



National Government Constituencies Development Fund Board  
Narok East Constituency  
P.O. Box 664 - 20500  
**Narok**  
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## **NAROK EAST**

**NAROK EAST NG - CDFC MEETING HELD ON THURSDAY 8<sup>TH</sup> FEBRUARY 2024 AT NAIREKIA  
ENKARE NG - CDF OFFICE**

### **MEMBERS PRESENT**

1. Tapaiya Punyua	Chairman
2. Dennis Matundura	Fund Account Manager
3. Musa Salat Issa	DCC
4. Hannah Nashipae Kusero	Secretary
5. Gladys Soittara	Member
6. Oropi Ole Matuiya Meshuko	Member
7. John Salaton Swakei	Member
8. Pilale Ene Kashanga	Member
9. Benard Lesinka Mututua	Member
10. William Kabaka Kirtelah	Member
11. Moses Bosire	Subcounty Director of Education-Narok East

### **AGENDA**

1. Preliminary & Introduction
2. Declaration of conflict of interest
3. Approval of Procurement plan, training plan, M&E plan and work plan
4. Narok East On-going projects
5. Narok East JSS Projects
6. Proposal FY 2023-24 Finalization
7. NG-CDFC Training
8. Emergency Cases Requested
9. Bursary
10. AOB

### **MIN: 01/08/02/2024: PRELIMINARY & INTRODUCTION**

The meeting was started at 11.00am with the word of prayer from Tapaiya Punyua.

The Chairman welcomed all members and thanked them for being punctual and he urged them to contribute to the meeting agenda.



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The Chairman also welcomed the new Fund Account Manager (FAM) who has taken over from Andrew Kiptanui. He then requested every member to do a self-introduction for the benefit of the new FAM.

The agenda of the meeting was read to the committee.

**MIN: 02/08/02/2024 DECLARATION OF CONFLICT OF INTEREST**

The Chairman requested if there was any person with conflict of interest on the agenda that was read. None of the members had conflict of interest on any of the agenda. The meeting proceeded with all members present.

**MIN: 03/08/02/2024 APPROVAL OF WORK PLAN, PROCUREMENT PLAN, TRAINING PLAN & M&E PLAN**

The FAM presented the following plans for approval by NG-CDFC:

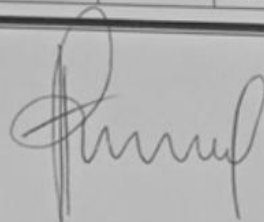
1. Work plan
2. Procurement plan
3. Training plan
4. M&E plan

The NG-CDFC approved them for implementation.

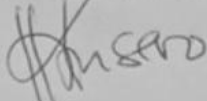
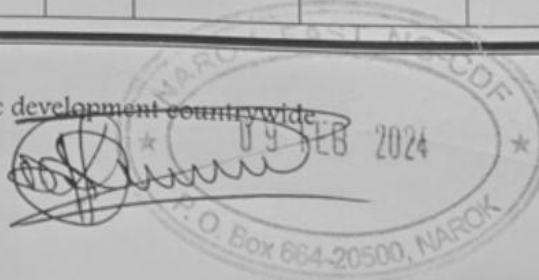
**MIN: 04/08/02/2024 NAROK EAST ON-GOING PROJECTS**

The NG-CDF committee considered all on-going projects that needed extra funding as a priority. The ongoing project were as follows:

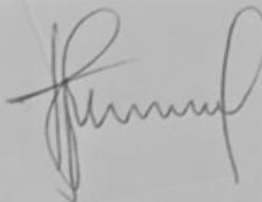
Financial year when the project was first funded	Project name	Approved activities	Pending activities	Original cost estimate/engineer estimates	Cumulative allocation to the project		Amount received from the board	Balance to complete the project
2022/2023	Olorien Boys Secondary School	Construction of a three in one 270 Students' capacity dormitory block: Substructure	Plastering, ceiling, flooring with tiles, self contained washrooms, fixing of	19,200,360.00	FY 22/23	Amount allocated 10,200,000.00	10,200,000.00	9,000,000.00



