



NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND KASIPUL CONSTITUENCY

OFF OYUGIS - KISUMU ROAD
OPPOSITE OYUGIS POLICE STATION

Visit our Website
Website: www.cdf.go.ke

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MINUTES OF KASIPUL NG-CDF COMMITTEE MEETING HELD ON 16TH SEPTEMBER, 2021 AT THE NG-CDF OFFICE BOARD ROOM AT 9.00 A.M.

| Members Present | Designation |
|--------------------------------|--|
| 1. Mr. Lonnie Oluoch Rapemo | -Chairman |
| 2. Ms. Mary N. Opiyo | -Secretary |
| 3. Mr. David Kiprop | -Deputy County Commissioner |
| 4. Ms. Eunice Irene Awuor | -Fund Account Manager |
| 5. Ms. Millicent Aoko Okelloh | -Female Adult Representative |
| 6. Mr. James Goga Adongo | -Male Adult Representative |
| 7. Ms. Lavendah Victoria Olum | -Female Youth Representative |
| 8. Mr. Wellington Otieno Omiti | -Male Youth Representative |
| 9. Ms. Iddah Achieng Seko | -Female Nominee of the Constituency Office |
| 10. Mr. Harold Evans Ndege | -Male Nominee of the Constituency Office |

Agenda

1. Preliminaries
2. Reading and Confirmation of the Previous Meeting Minutes
3. Matters arising
4. Financial Report
5. Financial Year 2021/2022 Reports and Financial Statements Approval
6. NG-CDFC Open Public Forums for Projects Identification and Prioritisation in the 5 Wards
7. Preparation and Submission of Financial Year 2021/2022 Proposal Guidelines
8. Financial Year 2021/2022 Budget Proposal Approval
9. Review of Ongoing Projects Report
10. Photocopier Accessories Purchase
11. Adjournment

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The Fund Account Manager Also Highlighted the Under Listed as Specified in the Circular:

- Constituency Interventions in Response to COVID-19 Pandemic
- Involvement of Relevant Government Departments in Preparation of Projects Proposals.
- Labelling/Branding of Constituency Projects
- Budgetary provision for administration and recurrent expenditure with respect to Engagement of Key NG-CDF Staff and Provision for Service Gratuity
- Construction of NG-CDF Committee Office
- Procurement of NG-CDFC Motor Vehicles
- Projects financed through Appropriation in Aid
- Project proposal coding
- Authentication of NG-CDF Committee minutes and community consultative meeting reports
- Mandatory requirements for submission of project proposals

Timeline for Submission of Project Proposals.

Constituencies are required to submit their Project Proposals in the shortest time possible, and in any case not later than **30th September, 2021.**

MINUTE -07/16/09/2021: FINANCIAL YEAR 2021/2022 BUDGET PROPOSAL APPROVAL

The NG-CDFC chairman tabled the priorities from the wards and members drew the Financial Year 2021/2022 Budget Proposal as per the afore mentioned guidelines as presented under neath in table 2 and table 3

Table 2: Third Schedule

| Serial No. | Name of Project | Amount Allocated (Kshs) |
|--------------|-------------------------------------|-------------------------|
| 245/AP1 | Administration / Recurrent | 8,225,332 |
| 245/AP2 | Project M & E and Capacity Building | 4,112,666 |
| 245/2640200 | Emergency Reserve | 7,192,207 |
| 245/2640100 | Bursary | 39,709,474 |
| 245/2630204 | Primary Schools Projects | 19,050,000 |
| 245/2630205 | Secondary Schools Projects | 56,799,200 |
| 245/2640509 | Sports Projects | 2,000,000 |
| TOTAL | | 137,088,879 |

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Table 3: Fourth Schedule

| ANNEX 1 SUMMARY | | | | | | | |
|---|--------------------|-----------------------------------|---------------|-----------------------|--|------------------|----------------|
| NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD | | | | | | | |
| PROJECT PROPOSALS FOR KASIPUL NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND | | | | | | | |
| FINANCIAL YEAR 2021/2022 | | | | | | | |
| S/No. | Project Name | Project Number | Original Cost | Cumulative Allocation | Project Activity | Amount Allocated | Current Status |
| ADMINISTRATION AND RECURRENT EXPENDITURE API | | | | | | | |
| 1. | Employees Salary | 4-043-245-2110000-100-2021/22-001 | 2,233,000 | - | Payments of staff salaries | 2,233,000 | New |
| 2. | Employees Gratuity | 4-043-245-2110000-100-2021/22-002 | 692,332 | - | Payments of staff gratuity | 692,332 | New |
| 3. | Goods and Services | 4-043-245-2210000-100-2021/22-002 | 2,600,000 | - | Purchase of fuel Purchase of fuel, oil and lubricants, printing, stationery, telephone expenses, office tea, office utilities, security services, bank charges and commissions, travel and subsistence and routine maintenance of vehicles and other transport equipment | 2,600,000 | New |
| 4. | NSSF | 4-043-245-2120101-100-2021/22-003 | 50,000 | - | Payment of employers contribution to NSSF | 50,000 | New |
| 5. | NHIF | 4-043-245-2120201-100-2021/22-004 | 50,000 | - | Payment of employees contribution to NHIF | 50,000 | New |

