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| **NG-CDF**  | **National Government Constituencies Development Fund** |
| **Kisumu East Constituency**  |
| Off Kibos Road, Next to Kunya Primary School |
| P.O BOX 3618 Kisumu, 40100 |
| Tel +254 57 2028092 |
| Email: cdfkisumueast@ngcdf.go.ke | Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke) |
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**MINUTES OF KISUMU EAST NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD ON OCTOBER 9th, 2019 AT NG-CDF KIBOS OFFICE AT 10.30AM**

**PRESENT**

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|  | Jackton Achola | Chairman |
|  | Donna Melicia Otieno | Secretary |
|  | Lillian Adhiambo Alloys | Member |
|  | George Onyango Ondere | Member |
|  | Charles Otieno Okelo | Member  |
|  | Caroline Sewe Opodi | Member |
|  | Zachary Ngwena Odida | Member  |
|  | Benard Ouma Ojuka | Member  |
|  | Rotich Kiptoon | Fund Account Manager (Member) |
|  | **ABSENT WITH APOLOGY**Josephine Ouko DCC (Member) |
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**AGENDA**

1. Reading and Confirmation of Previous Minutes
2. Matters Arising
3. Change of project activity - Nyalunya secondary school
* NGCDF Office
* Buoye primary school
1. Audit report
2. Review of performance contract
3. 2019/2019 project proposals
4. Court case
5. Any Other Business

**PRELIMINARIES**

The chairman called the meeting to order, after which he gave a shorth briefing on the days agenda’s and welcomed all members. He then asked the secretary to take members through the previous minutes. The meeting started at 9.30 am with a word of prayer led by Donna Otieno.

**KSMEAST/NGCDF/57/09/10/2019: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The previous minutes were read by the secretary. The minutes were proposed by Lillian Aloyce and Seconded by Charles Okello.

**KSMEAST/NGCDF/58/09/10/2019: MATTERS ARISING**

A member noted that the PMC training had not taken place. The FAM informed members that there was not enough money to carry out the PMC training but told members that as soon as we receive AIE 2019/2020 FY it shall take place.

**Bursary**

The bursary chairman took the opportunity to thank all members who took part in the issuance of extra bursary forms to our local schools. However he read through a few challenges that members faced during the process.

**The following were noted:**

Distance to CDF office for the schools that come furthest in the constituency

The time for issuing bursary forms should be on school days

Bad reception in our office scared some applicants away

Most applicants were needy but not voters from Kisumu East as per that, they did not qualify.

**Resolution to the above issues**

Change position of suggestion box to make it easily accessible to the public

Issue bursary forms during school day, that way the information gets to a larger number

Change the person who handles bursary issues

Inform the head teachers through phone calls to announce to their students

Members also took note that it had been a big challenge to get the photocopies of voters and identity cards of the parents as we had requested the students to avail them for easy vetting of the forms.

**M & E**

The chairman informed members that at Obwolo chiefs camp, the members had been using a person account so he instructed the PMC to open an account immediately to enable us disburse funds to the account.

 **KSMEAST/NGCDF/59/09/10/2019 CHANGE OF PROJECT ACTIVITY**

The M & E chairman informed members that from ;now henceforth, the Board must be notified in writing ffor any changes made in a project.

**Nyalunya Secondary school**

The chairman informed members that he had received a letter from the BOM requesting for change of the initial request for 2 classrooms to 4 classrooms (one storyed)

All Members approved the request from Nyalunya Secondary School Board of Management for change of project activity from cons ruction of two classrooms to construction of four classrooms (storey) for the Boards approval.

**Buoye primary School**

In ref to NG-CDF/CEO/BOARD CIRCULARS Vol. 11, dated 24th September 2019 on preparation and submission of project proposal members noted that for a co-funded projects, the committee is expected to fast enter into a formal agreement with providers of counterpart funding before preparing project proposals for co-funding.