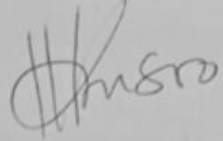
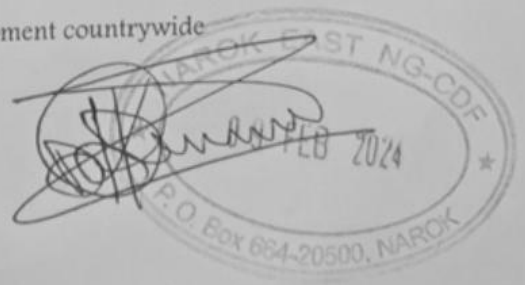
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		works, reinforced concrete superstructure works, fixing of windows and doors, superstructure walling and roofing.	window panes, construction of septic tank, installation of gutters, drainage works, painting and labeling					
2022/2023	Olorien Boys Secondary School	Phase 1 construction to completion of one storey building comprising of 8 classrooms upto suspended slab level: Substructure works, reinforced concrete superstructure works, balustrading in stairs and balconies, fixing of doors and windows, walling, internal and external finishes	First floor columns, walling, beams, roofing, fascia boards, gutters, fixing of windows and doors, plastering, electrical fittings, ceiling, floor screed, floor tiles, construction of a ramp and paving slabs, fixing of window panes, painting and	23,006,901	22/23	11,006,888.00	11,006,888.00	12,000,000.00



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Date: FEB 2024

		(flooring, internal and external plastering and fixing of ceiling boards), staircase and painting.	labelling.					
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The committee noted that the projects have not commenced as they decided to await allocation for this financial year. The cost of the projects also went up as advised by Public Works who visited the site with the Chairman and FAM. This was adopted by the Committee as explained below:

1. The cost of construction of one storey building with 8 classrooms is ksh 23,006,901 as a result of a decision to finish the floor with tiles, construction of a ramp, and paving slabs around the building. Therefore, additional funds needed is ksh 12,000,000
2. The cost of construction of a three in one 270 Students' capacity dormitory block is ksh 19,200,360 as a result of constructing a bigger septic tank because of the population the dormitory will accommodate.

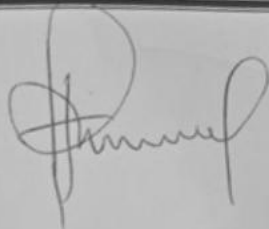
**MIN: 05/08/02/2024 NAROK EAST JSS PROJECTS**

The Fund account manager informed members that he had received a circular NG-CDFB-CEO/MOE/VOL 1 (046) Dated; 16th October, 2023 i.e. "A letter received by the board from the Principal Secretary State Department for Basic Education Ref No. MOE.HQS/3/7/27 (110) dated 3rd October 2023 communicating on the impending programme of the Ministry of Education on infrastructure development for junior secondary school. Which, the national treasury had allocated funds in the Financial Year 2023/2024 for the construction of classrooms and integrated learning resource Centres within selected junior secondary schools to be managed by the Ministry of Education and NG-CDF as a conditional grant.

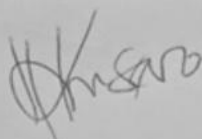
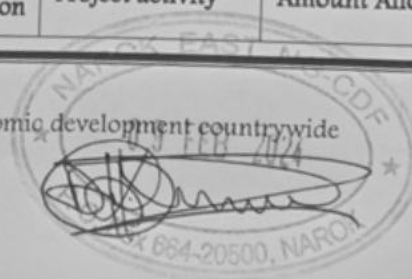
To enable the realization of the objectives of this programme, the NG-CDF Committees are required to incorporate in funding in the project proposals for the 2023/2024 financial year. Narok East constituency will allocate Kshs. 10,254,533 towards this while preparing the project proposal. The projects were as follows:

Projects funded under MOE

Project Name	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
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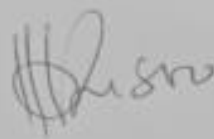
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Ntemel Primary School (JSS MOE)	3,000,000.00	0	Construction to completion of 2 No. Classrooms with floor tiles	3,000,000.00	New
Sekerot Primary School (JSS MOE)	3,000,000.00	0	Construction to completion of 2 No. Classrooms with floor tiles	3,000,000.00	New
Kikuyian Primary School (JSS MOE)	1,254,533	0	Construction of 1 classroom: Foundation, floor slab, walling, roofing, shutters, doors & screed floor	1,254,533.00	New
Namekok Primary School (JSS MOE)	3,000,000.00	0	Construction to completion of 2 No. Classrooms with floor tiles	3,000,000.00	New
<b>Totals</b>				<b>10,254,533</b>	