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| S/No. | Project Name | Project Number | Original Cost | Cumulative Allocation | Project Activity | Amount Allocated | Current Status |
|---|---------------------------------|-----------------------------------|---------------|-----------------------|--|------------------|----------------|
| 6. | Committee Expenses | 4-043-245-2210802-100-2021/22-005 | 2,600,000 | - | Payment of committee sitting allowances and other allowances to NG-CDFC members | 2,600,000 | New |
| PROJECTS MONITORING & EVALUATION AND CAPACITY BUILDING | | | | | | | |
| 7. | Goods and Services | 4-043-245-2210000-111-2021/22-001 | 512,666 | - | Purchase of fuel, oil, lubricants, stationery, telephone expenses, vehicle hire, refreshments and other related goods and services | 512,666 | New |
| 8. | Committee Expenses | 4-043-245-2210802-111-2021/22-002 | 2,000,000 | - | Payment of committee sitting allowances, other allowances to NG-CDFC members, transport, conference facilities | 2,000,000 | New |
| 9. | Capacity Building | 4-043-245-2210700-111-2021/22-003 | 1,600,000 | - | Capacity building of NG-CDFC, NG-CDF staff and PMCs and publicising of NG-CDF | 1,600,000 | New |
| EMERGENCY RESERVE | | | | | | | |
| 10. | Emergency Reserve | 4-043-245-2640200-101-2021/22-001 | 7,192,207 | - | Emergency reserve for urgent and unforeseen need for expenditure | 7,192,207 | New |
| BURSARY | | | | | | | |
| 11. | Bursary - Secondary Schools | 4-043-245-2640101-103-2021/22-001 | 23,500,000 | - | Fees payments for needy students in secondary schools | 23,500,000 | New |
| 12. | Bursary - Tertiary Institutions | 4-043-245-2640102-103-2021/22-002 | 15,909,474 | - | Fees payments for needy students in tertiary institutions | 15,909,474 | New |
| 13. | Bursary - Special schools | 4-043-245-2640103-103-2021/22-003 | 300,000 | - | Fees payments for needy students in special schools | 300,000 | New |

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| S/No. | Project Name | Project Number | Original Cost | Cumulative Allocation | Project Activity | Amount Allocated | Current Status |
|---------------------------------|------------------------------|-----------------------------------|---------------|-----------------------|---|------------------|----------------|
| PRIMARY SCHOOLS PROJECTS | | | | | | | |
| 14. | Wirabuor Primary School | 4-043-245-2630204-104-2021/22-001 | 3,700,000 | - | Drilling and equipping of water borehole to completion | 3,700,000 | New |
| 15. | Mititi Primary School | 4-043-245-2630204-104-2021/22-002 | 3,000,000 | - | Construction of 4 classrooms to completion | 3,000,000 | New |
| 16. | Atono Primary School | 4-043-245-2630204-104-2021/22-003 | 1,000,000 | - | Renovation of 4 Classrooms: Plastering, roof replacement, fittings and painting to completion | 1,000,000 | New |
| 17. | Bonge Primary School | 4-043-245-2630204-104-2021/22-004 | 1,500,000 | - | Construction of Administration Block comprising of 2 offices and a staff room to completion | 1,500,000 | New |
| 18. | Mithui Primary School | 4-043-245-2630204-104-2021/22-005 | 1,000,000 | - | Renovation of 4 Classrooms: Plastering, roof replacement, fittings and painting to completion | 1,000,000 | New |
| 19. | Ngulu Primary School | 4-043-245-2630204-104-2021/22-006 | 500,000 | - | Renovation of 2 Classrooms: Plastering, roof replacement, fittings and painting to completion | 500,000 | New |
| 20. | Agoro Sare Primary School | 4-043-245-2630204-104-2021/22-007 | 2,500,000 | - | Renovation of 10 Classrooms: Plastering, roof replacement, fittings and painting to completion | 2,500,000 | New |
| 21. | Kalando Primary School | 4-043-245-2630204-104-2021/22-008 | 3,700,000 | - | Drilling and equipping of water borehole to completion | 3,700,000 | New |
| 22. | Kasimba Lwala Primary School | 4-043-245-2630204-104-2021/22-009 | 800,000 | - | Construction of 1 classroom to completion | 800,000 | New |
| 23. | Nyalenda Primary School | 4-043-245-2630204-104-2021/22-010 | 600,000 | - | Renovation of 60 persons capacity school hall: Roof replacement, wall plastering, fittings & painting | 600,000 | New |