In this case therefore the “NGCDFC Kisumu East”, were unable to enter into a formal agreement with the previous funding agency “LASDAP” under Kisumu Municipality to complete the two classrooms therefore prompting the change of activity from completion of 2 classroom to Construction of 2 new classrooms, which the NGCDFC Kisumu East will allocate additional 2.2M for the completion of the 2 classrooms in the FY 2019/2020.

**NGCDF Office**

The M & E chairperson informed members that through a recommendation from public works office that the construction of false roof of first floor require close to 2M which could be waste of resources when phase 3 starts in FY 2019/2020 therefore they requested NGCDFC Kisumu East to consider constructing of suspended slab of second floor instead.

Therefore Kisumu East NG-CDFC members requested the NG-CDF Board to change the activity of construction of NG-CDF Office Phase Two of 1st Floor casting Concrete, Columns, Walling, Plastering, Fittings, Painting and Wiring previously approved in 2018/2019 FY project proposal to Walling 1st Floor, Suspended lap 2nd Floor, Walling 2nd Floor Suspended slab 3rd Floor and Stare case from Ground Floor to 3rd Floor.

**KSMEAST/NGCDF/60/09/10/2019 AUDIT REPORT**

The FAM reported back to the committee that he had received the Kenya National audit report on Audit which was carried out early 2019. He highlighted a few areas and the detailed report is attached for further discussions. Otherwise, he commended everyone for good work.

**KSMEAST/NGCDF/61/09/10/2019 PERFORMANCE CONTRACT**

The FAM took members through Areas highlighted below, but the main contract is attached with the minutes.

The tender committee anticipated to have a sale of 50,000 from sale of tenders.

Document public complaints

Implement big four agenda

Brand and label our projects well

Implement our strategic plan

**KSMEAST/NGCDF/13/15/02/2019 PROJECT PROPOSALS 2019/2020**

The Fund Account Manager informed members that he has received a circular REF: NGCDFB/CEO/BOARD CIRCULARS Vol. 11 (104) dated 24th September 2019 from the NG-CDF CEO on preparation of project proposal for financial year 2019/2020. He also outlined some of the key information’s in the circular as:

1. Basis of identification of project proposal.

The NGCDFC should conduct a open public forum at least once in every two years for members of public to give their views on projects to be implemented as required by the law (Section 27(1) of the Act and article 10 of the constitution)

1. Eligible projects under the Act

The circular also states that ‘as per section 24 of the NG-CDF Act eligible projects are only those falling within the functions of the National Government under the constitution which must be community based in order to ensure that the benefits are available to a widespread cross-section of the inhabitants of the constituency. However he also informed members that eligible projects should be those that promote sustainable development, human dignity and protection of marginalized as per Article 10 of the constitution.

1. Project Proposals co-funded with other agencies.

The FAM also informed members that the circular states that for co-funded projects the NG-CDFC should first enter into formal agreement with the other funding party and indicate clearly the phase to be financed by each party.

1. Completion of on-going projects.

The FAM also outlined the all ongoing projects should be completed as per the presidential directive and subsequent submission of all ongoing projects to the NGCDF Board by Fund Account Manager if any.

1. Labelling/Branding of Constituency Projects.

The Board advices the NG-CDFC to make sure that all projects funded by NGCDF should be labelled.

1. Adherence to Statutory celling.

The Fund Account Manager informed members that all constituencies have been allocated Ksh 137,367,724.14 (One hundred and thirty Seven Million Three hundred and Sixty Seven Thousand Seven Hundred and twenty four and fourteen cents shillings only). The statutory ceilings are expected as follows:

* Administration and Recurrent cost of NGCDFC maximum of 6%
* Emergency Reserve 5%.
* Sports activities 2%.
* Environmental activities 2%.
* Monitoring and evaluation and Capacity building 3%.
* Social Security Programs, Bursaries Mocks and CATs 35%
1. The dateline for submission of project proposal should be on or before 31st October 2019.

