

MINUTES OF KISUMU WEST NG-CDFC MEETING HELD ON 23/9/2020 AT THE NG-CDF

OFFICE BOARDROOM – OJOLLA

Present

|                           |   |           |   |              |
|---------------------------|---|-----------|---|--------------|
| 1. Elijah Akomo Were      | - | Chairman  | - | 0722 736 841 |
| 2. Hellen A. Sijenyi      | - | Secretary | - | 0721 493 069 |
| 3. Marcy Achieng          | - | Member    | - | 0729 562 427 |
| 4. John Okello            | - | Member    | - | 0720 483 555 |
| 5. James Ooko             | - | Member    | - | 0706 734 057 |
| 6. George Odhiambo Okello | - | Member    | - | 0741 804 993 |
| 7. Mwanika A. Ramadhan    | - | Member    | - | 0798 975 730 |
| 8. Naphtally Ochuma       | - | FAM       | - | 0720 331 900 |
| 9. Caleb Oulu Odiko       | - | Member    | - | 0721 950 272 |

In attendance

|                  |   |                           |   |              |
|------------------|---|---------------------------|---|--------------|
| 1. Michael Owiti | - | Ag. Const. Office Manager | - | 0725 864 521 |
|------------------|---|---------------------------|---|--------------|

Agenda

1. Prayers
2. Apologies
3. Adoption
4. Reading & confirmation of previous minutes
5. Matters arising
6. Election of Chairman/Secretary
7. Signatories to Bank Account
8. Sub Committees formation
9. Calendar of meetings
10. Project proposals 2020/2021
11. Budget
12. Monitoring & Evaluation
13. Exchange visit program
14. CDFC/Oversight/CDFC staff training
15. Staff contract renewal
16. A.O.B

**KSMWEST/NG-CDF/234/23/9/2020 - PRAYERS**

The Chairman called the meeting to order at 3.50pm and asked Caleb Oulu to lead members in a word of prayer.

**KSMWEST/NG-CDF/235/23/9/2020 - APOLOGIES**

1. Vincent Mosiria - ACC - 0700 194 585

**KSMWEST/NG-CDF/236/23/9/2020 - ADOPTION**

Members went through the agendas and George Okelo proposed for the adoption of agenda and was seconded by John Okello

**KSMWEST/NG-CDF/237/23/9/2020 - ELECTION OF CHAIRMN/SECRETARY**

FAM presided over the election since the ACC was absent.

George Okello proposed Elijah Akomo Were for the position of chairman and was seconded by Mwanika Ramadhan. Since there was no any other proposal, Elijah Akomo Were was elected unopposed.

Mwanika Ramadhan proposed Hellen Sijenji as the secretary and was seconded by John Okello. Hellen Sijenji was elected unopposed by members as the secretary.

Members confirmed the Chairman and Secretary and were given the mandate to take members through the meeting.

**KSMWEST/NG-CDF/238/23/9/2020 - SUB COMMITTEES FORMATION**

FAM took members through the sub-committees to be formed. He took members through the functions and mandate of each sub- committee as per the NGCDF Act 2015. The sub – committees to be formed were as follows

- Constituency road committee
- Education Bursary, Mocks & CATs sub-committee
- Monitoring and Evaluation Sub committee
- Complaints and Anti- corruption sub Committee

Members were given time to nominate each other for the sub-committees, FAM asked each member to ensure they sit in at least 2 sub-committees. After lengthy discussion members agreed as follows

1. KeRRA (Constituency Roads Committee)

- Caleb Oulu Odiko
- Mwanika Ramadhan
- George Okello
- James Odiwuor

2. Complaints Sub Committee

- John Okello
- Marcy Achieng
- James Odiwuor
- Hellen Sijenyi

John Okello proposed Caleb Oulu to Chair the complaints committee and was seconded by Marcy Achieng.

3. Education, Bursary, Mock and CAT Sub committee

- James Odiwuor
- Mwanika Ramadhan
- George Okello
- Fund Account Manager
- Sub County Education Officer
- 3 Members of the Community

As per the NGCDF Circular dated 18<sup>th</sup> June 2020, FAM becomes the secretary of the education sub-committee. Mwanika Ramadhan was proposed by Marcy Achieng as the Chairperson and

was seconded by George Okello. Mwanika Ramadhan was elected unopposed as the Chairperson of Education, Bursary and Cats sub-committee.

#### 4. Monitoring and Evaluation Sub committee

- George Okello
- Marcy Achieng
- John Okello
- Hellen Sijenyi
- Mwanika Ramadhan

Hellen Sijenyi proposed George Okello to Chair Monitoring and Evaluation subcommittee and was seconded by Marcy Achieng and George Okello was elected unopposed.

#### 5. Sports Sub committee

- Marcy Achieng
- James Odiwuor

Marcy Achieng was elected unopposed by members as the secretary of sports committee. She was proposed by Mwanika Ramadhan and seconded by Caleb Oulu. Other members of sports committee will be co-opted from the community.

#### KSMWEST/NG-CDF/239/23/9/2020 - SIGNATORIES TO BANK ACCOUNT

FAM took members through the NGCDF Act 2015 concerning the signatories to bank account. He informed members that as per section 28 of the NGCDF Regulations 2016, at least two members shall be signatories to the constituency bank account and also section 28 of the Regulations states that there shall be at least four members as signatories to the account. The following members were proposed by John Okello and seconded by George Okello as signatories to the bank account:

- Elijah Akomo Were
- Hellen Awiti Sijenyi

- Mwanika Ramadhan
- Fund Account Manager – Mandatory
- Sub County Accountant – Mandatory

**KSMWEST/NG-CDF/240/23/9/2020 - PROJECT PROPOSALS 2020/2021**

- FAM informed the members that he had received a circular from the board dated 10th August, 2020 with subject matter Preparation and Submission of Constituency project Proposal for the 2020/2021 Financial Year.
- He further stated that the constituency was allocated a total of Kshs. 137,479,975.31 of which Emergency allocation was 7,192,206.90 and Equal share 129,896,672.41 and AIA of Kshs 391,000
- FAM informed the meeting that it was the responsibility of the committee to consider requests from constituents through ward meetings in preparation of Project Proposal. Constituency committees were therefore obligated to refer to the ward reports 2020-2020, strategic plan 2018-2020 for the constituency and must consider all on-going projects while coming with FY 2020/2021 projects proposals.
- Members discussed the proposed projects and appropriated projects for FY 2020/2021 as under

| Vote head                    | Calculated as per NGCDF ACT |                       | Calculated as per NGCDFC agreement |                       |
|------------------------------|-----------------------------|-----------------------|------------------------------------|-----------------------|
|                              | Amount allocated            | Percentage allocation | Amount allocated                   | Percentage allocation |
| Administration and recurrent | 8,248,763.84                | 6%                    | 8,248,763.84                       | 6%                    |
| Monitoring and evaluation    | 4,124,381.92                | 3%                    | 4,124,381.92                       | 3%                    |
| Sports                       | 2,749,587.95                | 2%                    | 2,049,587.95                       | 2%                    |
| Environment                  | 2,749,587.95                | 2%                    | 0.00                               | 0%                    |
| Bursary                      | 48,117,789.06               | 35%                   | 23,000,000.00                      | 17%                   |
| Emergency                    | 7,192,206.90                | 5%                    | 7,192,206.90                       | 5%                    |
| Projects                     | 64,297,079.70               | 47%                   | 92,864,456.70                      | 67%                   |
|                              | <b>137,479,397.31</b>       | <b>100%</b>           | <b>137,479,979.31</b>              | <b>100%</b>           |

Performance Contract 5 best Projects -FAM explained to members that the following projects were of special interest and has to be completed within the financial year. These were projects identified as best five projects for the constituency in the performance contract agreement.

