**MINUTES OF TESO NORTH NG CDFC MEETING HELD ON 8TH JANUARY, 2024 AT TESO NORTH NG CDF BOARDROOM**

**Members Present**

**Name Designation**

1. Mary Oshoromo Chairperson
2. Mary Wanjiru Secretary
3. William Okalio Member
4. Phanice Jacka Member
5. Pasiliano Ikoito Member
6. Mike Sogoli Member
7. Crescent Wafula Member
8. Florah Kitui Member
9. Winston Lihanda FAM
10. Stephen Wambura DCC

**In attendance**

1. Elizabeth Marangach Sub County Director of Education

**Agenda**

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising
4. Authority to open a Deposit Bank Account
5. Ongoing Projects Report
6. Infrastructure Development for Junior Secondary Schools
7. SA Kolanya Girls National School Project
8. Approval of Project Proposals - 2023 - 2024 FY
9. Project Commitments
10. Approval of Payments
11. Changara Chief’s Office Project
12. Reports
13. A.O.B

**MIN 1 TN NG CDFC/8/1/2024: PRELIMINARIES**

The Chairperson called the meeting to order at 1245 hrs with a word of prayer from Crescent Wafula. The Chairperson welcomed members present, thanking each one of them for taking time to attend the meeting. She went ahead to wish them a happy and prosperous new year urging each one to give in more effort and cooperation in order to achieve the development goals set for the constituency.

**MIN 2 TN NG CDFC/8/1/2024: READING & CONFIRMATION OF PREVIOUS MINUTES**

The Secretary took the committee through the minutes of previous meeting which were proposed by Crescent Wafula seconded by Pasiliano Ikoito as the true record of the previous proceedings.

**MIN 3 TN NG CDFC/8/1/2024: MATTERS ARISING.**

It was noted that there were no matters arising.

**MIN 4 TN NG CDFC/8/1/2024: AUTHORITY TO OPEN A DEPOSIT BANK ACCOUNT**

The Fund Account Manager tabled the NG CDF Act 2015 as amended in 2023 bringing to the attention of members’ section 12 (1A) of the Act that stated ‘Each constituency shall open one deposit bank account for holding third party monies which shall so be designated and such an account shall be known by the name of the constituency for which it is opened.’

It was noted that the constituency had the operations bank account in Equity Malaba branch. It was further noted that the bank had exhibited exemplary customer care service and had continued to sponsor needy and bright students within the constituency for their education through their ***‘wings to fly’*** and *‘****elimu scholarship’*** programs that complemented the NG CDF bursary program.

It was therefore unanimously agreed upon that authority be sought from the NG CDF Board to open a deposit bank account with Equity Malaba Branch.

**MIN 5 TN NG CDFC/8/1/2024: ONGOING PROJECTS REPORT**

The Fund Account Manager tabled the ongoing project report and the project implementation status reports. It was noted that there were 2No. projects that had been captured in the ongoing project report;

1. **Moding Secondary School Project - Construction of 100 students' capacity modern library @ Kes. 3,500,000.**

It was noted that the project had been allocated Kes. 1,000,000 in 2021/22 financial year for the construction of a 45 student capacity modern laboratory - foundation works to roofing. It was further noted that a request for change activity was done to the NG CDF Board owing to the fact that the school had already constructed the laboratory through an alternative financier. The NG CDF committee requested for change of activity to a 100 students’ capacity modern library @ Kes. 3,500,000. The NG CDF committee allocated and additional Kes. 2,000,000 in 2022/23 financial year for the project leaving a balance of Kes. 500,000 that was to be allocated in this financial year Kes. 500,000 for its construction to completion.

1. **Amoni Chief’s Office Project - Construction of chief’s office with 4 units for chief; Police office, cell, store room and verandah to roofing @ Kes. 1,000,000**

It was noted that the project was allocated Kes. 1,000,000 in 2021/22 financial year for Construction of chief’s office with 4 units for chief; Police office, cell, store room and verandah to roofing. It was further noted that there was no available government land on which the project was to be constructed on. The NG CDF committee advised the project management committee to identify land for the implementation of the project but are yet to.

The NG CDF committee intends to seek reallocation of funds if the project management committee will not have identified land for implementation of the project.

