



NG-CDF

**National Government Constituencies Development Fund
Subukia Constituency**

P.O Box 86.

Subukia

Cell: 0728776506

Email: subukia@cdf.go.ke

**MINUTES OF NG-CDFC MEETING HELD ON 9TH JANUARY 2024 AT NG-CDF BOARDROOM
AT 10:00 AM**

MEMBERS PRESENT

1) Shadrack Muiruri	Chairman
2) Winnie Muthoni	Secretary
3) Gloria Keitany	Member
4) Erastus Mwangi	Member
5) Nicholas Kiplagat	Member
6) Sophie Chelangat	Member
7) Dorcas Nyokabi	Member
8) Jaled Ondiek	Member
9) Josephine Wanjiku	Member
10) Charity Macharia	DCC

In Attendance

11) Richard Kileges	Sub-county DEO
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The chair called meeting to order at 10.00am and Jaled Ondiek started with a word of prayer.

AGENDAS

- WARD REPORT
- PROJECT PROPOSAL FOR FINANCIAL YEAR 2023/2024
- INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOL
- A.O.B

MIN1/03/11/2023: WARD REPORT

The chairman tabled a summary of projects suggested by the members of public during the public participation forums from all the 3 wards as follows;

SUBUKIA WARD		
S/no	Project	Activity
1.	Our Lady Of victories Primary	Renovation of 11 Classrooms
2.	Subukia East assistant Chief's Office	Construction of 2 door

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3.	Subukia East assistant Chief's Office	Fencing
4.	Subukia TFI	Construction of classrooms

WASEGES WARD		
S/no	Project	Activity
1.	Kamumo Primary	Renovation 11 Classrooms
2.	Kamumo Primary	Construction of 2 classrooms
3.	Wei Primary	Renovation of 7 classes
4.	Gakingi Primary School	Renovation of 11 Classes
5.	Simboiyon Primary School	Renovation of 7 Classes
6.	Forest hill Secondary School	Purchase of School bus
7.	Kahurako Police Post	Construction of 12 Police houses
8.	Kianoe Chiefs Office	Construction of chiefs office

KABAZI WARD		
S/no	Project	Activity
1.	Mwambi Primary School	Renovation of 10 Classrooms
2.	Mbaria Gachua Primary	Construction of 8 door boys toilet
3.	St. Marks Ukemo Secondary	Purchase of School bus
4.	Kabazi Secondary School	Construction of 4 classrooms

MINZ/03/11/2023. PROJECT PROPOSAL

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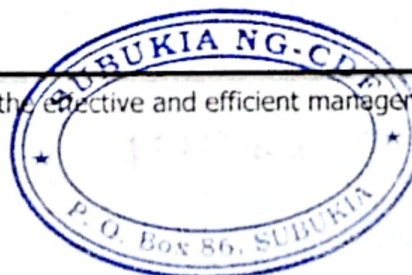
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The FAM informed the members that the Allocation for the constituency is Ksh.165,925,862.00 . After a long deliberation, the members agreed to fund the following projects.

Name of project	Original cost estimate	Cumulative allocation	Project activity	Amount	Status
ADMINISTRATION AND RECURRENT EXPENDITURES.					
Payment Of Contractual Employees	3,007,164.00	-	Payment Of Salaries and NHIF Deductions for 7 contractual Employees. (Annex 1)	3,007,164.00	New
Gratuity	742,675.68	-	payment of staff Gratuity for 7 contractual employees. (Annex 2)	742,675.68	New
Casual Labourers	540,000.00	-	Payment of Three casual laborers for 6 months and 15 labourers during bursary issuance an vetting process	540,000.00	New
NSSF	181,440.00	-	Payment Of NSSF Deductions (Annex 3)	181,440.00	New
Housing Levy	94,488.00	-	Payment Of Housing Levy Deductions for 7 Contractual employees. (Annex 4)	94,488.00	New
Electricity	60,000.00	-	Payment of Electricity Charges	60,000.00	New
Internet Connections	150,000.00	-	Payment of Internet connections	150,000.00	New
Courier And Postal Services	300,000.00	-	Payment of courier and postal services	300,000.00	New