- Obede Sec. School – Completion of Multi-purpose Hall
- Kuoyo Primary School – Construction of 2 classrooms
- Kisian Primary School – Renovation of 8 classrooms
- Ogal AP Post – Construction of office & Armory
- Sianda Primary School – Renovation of 8 classrooms

It was noted that each of the project represented a ward in the constituency; hence the projects were evenly distributed. Members approved that the above projects be included in proposal 2020/2021.

On administration vote allocation Kshs 8,248,763.84 – this was capped at 6% of the total constituency allocation. FAM informed members that as per the circular dated 10<sup>th</sup> August 2020 the administration vote was to cater for running constituency office, developing of service charters, utility bills, motor vehicle maintenances, motor vehicle comprehensive insurance, postage expense, travelling and accommodation. A budget with different budget line was presented for deliberation and adoption (Appendix 1). Members deliberated on the budget proposed by the FAM and calendar of activities on various administration vote and agreed that the Admin vote be split and utilized as follows Employee salaries Kshs 3,667,860.00(Payment of 7 staff salaries and allowance@ Kshs 3,225,840 and gratuity @ Kshs 442,020) , Goods and services Kshs 2,987,383.84 ( to cater for stationary, fuel, utility bills, travel and subsistence, motor vehicle insurance and motor vehicle maintenance costs), NSSF Kshs 155,520 ( Employer and Employee contributions) and NHIF Kshs 66,000.00, and Committee expense Kshs 1,372,000.00( payment of NGCDFC allowances during meetings and sub-committee meetings)

| Project Name       | Project Code                         | Project Activity   | Amount Allocated | STATUS   |
|--------------------|--------------------------------------|--|------------------|----------|
| EMPLOYEE SALARIES  | 4-0042-239-2110000-100-2020-2021-001 | Payment of 7 staff salaries and allowance@ Kshs 3,225,840 and gratuity @ Kshs 442,020                          | 3,667,860.00     | On-going |
| GOODS AND SERVICES | 4-0042-239-2210000-100-2020-2021-002 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 2,987,383.84     | On-going |
| NSSF               | 4-0042-239-2120101-100-2020-2021-003 | Payment of NSSF Deductions   | 155,520.00       | On-going |
| NHIF               | 4-0042-239-2120201-100-2020-2021-004 | Payment of NHIF Deductions   | 66,000.00        | On-going |
| COMMITTEE EXPENSES | 4-0042-239-2210802-100-2020-2021-005 | Payment of Committee sitting allowances, transport, conferences  | 1,372,000.00     | On-going |
|                    |                                      |  | 8,248,763.84     |          |

On Monitoring and Evaluation allocation of Kshs 4,124,381.92 this was capped and 3% of total constituency allocation- FAM informed members that this amount is to cater for the following Committee allowances, oversight committee allowance of 1% of the M&E vote, capacity building of PMC, staff and NGCDF'C. A comprehensive budget was presented to the members, for deliberation and adoption. Members deliberated and agreed on the budget. It was agreed that Quarterly M&E will be done by the Whole NGCDF'C, while Monthly M&E will be done by the M&E sub-committee. The committee also agreed and tasked the FAM to organize one benchmarking visit and training of NGCDF'C and Staff. It was therefore agreed that M&E vote be split as follows Goods and Services Kshs 1,317,971.64, Committee Expenses Kshs 1,290, 410 Capacity building Kshs 1,516,000.00

| Project Name                 | Project Code                         | Project Activity   | Amount Allocated | STATUS   |
|------------------------------|--------------------------------------|--|------------------|----------|
| GOODS AND SERVICES           | 4-0042-239-2210000-111-2020-2021-001 | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 1,317,971.64     | On-going |
| COMMITTEE EXPENSES           | 4-0042-239-2210802-111-2020-2021-002 | Payment of Committee sitting allowances, transport, conferences                                  | 1,290,410.28     | On-going |
| NGCDFC/PMC CAPACITY BUILDING | 4-0042-239-2210700-111-2020-2021-003 | Undertake Training of the PMCs/NGCDFC/STAFF AND OTHER STAKEHOLDERS on CDF Related issues         | 1,516,000.00     | On-going |
|                              |                                      |  | 4,124,381.92     |          |

On Sports allocation of Kshs 2,049,587.95 this was capped at 2% of the total constituency allocation-. FAM informed members that the sports committee had presented a proposal that for the first two years they will not hold major sports tournaments and would wish to do this in the last 3 financial years,. The sports subcommittee had proposed to be given funds to pay carry out Constituency Sports Tournament and host a sports clinic to promote soccer and indoor games in the constituency. The committee approved that Kshs 2,749,587.95 to be allocated for sports activities.

| Project Name | Project Code                         | Project Activity  | Amount Allocated | STATUS |
|--------------|--------------------------------------|---|------------------|--------|
| SPORTS       | 4-0042-239-2640509-112-2020-2021-001 | To carry out a constituency sports tournament where the winning teams will be awarded with balls, uniforms and trophies where facilitation of the tournament @ Kshs 1,000,000 and Purchase of 150 balls, 20 set of uniforms, 16 trophies and equipment's (10 nets, 100cons , 12 goal posts @Kshs 1,049,587.95 | 2,049,587.95     | NEW    |
| Total        |                                      |   | 2,049,587.95     |        |



Bursary allocation of Kshs 23,000,000 – this is translating to 17% of the total constituency allocation. After deliberations it was agreed that secondary school have many students applying for bursary they be allocated 50% of bursary allocation, university and colleges be allocated 33% of the allocation and special schools 17% (driving and coxswain training). This was because secondary bursary had a component of full scholarship under the banner wings to fly which is estimated will cost about Kshs 4.5 million since the number of students will be 40 students in financial year 2020/2021 in secondary schools, partial scholarship at cost of 1 million to cater for the current number of beneficiary standing at 30 students. The breakdown on bursary will then be as follows Secondary School bursary Kshs 12,000,000.00 Tertiary Schools and college's Kshs 8,000,000, specials school i.e. driving lessons training and coxswain training. The constituency is also planning to equip all secondary school leavers in the constituency equipped with ICT skills (computer training and emails) after completion of KSCE Exams at a cost of Kshs 3,000,000.00

| Project Name                     | Project Code                                 | Project Activity  | Amount Allocated | STATUS   |
|----------------------------------|--|---|------------------|----------|
| BURSARY<br>SECONDARY<br>SCHOOLS  | 4-0042-239-<br>2640101-103-<br>2020-2021-001 | Payment of bursary to<br>needy students   | 12,000,000.00    | On-going |
| BURSARY<br>TERTIARY<br>SCHOOLS   | 4-0042-239-<br>2640102-103-<br>2020-2021-002 | Payment of bursary to<br>needy students   | 8,000,000.00     | On-going |
| BURSARY<br>VOCATIONAL<br>SCHOOLS | 4-0042-239-<br>2640105-103-<br>2020-2021-003 | Payment of bursary to<br>needy students in driving<br>school, coxswain training<br>and computer skill classes | 3,000,000.00     | On-going |
| Total                            |  |   | 23,000,000.00    |          |