**MIN 6 TN NG CDFC/8/1/2024: INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS**

The Fund Account Manager tabled the NG CDF Board circular referenced NG-CDFB-CEO/MOE/VOL. I (046) dated 16th October, 2023 RE: INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS. It was noted that Teso North had been allocated Kes. 12,860,633 by the Ministry of Education as a conditional grant towards construction of classrooms and integrated learning centers within the Junior Secondary Schools. The NG CDF committee was expected to match a shilling for a shilling in this financial year’s allocation incorporating the Sub County Director of Education and the Deputy County Commissioner in identification of the beneficiary schools and in implementation of the projects.

It was further noted that there was need to allocate the funds equally between the six (6) wards to ensure fairness in distribution. After discussions it was unanimously agreed upon that the following Junior Secondary Schools would benefit from this program:

| **S/NO** | **Project Name** | **Project Activity** | **Project Amount (Kes)** |
| --- | --- | --- | --- |
| 1 | Akudiet Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,440 |
| 2 | Kasogol Kakapel Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,440 |
| 3 | Amagoro Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,440 |
| 4 | Akiriamasit Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,440 |
| 5 | Osasame Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,440 |
| 6 | Arthur Odera Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,438 |
| 7 | St. Gabriel Moru Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,438 |
| 8 | Kabukui Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,438 |
| 9 | Kagutio Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,438 |
| 10 | Kaejo Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,438 |
| 11 | Kisiombe Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,438 |
| 12 | Akibui Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 2,143,438 |
|   | **Sub Total**  |  | **25,721,266.00** |

**MIN 7 TN NG CDFC/8/1/2024: SA KOLANYA GIRLS NATIONAL SCHOOL PROJECT**

The chairperson brought to the attention of the members an earlier forwarded proposal from SA Kolanya Girls National School requesting for partnership in the Construction of a 3 storey administration block comprising of 14No. Classrooms, computer laboratory, administration office and 3No. Ablution facilities (Co-funding with the Ministry of Education). The total estimated cost of the project is Kes. 88,100,000.

It was noted that once the project was completed it would help decongest its existing facilities.

After discussions it was unanimously agreed upon that NG CDF committee would enter into a MoU with the Ministry of Education where the NG CDF committee would fund the construction to completion of 2No. Classrooms at the ground floor: excavation works, foundation works, columns, walling, electrical works, fixing of windows and doors, plastering, glazing, blundering and painting @ Kes. 10,000,000 in 2 financial years; Kes. 4,000,000 & Kes. 6,000,000 in 2023/24 & 2024/25 financial years respectively. On the other hand, the Ministry of Education was to fund the Construction to completion of 12No. Classrooms, computer laboratory, administration office and 3No. Ablution facilities @ Kes. 78,100,000.

**MIN 8 TN NG CDFC/8/1/2024: APPROVAL OF PROJECT PROPOSALS 2023-2024 FY**

The Fund Account Manager tabled the NG CDF Board circular Ref NG CDFB/CEO/NGCDF CIRCULARS/VOL II (034) dated 29th August, 2023 on Preparation and Submission of Constituencies Project Proposals for 2023/2024 Financial Year, the NG CDF Board circular Ref NG CDFB/CEO/NGCDF CIRCULARS/VOL II (035) dated 4th January, 2024 on Realignment of Constituencies Project Proposals for 2023/2024 Financial Year with the NG CDF (Amendment) Act 2023.

It was noted that the project proposals for 2023-2024 had been forwarded to the NG CDF Board for approval. It was further noted that committee was expected to urgently review the earlier forwarded project proposals in a view to realign it to the NG CDF (Amendment) Act 2023 and thereafter resubmit it to the NG CDF Board for consideration of approval and subsequent funding.

