

MINUTES OF ELDAMA RAVINE NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND COMMITTEE MEETING HELD ON WEDNESDAY, 24TH SEPTEMBER, 2021 STARTING 11.00AM AT THE NGCDF OFFICE ELDAMA RAVINE

Members Present

- | | | |
|---------------------|---|----------------------|
| 1. Joseph Ayabei | - | Chairman |
| 2. Ali Omar | - | DCC |
| 3. Anne Mwangi | - | Secretary |
| 4. Nancy Koech | - | Member |
| 5. Elijah Kamau | - | Member |
| 6. Felix Kangogo | - | Member |
| 7. Veronica Kaptich | - | Member |
| 8. Roberto Munji | - | Member |
| 9. John Suge | - | Coopted Member |
| 10. Caren Jeruto | - | Fund Account Manager |

In Attendance

- | | | |
|----------------------|---|-------------|
| 1. Stephen Bundotich | - | ICT Officer |
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Agenda

1. Preliminaries
2. Chairman opening remarks
3. Reading/Confirmation of the previous meeting minute and matters arising
4. Ward Reports
5. Ongoing Report
6. Project prioritization and approval
7. Reallocation
8. Bursary

MIN 1/24/09/2021: PRELIMINARIES.

The meeting was called to order by the Chairman at 11AM and an opening prayer was offered by Anne Mwangi before the meeting officially commenced.

The Chairman thanked members for arriving on time and urge the members to continue adhering to MOH directive issued on fight against COVID-19 pandemic. He noted that the cases of covid 19 in town is spiking and encouraged each individual to take person responsibility.

MIN 2/24/09/2021: CHAIRMAN OPENING REMARKS.

Chairman welcome the members, thereafter he introduced the agenda of the day.

MIN 3/24/09/2021 READING/CONFIRMATION OF THE PREVIOUS MEETING MINUTE AND MATTERS ARISING.

Chairman requested the secretary to read through the minutes of the previous meeting, the minutes were confirmed to be true records of the previous meeting by John Suge and seconded by Felix Kangogo.

Matters arising

Projects; Fam reported that disbursement of projects cheques is currently ongoing except for lockers and chairs. She recommended a standard locker and chair be identified and be used while looking for suppliers. DCC recommend the one that was by ministry of education.



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Toiniok Girls; Held a meeting with the school BOM and agreed that the contractor to withdraw a letter that he wanted to sue the school. The contractor has withdrawn the letter and another meeting with the school will be schedule to discuss the way forward.

Mr. Kipchilowen Tallam has officially completed his one-month lieu of notice. His pending dues shall be released in accordance to the records.

MIN 4/24/09/2021 WARD REPORTS.

Chairman informed the members that due to Covid 19 challenges only stakeholders were invited for public participation as opposed to inviting the community. He further reported that the ward meetings were successful.

Each team leader gave a brief report highlighting on the attendance, projects proposed for funding and the challenges. After the report members noted that the list of proposed projects in every ward were many and the challenges also. Members noted that there was need to do an intensive monitoring and document the challenges in every institution. This will assist in decision making.

MIN 5/24/09/2021 ONGOING PROJECTS

Members gave first priority to **ongoing projects** and approved allocation of additional funds for completion. After listing all ongoing projects, it was noted that Uhuru Kariakari secondary school had been reallocated funds for completion of Ksh 1,195, 000 during NGCDFC meeting held on 7/7/2021.

Members resolve not to allocate funds Torongo Police Station and Kiplombe Chief Office because implementation of the projects have not started, this is because projects has not received funding.

MIN 6/24/09/2021 PROJECT PRIORITIZATION AND APPROVAL.

FAM took the members through the NGCDFB/CEO/BOARD CIRCULAR Vol II (030) of 26TH August, 2021. She highlighted on the importance adherence of statutory ceiling, clearance of pending issues with the Board and ongoing projects.

