

Constituencies Development Fund



Kisumu Central Constituency

Tom Mboya Estate
Bhd Golden Elites
Academy

Website: www.cdf.go.ke

P. O. Box 1077-40100
Kisumu, Kenya

Email:
cdfkisumucentral@cdf.go.ke

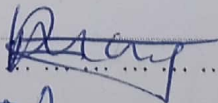
NG-CDFC MEETING OF 14/09/2020 HELD AT THE CONSTITUENCY BOARD ROOM


Agenda

1. Confirmation of previous meeting
2. Matters arising
3. 2020/2021 NGCDF/NGCDF Board performance contract
4. 2019/2020 Project Re-proposal
5. 2020/2021 Project proposal
6. Employees and interns placement
7. Kosao Secondary
8. M& E activity-M.M Shah primary school
9. Bursaries for the university students
10. Change of design in projects
11. AOB

Members present

- | | |
|----------------------------|-----------|
| 1. Samson Nyawanda Okech | Chairman |
| 2. Henry S.J Opilo | FAM |
| 3. Rosemary Mbeka | Secretary |
| 4. Christopher Alando Osio | Member |
| 5. Anita Nyagaya Ogutu | Member |
| 6. Maxwell Owuor Mito | Member |
| 7. Sylvia Odalo | Member |

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Chairman: Samson Oketch 

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| 8. Calvins Okumu Omondi | Member |
| 9. Joan Chebet Mitei | DCC representative |
| 10. Mary Jafiris Gitonga | Member |

In Attendance

1. Kephher Onyango-Bursary Chairman

Pre-amble; the chair called the meeting to order after introduction and a word of prayer, said by Christopher Alando at 10:03AM. He appreciated members for their attendance.

MIN 1. KSM/C/NGCDF/14/09/2020-CONFIRMATION OF PREVIOUS MINUTES

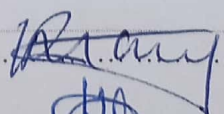
The minutes of the previous meeting were proposed and confirmed by Maxwell Mito—as being the true matters discussed, then adapted by the whole committee.


MIN 2. KSM/C/NGCDF/14/09/2020-MATTERS ARISING

- a) Members wanted to know the status of the re-allocations.
- b) The Chairman called upon the Fund Account Manager to advice on the same.
- c) The Fund Account Manager advised the committee that the re-allocations were still awaiting approvals by the NG-CDF Board once they sat and deliberated on the same.

MIN 3. KSM/CENT.CDF/14/09/2020- 2020/2021 NGCDF/NGCDF BOARD PERFORMANCE CONTRACT

- a) The chairman requested the Fund Account Manager to clarify issues as relates to the newly signed performance contract for the FY 2020/2021.
- b) The Fund Account Manager explained to the committee that as always the CDF enter into performance contracts with the NGCDF Board on the annual objectives to be met.
- c) This was the case this year on 24th of August 2020 where the same was signed on behalf of the constituency by the Fund Account Manager and the CDFFC chairman. Therefore, as a committee, we are charged with the responsibility of ensuring that the set objects are met.

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- d) The Fund Account Manager further gave out copies of the performance contracts as attached here in.
- e) He further commented that the performance contract items would be a guide to this financial year's work plan since it specified what should be done and within which period.
- f) The committee deliberated on the performance contract items and adopted the same and approved that performance contract be used in developing work plan and together the items to be implemented in line with the CDF Board recommendations.

MIN 4. KSM/C/NGCDF/14/09/2020- 2019/2020 PROJECT RE-PROPOSAL

- a) The Chairman invited Fund Account Manager to discuss the issue.
- b) The Fund Account Manager informed the committee that the same had been submitted to the CDF Board and that we are waiting for the Boards approval/comment.
- c) The committee were satisfied with the response and recommended that the Fund Account Manager to go ahead and contact the CDF Board office so as to know the status.