After discussions it was unanimously agreed upon that the following projects be submitted to the NG CDF Board for consideration of approval and funding.

|   | **NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD** |
| --- | --- |
|   | **PROJECT PROPOSALS FOR TESO NORTH NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND** |
|   | **FINANCIAL YEAR 2023/2024** |
|   |  |  |  |  |  |  |  |
| **S/No.** | **Project Name** | **Project Activity**  | **Project Number** |  **Original Cost**  |  **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
| **ADMINISTRATION AND RECURRENT EXPENDITURE** |
| 1 | Contractual employees | Payment of staff basic salaries for 11 employees | 4-040-225-2210402-100-2023-2024-1 | 3,252,732 |   | 3,252,732 | New |
| 2 | Casual labour and Internship  | Payment of staff basic wages for 3 casual labour and internship employees | 4-040-225-2210402-100-2023-2024-2 | 360,000 |   | 360,000 | New |
| 3 | Gratuity - contractual employees | Payment of gratuity to 11 NG CDFC staff | 4-040-225-2210402-100-2023-2024-3 | 1,006,033 |   | 1,006,033 | New |
| 4 | National Social Security Fund | Employer contribution to NSSF for 11 employees | 4-040-225-2210402-100-2023-2024-4 | 282,960 |   | 282,960 | New |
| 5 | National Industrial Training Authority | Employer contribution to NITA for 11 employees | 4-040-225-2210402-100-2023-2024-5 | 59,640 |   | 59,640 | New |
| 6 | National Housing Levy Fund | Employer contribution to NHLF for 11 employees | 4-040-225-2210402-100-2023-2024-6 | 6,600 |   | 6,600 | New |
| 7 | House allowance  | Payment of House allowances to 11 NG CDFC staff | 4-040-225-2210402-100-2023-2024-7 | 440,400 |   | 440,400 | New |
| 8 | Transport allowance  | Payment of Transport allowances to 11 NG CDFC staff | 4-040-225-2210402-100-2023-2024-8 | 480,000 |   | 480,000 | New |
| 9 | Bank service commission and charges | Payment of Bank service commission and charges | 4-040-225-2210402-100-2023-2024-9 | 60,000 |   | 60,000 | New |
| 10 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks | 4-040-225-2210402-100-2023-2024-10 | 400,000 |   | 400,000 | New |
| 11 | Courier and Postal Services | Payment of Courier and Postal Services | 4-040-225-2210402-100-2023-2024-11 | 80,000 |   | 80,000 | New |
| 12 | Electricity | Payment of Electricity charges | 4-040-225-2210402-100-2023-2024-12 | 65,000 |   | 65,000 | New |
| 13 | General Office Supplies (papers, pencils, forms, small office equipment  | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | 4-040-225-2210402-100-2023-2024-13 | 371,704 |   | 371,704 | New |
| 14 | Internet Connections | Payment of Internet Connections | 4-040-225-2210402-100-2023-2024-14 | 80,000 |   | 80,000 | New |
| 15 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NG CDFC Motor Vehicle - GK B 090R | 4-040-225-2210402-100-2023-2024-15 | 330,000 |   | 330,000 | New |
| 16 | Maintenance of Office Furniture and Equipment | Payment of Maintenance of Office Furniture and Equipment | 4-040-225-2210402-100-2023-2024-16 | 80,000 |   | 80,000 | New |
| 17 | Motor Vehicle Insurance | Payment of Motor Vehicle Insurance - GK B 090R | 4-040-225-2210402-100-2023-2024-17 | 271,047 |   | 271,047 | New |
| 18 | NG CDFC allowance | Payment of Committee Sitting allowance - 10 Members | 4-040-225-2210402-100-2023-2024-18 | 1,248,000 |   | 1,248,000 | New |
| 19 | Other committee expenses  | Payment of Other committee expenses  | 4-040-225-2210402-100-2023-2024-19 | 213,000 |   | 213,000 | New |
| 20 | Publishing and Printing Services | Payment of Publishing and Printing Services | 4-040-225-2210402-100-2023-2024-20 | 200,000 |   | 200,000 | New |
| 21 | Purchase of Uniforms and Clothing - Staff | Purchase of Uniforms and Clothing for NGCDFC Office staff | 4-040-225-2210402-100-2023-2024-21 | 30,000 |   | 30,000 | New |
| 22 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles | 4-040-225-2210402-100-2023-2024-22 | 400,000 |   | 400,000 | New |