#### Projects funded under NGCDF matching funds

Project Name	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
1	Nambao Primary School (JSS NGCDF)	3,000,000.00	0	Construction to completion of 2 No. Classrooms with floor tiles	3,000,000.00

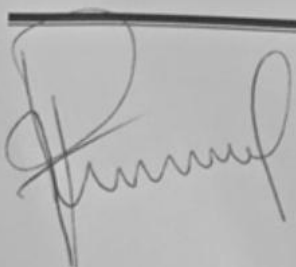

2	Kikuyian Primary School (JSS NGCDF)	3,000,000.00	0	Construction to completion of 2 No. Classrooms with floor tiles	3,000,000.00
3	Kikuyian Primary School (JSS NGCDF)	245,467	0	Fixing of floor tiles and painting to one classroom funded by MOE through JSS program	245,467.00
4	Ilkirekerian Primary School (JSS NGCDF)	4,500,000.00	0	Construction to completion of 3 No. Classrooms with floor tiles	4,500,000.00
<b>Totals</b>					<b>10,254,533</b>

**MIN: 06/08/02/2024 PROPOSAL FY 2023-24 FINALIZATION**

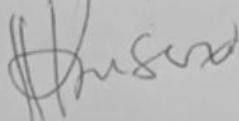
The Chairman explained that projects for FY 2023/24 had been partially been approved by the NG-CDF Board. Those projects approved were Admin and Recurrent, Bursary and Emergency. The rest were to be harmonised with the current amended NG-CDF act. The Fund Account manager read to the committee the contents of the board circular NG-

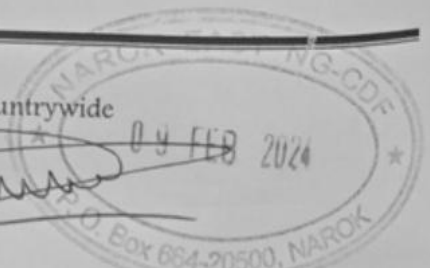
CDFB/CEO/NG-CDF CIRCULAR/VOL II (035) dated 4 th January 2024 on realignment of the funding proposal with the NG-CDF (AMENDMENT)ACT 2023. Members discussed and finalised the proposal as follows:

S/N	Project Name	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
<b>ADMINISTRATION AND RECURRENT EXPENDITURE</b>						
1	Contractual Employees	3,195,624.00	-	Payment of basic salaries for 8 staff	3,195,624.00	New
2	Gratuity- Contractual employees	1,054,932.00	-	Payment of gratuity for 8 staff	1,054,932.00	New



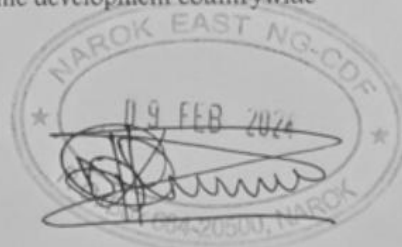
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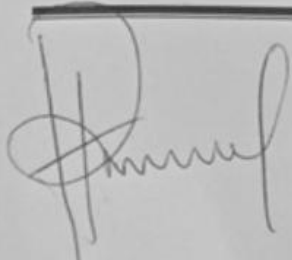


S/N	Project Name	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
3	NSSF	207,360.00	-	Payment of NSSF deductions for 8 members of staff	207,360.00	New
4	Housing Levy	100,560.00	-	Payment of housing levy for 8 Staff	100,560.00	New
5	Electricity	40,000.00	-	Payment of electricity bills	40,000.00	New
6	Courier and postal services	420,000.00	-	Payment of courier and postal services	420,000.00	New
7	Daily Subsistence allowance	914,155.00	-	Payment of daily subsistence allowances for fund account manager and sub county accountant	914,155.00	New
8	Refined fuel and lubricants	1,030,000.00	-	Payment of refined fuel and lubricants for GK B 695 F	1,030,000.00	New
9	NG - CDFC allowances	1,128,000.00	-	Payment of NG- CDFC allowances	1,128,000.00	New
10	General office supplies	850,000.00	-	Purchase of general office supplies	850,000.00	New
11	Bank service commission and charges	50,000.00	-	Payment of bank service commission and charges	50,000.00	New
12	Motor vehicle insurance	135,000.00	-	Provision of vehicle insurance- GKB 695F	135,000.00	New
13	Motor vehicle maintenance	499,440.00	-	Payment of motor vehicle expenses	499,440.00	New
14	NG- CDFC uniform	68,400.00	-	Purchase of NG CDF branded shirts and t- shirts	68,400.00	New
15	Internet connections	54,000.00	-	Provision of internet services	54,000.00	New