MIN 5. KSM/C/NGCDF/14/09/2020- 2019/2020 2020/2021 PROJECT PROPOSAL

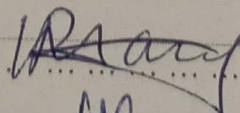
- a) The chairman requested the Fund Manager to inform the committee the allocation
- b) The Fund Manager informed members that the allocation for 2020/2021 financial year is **Kshs. 137,088,879.31**(One hundred and thirty seven million, eighty eight thousand eight hundred and seventy nine and thirty one cents only).
- c) The statutory deduction/allocation from allocation were discussed as follows;

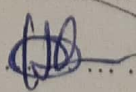
Administration/Recurrent expenditure 6% = Kshs. 8,225,332.76

Sylvia Odalo, the newly incorporated committee member requested to receive an explanation as to what administration exactly entailed. The fund account manager explained to the committee that these were funds to take care of salaries and gratuities, office supplies, and committee expenses.

The committee members resolved that the ceiling be exploited as above. Committee members' had detailed deliberation on what each and every vote could be allocated for and arrived at this as illustrated in the table below;

PROJECT NAME	ACTIVITY	AMOUNT	STATUS
Employees' Salaries and gratuity	Payment of staff salaries	5,867,025.00	On-going

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NHIF	Employees contribution to NHIF	134,400.00	On-going
NSSF	Employers contribution to NSSF	326,160.00	On-going
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	649,747.76	On-going
Committee Expenses	Payment of Committee sitting allowances, transport, conferences.	1,248,000.00	On-going
Total		<u>8,225,332.76</u>	

The Fund Account Manager took another chance to clearly clarify that monitoring evaluation is the chore role of committee to promote accountability and successful implementation of the projects that as NG-CDF we are undertaking. He explained that these funds is normally 3% of the total allocation which totaled to **Ksh. 4,121,031.69**.

MONITORING AND EVALUATION

The NG-CDFC deliberated in details again over this with Rosemary Mbeka reminding members that proper use of this fund (monitoring and evaluation) would lead to successful projects and is what will be the CDFC legacy at the end of the term. The committee members also recommended that the ceiling be utilized and that the Fund Account Manager to capture their suggestions well as he helped the secretary do the calculations. This was later summarized with a help of the table below.

Monitoring and Evaluation

3%= Kshs. 4,112,666.38

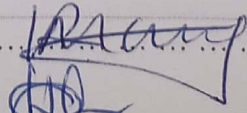
PROJECT NAME	ACTIVITY	AMOUNT	STATUS
NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs and NG-CDFC staff.	934,666.38	On-going
Goods and services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	2,658,000.00	On-going
Committee Expenses	Payment of Committee sitting allowances, transport, conferences.	520,000.00	On-going


Total

4,112,666.38

EMERGENCY

The discussion proceeded to emergency fund. The Fund account manager helped define emergency as any occurrence which is unforeseeable and that the given allocation for emergency was to take care of that. It is supposed to be 5% of the total allocation. The fund manager further

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showed the committee a circular from the CDF Board which had the emergency figure already calculated as **Ksh. 7,192,206.9**. The committee members were in agreement.

SPORTS

The discussion was about another statutory allocation which was sports.

Sylvia commented that the Fund Account Manager should not tire till the end of the meeting but proceed just like he had begun to keep explaining every vote as we deliberated on them.

The fund account manager therefore explained that sports fund is meant to carry out sports activities in the constituency and is usually **2%** of the total allocation though the committee has the opportunity to recommend what in their opinion could be utilized for this financial year. The committee approved **Ksh. 2,741,777.59** for sports.