Members deliberated on the proposed projects during the public forums held in the month of September and resolved to fund the following projects. The NG-CDFC while prioritizing these projects relied on section 27 (2) of the NG-CDF Act, 2015 as amended in 2016.

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| **NO.** | **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT ALLOCATED** |
| 1. | Goods and Services (Administration) | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, internet, other utilities.  | **3,000,000.00** |
| 2. | Employees Salaries(Administration) | Payment of staff salaries and gratuity. | **3,119,000.00** |
| 3. | NSSF (Administration) | Payment of NSSF deductions. | **75,000.00** |
| 4. | Committee Expenses (Administration) | Payment of Committee Sitting Allowances, Transport and Conferences. | **1,994,817.76** |
| 5. | Goods and Services(Monitoring and Evaluation) | Purchase of fuel, airtime, traveling and subsistence.  | **1,000,665.00** |
| 6. | Committee Allowances | Payment of Committee sitting allowances, transport, conferences | **2,000,000.00** |
| 7. | NG-CDFC, PMC & Staff capacity building | Undertake training of NG-CDFC, NG-CDF staffs and the PMCs on NG-CDF Related issues | **1,100,000.00** |
| 8. | Bursary – Secondary Schools | Bursary for needy students in Secondary Schools. | **15,400,000.00** |
| 9. | Bursary – Tertiary Institutions | Bursary for needy students in Tertiary Institutions. | **9,600,000.00** |
| 10. | Bursary – Special Schools | Bursary for needy students in special institutions. | **1,000,000.00** |
| 11. | Emergency | To cater for any emergencies in the constituency. | **7,198,241.38** |
| 12. | Kisumu East Technical Training Institute | Construction of one workshop measuring 11M by 16M, 3 lecture rooms each one measuring 8M by 6M and an office space measuring 5.5Mm by 4.5M all located at ground floor. | **10,000,000.00** |
| 13. | NG-CDF Office | Completion of NG-CDF Office Phase II, 1st 2nd and 3rd Floor – walling, plastering, Roofing fitting of windows and doors, painting, wiring. Kshs.17,000,000 additional funds for construction 100m perimeter wall ksh 500,000. | **17,500,000.00** |
| 14. | Dago Primary School | Completion of a two storey tuition block of 12 Classrooms: fitting of windows, doors, terrazzo Flooring, plastering, painting and wiring. Ksh 4,500,000 and construction of 10 door Toilet Ksh 1,500,000 | **6,000,000.00** |
| 15. | Orongo Primary School | Construction of 2 new classrooms to completion | **2,700,000.00** |
| 16. | Ogango Primary School | Construction of 3 new classrooms to completion | **4,000,000.00** |
| 17. | St. John Masawa Primary School | Completion of 2 Classrooms: fittings, plastering, painting and wiring | **500,000.00** |
| 18. | Buoye Primary School | Construction of 2 classrooms to completion | **2,200,000.00** |
| 19. | Nyatege Primary School | Construction of 4 new classrooms to completion | **5,400,000.00** |
| 20. | Kunya Primary School | Completion of 2 Classrooms: fittings, plastering, painting and wiring | **500,000.00** |
| 21. | Tido Primary School | Completion of 2 Classrooms: fittings, plastering, painting and wiring | **500,000.00** |
| 22. | Dago Primary School | Purchase of 240 Desks for the New School (seat back in 18mm wooden ‘hard wood’ furnish, MS Frame in 1” SHS in 18 g powder coated, Lockable Book Shelf Space “3 Pupils). | **1,800,000.00** |
| 23. | St Dominic Bukna Secondary School | Construction of one storey tuition block of 4 new classrooms to completion. | **8,000,000.00** |
| 24. | Kibos Girls Secondary School | Construction to completion of 200 bed capacity Dormitory Kshs.5,000,000, Construction to completion of two bedroomed of 2 staff houses Kshs.3,000,000 and construction to completion of a multi purpose Hall measuring 23m by 13m on the hall and 10m by 20m inclusive of Kitchen, Store, Changing Room, store, cateress office and washrooms Kshs.7,000,000. | **15,000,000.00** |