| 23 | Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services | 4-040-225-2210402-100-2023-2024-23 | 100,000 |   | 100,000 | New |
| 24 | Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers | 4-040-225-2210402-100-2023-2024-24 | 300,000 |   | 300,000 | New |
| 25 | Telephone, Telex, Facsimile and Mobile Phone Service | Payment of Telephone expenses | 4-040-225-2210402-100-2023-2024-25 | 100,000 |   | 100,000 | New |
| 26 | Travel Costs (airlines, bus, railway and mileage allowances) | Payment of Transport Expenses  | 4-040-225-2210402-100-2023-2024-26 | 500,000 |   | 500,000 | New |
|   | **Sub Total** |  |  | **10,717,116** |  | **10,717,116** |  |
| **MONITORING, EVALUATION AND CAPACITY BUILDING** |
| 1 | Accommodation Allowance | Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC for capacity building and bench marking trainings on NGCDF Acts, PFM Act, Project Monitoring and Evaluation, Public Procurement and Assets Disposal Act ) | 4-040-225-2210710-111-2023-2024-1 | 541,500 |   | 541,500 | New |
| 2 | Accommodation - Domestic Travel | Payment of accommodation on domestic travel  | 4-040-225-2210710-111-2023-2024-2 | 570,000 |   | 570,000 | New |
| 3 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks | 4-040-225-2210710-111-2023-2024-3 | 750,531 |   | 750,531 | New |
| 4 | General Office Supplies (papers, pencils, forms, small office equipment  | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | 4-040-225-2210710-111-2023-2024-4 | 480,052 |   | 480,052 | New |
| 5 | Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment for capacity building and bench marking trainings on NGCDF Acts, PFM Act, Project Monitoring and Evaluation, Public Procurement and Assets Disposal Act ) | 4-040-225-2210710-111-2023-2024-5 | 690,000 |   | 690,000 | New |
| 6 | Hire of Transport | Payment of Hire of Transport  | 4-040-225-2210710-111-2023-2024-6 | 120,000 |   | 120,000 | New |
| 7 | NG CDFC allowance | Payment of NGCDFC allowance - 10 Members  | 4-040-225-2210710-111-2023-2024-7 | 600,000 |   | 600,000 | New |
| 8 | Other committee expenses  | Payment of Other committee expenses  | 4-040-225-2210710-111-2023-2024-8 | 300,000 |   | 300,000 | New |
| 9 | Publishing and Printing Services | Payment of Publishing and Printing Services | 4-040-225-2210710-111-2023-2024-9 | 246,722 |   | 246,722 | New |
| 10 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles | 4-040-225-2210710-111-2023-2024-10 | 200,000 |   | 200,000 | New |
| 11 | Remuneration of Instructors and Contract Based Training Services | Payment of Instructors and Contract Based Training Services for capacity building and bench marking trainings on NGCDF Acts, PFM Act, Project Monitoring and Evaluation, Public Procurement and Assets Disposal Act ) | 4-040-225-2210710-111-2023-2024-11 | 400,000 |   | 400,000 | New |
|  | **Sub Total** |  |  | **4,898,805** |  | **4,898,805** |  |
| **EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS** |
| 1 | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools | 4-040-225-2640101-103-2023-2024-1 | 25,000,000 |   | 25,000,000 | New |
| 2 | Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions | 4-040-225-2640101-103-2023-2024-2 | 46,000,000 |   | 46,000,000 | New |
| 3 | Bursary Special Needs Institutions | Payment of bursary to special needs category students in primary, secondary & tertiary institutions | 4-040-225-2640101-103-2023-2024-3 | 1,600,000 |   | 1,600,000 | New |
| 4 | Social Security Program me | Payment of N.H.I.F for 200 vulnerable families | 4-040-225-2640101-103-2023-2024-4 | 1,200,000 |   | 1,200,000 | New |
|   | **Sub Total** |  |  | **73,800,000** |  | **73,800,000** |  |
| **EMERGENCY RESERVE** |
| 1 | Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year  | 4-040-225-2640200-101-2023-2024-1 | 9,691,047 |   | 9,691,047 | New |