BURSARY 2020/2021

- a) The chairman requested that bursary funds be well considered this year being that the number of applicants may overwhelm our budget being that 2019/2020 applicants did not benefit as a result of Covid-19. Mr. Kepher, bursary chairman also reminded the committee of the continued influx of people in need of driving training and requested the committee to consider allocating some funds for the same.
- b) The committee members deliberated on this issue considering number of contemplated applicants and existing applications in the database. It was resolved that being the large number of applicants, the bursary allocation be **Ksh. 28,000,000.00** of which secondary schools applicants be **Ksh. 18,000,000** and the difference of **Ksh. 10,000,000** be allocated to tertiary institutions as follows;

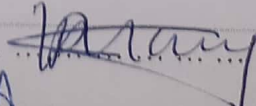
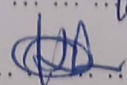
PROJECT NAME	ACTIVITY	AMOUNT	STATUS
Bursary Secondary Schools	Payment of bursary to needy students	18,000,000.00	On-going
Bursary Tertiary Institutions	Payment of bursary to needy students in universities, middle level colleges, driving schools and any other tertiary schools	10,000,000.00	On-going

➤ Bursary Kshs. **28,000,000.00**

ENVIRONMENTAL MANAGEMENT

The Fund Account Manager advised the committee members that any activity relating to environment could fall here.

- a) Anita Nyagaya suggested that there was need of tree planting and even conducting environmental day for our schools in the constituency.
- b) The Fund Account Manager advised that this needed specificity on which schools are these, are they spread across the constituency what will exactly be done to them. He also advised

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the committee that tree planting activity will require that the committee commits on how the trees will be taken care of after planting.

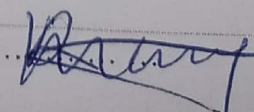
- c) Chris Alando on the other hand suggested that tanks be installed and be used as collection points in various schools.
- d) The secretary supported this idea since it was also a recommendation in the performance contract.
- e) The committee members considered these proposals and began deliberation. Upon detailed deliberations, it was resolved that tree planting activity may not be sustainable and thus tanks be supplied and installed in various schools.
- f) The schools were listed and a clarified summary given as per the following table;

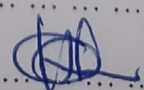
PROJECT NAME	ACTIVITY	STATUS	
Environmental activities	Supply and installation of 19No. 10,000 litres plastic water tanks at Ksh. 136,842.11 each in the following selected schools in Kisumu Central Constituency: Lions High School, St Theresa's Sec, St. John Chrisostom Kudho Sec, Pand Pieri primary School, Arina primary, Arya Primary, Central Primary, Highway primary, Xaverian secondary school, MM shah Primary, Manyatta Primary, St. Marys Kibuye girls Primary, Dunga primary school, Xaverian primary school, Lake primary, Joel Omino primary, Ezra Gumbe primary, St Peters Nanga Sec, Joel Omino Secondary.	2,600,000.00	New
Total		2,600,000.00	

➤ Environment Management 2%= Kshs. **2,600,000.00**

PRIMARY SCHOOLS PROJECTS

- a) The chairman commented that as a result of the Covid-19 pandemic, there will be need of more conducive classrooms for learning and therefore the committee consider the same. The committee members concurred and Rosemary took the committee through the strategic plan and ward report for prioritization. The Fund Account Manager also reminded the

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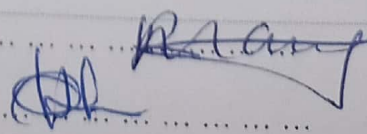
committee that there was need to consider completing projects that had commenced so that they don't become white elephants.

- b) The committee went through the ward reports and schools in bad situations were highlighted and summarized after which the committee deliberated on the need and what allocation could fit as summarized in the approved list of primary schools below;