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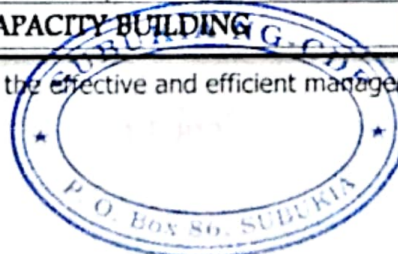
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General Office Supplies(Papers, pencils, forms ,small office equipment etc)	600,000.00	-	Purchase of general Office supplies (papers, pencils, forms, small office equipment)	600,000.00	New
Catering Services	400,000.00	-	Payment of catering services(Receptionist) Accommodation, Gifts, food and drinks	400,000.00	New
Bank Services, Commission And Charges	40,000.00	-	Payment of bank services, commission and charges	40,000.00	New
Accommodation on domestic travel	600,000.00	-	Payment of accommodation on domestic travel (Annex 5)	600,000.00	New
Refined Fuels And Lubricants	500,000.00	-	Purchase of refined fuels and lubricants	500,000.00	New
NGCDFC Allowance	1,128,000.00	-	Payment of NGCDFC allowance charges (Annex 6)	1,128,000.00	New
Other Committee Expenses	403,630.06	-	Payment of other committee expenses	403,630.06	New
Motor Vehicle Insurance	230,000.00	-	Payment of NGCDF vehicle insurance GKB034W	230,000.00	New
Motor Vehicle Maintenance	300,000.00	-	Payment of Maintenance of NG-CDFC Vehicle GKB034W	300,000.00	New
Refined Fuels And Lubricants	130,999	-	Purchase of refined fuels and lubricants	130,999	New

MONITORING, EVALUATION AND CAPACITY BUILDING

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Bursary special Schools	2,000,000	-	To cater for needy students in special schools within the constituency	2,000,000.00	New
Social Security Programme	1,200,000	-	Towards provision of medical insurance cover for 200 vulnerable families including orphans and vulnerable children(OVCS) poor older persons, persons with disability(PWDs) and destitute families in partnership with NIIIF as shall be identified within the constituency.	1,200,000.00	New
STRATEGIC PLAN					
Subukia Constituency Strategic plan	3,500,000	2,000,000	Additional funds for preparation of 5 year strategic plan (2023-2027)	1,500,000	Ongoing
PRIMARY SCHOOLS PROJECTS					



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Name of project	Original cost estimate	Cumulative allocation	Project activity	Amount	Status
Kamumo Primary School	5,800,000.00	-	Renovation to completion of 11 classrooms: Re-roofing, internal and external plastering, additional 2 courses of gable stones, ceiling, flooring with tiles, painting and electrical works.	5,800,000.00	New
Wei Primary School	3,250,000.00	-	Renovation to completion of 5 classrooms: Re-roofing, plastering interior and exterior, raising of the roof- additional courses, installation of additional windows, ceiling, fixing of doors, flooring with tiles, painting works, introduction of 1.8 m wide verandah, introduction of ring beam and electrical works.	3,250,000.00	New

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Name of project	Original cost estimate	Cumulative allocation	Project activity	Amount	Status
Gakingi Primary School	4,100,000.00	-	Renovation to completion of 9 classrooms: Re-roofing, arresting of wall cracks with D8 & D10, fixing of windows, ceiling, plastering, flooring with tiles, painting works, introduction of verandah to 2 classrooms and electrical works.	4,100,000.00	New
Simboiyon Primary School	3,000,000.00	-	Renovation to completion of 5 classrooms: Re-roofing, plastering interior and exterior, grilling of windows, installation of window panes, ceiling, fixing of doors, flooring with tiles, painting and electrical works.	3,000,000.00	New
Mburu Gichua Primary School	780,000.00	-	Construction to completion of 8 door Boys toilet-Pit latrine with one door catering for PWD.	780,000.00	New



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Name of project	Original cost estimate	Cumulative allocation	Project activity	Amount	Status
Our Lady Of victories Primary School	5,359,000.00	-	Renovation to completion of 9 classrooms: Re-roofing, additional courses, new ring beams, ventilation, fixing of doors and windows, ceiling, plastering interior and exterior, flooring with tiles, painting and electrical works.	5,359,000.00	New
Our Lady Of victories Primary School	730,000.00	-	Renovation to completion of an administration block comprising of staffroom, head teacher's office and secretary's office: Re-roofing, additional courses, new ring beams, ventilation, fixing of doors and windows, ceiling, plastering interior and exterior, flooring with tiles, painting and electrical works.	730,000.00	New