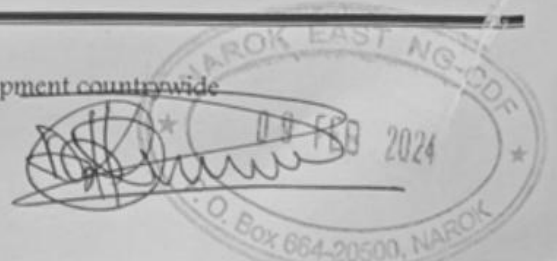
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S/N o	Project Name	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
16	Supplies and accessories for computer and printer.	248,152.00	-	Purchase of supplies and accessories for computers and printers.	248,152.00	New
					9,995,623.00	
<b>MONITORING AND EVALUATION</b>						
17	NG – CDFC Allowance	1,380,000.00	-	Payment of NG –CDFC allowances	1,380,000.00	New
18	Publishing & Printing Services	200,000.00	-	Payment of publishing & printing services	200,000.00	New
19	Catering services	300,000.00	-	Payment of catering services	300,000.00	New
20	General office supplies	700,000.00	-	Purchase of general office supplies	700,000.00	New
21	Computer accessories	101,868.00	-	Purchase of computer accessories	101,868.00	New
22	Daily subsistence allowance	750,000.00	-	Payment of daily subsistence allowance for Fund Account manager and sub county accountant	750,000.00	New
23	Travel Cost	300,000.00	-	Payment of travel cost of NG-CDFC on NG-CDFC training	300,000.00	New
24	Remuneration of instructors	160,000.00	-	Payment of instructors and contract-based training services on NG-CDFC training	160,000.00	New
25	Hire of training facilities	50,000.00	-	Hire of training facilities and equipment i.e. projector, P.A. system	50,000.00	New



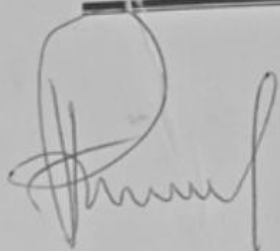
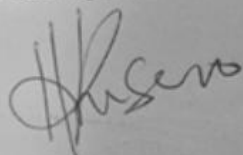
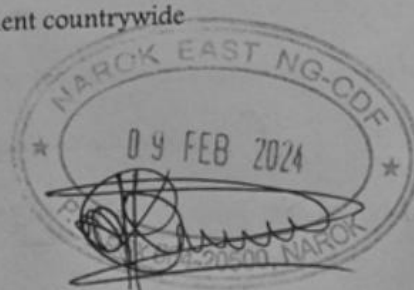
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S/N o	Project Name	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
26	Accommodation allowances	500,000.00	-	Payment of accommodation allowance	500,000.00	New
27	Other expenses committee	512,000.00	-	Payment of other committee expenses	512,000.00	New
28	Production & printing of training materials	43,943.00	-	Payment of production & printing of training materials	43,943.00	New
					<b>4,997,811.00</b>	
<b>EMERGENCY</b>						
29	Emergency	8,768,091.00	-	To cater for any unforeseen occurrences in the constituency during the financial year	8,768,091.00	New
					<b>8,768,091.00</b>	
<b>BURSARY</b>						
30	Bursary Secondary Schools	22,000,000.00	-	Payment of bursary to needy students in Secondary Schools	22,000,000.00	New
31	Bursary Tertiary Institutions	18,000,000.00	-	Payment of bursary to needy students in Tertiary Institutions	18,000,000.00	New
32	Additional Bursary Secondary Schools	4,586,728.00	-	Payment of additional bursary to needy students in Secondary Schools	4,586,728.00	New
					<b>44,586,728.00</b>	
<b>NG-CDF ALLOCATION TOWARDS JSS</b>						
33	Nambao Primary School (JSS NGCDF)	3,000,000.00	-	Construction to completion of 2 No. Classrooms with floor tiles	3,000,000.00	New