|   | **Sub Total**  |  |  | **9,691,047** |  | **9,691,047** |  |
| **CLIMATE CHANGE MITIGATION ACTIVITIES** |
| 1 | Chelelemuk Boys Primary School | Construction to completion of an 8-door pit latrine with 2 chambers to accommodate Persons with Disabilities. | 4-040-225-2640510-110-2023-2024-1 |  900,000  |   |  900,000  | New |
| 2 | Opaare Primary School | Construction to completion of an 8-door pit latrine with 2 chambers to accommodate Persons with Disabilities. | 4-040-225-2640510-110-2023-2024-2 |  900,000  |   |  900,000  | New |
| 3 | Akwobait CHA Primary School | Construction to completion of an 8-door pit latrine with 2 chambers to accommodate Persons with Disabilities. | 4-040-225-2640510-110-2023-2024-3 |  900,000  |   |  900,000  | New |
|   |   |   |   |  **2,700,000**  |   |  **2,700,000**  |   |
| **PRIMARY SCHOOL PROJECTS** |
| 1 | Kamuriai Primary School | Construction to completion of 2No. Classrooms. | 4-040-225-2630209-104-2023-2024-1 | 2,000,000 |  |  2,000,000  | New |
| 2 | Kalalaran Primary School | Construction to completion of a classroom @ Kes. 1,000,000 and an administration block comprising of head teacher's and secretary's office @ Kes. 1,000,000 | 4-040-225-2630209-104-2023-2024-2 | 2,000,000 |  |  2,000,000  | New |
| 3 | Katotoi Primary School | Construction to completion of 2No. Classrooms. | 4-040-225-2630209-104-2023-2024-3 | 2,000,000 |  |  2,000,000  | New |
| 4 | Kakurikit Primary School | Construction to completion of 2No. Classrooms. | 4-040-225-2630209-104-2023-2024-4 | 2,000,000 |  |  2,000,000  | New |
| 5 | Kakamer Primary School | Construction of a 2 storey building accommodating 8No. Classrooms, administration office (head teacher’s office, deputy head teacher’s office & staffroom) and ablution block. (Phase 1; Ground floor to completion): site clearance, excavation works, foundation works, erection of pillars, walling of ground floor, laying of first floor slab, electrical works, fixing of windows and doors, plastering, glazing and painting. | 4-040-225-2630209-104-2023-2024-5 | 27,000,000 |   |  15,000,000  | New |
| 6 | Akudiet Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-6 | 1,071,720 |   | 1,071,720 | New |
| 7 | Kasogol Kakapel Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-7 | 1,071,720 |   | 1,071,720 | New |
| 8 | Amagoro Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-8 | 1,071,720 |   | 1,071,720 | New |
| 9 | Akiriamasit Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-9 | 1,071,720 |   | 1,071,720 | New |
| 10 | Osasame Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-10 | 1,071,720 |   | 1,071,720 | New |
| 11 | Arthur Odera Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-11 | 1,071,719 |   | 1,071,719 | New |
| 12 | St. Gabriel Moru Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-12 | 1,071,719 |   | 1,071,719 | New |
| 13 | Kabukui Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-13 | 1,071,719 |   | 1,071,719 | New |
| 14 | Kagutio Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-14 | 1,071,719 |   | 1,071,719 | New |
| 15 | Kaejo Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-15 | 1,071,719 |   | 1,071,719 | New |
| 16 | Kisiombe Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-16 | 1,071,719 |   | 1,071,719 | New |
| 17 | Akibui Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-17 | 1,071,719 |   | 1,071,719 | New |
|   | **Sub Total**  |   |   | **47,860,633** |   | **35,860,633** |   |
| **SECONDARY SCHOOL PROJECTS** |
| 1 | St. Thomas Amagoro Girls Secondary School | One-off purchase of a 51 Seater Semi-Luxury IsuzuBus | 4-040-225-2630210-104-2023-2024-1 | 9,762,300 |   | 9,762,300 | New |
| 2 | Moding Secondary School | Completion of construction of 100 students' capacity modern library; fitting of windows and doors, flooring, glazing, blundering & fitting ceiling. | 4-040-225-2630210-104-2023-2024-2 | 500,000 | 3,000,000 | 500,000 | New |