Emergency Kshs 7,192,206.90 capped at 5% of the total allocation- this is to cater for any unforeseen occurrences in the constituency during the financial year

| Project Name | Project Number                       | Project Activity  | Amount Allocated | Status |
|--------------|--------------------------------------|---|------------------|--------|
| Emergency    | 4-0042-239-2640200-101-2020-2021-001 | To cater for any unforeseen occurrences in the constituency during the financial year | 7,192,206.90     | New    |
| Total        |                                      |   | 7,192,206.90     |        |

Education Primary Kshs 60,349,000 Members were taken through ward report for 2018/19, and Project Implementation Status 2018/19 as at September 2019 and strategic plan 2018/2022, and monitoring and evaluation report for 1<sup>st</sup> quarter 2019/20, having looked at all reports members deliberated and agreed that ongoing projects will be given priority. It was therefore agreed that a total of Kshs 60,349,000 be allocated to education primary to the following projects be submitted to the NGCDF Board for Funding

|    | Project Name          | Project Number                     | Project Activity  | Amount Allocated | Status   |
|----|-----------------------|------------------------------------|---|------------------|----------|
| 1. | OKORE OGONDA PRIMARY  | 4-0042-239-2630204-104-2020-2021-1 | Renovations of 5 classrooms ( floor works to tiles, reroofing, introduction of verandah, and repair of wall, painting and decorations, electrical works               | 2,400,000.00     | On-Going |
| 2. | OGONGO PRIMARY SCHOOL | 4-0042-239-2630204-104-2020-2021-2 | Installation and erection of chain-link fence (430M) using Concrete poles, 6 strand barbed wire @ Kshs 1,150,000 and construction of gate to completion @Kshs 100,000 | 1,250,000.00     | New      |
| 3. | USOMA PRIMARY         | 4-0042-239-2630204-104-            | Construction of a 10 door pit latrine with a  | 1,500,000.00     | New      |

|    |                                |  |   |              |     |
|----|--------------------------------|--|---|--------------|-----|
|    | SCHOOL                         | 2020-2021-3                                | urinal to completion  |              |     |
| 4. | AGULU<br>PRIMARY<br>SCHOOL     | 4-0042-239-<br>2630204-104-<br>2020-2021-4 | Installation and erection of chain-link fence(250M) using Concrete poles, 6 strand barbed wire @ Kshs 650,000 and construction of gate to completion kshs.100,000   | 750,000.00   | New |
| 5. | NAMETSA<br>PRIMARY<br>SCHOOL   | 4-0042-239-<br>2630204-104-<br>2020-2021-5 | Construction of a 6 door pit latrine with a urinal to completion  | 750,000.00   | New |
| 6. | CHULAIMBO<br>PRIMARY<br>SCHOOL | 4-0042-239-<br>2630204-104-<br>2020-2021-6 | Construction of 2 new 162 sq. meter classrooms including verandah with capacity of 45 pupils( with floor terrazzo and electrical works to completion @Kshs 1,200,000 per class , installation of 10,000 liter tanks with 6m gutter on one classroom @Kshs 100,000 | 2,500,000.00 | New |
| 7. | CHULAIMBO<br>PRIMARY<br>SCHOOL | 4-0042-239-<br>2630204-104-<br>2020-2021-6 | Purchase of desks 70-top seat, back in 18mm wooden hard wood, furnish, MS frame in 1" sq. pipe in 18 g powder coated steel, provide lockable bookshelf space to fit 2 pupils, with leg capped with glider and seater@ ksh5000                                     | 350,000.00   | New |
| 8. | SUNGA<br>PRIMARY<br>SCHOOL     | 4-0042-239-<br>2630204-104-<br>2020-2021-7 | Construction of a 6 door pit latrine with a urinal to completion  | 750,000.00   | New |

|    |                                   |  |  |              |              |
|----|-----------------------------------|--|--|--------------|--------------|
| 9. | ELUHOBE<br>PRIMARY<br>SCHOOL      | 4-0042-239-<br>2630204-104-<br>2020-2021-8   | Installation and<br>erection of chain-link<br>fence(550M) using<br>Concrete poles, 6<br>strand barbed wire @<br>Kshs 1,430,000 and<br>construction of gate to<br>completion @ Kshs<br>100,000  | 1,530,000.00 | New          |
| 10 | MASENO MIXED<br>PRIMARY<br>SCHOOL | 4-0042-239-<br>2630204-104-<br>2020-2021-9   | Construction of 2<br>new 162 sq. meter<br>classrooms including<br>verandah with<br>capacity of 45 pupils(<br>with floor terrazzo and<br>electrical works to<br>completion @Kshs<br>1,200,000 per class ,<br>installation of 10,000<br>liter tanks with 6m<br>gutter on one<br>classroom @Kshs<br>100,000 | 2,500,000.00 | New          |
| 11 | MASENO MIXED<br>PRIMARY<br>SCHOOL | 4-0042-239-<br>2630204-104-<br>2020-2021-009 | Purchase of desks 70-<br>top seat, back in<br>18mm wooden hard<br>wood, furnish, MS<br>frame in 1" sq. pipe in<br>18 g powder coated<br>steel, provide lockable<br>bookshelf space to fit 2<br>pupils, with leg<br>capped with glider and<br>seater@ ksh5000   | 350,000.00   | New          |
| 12 | NYAKONGO<br>PRIMARY<br>SCHOOL     | 4-0042-239-<br>2630204-104-<br>2020-2021-010 | Construction of an<br>Administration block<br>to completion<br>comprising of 4<br>roomed offices for<br>head teacher, deputy<br>head teacher, HOD<br>and 1staf room  | 3,500,000.00 | New          |
| 13 | DAGO KOKORE<br>PRIMARY            | 4-0042-239-<br>2630204-104-                  | Grading of football<br>pitch, ground<br>leveling, back filling,  | 3,400,000.00 | On-<br>Going |