Consideration of **New projects** was done on priority basis depending on the need after going through the ward reports.

Bursary members resolved to allocate 25% to Bursaries

Administration & Recurrent- 3%

Monitoring & Evaluation -2%

Sports -1%

Environment -1%

Emergency -5%

Members allocated 15 million for construction of NGDCF Office.

10 million was allocated to completion of Library.

After a lengthy discussion members proposed the following projects to be funded in the year 2021/2022 and approve submission of same to NGCDF Board for approval as indicated in the table below;



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Proposed Projects 2021-2022 FY

Sub Project Title (Name of the Project)	Original Cost Estimates (Kshs)	Cumulative Allocation (Kshs)	Project Activity	Amount Allocated FY2021/2022	Current Status
<u>Administration and Recurrent Expenditure</u>					
Employees' Salaries	2,500,000.00	Nil	Payment of staff salaries and wages.	2,500,000.00	New
Employees Gratuity	1,500,000.00		Payment and staff gratuity inclusive arrears of the previous f/y.	1,500,000.00	New
NHIF	66,000.00	Nil	payment of NHIF remittance	66,000.00	New
NSSF	36,000.00	Nil	payment of NSSF remittance	36,000.00	New
Goods and Services	2,123,332.74	Nil	Purchase of fuel, maintenance of assets, purchase of stationery, Hospitality services and supply Domestic travel and subsistence and office rent	2,123,332.74	New
Committee Expenses	2,000,000.00	Nil	Payment of Committee sitting allowances and Transport refund and conferences	2,000,000.00	New
Total (Kshs)	8,225,332.74	Nil		8,225,332.74	
<u>Emergency Fund</u>					
5% Emergency Fund	7,192,206.90	nil	To cater for various emergency interventions that shall arise during the Financial Year in the Constituency	7,192,206.90	Ongoing
Total (Kshs)	7,192,206.90			7,192,206.90	
<u>Bursary, Mocks and CATs</u>					
Bursary Secondary Schools	15,000,000.00	Nil	To assist bright but needy students from the Constituency in secondary schools through bursary support	15,000,000.00	Ongoing



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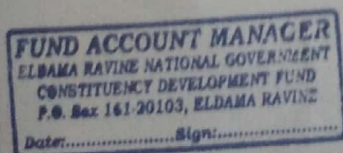
Bursary Tertiary Schools	16,000,000.00	Nil	To assist bright but needy students from the Constituency in colleges and universities through bursary support	16,000,000.00	Ongoing
Bursary Special Schools	3,272,219.75	Nil	To assist students from the Constituency in special schools through bursary support	3,272,219.75	Ongoing
Total (Kshs)	34,272,219.75			34,272,219.75	
Primary Schools					
Sogonin Primary School	3,000,000	1,050,000.00	Completion of 5 roomed Administration block; Plastering, fixing of windows & doors, Fixing of tiles, painting, keying and branding.	1,950,000.00	Ongoing
Kabiyet Primary School	3,000,000	2,200,000.00	Completion of 5 roomed Administration block; wiring, ceiling works, Fixing of tiles, painting and branding.	800,000.00	Ongoing
Nakurtakwei Primary School	3,100,000	1,050,000.00	Completion of 5 roomed Administration block; Plastering, fixing of windows & doors, Fixing of tiles, painting, keying and branding.	2,050,000.00	Ongoing
Kipkaber Primary School	2,500,000.00	850,000.00	Completion of 20 teachers staffroom Plastering walls, doors and windows fixing, floor tiles, keying and painting	1,650,000.00	Ongoing
Kimamoi Primary school	800,000.00	650,000.00	Completion of 1 No. Classroom; Plastering, window panes, verandah, painting, keying and branding at ksh 300,000. The project was allocated funds in 2017/2018	300,000.00	Ongoing
Kimamoi Primary school	2,000,000	nil	construction of administration block of 3 rooms to completion.	2,000,000.00	Ongoing