| 3 | SA Kolanya Girls National School | Construction of a 3 storey administration block comprising of 14No. Classrooms, computer laboratory, administration office (Principal’s office, deputy principal’s office, bursar's office, staffroom), 3No. Ablution facilities up to laying of ground floor slab for 2 No. classrooms (Co-funding with the Ministry of Education): Excavation works, foundation works and laying of ground floor slab for 2 No. classrooms. | 4-040-225-2630210-104-2023-2024-3 | 10,000,000 |   | 4,000,000 | New |
|  | **Sub Total**  |  |  | **20,262,300** | **3,000,000** | **14,262,300** |  |
| **TERTIARY INSTITUTION PROJECTS** |
| 1 | Achiya Echakara National Youth Service | Construction to completion of a 100 capacity barrack: excavation works, foundation works, walling, roofing, electrical works, fixing of windows and doors, plastering, glazing, blundering, fitting ceiling and painting  | 4-040-225-2630211-104-2023-2024-1 | 8,600,000 |   | 8,600,000 | New |
| 2 | Achiya Echakara National Youth Service | One off purchase of 18 acres of land @ Kes.18,000,000 and cost of title deed processing @ Kes.1,000,000 | 4-040-225-2630211-104-2023-2024-2 | 19,000,000 |   | 19,000,000 | New |
| 3 | Akiriamet Technical Teachers Trainers College  | Construction to completion of 2No. lecture rooms | 4-040-225-2630211-104-2023-2024-3 | 3,000,000 |   | 3,000,000 | New |
|   |  |  |  | **30,600,000** |  | **30,600,000** |  |
|   |  |  | **SECURITY PROJECTS** |   |   |   |   |
| 1 | Deputy County Commissioner's Office Compound | Construction to completion of an 8 door pit latrine with 2 chambers to cater for Persons with Disabilities. | 4-040-225-2640507-113-2023-2024-1 | 900,000 |   | 900,000 | New |
| 2 | Deputy County Commissioner (old) Office Building  | Renovation to completion of 3 offices (Administrator’s office, Registrar’s office and Secretary's office) and a one door water closet toilet: mechanical works, tiling and re-painting. | 4-040-225-2640507-113-2023-2024-2 | 700,000 |   | 700,000 | New |
|   | **Sub Total**  |  |  | **1,600,000** |  | **1,600,000** |   |
|   |  |   |   |   |   |   |   |
|   | **GRAND TOTAL** |   |   | **202,129,901**  |  **3,000,000**  |  **184,129,901**  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|   | **CONDITIONAL GRANT FROM MOE FOR JUNIOR SECONDARY SCHOOLS** |
| 1 | Akudiet Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-6 | 1,071,720 |   | 1,071,720 | New |
| 2 | Kasogol Kakapel Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-7 | 1,071,720 |   | 1,071,720 | New |
| 3 | Amagoro Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-8 | 1,071,720 |   | 1,071,720 | New |
| 4 | Akiriamasit Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-9 | 1,071,720 |   | 1,071,720 | New |
| 5 | Osasame Primary School (Junior Secondary School | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-10 | 1,071,720 |   | 1,071,720 | New |
| 6 | Arthur Odera Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-11 | 1,071,719 |   | 1,071,719 | New |
| 7 | St. Gabriel Moru Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-12 | 1,071,719 |   | 1,071,719 | New |
| 8 | Kabukui Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-13 | 1,071,719 |   | 1,071,719 | New |
| 9 | Kagutio Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-14 | 1,071,719 |   | 1,071,719 | New |
| 10 | Kaejo Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-15 | 1,071,719 |   | 1,071,719 | New |
| 11 | Kisiombe Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-16 | 1,071,719 |   | 1,071,719 | New |
| 12 | Akibui Primary School (Junior Secondary School) | Construction to completion of 2No. Classrooms (Cost shared with MoE under Conditional Grant) | 4-040-225-2630209-104-2023-2024-17 | 1,071,719 |   | 1,071,719 | New |
|   | **Sub Total**  |  |  | **12,860,633.00** |  | **12,860,633.00** |   |