PROJECT NAME	ACTIVITY	AMOUNT	STATUS
Central Primary school	Supply and delivery of 173 chairs and lockers	1,041,234.98	New
Obinju Primary school	Completion of a one storey building made up of 6No classrooms; Substructures, RC superstructure, staircase, roof construction coverings and rain water disposal, external walling, internal walling, fixing steel windows, steel doors, external finishes & internal finishes (scridding, tiling of floors, paintings and decorating, fixing ceiling board)	5,627,134.00	On-going
Dunga Primary School	Completion of a one storey building made up of 6No Classrooms; construction of staircase, plastering, roof construction, walling internally and externally, fixing of windows and doors, floor scridding and tiling, ceiling construction, electrical works, painting works and blackboard construction.	4,558,036.00	On-going
Manyatta Primary School	Construction of 10 doors pit latrines: site clearance, excavation of the pit, concrete works, internal and external walling, roofing, fixing of doors, construction of ramp, keying to external surfaces, painting works, floor scridding, floor tiling, wall backing, wall tiling, installation of 200ltres plastic water tank, installing wash hand basin complete with fittings, and electrical works.	2,200,000.00	New
Pand Pieri primary school	Renovation of 21doors Ablution block: external wall rendering, roofing, internal walling, fixing of windows, fixing of doors, plastering works, pre-casting manhole slab covering, floor scridding, floor tiling, backing to walling, wall tiling, ceiling finishes, electrical works, plumbing, drainage and sanitary, repair to existing precast concrete slab, connections to sewer line and to fresh water line, repair to ramps and existing steel doors	2,760,889.00	New

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Ezra Gumbe Primary School	Renovations of 3No classrooms, Administration block and computer block: removal of asbestos and replacing with iron sheets, painting works, fixing of window glazing, repairs of doors and windows, electrical works.	3,000,000.00	New
Kudho Primary School	Renovations of 6No classrooms: demolishing of existing windows and fixing of new windows, repairs to doors, floor scridding, floor tiling, fixing of ceiling board, electrical works, construction of blackboards, and general repairs to walls	2,700,000.00	New
Ondiek Primary School	Construction of 8doors pit latrines: site clearance, excavation of pit latrine, concrete works, walling, roof construction, fixing of doors, keying to external surfaces, plastering, painting, floor scridding, floor and wall tiling, installation of 200 liters plastic water tank, fixing of wash hand basing with complete fittings	1,750,000.00	New
Total Primary School		23,637,293.98	

➤ Primary School **Kshs. 22,596,059.0**

SECONDARY SCHOOLS PROJECTS

The committee also discussed secondary schools in line with the ward reports and in consideration of projects that were ongoing just had been deliberated on while discussing the primary school projects.

These were summarized below;

PROJECT NAME	ACTIVITY	AMOUNT
Kisumu Day High School	Construction of elevated water tank: excavation works, reinforcement of columns and column bases, installation of 2Pieces of 10,000 litres capacity cylindrical water tank, installation of water level indicator, installation of steel tower of height approximately 6M, painting works, supply delivery and installation of automatic electrically driven booster pump, installation of control panel, installation of gate valves, and electrical works	2,202,840.58
Kisumu Day High School	Renovation of 9No. Classrooms : repair of internal and external walls, repair of railing, removal and replacement of old iron sheets, glazing of windows, general repairs of windows, painting works, replacing old doors and repair of existing doors in good condition, floor scridding, floor tiling, plastering works, and fixing of ceiling board	3,896,229.00

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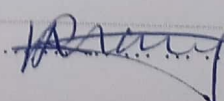
Chairman: Samson Oketch