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Emkwen Primary School	480,000.00	200,000.00	Completion of 6 door boys pit latrine; plastering, doors, fascia board and painting one door to cater for person living with disability (PWD). The school was given emergency funds of ksh 200,000 in 2017/2018	200,000.00	Ongoing
Torokwonin Primary School	1,600,000.00	NIL	Construction of 2 No standard classrooms to completion.	1,600,000.00	New
Tebeswet Primary School	800,000.00	NIL	Construction of a 1 No Standard Classroom to completion.	800,000.00	New
St. Patrick Shimoni Primary school	600,000.00	NIL	Construction of 5 door pit latrine to completion and one door to cater for person living with disability (pwws)	600,000.00	New
Sigowet Primary School	600,000.00	nil	Renovation of 6 classrooms-cementing floors, window glasses, painting, veranda repair, doors and other works	600,000.00	New
Kiptuno Primary School	2,500,000.00	1,200,000.00	Completion of 5 roomed Administration (plastering, flooring, painting, keying	1,000,000.00	Ongoing
Kewangoi Primary School	13,243,902.00	5,900,000.00	completion of twin dormitory of 100 students each with ablution attached to both dormitories - Completion of one ablution block; plastering, plumbing works, electrical works and painting Construction of Septic tank of 50 students	1,036,452.00	Ongoing
Kirobon primary	500,000.00	nil	Clearing, excavating rocks, leveling and landscaping land of approximately one acre to create room for construction of classrooms. This will be done in phases therefore this is phase one.	500,000.00	New
Lebolos Secondary	200,000.00	nil	creation of access road approximately 200m to Lebolos secondary school (clearing the bush and	200,000.00	new



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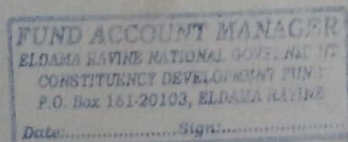
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			leveling hilly sections to make it useable		
Total (Kshs)	34,723,902	13,100,000.00		19,286,482.00	
Secondary Schools					
Aruma Secondary School	6,700,000	5,700,000.00	Completion of 200 bed capacity boys dormitory; Flooring, plastering painting, Ceiling, keying	1,000,000.00	ongoing
Bhakita Secondary School	8,145,781	4,100,000.00	Completion of 300 student's capacity Dining Hall and Kitchen flooring and painting. This project was started by the community (foundation, slab, erection of pillars)	1,000,000.00	ongoing
Bemonin Secondary school	7,773,880	6,500,000.00	Completion of 14 roomed administration block; Floor tiles, painting and keying. The initial cost was ksh 6,224,380 but the variations was made to the project costing an extra cost of ksh 1,549,500	1,000,000.00	ongoing
Kamelilo Day Secondary School	8,200,000	6,790,000.00	Top up for Purchase of School Bus; Final instalment of 52 seater school bus. The school negotiated for the bus and the indicated amount is the final payment.	1,410,000.00	ongoing
Kipkoriony Day Secondary School	5,200,000	3,700,000.00	Completion of one storey building of 4No classrooms; Plastering, wiring, fixing of windows & doors, keying, Floor Tiles, painting and external walls	1,500,000.00	ongoing
Kiplombe Secondary School	9,800,000	3,000,000.00	Top up to Purchase of 52 seater School Bus additional funds for purchase 52 seater school bus using frame work contracting by the Government which is ksh 9,762,300. Ksh 37,700 as	6,800,000.00	ongoing