|    |                        |                                      |  |              |          |
|----|------------------------|--------------------------------------|--|--------------|----------|
|    | SCHOOL                 | 2020-2021-011                        | trench digging and planting of grass specify size of the field   |              |          |
| 14 | WACHARA PRIMARY SCHOOL | 4-0042-239-2630204-104-2020-2021-012 | Installation and erection of chain-link fence(550M) using Concrete poles, 6 strand barbed wire @ Kshs 1,430,000 and construction of gate to completion @ Kshs 100,000  | 1,530,000.00 | New      |
| 15 | GETA PRIMARY SCHOOL    | 4-0042-239-2630204-104-2020-2021-013 | Construction of a 4 door pit latrine with a urinal to completion   | 600,000.00   | New      |
| 16 | OGADA PRIMARY SCHOOL   | 4-0042-239-2630204-104-2020-2021-014 | Renovation of Six classrooms (reroofing, floor terrazzo, wall repairs, painting and decorations and introduction of verandah   | 3,480,000.00 | New      |
| 17 | ONGALO PRIMARY SCHOOL  | 4-0042-239-2630204-104-2020-2021-015 | Construction of 2 new 162 sq. meter classrooms including verandah with capacity of 45 pupils per class( with floor terrazzo and electrical works to completion @Kshs 1,200,000 per class , installation of 10,000 liter tanks with 6m gutter on end of classroom @Kshs 100,000 | 2,500,000.00 | New      |
| 18 | ONGALO PRIMARY SCHOOL  | 4-0042-239-2630204-104-2020-2021-015 | Completion of Construction of 2 new 162 sq. meter classrooms including verandah with capacity of 45 pupils per class( painting, floor works and  | 500,000.00   | On-Going |

|    |                                  |                                      |  |              |     |
|----|----------------------------------|--------------------------------------|--|--------------|-----|
|    |                                  |                                      | electrical works to completion @Kshs 400,000 , installation of 10,000 liter tanks with 6m gutter on one end of classroom @Kshs 100,000   |              |     |
| 19 | ONGALO PRIMARY SCHOOL            | 4-0042-239-2630204-104-2020-2021-016 | purchase of 120 desks-top seat, back in 18mm wooden hard wood, furnish, MS frame in 1" sq. pipe in 18 g powder coated steel, provide lockable bookshelf space to fit 2 pupils, with leg capped with glider and seater@ ksh5000       | 600,000.00   | new |
| 20 | BARA PRIMARY SCHOOL              | 4-0042-239-2630204-104-2020-2021-017 | Construction of 1 new 81 sq. meter classroom including verandah with capacity of 45 pupils( with floor terrazzo and electrical works to completion @Kshs 1,200,000 , installation of 10,000 liter tanks with 6m gutter @Kshs 100,000 | 1,300,000.00 | New |
| 21 | BARA PRIMARY SCHOOL              | 4-0042-239-2630204-104-2020-2021-017 | purchase of 70 desktop seat, back in 18mm wooden hard wood, furnish, MS frame in 1" sq. pipe in 18 g powder coated steel, provide lockable bookshelf space to fit 2 pupils, with leg capped with glider and seater@ ksh5000          | 350,000.00   | New |
| 22 | ST ALLOYCE OJOLLA PRIMARY SCHOOL | 4-0042-239-2630204-104-2020-2021-018 | Renovation of 8 classrooms ( floor works to terrazzo, windows, painting and  | 2,380,000.00 | New |

|    |                              |  |   |              |          |
|----|------------------------------|--|---|--------------|----------|
|    |                              |  | decoration  |              |          |
| 23 | OYIENGO<br>PRIMARY<br>SCHOOL | 4-0042-239-<br>2630204-104-<br>2020-2021-019 | Construction of an Administration block to completion comprising of 4 roomed offices for head teacher, deputy head teacher, HOD and 1 staffroom   | 3,000,000.00 | New      |
| 24 | LISUKA<br>PRIMARY<br>SCHOOL  | 4-0042-239-<br>2630204-104-<br>2020-2021-020 | Renovation of 4 additional classrooms (roof, plastering, floor terrazzo, painting, decorations), electrical works-wiring and electrical fittings, | 1,400,000.00 | On-Going |
| 25 | GONGO<br>PRIMARY<br>SCHOOL   | 4-0042-239-<br>2630204-104-<br>2020-2021-021 | Renovations of 5 classrooms ( , repair of crack wall, electrical works, introduction of verandah, painting and decorations                        | 1,200,000.00 | New      |
| 26 | OGAL PRIMARY<br>SCHOOL       | 4-0042-239-<br>2630204-104-<br>2020-2021-022 | Renovations of 5 classrooms ( reroofing, repair of crack wall, electrical works, introduction of verandah, painting and decorations               | 2,500,000.00 | New      |
| 27 | URADI PRIMARY<br>SCHOOL      | 4-0042-239-<br>2630204-104-<br>2020-2021-023 | Installation and erection of chain-link fence(330M) using Concrete poles, 6 strand barbed wire and construction of gate                           | 950,000.00   | New      |
| 28 | OBAMBO<br>PRIMARY<br>SCHOOL  | 4-0042-239-<br>2630204-104-<br>2020-2021-024 | Purchase of desks 88-top seat, back in 18mm wooden hard wood, furnish, MS frame in 1" sq. pipe in 18 g powder coated                              | 440,000.00   |          |

|    |                             |                                      |  |              |     |
|----|-----------------------------|--------------------------------------|--|--------------|-----|
|    |                             |                                      | steel, provide lockable bookshelf space to fit 2 pupils, with leg capped with glider and seater@ ksh5000   |              |     |
| 29 | NYAKUNE PRIMARY SCHOOL      | 4-0042-239-2630204-104-2020-2021-025 | Renovations of 5 classrooms ( floor works to tiles, reroofing, introduction of verandah, and repair of wall, painting and decorations, electrical works  | 2,200,000.00 | New |
| 30 | BAR MATHONYE PRIMARY SCHOOL | 4-0042-239-2630204-104-2020-2021-026 | Construction of 2 new 162 sq. meter classrooms including verandah with capacity of 45 pupils( with floor terrazzo and electrical works to completion @Kshs 1,200,000 per class , installation of 10,000 liter tanks with 6m gutter @Kshs 100,000 | 2,500,000.00 | New |
| 31 | BAR MATHONYE PRIMARY SCHOOL | 4-0042-239-2630204-104-2020-2021-026 | purchase of 60 lockers-top seat, back in 18mm wooden hard wood, furnish, MS frame in 1" sq. pipe in 18 g powder coated steel, provide lockable bookshelf space to fit 2 pupils, with leg capped with glider and seater@ ksh5000                  | 300,000.00   | New |
| 32 | ULALO PRIMARY SCHOOL        | 4-0042-239-2630204-104-2020-2021-027 | Installation and erection of chain-link fence(550M) using Concrete poles, 6 strand barbed wire @Kshs 1,430,000 and construction of gate to completion @ Kshs   | 1,530,000.00 | New |