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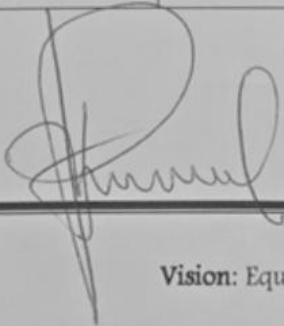
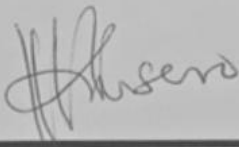
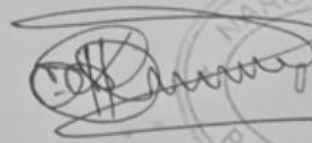




S/N	Project Name	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
34	Kikuyian Primary School (JSS NGCDF)	3,000,000.00	-	Construction to completion of 2 No. Classrooms with floor tiles	3,000,000.00	New
35	Kikuyian Primary School (JSS NGCDF)	245,467.00	-	Fixing of floor tiles and painting of one classroom funded by MOE through JSS program	245,467.00	New
36	Ilkirekerian Primary School (JSS NGCDF)	4,500,000.00	-	Construction to completion of 3 No. Classrooms with floor tiles	4,500,000.00	New
					<b>10,745,467</b>	
<b>PRIMARY SCHOOLS</b>						
37	Kikuyian Primary School	2,509,033.00	-	Construction of two Number 2 roomed self-contained staff houses to completion	2,500,000.00	New
	<b>Totals</b>				<b>2,500,000.00</b>	
<b>SECONDARY SCHOOLS</b>						
38	Olaimutiai Girls Secondary School	1,000,000.00	-	Construction to completion of 6 door pit latrine with one chamber catering for Persons With Disabilities	1,000,000.00	New
39	Mosiro Secondary School	8,000,000.00	-	Construction to completion of 96 students Capacity Dormitory	8,000,000.00	New
40	Mosiro Secondary School	1,000,000.00	-	Construction to completion of 6 door pit latrine with one chamber catering for Persons With Disabilities	1,000,000.00	New
41	Ndorobo Day Secondary School	3,000,000.00	-	Construction to completion of 2 No. Classrooms	3,000,000.00	New

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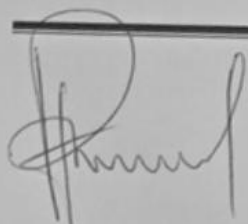


S/N o	Project Name	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
42	Ndorobo Day Secondary School	5,000,000.00	-	Construction to completion of 45 Capacity Laboratory	5,000,000.00	New
43	Ndorobo Day Secondary School	1,000,000.00	-	Construction to completion of 6 door pit latrine with one chamber catering for Persons With Disabilities	1,000,000.00	New
44	Enooseyia Secondary School	8,000,000.00	-	Construction to completion of 96 students Capacity Dormitory	8,000,000.00	New
45	Sintakara Secondary School	5,000,000.00	-	Construction to completion of 45 Capacity Laboratory	5,000,000.00	New
46	St. Anthonys Girls Secondary School	8,000,000.00	-	Construction to completion of 96 students Capacity Dormitory	8,000,000.00	New
47	Olorien Boys Secondary School	19,200,360.00	10,200,000.00	Completion of construction of Three - in - One 270 Student Capacity Dormitory: Plastering, Ceiling, floor with tiles, self-contained washrooms, window panes, Construction of Septic Tank, Installation of Gutters, Drainage Works, painting and labelling	9,000,000.00	Ongoing