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			project management by PMC during assembling of the bus.		
Mary Keitany Shoe4 for Africa Secondary School	4,900,000	3,250,000.00	Completion of 40 Students laboratory; Fixing gas chamber, Floor tiles, worktops, painting, branding and purchase of 40 laboratory stools	1,650,000.00	ongoing
Sabatia Secondary School	6,000,000	3,500,000.00	Completion and Equipping of 300 Students capacity Dinning Hall and modern kitchen; Plastering, fixing of window glasses, Terrazzo and modern kitchen energy efficient cooking pot split the amounts for equipping and	2,500,000.00	ongoing
Sigoro Secondary School	8,200,000	4,290,000.00	Top up for Purchase of School Bus; Final instalment of 52 seater school bus (this is co funded project with the school which has already paid ksh 2,700,000 to the supplier. The school negotiated for the bus and the indicated amount is the final payment.	1,210,000.00	ongoing
Solian Girls High School	12,000,000	6,000,000.00	Completion of 200 capacity one Storey dormitory (1st Floor); walling, roofing, windows and doors, plastering, ceiling, tilling	6,000,000.00	ongoing
St Marys Boito Secondary School	3,900,000.00	1,200,000.00	Completion of 40 Students capacity library; Floor tiles shelves, Fascia board painting and general finishing (this is a co-funded project, the ministry of education constructed the ground floor which is complete and currently as a laboratory)	2,700,000.00	ongoing



Tinet Secondary School	3,000,000	1,050,000.00	Completion of 5 roomed Administration block; Plastering of walls, plumbing works, Electricals, windows & doors, keying, Floor Tiles, painting and branding	1,950,000.00	ongoing
Kabimoi High School	2,100,000.00		Purchase of 60 KVA Generator and installation	2,100,000.00	New
Simotwet Mixed Day secondary school	4,500,000.00		Construction of Science Laboratory of 40 students to completion	4,500,000.00	New
Lelgel Day Secondary School	800,000.00		Construction of 1No standard classrooms to completion	800,000.00	New
Mary Keitany Shoe4 africa Secondary school	2,000,000.00		Construction of two bed room self-contained Staff house to completion	2,000,000.00	New
Tiripkatoi Day Secondary school	1,600,000.00		Construction of 2No standard classrooms to completion	1,600,000.00	New
	80,819,661	48,030,000.00		59,720,000.00	
Security					
Timboroa Chief's Office	250,000.00	NIL	Purchase of office furniture (2 executives office desk, at ksh 50,000 2 executive office chairs at ksh50,000 and 20 visitors chairs at ksh100,000, purchase of one office tables at ksh 10,000 and 2 metal filing cabinets at ksh 40,000 to completion	250,000.00	New
Lembus Central Chief's office	250,000.00	NIL	Purchase of office furniture (2 executives office desk, at ksh 50,000 2 executive office chairs at ksh50,000 and 20 visitors chairs at ksh100,000, purchase of one office tables at ksh 10,000 and 2 metal filing cabinets at ksh 40,000 to completion	250,000.00	New
Total (Kshs)	500,000.00	-		500,000.00	

FUND ACCOUNT MANAGER
 ELBAMA RAVINE NATIONAL GOVERNMENT
 CONSTITUENCY DEVELOPMENT FUND
 P.O. Box 161 20103, ELBAMA RAVINE
 Date:.....Sign:.....

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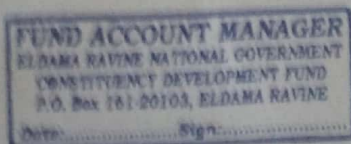
Moi Highland Secondary School	120,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	120,000.00	New
Kipkoriony Secondary School	120,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	120,000.00	New
Sigoro Primary School	120,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	120,000.00	New
Timboroa Secondary School	120,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	120,000.00	New
Tugumoi/ Koibatek Day sec School	120,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	120,000.00	New
Kapcholo Secondary School	120,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	120,000.00	New
Moringwo Primary School	120,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	120,000.00	New
Maji Mazuri Day secondary school	120,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	120,000.00	New

FUND ACCOUNT MANAGER
 EL DAMA RAVINE NATIONAL GOVERNMENT
 CONSTITUENCY DEVELOPMENT FUND
 P.O. Box 161-20103, EL DAMA RAVINE
 Date:.....Sign:.....

