codelist duly issued leaving a balance of kshs 2,100,000 as unapproved amount and the same had been earmarked for the environment kitty.

The Chairman further indicated that consultation had been made with the MP on the same and a resubmission of projects forwarded to the NGCDF Board as required to benefit the following projects earlier approved:-

Project Name	Project Number	Project Activity	Amount Allocated (Kshs)	Current Status	Our Remarks
Taboiyat Day Secondary School	4-0029-153-2630205-104-	Final payment for the purchase of 1 acre piece of land for the school's expansion (Kshs 1,500,000).	1,700,000	Ongoing	Valuation report, land purchase agreement and other supporting

	2020/2021-0014	survey and processing of title (Kshs 200,000)			<i>documents herein attached (See Annex 1)</i>
Cheptililik Primary School	4-0029-153-2630205-104-2020/2021-006	Purchase of 0.2 acres piece of land for the school's expansion	400,000	Ongoing	<i>Land purchase agreement and other supporting documents herein attached (See Annex 2)</i>
Total Unapproved Amount (Kshs)			2,100,000		

The Committee was informed that all the required documents had been forwarded to the Board and the approval of the same was being awaited.

MIN04/24/09/2021: Reports September 2021

a) AIEs Received FY2020/2021

The Fund Account Manager reported that after the close of the FY 2020/2021 as at 30th June 2021, the NGCDF Board had disbursed more funds to the Constituency relating to the FY 2020/2021 as follows:-

No	AIE Number	Funds Disbursement Date	Amount	Remarks
1.	B105238 (2020/2021/0293)	22 nd July 2021	33,000,000	10th AIE Received
Total Funding Received in AIE Received (Kshs)			33,000,000	

From the above disbursement of Kshs 33,000,000 and the previous funding totaling Kshs 92,000,000 within FY 2020/2021, the total received in the Constituency now stands at Kshs 125,000,000 against the total allocation of Kshs 137,088,879.31 which leaves a balance of Kshs 12,088,879.31 still outstanding with the NGCDF Board.

On the above funding of Kshs 33,000,000 received, the Fund Account Manager reported that the same had been earmarked to approved projects majority of which fall within the primary and secondary schools and the respective PMCs had been asked to provide the requisite documentation to enable release of the said funds.

b) Bursary and Project disbursement:-

It was reported that the disbursement of bursary to earmarked institutions to benefit needy students identified during the public participation foras had progressed well and most cheques had reached the intended institutions. It was further reported that some institutions had issued acknowledgement letters and receipts as required whereas others were yet to comply and hence the need for urgent follow up on the same.

Members were also informed that disbursement of funds to approved projects in the FY 2020/2021 had been done and there were several cheques awaiting dispatch to the institution by the NGCDF Committee members.

On that note, members tasked the Executive to prepare a programme and budget for the exercise to be completed as soon as possible to enable PMCs implement their planned projects. Equally, it was agreed that those PMCs that were yet to provide the required documentation to enable release of their funds shall be asked to do so expeditiously.

c) Flagship Projects Progress

The Chairman NGCDFC informed the Committee that the progress in the implementation of flagship projects that include Kipsebwo Secondary, Jean Marie Secondary, Kaplelmet Secondary and Ainapngetuny Secondary was good despite minor challenges in some of the projects.

He indicated that there was notable delay in implementation of Kipsebwo Secondary School project by the contractor and hence the need for close monitoring by the PMC and the NGCDFC. He further indicated that the progress of Kaplelmet Secondary School project was impressive and the workmanship was good as noted during the previous site meeting and other visits. As relates Jean Marie Secondary School Project, it was reported that there was a slight delay in implementation by the contractor and works was still at the walling stage. He informed members that the same project requires close monitoring to ensure quality workmanship and timely completion. On Ainapngetuny Secondary project, members were informed that there were pending works which the contractor had not done which requires follow up by PMC and the NGCDF as soon as possible.

d) Supply and Delivery of 2No School Buses

The Committee was informed that during the FY 2020/2021 they had allocated funds for the purchase of 2No buses Isuzu FRR 33L, 51 Seater Semi Luxury Institution Bus for Cheptabach Secondary School of P.O Box 356 Nandi Hills and Koilo Secondary School of P.O Box 54 Ollessos.

He indicated that they had visited the factory on 8th September 2021 and the two buses were under construction with Chassis Numbers 7002100 and 7002106. It further reported that Kenya Coaches Industries had undertaken in writing to deliver the buses by 7th October 2021 and hence there was need for close follow up and another visit to ensure the timelines are complied with accordingly.

MIN/24/09/2021: Project Proposals FY 2021/2022

a. NGCDFB Guidelines FY 2021/2022

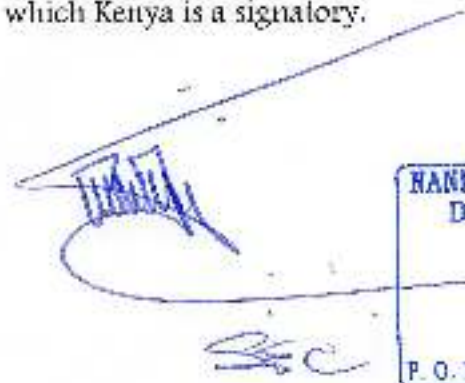
The Fund Account Manager informed the Committee that the NGCDF Board had issued guidelines on the submission of Constituency Project Proposals for the 2021/2022 financial year vide its Circular dated 26th August 2021 and referenced NGCDF BOARD/CEO/BOARD CIRCULARS/VOL11 (030). The guidelines provided as follows:-

i) Basis for Identification of Project Proposals

The Circular made reference to Section 27 of the NGCDF Act which provides that the Chairperson of the Constituency Committee shall within the first year of a new parliament and at least once every two years convene open forum public meetings in every ward in the Constituency to deliberate on development matters in the Ward and in the Constituency in line with Article 10 of the Constitution and Section 27 of the NGCDF Act.