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Name of project	Original cost estimate	Cumulative allocation	Project activity	Amount	Status
Our Lady Of victories Primary School	650,000.00	-	Construction to completion of pathway for the PWD from the dormitories to classes approximately 70 metres, 130m for the finishing of the exterior floors with Cabro.- - (It's a new project)	650,000.00	New
Maombi Primary School	4,971,767.00	-	Renovation to completion of 8 classrooms: ceiling, plastering interior and exterior, windowing, flooring with tiles, re-roofing, painting, electrical works and arresting of the wall cracks.	4,971,767.00	New
Mbogoini Primary School	3,900,000.00	-	Construction to completion of 3 classrooms	3,900,000.00	New
JSS PROJECTS UNDER NG-CDF					



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Name of project	Original cost estimate	Cumulative allocation	Project activity	Amount	Status
Maombi Primary School	1,028,366.00	-	Renovation to completion of 2 classrooms: ceiling, plastering interior and exterior, windowing, flooring with tiles, re-roofing, painting, electrical works and arresting of the wall cracks to cater for JSS Students	1,028,366.00	New
Our Lady Of victories Primary School	1,140,000.00		Renovation to completion of 2 classrooms: Re-roofing, additional courses, new ring beams, ventilation, fixing of doors and windows, ceiling, plastering interior and exterior, flooring with tiles, painting and electrical works to cater for JSS students	1,140,000.00	

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Name of project	Original cost estimate	Cumulative allocation	Project activity	Amount	Status
Simboiyon Primary School	1,200,000.00		Renovation to completion of 2 classrooms: Re-roofing, plastering interior and exterior, grilling of windows, fixing of window panes, ceiling, fixing of doors, flooring with tiles, painting and electrical works. to cater for JSS students	1,200,000.00	
Gakingi Primary School	900,000.00		Renovation to completion of 2 classrooms: Re-roofing, arresting of wall cracks with D8 & D10, fixing of windows, ceiling, plastering, flooring with tiles, painting works, introduction verandah to 2 classrooms and electrical works) to cater for JSS students.	900,000.00	
Kamumo Primary School	2,400,000.00	-	Construction to completion of 2 classrooms to cater for JSS students	2,400,000.00	New



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Name of project	Original cost estimate	Cumulative allocation	Project activity	Amount	Status
Wei Primary School	1,230,000.00	-	Renovation to completion of 2 classrooms: Re-roofing, plastering interior and exterior, raising of the roof- additional courses, additional windows , ceiling, fixing of doors, flooring with tiles, painting works, introduction of verandah 1.8 m wide, introduction of ring beam and electrical works cater for JSS students	1,230,000.00	
SECONDARY SCHOOLS PROJECTS.					
Green hills Secondary School	780,000.00	-	Construction to completion of 8 door girls pit latrines with one chamber to cater for Persons with Disabilities.	780,000.00	New
Green hills Secondary School	780,000.00	-	Construction to completion of 8 doors boys pit latrine with one chamber to cater for Persons with Disabilities.	780,000.00	New
St. Marks Eldonio	10,000,000.00	-	Purchase of School bus(Isuzu 52 seater)	10,000,000.00	New

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Name of project	Original cost estimate	Cumulative allocation	Project activity	Amount	Status
Secondary School			(Quotation submitted)		
Forest hill Secondary School	10,000,000.00	-	Purchase of School bus(Isuzu 52 Seater) (Quotation submitted)	10,000,000.00	New
St. Ulrich Lama Secondary School	390,000.00	-	Purchase of 26 pieces' metallic double decker beds.	390,000.00	New
Kabazi Secondary School	8,110,089.58	5,730,957 (Resubmission from 2022/23FY pending project; Maombi primary School road)	Completion of one storey building comprising of 4 classrooms i.e 2 classrooms on the ground floor and 2 classrooms on the first floor: (roofing, plastering, flooring with tiles, painting and electrical works)	2,379,132.58	New
SECURITY PROJECTS					
Subukia East Assistant Chief's Office	300,000.00	-	Construction to completion of 2 door pit latrines with one chamber for Persons with Disabilities.	300,000.00	New
Subukia East Assistant Chief's Office	280,835.08	-	Fencing to completion 2.9 acres of land with treated posts and chain link	280,835.08	New
Thutwa Anti-Stock Theft Unit	3,200,000.00	-	Construction to completion of 8 single rooms Police houses.	3,200,000.00	New