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Kilg Primary School	80,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	80,000.00	New
Kigwara Primary School	80,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	80,000.00	New
Kilwet Primary School	80,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	80,000.00	New
Kigwara Primary School	80,000.00	NIL	To cater for the supply of 10,000 litres tank, gutters, tap and installation (construction of tank base & water collection point to completion.	80,000.00	New
Total (Kshs)	1,280,000.00			1,280,000.00	
Training, Monitoring and Evaluation					
Grants and Services	912,666.67	Nil	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence etc.	912,666.67	new
Committee Expenses	2,000,000.00	Nil	Payment of Committee allowances, transport, conferences	2,000,000.00	new
NG-CDF/PMC Capacity Building	1,200,000.00	Nil	Undertake training of the PMCs, staff and NG-CDFCs on NG-CDF related issues	1,200,000.00	new
Total (Kshs)	4,112,666.67	4,112,666.67		4,112,666.67	



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Constituency Sports Activities	1,500,000.00	nil	Carry out Constituency football tournament and the winning team to be awarded with trophies, balls, games kits ksh 500,000, supporting volleyball teams through capacity building of coaches & with training kits ksh 500,000 and supporting athletics through Eldama Ravine Marathon ksh 500,000	1,500,000.00	New
Total (Kshs)	1,500,000.00		-	1,500,000.00	
Koroga National Library service	\$4,557,786.27	\$1,583,688.61	Completion of the Eldama Ravine Library and Offices Project-completion of mechanical works which was partly done and payment of mechanical works already done	10,000,000.00	Ongoing
National Government Constituencies Development Fund Office	13,000,000.00	NIL	construction of constituency office to completion.	15,000,000.00	new
Total (Kshs)	99,557,786.27	\$1,583,688.61		25,000,000.00	
Total allocation for 2021/2022 f/y				137,088,878.06	

MIN 7/24/9/2021 CHANGE OF PROJECT ACTIVITY /REALLOCATION.

IAM presented request for Change of project activity and reallocation

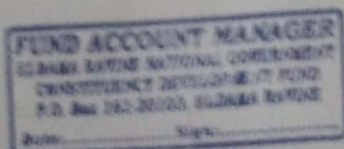
Change of project activity

Karjital primary school – requested to the change the project activity from construction of a classroom to construction of administration block. Members decline and recommended that the school to construct a classroom and with the allocated funds and request for funds of administration block.

St. Marys Boito – requested for change of project activity from construction of library to erection of library on an existing building one storey building which was constructed by the ministry. The ground floor is complete and it is being used as laboratory. The project was allocated funds in 2020/2021 f/y.

Reallocation

Constituency Environmental Activities- Kshs. 847,693.20 the funds were to cater for the undertaking of Environmental Impact Assessment (EIA) for the various NG-CDF funded projects in the Constituency - Declined. To be reallocated to Kabor primary school for construction of Classroom.



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MIN 8/24/9/2021 BURSARY.

FAM took the members through the NGCDFB/CEO/BOARD CIRCULAR Vol II (021) of 18th June, 2020 on bursary and presented customized bursary application form both for colleges and Universities and for secondary school. The members adopted the forms and requested the bursary committee to take up the matter. Members requested the bursary committee to ensure that the dissemination of information on application of bursaries is well planned to ensure that information covers a wide range.

Stale cheques

FAM informed the members of stale cheques and requested for replacement of the same. Members approved replacement of stale cheques to the needy students as per attached list bank reconciliation for the month of September.

Adjournment

The meeting ended at 12:10 pm with a word of prayer by Veronica Kaptich

Minutes prepared by;

Secretary... ANNE M. MWANGI sign... [Signature] date... 24/9/2021

Confirmed by;

Chairman... Joseph Anyabei sign... [Signature] date... 24/9/2021