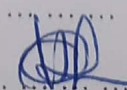
Lions High school	Renovations of 6No classrooms: Removal of asbestos and replacing with iron sheets, fixing of doors, glazing to windows, general repairs to windows, floor scridding, floor tiling, electrical works, repair of existing terrazzo, repairs to ceiling board.	3,091,167.00
Joel Omino Secondary School	Completion of a multi-purpose hall made up of a one storey building (Phase 2); construction of staircase, roofing, walling, fixing steel windows, steel doors, flush doors, floor tiling, fixing ceiling board, plumbing works, painting works, and electrical works.	7,916,976.00
Kosao Secondary School	Additional funds for Construction of a new school made up of a storey building consisting of 3floors and 12No. Classrooms, laboratories, hall, library, offices and staffroom; construction of staircase, walling of the whole building both internally and externally, plastering of the whole building, painting of the whole building, fixing of windows, window glazing, fixing window stays and holders, Fixing of flush doors, fixing of steel doors and related glazing, Fixing ceiling board and soffit finishes, Floor scridding and tilling, Constructing ramps, Roof construction	25,545,427.42
St. John Chrisostom Kudho Secondary School	Completion of a one storey building made up of 6 classrooms (3 on each floor); external wall rendering, floor tiling, external plastering, paving slab construction, fixing ceiling board, painting works, supply delivery and installation of 10,000 litres plastic water tank	2,755,996.00
Bishop Abiero Shaurimoyo Secondary School	Completion of a one storey building made up of 6 classrooms (3 on each floor); staircase finishes, floor tiling, fixing ceiling board and ceiling finishes, painting works, supply delivery and installation of 10,000 litres plastic water tank	3,472,451.00
St. Theressas Girls High School	Completion of an administration block made up of a one storey building containing 16 offices. Secretaries' offices, reception, HOD's offices, principals office, staff room, kitchen, deputy principal's office, examination room, paper store, board room, bursar's office, and accounts office: staircase construction, ramp construction, external walling, internal walling, painting works, fixing of doors and windows, floor tiling, ceiling board fixing, and electrical works	8,977,718.00
	Total Secondary Schools	57,858,805.00

SECURITY PROJECTS

The committee members used the ward reports and approved allocation of funds for the following ongoing security projects;

PROJECT NAME	ACTIVITY	AMOUNT	STATUS
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Southern Sub location Assistant Chief's office	Completion of Assistant chief's office	1,173,598.90	On-going
Nyalenda B Sub location Assistant Chief's office	Completion of Assistant chief's office	773,598.90	On-going
Kanyakwar Sub location Chief's office	Completion of chief's office	773,598.90	On-going

Total security projects 2,720,796.70

MIN 6. KSM/C/NGCDF/14/09/2020- EMPLOYEES AND INTERNS PLACEMENT

- a) The chairman called upon the sub-committee that was charged with the responsibility of vetting and placement of an office assistant and 2 interns.
- b) The committee reported that the process was complete as per the file which was availed for perusal in the meeting. The sub-committee also notified the committee that the selected winners were to commence their work on 1st October 2020.
- c) The committee commended the sub-committee for their efforts and ratified the availed employment files.

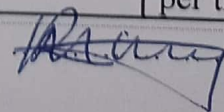
MIN 7. KSM/C/NGCDF/17/09/2020- KOSAO SECONDARY SCHOOL

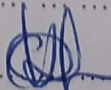
The chairman called upon the Fund Account Manager to address the issue of Kosao secondary.

The Fund Account Manager informed the Committee that CDF Board had responded to the proposed Kosao Sec and gave out the following recommendations;

RESUBMISSION

Kosao Secondary School	Construction of a new school made up of a storey building consisting of 3 floors and 12No. Classrooms, kitchen, dining hall, staffroom and offices. Phase I: substructure; excavation & earthworks, disposal, imported filling, damp proof membrane, anti-termite treatment, concrete thick blinding under strip	20,000,000	Recommended for conditional approval for phase 1 NG-CDFC to submit approval letter from the Ministry of Education, Science & Technology for establishment of the school. NG-CDFC to capture all projects to be undertaken as per the BQ and indicate the
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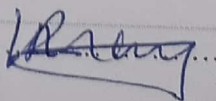
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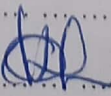
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	<p>foundations and column bases, vibrated reinforced concrete class 25 to columns, column bases, strip foundations 150mm thick slab steel mesh fabric reinforcement, quarry dressed natural stone walling. RC superstructure;- columns, beams, ring beams, suspended slab, assorted bars. Reinforced concrete stair case. External and internal walls-200mm thick walls, damp proof course, fixing steel windows, steel doors and flush doors. External finishes-screeding, fixing ceramic tiles, thick plaster to walls, exposed beams and columns, applying two coats of paints to plastered surface externally, ceiling finishes-thick plaster to soffits, applying two coats internal quality matt emulsion paint to plastered soffits, floor finishes-screeding & tiling, painting and decorating.</p>		<p>actual activities to be undertaken in phase one.</p> <p>Certified cost estimates showed that the 3 storey building comprises of; 12 classrooms (10 by 12m) with administration offices, 3 laboratories, ICT laboratory, 2 school halls, library, dining hall/kitchen, 20no. door pit latrine and ablution section.</p> <p>Preliminary report from review of the technical drawings and BoQs by the Board consultant QS revealed that the total cost of the project is Kshs.82,283,398</p> <p>However, due to the Covid 19, management is not able to coordinate meetings between the two technical people</p>
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The Fund Account Manager informed the committee that the requirements had been met and that a letter from the ministry of education had been obtained, phase I activity had been properly described, and that certified Bills of Quantities had been received from the Public Works officer.