|    |                                      |  |  |              |     |
|----|--------------------------------------|--|--|--------------|-----|
|    |                                      |  | 100,000  |              |     |
| 33 | SIANDA<br>PRIMARY<br>SCHOOL          | 4-0042-239-<br>2630204-104-<br>2020-2021-028 | Electrification/wiring<br>of 9 classrooms and<br>administration block<br>(4 roomed -head<br>teachers room, deputy<br>head teacher, staff<br>room)  | 250,000.00   | New |
| 34 | NYADUONG<br>PRIMARY<br>SCHOOL        | 4-0042-239-<br>2630204-104-<br>2020-2021-029 | Installation and<br>erection of chain-link<br>fence(540M) using<br>Concrete poles, 6<br>strand barbed wire @<br>Kshs 1,404,000 and<br>construction of gate @<br>Kshs 100,000   | 1,504,000.00 | New |
| 35 | LWALA<br>KADAWA<br>PRIMARY<br>SCHOOL | 4-0042-239-<br>2630204-104-<br>2020-2021-030 | Construction of 1 new<br>81 sq. meter classroom<br>including verandah<br>with capacity of 45<br>pupils( with floor<br>terrazzo and electrical<br>works to completion<br>@Kshs 1,200,000 ,<br>installation of 10,000<br>liter tanks with 6m<br>gutter on one end of<br>classroom @Kshs<br>100,000 | 1,300,000.00 | New |
| 36 | LWALA<br>KADAWA<br>PRIMARY<br>SCHOOL | 4-0042-239-<br>2630204-104-<br>2020-2021-030 | purchase of 40 lockers<br>-top seat, back in<br>18mm wooden hard<br>wood, furnish, MS<br>frame in 1" sq. pipe in<br>18 g powder coated<br>steel, provide lockable<br>bookshelf space to fit 2<br>pupils, with leg<br>capped with glider and<br>seater@ ksh5000                                   | 200,000.00   | new |
| 37 | MALIERA<br>PRIMARY                   | 4-0042-239-<br>2630204-104-                  | Installation and<br>erection of chain-link<br>fence(550M) using  | 1,530,000.00 | New |

|    |                         |                                      |  |              |     |
|----|-------------------------|--------------------------------------|--|--------------|-----|
|    | SCHOOL                  | 2020-2021-031                        | Concrete poles, 6 strand barbed wire @Kshs 1,430,000 and construction of gate to completion @Kshs 100,000  |              |     |
| 38 | GEE PRIMARY SCHOOL      | 4-0042-239-2630204-104-2020-2021-032 | Construction of a 2 door pit latrine with a urinal to completion   | 300,000.00   | New |
| 39 | WANDEGA PRIAMARY SCHOOL | 4-0042-239-2630204-104-2020-2021-033 | Construction of 1 new 81 sq. meter classroom including verandah with capacity of 45 pupils( with floor terrazzo and electrical works to completion @Kshs 1,200,000 , installation of 10,000 liter tanks with 6m gutter @Kshs 100,000 | 1,300,000.00 | New |
| 40 | WANDEGA PRIAMARY SCHOOL | 4-0042-239-2630204-104-2020-2021-034 | purchase of 40 lockers -top seat, back in 18mm wooden hard wood, furnish, MS frame in 1" sq. pipe in 18 g powder coated steel, provide lockable bookshelf space to fit 2 pupils, with leg capped with glider and seater@ ksh5000     | 200,000.00   | New |
| 41 | OKORE OGONDA PRIMARY    | 4-0042-239-2630204-104-2020-2021-036 | Purchase of 10,000 liters plastic water tank @ Kshs.100,000 and installation of base @ Kshs 35,000 with all rain water goods( gutter and fittings ) @ Kshs 15,000, construction of 3 hand washing water points @ 25,000              | 175,000.00   | New |

|    |                                  |  |  |            |     |
|----|----------------------------------|--|--|------------|-----|
| 42 | USOMA<br>PRIMARY<br>SCHOOL       | 4-0042-239-<br>2630204-104-<br>2020-2021-037 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00 | New |
| 43 | KIREMBE<br>PRIMARY<br>SCHOOL     | 4-0042-239-<br>2630204-104-<br>2020-2021-038 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00 | New |
| 44 | ESIVALU<br>PRIMARY<br>SCHOOL     | 4-0042-239-<br>2630204-104-<br>2020-2021-039 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00 | New |
| 45 | MASENO<br>SCHOOL FOR<br>THE DEAF | 4-0042-239-<br>2630204-104-<br>2020-2021-040 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00 | New |

|    |                                    |  |  |            |     |
|----|------------------------------------|--|--|------------|-----|
| 46 | MARERA<br>PRIMARY<br>SCHOOL        | 4-0042-239-<br>2630204-104-<br>2020-2021-041 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00 | New |
| 47 | MASENO GIRLS<br>BOARDING<br>SCHOOL | 4-0042-239-<br>2630204-104-<br>2020-2021-042 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00 | New |
| 48 | OBAMBO<br>PRIMARY<br>SCHOOL        | 4-0042-239-<br>2630204-104-<br>2020-2021-043 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00 | New |
| 49 | NYAWARA<br>PRIMARY                 | 4-0042-239-<br>2630204-104-<br>2020-2021-044 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00 | New |

|    |                         |                                      |  |            |     |
|----|-------------------------|--------------------------------------|--|------------|-----|
| 50 | OSIRI PRIMARY SCHOOL    | 4-0042-239-2630204-104-2020-2021-045 | Purchase of 10,000 liter plastic water tank @ Kshs 100,000 and installation of base @ Kshs 35,000 with all rain water goods( gutter and fittings ) @ Kshs 15,000, construction of 3 hand washing water points @ 25,000 | 175,000.00 | New |
| 51 | KAWINO PRIMARY SCHOOL   | 4-0042-239-2630204-104-2020-2021-046 | Purchase of 10,000 liter plastic water tank @ Kshs 100,000 and installation of base @ Kshs 35,000 with all rain water goods( gutter and fittings ) @ Kshs 15,000, construction of 3 hand washing water points @ 25,000 | 175,000.00 | New |
| 52 | ARUDE PRIMARY SCHOOL    | 4-0042-239-2630204-104-2020-2021-047 | Purchase of 10,000 liter plastic water tank @ Kshs 100,000 and installation of base @ Kshs 35,000 with all rain water goods( gutter and fittings ) @ Kshs 15,000, construction of 3 hand washing water points @ 25,000 | 175,000.00 | New |
| 53 | NYADUONG PRIMARY SCHOOL | 4-0042-239-2630204-104-2020-2021-048 | Purchase of 10,000 liter plastic water tank @ Kshs 100,000 and installation of base @ Kshs 35,000 with all rain water goods( gutter and fittings ) @ Kshs 15,000, construction of 3 hand washing water points @ 25,000 | 175,000.00 | New |

|       |                               |  |  |               |     |
|-------|-------------------------------|--|--|---------------|-----|
| 54    | GONGO<br>PRIMARY<br>SCHOOL    | 4-0042-239-<br>2630204-104-<br>2020-2021-049 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00    | New |
| 55    | SINYOLO<br>PRIMARY<br>SCHOOL  | 4-0042-239-<br>2630204-104-<br>2020-2021-050 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00    | New |
| 56    | WANDEGA<br>PRIAMARY<br>SCHOOL | 4-0042-239-<br>2630204-104-<br>2020-2021-051 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00    | New |
| 57    | ABOGE PRIMARY<br>SCHOOL       | 4-0042-239-<br>2630204-104-<br>2020-2021-052 | Purchase of 10,000<br>liter plastic water tank<br>@ Kshs 100,000 and<br>installation of base @<br>Kshs 35,000 with all<br>rain water goods(<br>gutter and fittings ) @<br>Kshs 15,000,<br>construction of 3 hand<br>washing water points<br>@ 25,000 | 175,000.00    | New |
| Total |                               |  |  | 60,349,000.00 |     |