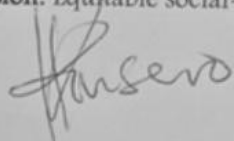
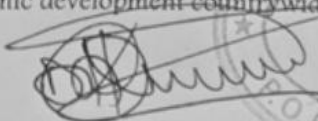
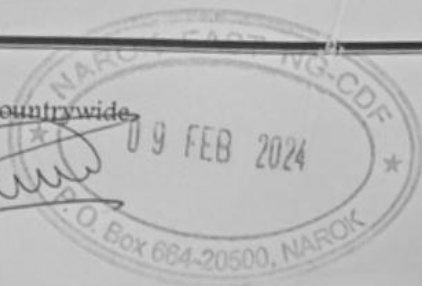





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S/N	Project Name	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
48	Olorien Boys Secondary School	23,006,901.00	11,006,888.00	Construction of first floor columns, walling, beams, roofing, fascia boards, gutters, fixing of windows and doors, plastering, electrical fittings, ceiling, floor screed, floor tiles, construction of a ramp and paving slabs, fixing of window panes, painting and labelling.	12,000,000.00	Ongoing
					61,000,000.00	
<b>CLIMATE CHANGE AND MITIGATION</b>						
49	Narok East NG CDF Office	1,000,000.00	-	Planting of trees at NG CDF Office Nairekia Enkare	1,000,000.00	New
					1,000,000.00	
<b>OTHER PROJECTS</b>						
50	Narok East ICT Huduma Centre	46,000,000.00	-	Construction of ICT Huduma Centre that includes structural, mechanical and electrical works to completion	23,000,000.00	New
					23,000,000.00	
					<b>TOTAL FOR 2023/2024 FY</b>	<b>166,593,720.00</b>



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S/N	Project Name	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
51	Ntemel Primary School (JSS MOE)	3,000,000.00	-	Construction to completion of 2 No. Classrooms with floor tiles	3,000,000.00	New
52	Sekerot Primary School (JSS MOE)	3,000,000.00	-	Construction to completion of 2 No. Classrooms with floor tiles	3,000,000.00	New
53	Kikuyian Primary School (JSS MOE)	1,254,533.00	-	Construction of 1 classroom: Foundation, floor slab, walling, roofing, shutters, doors & screed floor	1,254,533.00	New
54	Namelok Primary School (JSS MOE)	3,000,000.00	-	Construction to completion of 2 No. Classrooms with floor tiles	3,000,000.00	New
				<b>MOE for JSS</b>	<b>10,254,533</b>	
				<b>Grand Total</b>	<b>176,848,253</b>	

#### MIN: 07/08/02/2024 NG-CDFC TRAINING

The FAM reported that, following a meeting of all FAMs in Narok and Bomet counties with Regional Coordinator, it was agreed that a joint training for all NG-CDFCs be organised in consultation with the office of the Regional Coordinator. A joint budget was to be done by the office of the coordinator and shared. Tentative dates were agreed as from 11<sup>th</sup> March 2024 and the venue as Mombasa. Members agreed with this proposal awaiting budget.

#### MIN: 08/08/02/2024 EMERGENCY CASES REQUESTED

The committee received three emergency cases requests as follows:

1. Ole Konyo Primary School-roofing a leaking roof
2. Olosiro Primary School-roofing and repair to wall cracks
3. Kormoto Primary School-Repair of collapsed wall and roofing

The FAM and Chairman were tasked to follow up so that BQs are developed for the requested works.

*[Handwritten signatures]*



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**MIN: 09/08/02/2024 BURSARY**

Members discussed on this noting that part of the funds received were for bursaries. They agreed to open the online application system towards the end of February 2024. Applicants to be given 2 weeks to complete applications. Each applicant must download and print an output form which shall be verified before bursary is issued. Members agreed communicate vetting once vetting is over.

Special cases had been input in the system which were approved as follows:

Secondary Schools	1,753,000
Tertiary institutions	950,000

FAM and Chairperson were mandated to issues cheques to the institutions.

**MIN: 10/08/02/2024 A.O.B.**

The Chairperson informed the new FAM that they have a welfare group amongst themselves. He invited the FAM to join to which he agreed.

There being no other business the meeting ended at 2:35pm with a word of prayer from Tapaiya Punyua.

Minutes Compiled by:  
Hannah Kusero  
Secretary

Signature.....*Hannah Kusero*.....

Date.....*09-2-24*.....

Minutes Confirmed by:  
Tapaiya Punyua  
Chairperson

Signature.....*Tapaiya Punyua*.....

Date.....*09/2/2024*.....