The committee applauded the Fund Account Manager for the good steps he had taken and approved the same to be submitted to the NG-CDF Board for further approval.

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MIN 8. KSM/C/NGCDF/14/09/2020- M&E-M.M SHAH PRIMARY

The chairman called upon the secretary to read out M & E report that was conducted at M.M Shah primary school on 11th September 2020. The M & E report was read and was adopted by the committee.

The committee also recommended that more technical personnel from various departments be included during Monitoring and evaluation which was scheduled for 30th September 2020.

MIN 9. KSM/C/NGCDF/14/09/2020- BURSARIES FOR THE UNIVERSITY STUDENTS

- a) The chairman brought to the attention of the committee that there are selected students in the university that reported to the office the intention of their universities/tertiary schools to offer examinations online and as a result, they requested to be considered.
- b) The committee members acknowledged the same and mentioned that some of the universities that they know were offering studies online include KCA University, Maseno University, University of Nairobi, JKUAT and Kenyatta University among others.
- c) The committee deliberated and the list of students who had so far visited the office were shared to the committee. They were confirmed to be among the list of applicants who applied for bursaries in the previous financial year but as a result of Covid-19 were not issued cheques. Upon detailed discussion, the committee agreed and approved that Ksh. 500,000 be used in facilitating the university students who most of them were scheduled to commence their exams in October 2020.
- d) The committee tasked the Fund Account Manager, and the secretary to expedite the same to ensure the bursaries are issued as approved. The committee also recommended that other beneficiaries will be considered on a need basis with the main issuance scheduled for late December or early 2021 depending with the receipt of funds from the board.

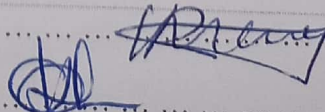
MIN 10. KSM/C/NGCDF/14/09/2020- CHANGE OF DESIGN OF PROJECTS

The chairman reminded the committee of the various projects that in one way or another the PMCs have always sought CDFC opinion on changing the project design.

He listed the following schools; St Ignatius Magadi sec school, and Dunga primary school.

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Chairman: Samson Oketch



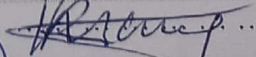
The committee members were in agreement of the same, ratified and approved the following;

- i. St Ignatius Loyola Magadi sec school, the first intention was to complete the first 5 classrooms. However, based on the circumstance, there was need to fully complete the storey building made up of 2 floors and 9 classrooms three on each floor.
- ii. Dunga primary school was intended to have a one floor storey building made of 4 classrooms. However, being the small space in the school with the high need of classrooms, there was need to change the design of the project to contain 6 classrooms three on ground floor and three on the first floor.

The committee therefore recommended that the Fund Account Manager should present the same changes to the NG-CDF Board for approval for consistency especially where the whole design was changed like Dunga Primary's case.

MIN 11. KSM/CENT.CDF/14/09/2020- AOB

There being no any business, the meeting ended at 3:43PM with a word of prayer from Sylvia Odalo.

13 | Secretary: Rosemary Mbeka..... 

Chairman: Samson Oketch..... 