Education Secondary Kshs 16,553,457.25- Members were taken through ward report for 2020/2021, and Project Implementation Status 2019/120 and strategic plan 2018/2022, having looked at both reports members deliberated and agreed that ongoing projects will be given priority. It was therefore agreed that a total of Kshs 15,667,475.25 be allocated to education secondary to the following projects be submitted to the NGCDF Board for Funding,.

|    | Project Name                  | Project Number                     | Project Activity  | Amount Allocated | Status   |
|----|-------------------------------|------------------------------------|---|------------------|----------|
| 1. | BISHOP OKOTH OJOLLA SECONDARY | 4-0042-239-2630205-104-2020-2021-1 | Completion of construction of twin storey 250 students capacity laboratory ( physics, chemistry, biology), 2 classrooms, and Library(Plumbing works for installation of water tank tower and 5000litre tank and system at the laboratory) | 850,000.00       | On-Going |
| 2. | BAR KORUMBA SECONDARY SCHOOL  | 4-0042-239-2630205-104-2020-2021-2 | Construction of Single Laboratory with capacity of 120 students to completion( substructure, superstructure, roofing, plasterworks, painting, worktops, plumbing works, electrical works)   | 3,500,000.00     | New      |
| 3. | OBEDE SECONDARY               | 4-0042-239-2630205-104-2020-2021-3 | Additional funds for completion of storey multi- purpose hall roofing of staircase, rails, omitted from BOQ   | 500,000.00       | On-Going |
| 4. | ALARA SECONDAEY               | 4-0042-239-2630205-104-            | Purchase of 0.25HA  | 2,132,973.75     | New      |

|    |                                    |   |   |              |          |
|----|------------------------------------|---|---|--------------|----------|
|    | SCHOOL                             | 2020-2021-4                                 | land  |              |          |
| 5. | ALARA GIRLS<br>SECONDARY<br>SCHOOL | 4-0042-239-<br>2630205-104-<br>2020-2021-04 | Purchase of 10,000 liter plastic water tank @ Kshs 100,000 and installation of base @ Kshs 35,000 with all rain water goods( gutter and fittings ) @ Kshs 15,000, construction of 3 hand washing water points @ 25,000  | 175,000.00   | New      |
| 6. | WACHARA<br>SECONDARY<br>SCHOOL     | 4-0042-239-<br>2630205-104-<br>2020-2021-06 | Construction of 1 new 81 sq. meter classroom including verandah with capacity of 45 pupils( with floor terrazzo and electrical works to completion @Kshs 1,200,000 , installation of 10,000 liter tanks with 6m gutter @Kshs 100,000, and purchase of desks 40 @ 5000=200,000 ) | 1,500,000.00 | New      |
| 7. | HUMA GIRLS<br>SECONDARY<br>SCHOOL  | 4-0042-239-<br>2630205-104-<br>2020-2021-6  | Construction of Bio gas system at Huma Girls secondary school 2nd phase to completion   | 1,720,483.50 | On-Going |
| 8. | KAWINO<br>SECONDARY<br>SCHOOL      | 4-0042-239-<br>2630205-104-<br>2020-2021-7  | Purchase of 0.445 acres ( 0.18 HA) of land inclusive of processing title deed   | 1,300,000.00 | New      |
| 9. | TIENGRE<br>SECONDARY<br>SCHOOL     | 4-0042-239-<br>2630205-104-<br>2020-2021-8  | phase II of Construction of modern kitchen/dining hall of 200 capacity 400 sq. meters(plaster, painting, worktops,  | 3,500,000.00 | New      |



|    |                               |                                     |  |               |     |
|----|-------------------------------|-------------------------------------|--|---------------|-----|
|    |                               |                                     | cabinets, plumbing works, electrical works, firefighting equipment, installation of 10,000 liter tanks @Kshs 100,000   |               |     |
| 10 | MBAKA OROMO SECONDARY SCHOOL  | 4-0042-239-2630205-104-2020-2021-9  | Construction of a 4 door pit latrine with a urinal to completion   | 500,000.00    | New |
| 11 | BAR ANDING'O SECONDARY SCHOOL | 4-0042-239-2630205-104-2020-2021-10 | Construction of a 6 door pit latrine with a urinal to completion   | 700,000.00    | New |
| 12 | GOMBE KOKULO SECONDARY SCHOOL | 4-0042-239-2630205-104-2020-2021-10 | Purchase of 10,000 liter plastic water tank @ Kshs 100,000 and installation of base @ Kshs 35,000 with all rain water goods( gutter and fittings ) @ Kshs 15,000, construction of 3 hand washing water points @ 25,000 | 175,000.00    | New |
|    |                               |                                     |  | 16,553,457.25 |     |

Security Projects Kshs 14,050,000- Members were taken through ward report for 2020/2022, and Project Implementation Status 2019/20 and strategic plan 2018/2022, having looked at both reports members deliberated and agreed that ongoing projects will be given priority. It was therefore agreed that a total of Kshs 14,050,000 be allocated to security projects to the following projects be submitted to the NGCDF Board for funding Kshs 9,250,000 for ongoing projects and Kshs 4,800,000 for new projects as follows

|  | Project Name | Project Number | Project Activity | Amount Allocated | Status |
|--|--------------|----------------|------------------|------------------|--------|
|--|--------------|----------------|------------------|------------------|--------|

|    |   |  |  |              |              |
|----|---|--|--|--------------|--------------|
| 1. | KISUMU WEST<br>DIV. POLICE<br>HEADQUARTERS  | 4-0042-239-<br>2640507-113-<br>2020-2021-1 | 2nd phase<br>Construction of<br>administration block<br>for Otonglo Police<br>Headquarters (first<br>floor walling and<br>roofing) = 1000sq<br>meters housing all<br>police department<br>units in 37 rooms and<br>7 cell units.   | 6,500,000.00 | On-<br>Going |
| 2. | WEST KARATENG<br>ASSISTANT CHIEF<br>OFFICES | 4-0042-239-<br>2640507-113-<br>2020-2021-2 | Construction of sunga<br>and west karateng<br>Assistant chief offices(<br>doors and windows,<br>finishes ( plasterwork,<br>painting, electrical<br>works, mechanical<br>works @Kshs<br>1,375,000) to<br>completion= 91.8 sq.<br>meters, with 4 offices,<br>boardroom, waiting<br>room and 2<br>washroom areas) | 1,375,000.00 | On-<br>Going |
| 3. | WEST KARATENG<br>ASSISTANT CHIEF<br>OFFICES | 4-0042-239-<br>2640507-113-<br>2020-2021-2 | Construction of a 4<br>door pit latrine with a<br>urinal to completion   | 500,000.00   | New          |
| 4. | WEST KARATENG<br>ASSISTANT CHIEF<br>OFFICES | 4-0042-239-<br>2640507-113-<br>2020-2021-2 | purchase of furniture<br>for newly constructed<br>office ( office chairs<br>(6pcs@15,625=Kshs<br>93,750), Office Table<br>(3pcs@kshs<br>45,000=135,000),<br>plastic chairs (25pcs<br>@ 850=Kshs 21,250   | 250,000.00   | New          |
| 5. | SOUTH<br>KAPUONJA<br>ASST/CHIEF'S<br>OFFICE | 4-0042-239-<br>2640507-113-<br>2020-2021-3 | Construction of south<br>Kapuonja Assistant<br>chief offices (doors<br>and windows, finishes<br>(plasterwork,<br>painting, electrical<br>works, mechanical<br>works @Kshs  | 1,375,000.00 | On-<br>Going |