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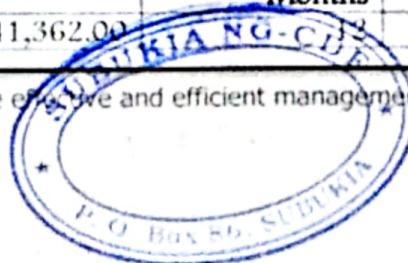
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Name of project	Original cost estimate	Cumulative allocation	Project activity	Amount	Status
Kianoc Chiefs Office	1,600,000.00	-	Construction to completion of 3 roomed chiefs office	1,600,000.00	New
OTHERS					
Subukia Technical and vocational college	10,000,000.00	-	Construction of a Technical Training Institute: Construction of 1 workshop measuring 11m by 6m, 3 lecture rooms each one measuring 8m by 6m and an office space measuring 5.5m by 5.4m all located on the ground floor	10,000,000.00	New
TOTAL	159,956,629.00	2,000,000		158,087,629.00	
JSS projects under MOE					
Mibarak Primary School	2,618,233	2,618,233	Construction to completion of 2 classrooms	2,618,233	New
Marana Primary School	2,610,000	2,610,000	Construction to completion of 2 classrooms.	2,610,000	New
Endao Primary School	2,610,000	2,610,000	Construction to completion of 2 classrooms.	2,610,000	New
				7,838,233	
GRAND TOTAL				165,925,862	

PAYMENT OF CONTRACTUAL EMPLOYEES (Administration –Annex 1)

Description	Rate	Number of Months	Total amount (PA)
Records Management Officer	41,362.00	12	496,344

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Accounts Assistant	41,362.00	12	496,344
Clerical officer	35,599.00	12	427,188
Driver	35,599.00	12	427,188
Clerk of works	37408.00	12	448,896
Office Assistant	22,586.00	12	271,032
Support Staff	30,031.00	12	360,372
TOTAL	243,947	12 Months	2,927,364

PAYMENT OF CONTRACTUAL EMPLOYEES GRATUITY (Administration –Annex 2)

Description	Rate	Number of Months	Total amount (PA)
Records Management Officer	10014.24	12	120,170.88
Accounts Assistant	10014.24	12	120,170.88
Clerical officer	8804.93	12	105,659.16
Driver	8804.93	12	105,659.16
Clerk of works	10257.9	12	123,094.8
Office Assistant	6165.9	12	73,990.8
Support Staff	7827.5	12	93,930
TOTAL	61889.64	12 Months	742,675.68

PAYMENT OF NSSF DEDUCTIONS (Administration –Annex 3)

Description	Rate	Number of Months	Total amount (PA)
Records Management Officer	1080	12	12,960
Accounts Assistant	1080	12	12,960
Clerical officer	1080	12	12,960
Driver	1080	12	12,960
Clerk of works	1080	12	12,960
Office Assistant	1080	12	12,960
Support Staff	1080	12	12,960
Employer Contribution	7560	12	90,720
TOTAL	15,120	12 Months	181,440

PAYMENT OF NHIF DEDUCTIONS (Administration -Annex 4)

Description	Rate	Number of Months	Total amount (PA)
Records Management Officer	1000	12	12,000
Accounts Assistant	1000	12	12,000
Clerical officer	950	12	11,400
Driver	950	12	11,400
Clerk of works	1000	12	12,000



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Office Assistant	850	12	10,200
Support Staff	900	12	10,800
TOTAL	6650	12 Months	79,800

HOUSING LEVY DEDUCTIONS(Administration- Annex 5)

Description	Rate	Number of Months	Total amount (PA)
Records Management Officer	662	12	7944
Accounts Assistant	662	12	7944
Clerical officer	574	12	6888
Driver	574	12	6888
Clerk of works	602	12	7224
Office Assistant	489	12	5868
Support Staff	374	12	4488
Employer	3937	12	47,244
TOTAL	7874	12 Months	94,488

Travelling and accommodation expenses (Administration – Annex 6)

Description	Rate	No. of days	Amount	Total Amount (PA)
10 Members	5,000.00	12	5,000.00	600,000.00
TOTAL				600,000.00