| 25. | Nyalunya Secondary School | Completion of a one storey tuition block of 4 Classrooms, which was funded initially through reallocation of Ksh 4,677,027.20 on a letter dated 28th October 2019. fittings, plastering, painting and wiring. | **3,500,000.00** |
| 26. | Dr. Aloo Gumbi Mixed Secondary School. | Construction of spectators stand at the school football play field | **1,740,000.00** |
| 27. | Kibos Police Station | Construction of one storey Administration Block to accommodate sub county police headquarters – Substructure, walling, suspended slab and roofing which will host OCPD, OCS, Office of Crime investigation, Office of the Traffic police, (Base Commander) Four cells, cashier office and Registry/Report office | **10,000,000.00** |
| 28. | Gita Police Post | Completion of police post Administration block; Plastering, painting and wiring. This will accommodate, OCS, Two Cells, Registry and Office of Crime investigation. | **1,000,000.00** |
| 29. | Dago Primary School | Purchase and installation of Two 10,000 (Ten Thousand) liters Plastic water Storage tanks | **200,000.00** |
| 30. | Wandiege Primary School | Purchase and installation of 10,000 (Ten Thousand) liters Plastic water Storage tank | **120,000.00** |
| 31. | Nyalunya Secondary School | Purchase and installation of 10,000 (Ten Thousand) liters Plastic water Storage tank | **120,000.00** |
| 32. | Kunya Primary School | Purchase and installation of 10,000 (Ten Thousand) liters Plastic water Storage tank | **120,000.00** |
| 33. | Bukna Secondary School | Purchase and installation of 10,000 (Ten Thousand) liters Plastic water Storage tank | **120,000.00** |
| 34. | Gita Police Post | Purchase and installation of 10,000 (Ten Thousand) liters Plastic water Storage tank | **120,000.00** |
| 35. | Kisumu East NG-CDF Office  | Purchase and installation of 10,000 (Ten Thousand) liters Plastic water Storage tank | **240,000.00** |
| 36. | St Peters Kindu Secondary School | Purchase and planting of 1,200 tree seedlings. | **100,000** |
| 37. | St Albert Angira Secondary School | Purchase and planting of 1,200 tree seedlings. | **100,000** |
| 38. | G.P Owiti Secondary School | Purchase and planting of 1,000 tree seedlings. | **100,000** |
| 39. | Ranger Secondary School | Purchase and planting of 1,000 tree seedlings | **100,000** |
| 40. | Snr Chief Onunga School for the Deaf | Purchase and planting of 1,000 tree seedlings | **100,000** |

**KSMEAST/NGCDF/13/15/02/2019 COURT CASE**

The hearing date was coming up on 26th September 2019.

The M&E chairperson informed members that he had received a letter from Mrs. Benta Anyango the Security guard who was on duty at the time of the unfortunate incident requesting our office to reimburse her the money that has been deducted from her wages each time she attends the court to testify on the case.

Members discussed and resolved to pay her all the deductions that have been made and any other deductions that will be made in the future until the court case ends.

**KSMEAST/NGCDF/62/09/10/2019 ANY OTHER BUSINESS**

The secretary thanked all members for keeping time.

Members agreed that all the pending allowances for bursary (5days), NGCDF (1 day) and airtime 1 month be paid.

Members also discussed and agreed that since Ms. Rebecca Ominde does a lot of communication in regard to office issues, she will be given airtime for Ksh. 2,000 every month starting October.

**Adjournment**

 The meeting ended with a word of prayer from Caroline Opodi at 2.30 p.m.

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| **SECRETARY** |  | **CHAIRMAN** |
| …………………………………………… |  | …………………………………………… |
| DONNA MELICIA OTIENO |  | JACKTON ODHIAMBO ACHOLA |
| Date……………………………………… |  | Date……………………………………… |