**MIN 9 TN NG CDFC/8/1/2024: PROJECT COMMITMENTS**

It was unanimously agreed upon that there were 2 projects that were to be allocated project funding in 2 consecutive financial years as follows;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/NO** | **PROJECT NAME** | **PROJECT ACTIVITY** | **ORIGINAL COST (KES)** | **PROJECT ALLOCATION - 23/24 FY** | **PROJECT ALLOCATION - 24/25 FY** |
| 1. | SA Kolanya Girls National School | Construction of a 3 storey administration block comprising of 14No. Classrooms, computer laboratory, administration office (Principal’s office, deputy principal’s office, bursar's office, staffroom), 3No. Ablution facilities up to construction to completion of 2No. Classrooms at the ground floor (Co-funding with the Ministry of Education) | 10,000,000 | 4,000,000 | 6,000,000 |
| 2. | Kakamer Primary School | Construction of a 2 storey building accommodating 8No. Classrooms, administration office (head teacher’s office, deputy head teacher’s office & staffroom) and ablution block. | 27,000,000 | 15,000,000 | 12,000,000 |
|  | **Total** |  | **37,000,000** | **19,000,000** | **18,000,000** |

**MIN 10 TN NG CDFC/8/1/2024: APPROVAL OF PAYMENTS**

The bursary chairman, Mr. William Okalio tabled the bursary report that highlighted the list of needy students in tertiary and secondary institutions that urgently required bursary funds to proceed to various education institutions for their studies. It was noted that there were various bursary scholarship programs including sponsoring of students in KMTC, Chamasiri TVC, KIHBT, NITA, KSF, Law, Engineering, Medicine that needed to be urgently funded upon receipt of funds from the exchequer.

It was further noted that there were payments that needed to be done and after discussions it was unanimously agreed upon that the following payments be made accordingly;

| **S/NO** | **PROJECT NAME**  | **ACTIVITY** | **AMOUNT (KES)** | **VOTE HEAD** |
| --- | --- | --- | --- | --- |
|  | NG CDFC Staff Salaries | Payment of NG CDFC staff salaries - December, 2023 | 286,888 | Administration & Recurrent |
| 2. | NG CDFC Staff Wages | Payment of NG CDFC staff wages - December, 2023 | 20,000 | Administration & Recurrent |
|  | **TOTAL** |  | **306,888** |  |

**MIN 11 TN NG CDFC/8/1/2024: CHANGARA CHIEF’S OFFICE PROJECT**

The Fund Account Manager brought to the attention of the members receipt of a letter from the NG CDF Board legal department referenced NG-CDFB/COMP/TESO NORTH/2023/1 dated 13th December, 2023 confirming the receipt of a complaint on delayed site handling and taking over for tender no: NG-CDF/TSON/02/2020-2021 Proposed erection and completion of a modern chief’s office at Changara location from Melisah Limited. The NG CDF Board further required the committee to consider the matter and respond to them stating its position, action taken or intended to be taken and time frame within which the matter will be addressed.

It was noted that the Changara Chiefs Office Project was approved by the NG CDF Board in 2019-2020 with an initial amount of Kes. 2,000,000. In 2020-2021 there was an additional approval of Kes. 4,500,000 towards the same project making it a total of Kes. 6,500,000. The project was advertised through open tender and notification of award to Melisah Limited done in November, 2020. The project management committee were at that point advised by the NG CDF committee of the approved alternative funding from the Ministry of Interior and Coordination of National Government meant for the construction to completion of the Assistant County Commissioner Changara Division that was meant to provide space for the Changara Chief and thus the need not to enter into a contract agreement. The Project management committee however proceeded to enter into a contract agreement with the contractor seven (7) months later after the receipt of the letter of acceptance from Melisah Limited without the consent of the NG CDF committee.

The Ministry of Interior and Coordination of National Government funded to completion the construction of the Assistant County Commissioner Changara Division that is currently complete and in use that has provided space for the Changara chief.

In view of this, the position of the NG CDF committee is that the contract agreement that was signed by the project management committee is null and void considering it did not comply with the Public Procurement and Asset Disposal Act 2015.

The NG CDF committee has taken action to request for reallocation from the NG CDF Board of the funds allocated to that project. Further, the NG CDF committee intends to have a meeting with the project management committee on 19th January, 2024 to inform them of its approval of reallocation of the project funds. It was unanimously agreed upon that the matter be settled on or before 24th January, 2024 with a communication to the NG CDF Board confirming resolution of the matter by the NG CDF committee, the project management committee and Melisah Limited.

**MIN 12 TN NG CDFC/8/1/2024: REPORTS**

The Fund Account Manager tabled the project implementation status and financial reports and after discussions they were adopted by the committee.

**MIN 13 TN NG CDFC/8/1/2024: A.O.B**

There being no other business the meeting was adjourned at 1605hrs with a word of closing prayer from Mary Wanjiru.

**Minutes confirmed by:**