The Circular stipulates that Fund Account Managers shall therefore be expected to submit project proposals attached with a signed report on the community consultative forums to confirm compliance with the above legal requirement.

The Constituency Project Proposals shall take into consideration the provisions of the National Development Plans and policies as outlined in the Vision 2030-Medium Plan III; the Big Four Agenda; the Constituency Strategic Plan and the International Commitments and conventions to which Kenya is a signatory.



ii) Eligible Projects under the Act

The guidelines issued stipulated that eligible projects are those in compliance with Section 24 of the Act which provides that these projects are those that are in respect of works and services falling within the function of National Government under the Constitution.

Equally, these projects must be community based in order to ensure the benefits are available to a widespread cross-section of the inhabitants of a particular area. Further these projects should be those that foster sustainable development, promote human dignity and protection of the marginalized as outlined in national values and principles of governance.

The Board therefore directed the Fund Account Managers in liaison with the NGCDF Committees to ensure that the project proposals submitted to the Board are in conformity with the Act to facilitate expeditious approval.

iii) Constituency Interventions in Response to COVID-19 Pandemic

Constituency Committees were reminded to make use of the guidelines dated *21st May 2020* and referenced *NGCDFB/BOARD CIRCULARS/VOL.II/019* in consciously recommending appropriate project proposals that address the development challenges brought about by COVID-19 pandemic and are in conformity with NGCDF Act 2015 as amended in 2016, the Regulations 2016 and other pertinent laws.

The guidelines further reminds the NGCDFCs to advise all PMCs on the requirement to comply with "Access to Government Procurement Opportunities (AGPO) and local content guidelines with a view to maximizing backward and forward linkages for quick resumption of normalcy and restoration of the country to optimal growth path.

iv) Projects Proposals Co-funded with other Agencies

The communication further refers to Section 49 of the NG-CDF Act which provides that the Board may consider part funding of a project financed from sources other than the Fund so long as the other financiers or donors of that project have no objection and provided that the part funding for the project availed pursuant to this Act shall go to a defined unit or any part thereof or phase of the project in order to ensure that the particular portion defined in the allocation is completed with the funds allocated under this Act.

It further guides that NG-CDFCs are therefore expected to enter into a formal agreement with providers of counterpart funding, clearly indicating the phase to be financed by the each party.

v) Completion of Ongoing Projects

The Circular provided that in conformity with Article 201 (d) of the Constitution and Section 46 (2) of the NGCDF Act, Constituencies are required to focus on completion of ongoing projects before embarking on new ones.

To enforce this, the Board issued a circular Ref: *NG-CDF Board/Programmes/Circulars/2021/1* dated **15th July, 2021** requiring each NG-CDF committee to submit a detailed report on all ongoing projects including estimated cost of completing an entire project or a defined phase that can be put to productive use upon completion.

vi) Clearance of outstanding issues with regard to previous financial years' Project Proposals

The Circular pointed out that some constituencies were yet to address issues raised by the Board that led to deferral of approval of project proposals submitted in previous years and Fund Account Managers were therefore required to prioritize clearance of such outstanding



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issues to facilitate approval. Disbursement of funds to constituencies with respect to new project proposals will be conditional on clearance of such outstanding issues.

vii) Involvement of relevant Government Departments in preparation of project proposals

The Circular directs that while preparing project proposals, Constituency committees are required to consult with the relevant government departments to ensure that the allocation of funds to each project is informed by realistic technical cost estimates.

viii) Labelling/Branding of Constituency Projects

As relates labeling and branding of Constituency projects, the guidelines provided that Constituency Committees are expected to ensure that the cost of labeling/branding for each projects is incorporated in the Bills of Quantities for each project hence part of the project proposal.

ix) Adherence to Statutory Ceilings

The Circular also indicated that while preparing project proposals, NG-CDF Committees are expected to adhere to the legal statutory ceilings for various category of projects as follows:-

No	Project Category	Statutory Ceiling
1.	Administration and Recurrent Costs of NGCDFCs	6%
2.	Emergency Reserve	5%
3.	Sports Activities	2%
4.	Environment Activities	2%
5.	Monitoring and Evaluation of Ongoing Projects and Capacity Building of various Operatives	3%
6.	Social Security Programmes, Education Bursary Schemes, Mocks Examinations and Continuous Assessment Tests	35%

x) Reference to Constituency Strategic Plans

The Communication further noted that the strategic plan is an important tool for the NGCDF Committees forward planning as it also aligns the Constituency interventions with national and global development agenda including Kenya Vision 2030 and Medium Term III, the Government Big Four Agenda as well as the Sustainable Development Goals.

It directs the Fund Account Managers to ensure that annual project proposals are informed by the Constituency's priorities as outlined in the strategic plan.

xi) Budgetary Provision for Administration and Recurrent Expenditure

a) Employment of NGCDFC Staff

The Circular indicated that in line with Section 45 of the NGCDF Act, the Constituency Committee may engage such staff as may be necessary for the execution of its functions. Such staff shall be remunerated from the funds allocated for administration and recurrent expenses of the Constituency Committee.

In conformity with the above provision, NGCDF Committees are required to plan and make budgetary provisions for necessary number of employees based on a clear organization structure backed by a job description for each employee approved by the Committee.

The Circular stipulates that in order to facilitate expeditious analysis of project proposals, NG-CDFCs shall be required to annex details of monthly remunerations i.e. Basic Salary and other remunerative allowances.

b) Provision for Service gratuity



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