NG – CDFC Allowances (Administration – Annex 7)

Description	Rate	No. of meetings per month	Amount	Total Amount (PA)
8 Members	5,000.00	2	10,000.00	960,000.00
1 Member	7,000.00	2	14,000.00	168,000.00
TOTAL				1,128,000.00

Travel Allowance on training (Monitoring and Evaluation – Annex 8)

Description	Rate	No. of days	Total Amount (PA)
8 Members	5000	6	240,000
1 Member(Chairman)	7,000	6	42,000
7 Staff Members	6300	6	264,600

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Public works officer	11,200	6	67,200
Fund Account Manager	11,200	6	67,200
District Accountant	11,200	6	67,200
Procurement officer	11,200	6	67,200
TOTAL			815,400

Travelling expenses for PMC (Monitoring and evaluation – Annex 9)

Description	Rate	No. of days	Amount	Total Amount (PA)
132PMC Members	1,000.00	2	2,000.00	264,000
5 Facilitators	7,000	2	14,000	70,000
Hiring of tents and Public Address				100,000
Refreshments				66,000
TOTAL				500,000

NG – CDFC Allowances (Monitoring & Evaluation – Annex 10)

Description	Rate	No. of meetings per month	Total Amount (PA)
8 Members	5,000.00	1	480,000.00
1 Member (Chairman)	7,000.00	1	84,000.00
1 driver	2,500.00	1	30,000.00
1 Clerk of works	2,500.00	1	30,000.00
Public works officer	5,000	2	120,000.00



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Fund Account Manager	5,000	2	120,000
TOTAL			864,000

MIN 3/03/11/2023 INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOL.

The FAM tabled NG-CDF Board circular NG-CDFB-CEO/MOE/VOL 1 (046) dated 16th October, 2023. The circular informed the NG-CDFC of Additional Ksh. 7,838,233 to co-fund projects for Junior Secondary School. The Members after deliberation with the DCC and Sub county director of education resolved to fund the following projects

Ministry of Education Projects.

Name	Activity	Amount	Status
Mibarak Primary School	Construction of 2 classrooms to completion	2,618,233	New
Marana Primary School	Construction of 2 classrooms to completion	2,610,000	New
Endao Primary School	Construction of 2 classrooms to completion	2,610,000	New
		7,838,233	

The NG-CDFC resolved to support Junior secondary School with the Following projects.

INSTITUTION	ACTIVITY	AMOUNT	STATUS
Maombi Primary School	Renovation to completion of 2 classrooms: ceiling, plastering interior and exterior, windowing, flooring with tiles, re-roofing, painting, electrical works and arresting of the wall cracks to cater for JSS Students	1,028,366.00	New

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Our Lady Of victories Primary School	Renovation to completion of 2 classrooms: Re-roofing, additional courses, new ring beams, ventilation, fixing of doors and windows, ceiling, plastering interior and exterior, flooring with tiles, painting and electrical works to cater for JSS students	1,140,000.00	
Simboiyon Primary School	Renovation to completion of 2 classrooms: Re-roofing, plastering interior and exterior, grilling of windows, fixing of window panes, ceiling, fixing of doors, flooring with tiles, painting and electrical works. to cater for JSS students	1,200,000.00	
Gakingi Primary School	Renovation to completion of 2 classrooms: Re-roofing, arresting of wall cracks with D8 & D10, fixing of windows, ceiling, plastering, flooring with tiles, painting works, introduction verandah to 2 classrooms and electrical works) to cater for JSS students.	900,000.00	
Kamumo Primary School	Construction to completion of 2 classrooms to cater for JSS students	2,400,000.00	New
Wei Primary School	Renovation to completion of 2 classrooms: Re-roofing, plastering interior and exterior, raising of the roof- additional courses, additional windows , ceiling, fixing of doors, flooring with tiles, painting works, introduction of verandah 1.8 m wide, introduction of ring beam and electrical works cater for JSS students	1,230,000.00	

MIN4/03/11/2023: A.O.B.



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The being no other business for discussion, the meeting was adjourned at 3.00 pm. with a prayer from Sophie Chelangat

Minutes prepared by :

Secretary WINNIE M. THORGE Signature [Signature] Date 10/01/2024

Minutes confirmed by:

Chairman SHADOCK M. KAMAU Signature [Signature] Date 16/01/2024