|    |                                    |                                    |   |              |     |
|----|------------------------------------|------------------------------------|---|--------------|-----|
|    |                                    |                                    | 1,375,000) to completion. = 91.8 sq. meters, with 4 offices, boardroom, waiting room and 2 washroom areas)  |              |     |
| 6. | SOUTH KAPUONJA ASST/CHIEF'S OFFICE | 4-0042-239-2640507-113-2020-2021-3 | Construction of a 4 door pit latrine with a urinal to completion  | 500,000.00   | New |
| 7. | SOUTH KAPUONJA ASST/CHIEF'S OFFICE | 4-0042-239-2640507-113-2020-2021-3 | purchase of furniture for newly constructed office ( office chairs (6pcs@15,625=Kshs 93,750), Office Table (3pcs@kshs 45,000=135,000), plastic chairs (25pcs @ 850=Kshs 21,250) | 250,000.00   | New |
| 8. | KORANDO CHIEF OFFICES              | 4-0042-239-2640507-113-2020-2021-4 | Renovation of 4 roomed chief offices ( roof repair replacement, wall repairs on cracks , floor tiling, electrical works, painting and decorations) approximately 50sq meter     | 450,000.00   | New |
| 9. | KORANDO CHIEF OFFICES              | 4-0042-239-2640507-113-2020-2021-4 | purchase of furniture for newly constructed office ( office chairs (6pcs@15,625=Kshs 93,750), Office Table (3pcs@kshs 45,000=135,000), plastic chairs (25pcs @ 850=Kshs 21,250) | 250,000.00   | New |
| 10 | KODIAGA PRISON                     | 4-0042-239-2640507-113-2020-2021-5 | Construction of a 4 door pit latrine with a urinal to completion  | 500,000.00   | New |
| 11 | NYAHERA ASSISTANT CHIEF            | 4-0042-239-2640507-113-            | 1st phase of Construction of chief  | 2,100,000.00 | New |

|  |         |             |   |               |  |
|--|---------|-------------|---|---------------|--|
|  | OFFICES | 2020-2021-6 | and assistant chief office ( substructure, superstructure, roofing)= 91.8 sq. meters, with 4 offices, boardroom, waiting room and 2 washroom areas) |               |  |
|  |         |             |   | 14,050,000.00 |  |

NGCDF Offices: members deliberated and agreed that the office needed refurbishment of most of the furniture. Most the furniture or equipment have broken down and needed replacement. Most of the equipment were bought in 2013/14 and 2015 and had lived past their lives.

|  | Project Name | Project Number                      | Project Activity   | Amount Allocated | Status |
|--|--------------|-------------------------------------|--|------------------|--------|
|  | NGDF OFFICE  | 4-042-239-3110202-108-2020-2021-001 | purchase of office furniture for the board room ( board room chairs (12@ Kshs 19,995= Kshs 239,940), waiting lounge benches (4 sets@15,995=Kshs 63,980), office printer /photocopier (1@150,000), laptops ( 2@ksh 80,000= Kshs 160,000), executive office chairs ( 8@ Kshs 14,995=Kshs 119,600), four way workstation with mahogany top @Kshs 125,000, Secretarial Chair( 2pcs@Ksh13,995= Kshs 27,990), receptionist desks (1pcs@ Kshs | 1,411,999.45     | New    |

|  |  |  |   |              |  |
|--|--|--|---|--------------|--|
|  |  |  | 150,000), office cabinets (3 pcs @16,830=50,489.45), Kshs 325,000 for solar power ( 3 pieces,200Ah batteries@210,000, inverter Kshs 50,000 and wiring 65,581) |              |  |
|  |  |  |   | 1,411,999.45 |  |

**OTHERS**

SUB COUNTY EDUCATION OFFICE – FAM informed that there was request from the sub county education office for fencing of the sub county education headquarter and purchase of furniture. Member deliberated and approved that fencing be done in financial year 2020-2021 at approximated cost of Kshs 500,000 and furniture purchased in 2021-2022. It was agreed that the funds would come from the AIA declared and approved Kshs 391,1000 and balance of Kshs 108,900 from the normal funding of financial year 2020-2021.

|  | Project Name                | Project Number                      | Project Activity   | Amount Allocated | Status |
|--|-----------------------------|-------------------------------------|--|------------------|--------|
|  | SUB COUNTY EDUCATION OFFICE | 4-042-239-3110202-108-2020-2021-001 | Installation and erection of chain-link fence(198M) using Concrete poles, 6 strand barbed wire @ (Kshs 391,100 ( AIA ) ) and construction of gate @ Kshs 108,900 from normal funding | 500,000.00       |        |
|  |                             |                                     |  | 500,000.00       |        |

KSMWEST/NG-CDF/241/23/9/2020 - MONITORING AND EVALUATION

FAM informed members that Monitoring and Evaluation reports should be given to members quarterly. He asked the chairman of M and E organizes and have a meeting for M and E and give a report before 15/10/2020. It was agreed that the team would go for 3 day monitoring and evaluation exercise and prepare a report. FAM and chair M&E were tasked to organize and come with a budget for the exercise.

KSMWEST/NG-CDF/242/23/9/2020 - CALENDAR OF MEETINGS

**CDFC Meetings:** FAM informed members that NGCDF meetings should be monthly and members are supposed to agree on the dates of meetings including the sub committees. George Okello proposed that NGCDFC meetings should be convened on the 2<sup>nd</sup> Tuesday of every month and was seconded by John Okello. Mwanika Ramadhan proposed 3<sup>rd</sup> week Tuesday of every month but was not seconded. After deliberations, members unanimously agreed to have NGCDFC meeting on the 2<sup>nd</sup> Tuesday of every month.

**Monitoring and Evaluation :** it was deliberated and agreed that there will be monitoring and evaluation exercise monthly to be held on 1<sup>st</sup> Tuesday of Every Month for three days to be attended by members of the M&E subcommittee and a report tabled in the Monthly CDFC committee meeting before being forwarded to the Board through the RC, it was also a quarterly M&E exercise will be carried out on the 1<sup>st</sup> week of end of every quarter to be attended by all CDFC members for three days and a report will be tabled before being forwarded to the board. .

**Complaints and Anti-corruption:** it was deliberated and agreed that sub-committee will have sitting on need basis incase major complaint arises that need the attention of the subcommittee. It was also agreed that the sub-committee will sit on the 1<sup>st</sup> week of every quarter, prepare a

reports will be tabled quarterly and forwarded to the board. . It was also agreed that all bursary complaint are under the purview of the complaint subcommittee and will be handled and recorded in the complaints register.

Bursary: Bursary meetings will be on need basis and during bursary issuing exercise. The subcommittee will be required to meet quarterly and produce a report to be tabled to the CDFC and forwarded to the Board.

Chairman and Secretary were tasked to do a calendar of meetings as agreed by members and take to FAM's office and Chairman's office for reference.

