



National Government Constituencies Development Fund Board

Laikipia North Constituency

P.O. Box 21 - 10401

DOLDOL

Cell: 0720 907 270

Email: laikipianorthcdf@gmail.com | Website: www.ngcdf.go.ke

**LAIKIPIA NORTH NG-CDFC MEETING HELD ON 25th AND 26th NOVEMBER 2019 AT
DOLDOL NG- CDF OFFICE**

MEMBERS PRESENT:

- | | | |
|--------------------------|---|----------------------|
| 1. Florence Lomwa | - | Chairperson |
| 2. Isaak Hassan Adan | - | Fund Account Manager |
| 3. John K. Ole Tingoi | - | Secretary |
| 4. Ephantus Mwai | - | Member |
| 5. Lochimidi J Esokon | - | Member |
| 6. John E. Ole Kasana | - | Member |
| 7. Margaret N. Lenambeti | - | Member |
| 8. Teresia Wambui | - | Member |
| 9. Benjamin M Nzioka | - | Member |

AGENDA

1. Confirmation of Previous Meeting Minutes
2. AIE's Received / Projects Priotised
3. PMC/NG-CDFC/Staff training.
4. Procurement For New Projects
5. Resubmission of Declined Projects for 2019/2020 Project Proposal
6. A.O.B

MIN 01/11/2019. CONFIRMATION OF PREVIOUS MEETING MINUTES:

The meeting was started with the word of prayer from Ephantus Mwai. The Chairperson welcomed all members to the meeting and requested the Secretary to read through the previous meeting minutes. The secretary read through the minutes of the previous meeting.

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The minutes were confirmed to be the true copy of the deliberations held by Ephantus Mwai who was seconded by Margaret Lenambeti.

The Chairperson asked members if there was any matter arising whereby members said they wanted to know the status of the submitted project proposal for the FY 2019/2020.

The manager informed members that the project proposal was approved except for a few projects that were declined the one of the 4 buses.

MIN 02/11/2019: AIE's RECEIVED / PROJECTS PRIORITISED

The Fund Account Manager informed the Committee that he had received two AIE's amounting to Kshs 22,000,000. The committee agreed to prioritise the following projects: -

1. Office Administration / Recurrent – Kshs.3,000,000.00
2. Monitoring and Evaluation – Kshs.1,000,000.00
3. Marura Narok Primary School (Construction of two Classrooms to completion) – Kshs. 1,900,000.00
4. Kisargei Primary School (Construction of a classroom to completion) – Kshs.950,000.00
5. Kurum Secondary School (construction of two classrooms to completion) – Kshs 1,900,000
6. Lekiji Primary School (construction of two classrooms to completion) -Kshs 1,900,000
7. Sirimon Day Secondary School (construction of two classrooms to completion) -Kshs 1,900,000
8. Sirat Primary School (construction of a classroom to completion) -Kshs 950,000
9. Ngarendare Primary School (construction of a classroom to completion) – Kshs 950,000
10. Olotasha Primary School (construction of a classroom to completion) -Kshs 950,000
11. Dam Mbili Primary School (construction of two classrooms to completion) – Kshs 1,900,000

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12. Githima Primary School (construction of two classrooms to completion) -Kshs 1,900,000
13. Ewaso Secondary School (construction of a classroom to completion) -Kshs 950,000
14. Irura Secondary School (construction of Eight toilets to completion) -Kshs 400,000
15. Louniek Secondary School (construction of a classroom and two toilets to completion) - Kshs 1,050,000
16. Emergency – Kshs 400,000

MIN 03/11/2019 PMC/NG-CDFC/STAFF TRAINING

The Fund Account Manager informed members there is need to train the project management committee members, NG-CDF Committee members and the Office Staff before implementation of the new projects for the Financial Year 2019/2020.

Its also part of performance contracting to train the pmc committes, NG-CDF Committees and the staff.

The Committee members agreed to do the training on 5th December 2019 in Nanyuki. The Committee deliberated on the budget for the exercise and agreed on Kshs 549,100 for the training exercise. The same to be charged from Monitoring and Evaluation vote.

The committee agreed to invite two officials from each project that is the Chairperson and Secretary to the training. The committee members were tasked with the responsibilities of ensuring Pmc members from their areas attend the crucial training.

The chairperson requested members to take the exercise seriously and to be punctual in the training.

MIN 04/11/2019 PROCUREMENT FOR NEW PROJECTS

The Fund Account Manager informed members that all the new prioritised projects need to be advertised at the pmc's level.

The School heads in collaboration with the committee members to ensure bqs are ready in schools plus the adverts put in all strategic points advertising the works in each of the schools.

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The committee agreed the tenders to be opened at the schools upon the completion of the advertisement periods.

The procurement office and the public works office to be involved in the tender openings and evaluations as the technical personnel.

After the professional opinions are given by the technical staff the Fund Account Manager to scrutinise the same and award the contracts or reject the same with comments.

MIN 05/11/2019 RESUBMISSION OF DECLINED PROJECTS FOR 2019/2020 PROJECT PROPOSAL

The Committee was informed that the NG-CDF Board had approved all projects for the 2019/2020 project proposal except Kshs 30,000,000 which had been allocated for four buses for Mithuri, Naibor, Kimanjo and Lokusero secondary schools.

The Committee had allocated Kshs 7,500,000 for each bus while the Government contract price for each bus is Kshs 7,450,000, hence the need to resubmit the projects afresh. The committee agreed on the following projects for the Kshs 30,000,000:-

1. Mithuri Secondary School – Purchase of 51 seater bus – Kshs 7,450,000
2. Kimanjo Secondary School – Purchase of 51 seater bus – Kshs 7,450,000
3. Lokusero Secondary School – Purchase of 51 seater bus – Kshs 7,450,000
4. Naibor Day Mixed Secondary School – Purchase of 51 seater bus – Kshs 7,450,000
5. Irura Secondary School – Purchase of 20 lockers each Kshs 2,500 and 20 chairs each Kshs 2,500.
6. Sirimon Day Secondary School – Purchase of 20 lockers each Kshs 2,500 and 20 chairs each Kshs 2,500.

The committee requested the Fund Account Manager to do the necessary documentation and submit the same to the NG-CDF Board for necessary action.

MIN 06/11/2019 A.O.B

Committee members agreed on the following;



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1. Committee sitting allowance for the two days meetings of Kshs.94,000.00 to be paid.
2. Committee members, Clerk of works and driver to be paid six days allowances for doing project monitoring and evaluation at normal rates totalling to Kshs 315,000 from M&E vote.
3. The fuel from Hafare Investments Limited to be paid as per the invoice, LPO and detail orders.
4. The committee agreed the cdf vehicle to be taken to Mutindwa Enterprises the Toyota dealer for major repairs and service, the bills to be paid as per the LSO'S, invoices and ETR receipts.
5. The committee agreed the training expenses totalling Kshs 549,100 to be charged from M & E Vote.
6. Office expenses such as Electricity, Stationery and other expenses to be paid as per the Invoices and Receipts.

There being no other business the meeting ended with a word of prayer from Teresia Wambui.

Minutes Compiled by

(The Secretary)

Signature.....

Date.....

Minutes Confirmed by

(The Chairperson)

Signature.....

Date.....

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