#### KSMWEST/NG-CDF/243/23/9/2020 ~ WORK PLANS, BUDGETS AND PROCUREMENT PLAN 2020-2021

FAM tabled the following to the CDFC for discussion and adoption.

1. **Work plan-** members discussed and adopted the work plan for 2020-2021 financial years. Members tasked FAM to ensure 100% compliance of the same. The work plan included activities such as trainings for CDFC, Staff, PMC and other stakeholders. Copy of work plan attached to this minutes
2. **Budgets-** FAM presented budgets for administration and recurrent expenditures vote head and budget for monitoring and evaluation. Members deliberated and agreed on the budget figures, copy of budget are attached.
3. **Procurement plan-** FAM presented a tentative procurement plan for 2020-2021. It was discussed and approved, however members agreed that this would change depending on when the board approves funding for the financial year,

KSMWEST/NG-CDF/244/23/9/2020 - CDFC STAFF CONTRACT RENEWAL

FAM informed members that staff contracts were due to expire on the 30<sup>th</sup> September 2020. All the staff had applied for renewal of contracts through letters and the letters were received on 27<sup>th</sup> July 2020. The staff and positions are as follows

1. Juma N. Ong'alla - Accountant
2. James Oburu Hongo - Clerical Officer
3. Salim Abdullrahman - Driver
4. Anne Atieno Wasonga - Tea Girl
5. Valentine Achieng - Records Officer
6. Eliakim Onyi - Clerk of works

Members deliberated on the performance of each and every staff and it was agreed as follows

- All staff contracts are renewed for a period of two years to expire on 30<sup>th</sup> September 2022 except for Eliakim Onyi which will only be renewed for a period of 6 months hence expiring on March 21<sup>st</sup> 2021.
- FAM to issue communication of the above resolution to all staff before the expiry of the contract.
- FAM to communicate all areas of concern and weakness to each employee and request for improvement on the areas mentioned by staff.
- Position of clerk of works II be advertised immediately and recruitment done. This will ease the burden of work from the current clerk of works

KSMWEST/NG-CDF/245/23/9/2020 - Exchange Program Visits

- FAM informed members that Suna West Constituency NG-CDFC will visit Kisumu West Constituency on Monday 28/9/2020.



- Embakasi West Constituency NG-CDFC will visit Kisumu West Constituency on 1/10/2020. FAM, Chairman, Secretary and Mwanika Ramadhan were asked to work on the budget.
- A budget was developed as follows

**BREAKFAST FOR VISITORS ON**  
**MONDAY 28/9/2020 & THURSDAY 1/10/2020**

| S/NO. | ITEM                       | QNTY     | AMOUNT (KSHS)    |
|-------|----------------------------|----------|------------------|
| 1.    | Disposal plates            | 25       | 2,500.00         |
| 2.    | Milk                       | 1 carton | 600.00           |
| 3.    | Sugar                      | 1kg      | 250.00           |
| 4.    | Nescafe/Drinking chocolate | 1 tin    | 400.00           |
| 5.    | Serviettes                 | 2 pcs    | 200.00           |
| 6.    | Mahamri                    | 40 pcs   | 1,000.00         |
| 7.    | Samosas (veg+meat)         | 10+30    | 1,800.00         |
| 8.    | Sausages                   | 40       | 1,800.00         |
| 9.    | Eggs                       | 2 trays  | 700.00           |
| 10.   | Bananas                    |          | 500.00           |
| 11.   | Melon                      | 1 big    | 400.00           |
| 12.   | Water                      | 4 crates | 1,600.00         |
| 13.   | Sodas (300mls)             | 3 crates | 1,920.00         |
| 14.   | Toilets rolls (10packs)    | 1        | 300.00           |
|       | <b>Total</b>               |          | <b>13,970.00</b> |

Thursday 1/10/2020 - budget - Kshs. 9,350  
Grand total for 2 days = Kshs. 23,320.00

Lunch for 2 days

35 persons x 1,400 x 2 (including soda and water) = Kshs. 70,000.00

Breakfast and lunch for 2 days = Kshs. 93,320.00

Options

1. 35 persons x Kshs. 1,500(excluding soda) x 2 = Kshs. 105,000

2. 35 persons x Kshs. 1,800(including soda + water) x 2 = Kshs. 126,000

It was agreed that members go for the second option of 126,000

- Kshs. 126,000 + 6,000(boat ride) = Kshs. 132,000

FAM was tasked to withdraw Kshs 150,000 to enable the committee host the two group of guest. All members were asked to attend.

KSMWEST/NG-CDF/246/23/9/2020 - CDFC Training

FAM informed a member that since the committee was now gazzetted and handing over ceremony conducted, there was need to conduct training. It was agreed that training be conducted from the 7<sup>th</sup> of October 2020 to 10<sup>th</sup> October 2020. The training venue will be in Kakamega. It was that the following members will be invited for the training:

- 10 CDFC Members
- 5 oversight committee members
- 3 members of CDFC staff ( to assist in logistics and report writing)
- Sub County Accountant/ Sub County Procurement officer/ Sub county internal auditor
- 2 members of the Bursary sub committee

It was also agreed that

- FAM, Mwanika, George to search and procure for the venue of training. This will include the training hall, 10am and 4pm tea, Lunch. The cost should also include hire of projector and hall. Payment will be done directly to the winning bidder
- Members will be paid allowance as per the SRC Circular allowances and NGCDF DSA allowance guidelines. All members will use the allowance of find suitable places to board and ensure they report to the training venue early.
- Trainers will be Kshs 10,000 per session, this includes transport and any other costs

## BUDGET FOR TRAINING – KAKAMEGA COUNTY – 7th to 10<sup>th</sup> October 2020

|                            |   |                |   |            |
|----------------------------|---|----------------|---|------------|
| 1. Oversight committee     | - | 8,400 x 5 x 4  | = | 168,000.00 |
| 2. CDFC                    | - | 8,400 x 10 x 4 | = | 336,000.00 |
| 3. Staff                   | - | 4,900 x 6 x 4  | = | 117,600.00 |
| 4. DAY/AUDITOR/PROCUREMENT |   | 8,400 x 3 x 4  | = | 100,800.00 |
| 5. Trainers                | - | 10,000 x 8     | = | 80,000.00  |
| 6. Transport               | - | 1,000 x 21     | = | 21,000.00  |
| 7. Bursary members         | - | 8400 X 2X 3    | = | 75,600.00  |
| 8. Drivers                 | - | 4,900 x 1 x 4  | = | 19,600.00  |
| TOTAL                      |   |                | = | 918,600.00 |
| 9. Misc                    | - | 60,000         |   |            |
| Grand Total                |   |                | = | 978,600.00 |

KSMWEST/NG-CDF/247/23/9/2020 - A.O.B

- James Odiwuor and Marcy Achieng thanked members for being friendly and accommodative to them.
- Minimum allowance for sub-committee meetings should be Kshs. 2,500 as was approved in the last financial year.
- Communication to oversight committee will be done by the Constituency Manager.

There being no any other business, the meeting ended at 5.45 pm with a word of prayer from Caleb Oulu.

SIGN CHAIRMAN.....

DATE.....

SIGN SECRETARY.....

DATE.....