| S/No. | Project Name | Project Number | Original Cost | Cumulative Allocation | Project Activity | Amount Allocated | Current Status |
|-----------------------------------|--|-----------------------------------|---------------|-----------------------|---|------------------|----------------|
| 24. | Karabok Primary School | 4-043-245-2630204-104-2021/22-011 | 750,000 | - | Fencing using angle bars & barbed wire 3.8 acres and gate installation to completion | 750,000 | New |
| SECONDARY SCHOOLS PROJECTS | | | | | | | |
| 25. | Dol Mixed Secondary School | 4-043-245-2630205-104-2021/22-001 | 9,762,300 | - | Purchase of a 51 seater school bus | 9,762,300 | New |
| 26. | Ombek Mixed Secondary School | 4-043-245-2630205-104-2021/22-002 | 1,500,000 | - | Construction of 40 students capacity dormitory to completion | 1,500,000 | New |
| 27. | Kalanding Mixed Secondary School | 4-043-245-2630205-104-2021/22-003 | 1,500,000 | - | Construction of 40 students capacity dormitory to completion | 1,500,000 | New |
| 28. | Kwoyo Mixed Secondary School | 4-043-245-2630205-104-2021/22-004 | 1,706,000 | 706,000 | Completion of 3 roomed twin staff quarters which is at the wall plate level: roofing, plastering, fittings and painting | 1,000,000 | Ongoing |
| 29. | Mawira Mixed Secondary School | 4-043-245-2630205-104-2021/22-005 | 3,000,000 | 1,500,000 | Completion of 2 classrooms: plastering, fittings and painting @ 500,000 and construction of 1 classroom @ 1,000,000 | 1,500,000 | Ongoing |
| 30. | Buoye Mixed Secondary School | 4-043-245-2630205-104-2021/22-006 | 9,762,300 | - | Purchase of a 51 seater school bus | 9,762,300 | New |
| 31. | Obisa Mixed Secondary School | 4-043-245-2630205-104-2021/22-007 | 2,150,000 | 1,500,000 | Completion of 40 students capacity laboratory: Work tops, gas piping, water system & electrical installation | 650,000 | Ongoing |
| 32. | St. Ann's Ojwando Mixed Secondary School | 4-043-245-2630205-104-2021/22-008 | 9,762,300 | - | Purchase of a 51 seater school bus | 9,762,300 | New |
| 33. | Kalanding Mixed Secondary School | 4-043-245-2630205-104-2021/22-009 | 2,000,000 | 1,500,000 | Completion of 30 students capacity dormitory: Plastering, glazing and painting | 500,000 | Ongoing |

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| S/No. | Project Name | Project Number | Original Cost | Cumulative Allocation | Project Activity | Amount Allocated | Current Status |
|--------------------------|--|-----------------------------------|---------------|-----------------------|---|------------------|----------------|
| 34. | St. Joseph Sino Mixed Secondary School | 4-043-245-2630205-104-2021/22-010 | 1,500,000 | - | Construction of 40 students capacity dormitory to completion | 1,500,000 | New |
| 35. | Nyafare Mixed Secondary School | 4-043-245-2630205-104-2021/22-011 | 1,400,000 | - | Renovation of 5 Classrooms: Plastering, roof replacement, fittings and painting to completion | 1,400,000 | New |
| 36. | Kosele Mixed Secondary School | 4-043-245-2630205-104-2021/22-012 | 9,762,300 | - | Purchase of a 51 seater school bus | 9,762,300 | New |
| 37. | Nyalgosi Mixed Secondary School | 4-043-245-2630205-104-2021/22-013 | 1,500,000 | - | Construction of 40 students capacity dormitory to completion | 1,500,000 | New |
| 38. | Kaditonge Mixed Secondary School | 4-043-245-2630205-104-2021/22-014 | 3,700,000 | - | Drilling and equipping of water borehole to completion | 3,700,000 | New |
| 39. | Karabok Mixed Secondary School | 4-043-245-2630205-104-2021/22-015 | 3,000,000 | - | Construction of 80 students capacity dining hall to completion | 3,000,000 | New |
| SPORTS ACTIVITIES | | | | | | | |
| 40. | Magungu All Stars Football Club | 4-043-245-2640509-112-2021/22-001 | 160,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 160,000 | New |
| 41. | Mbora Football Club | 4-043-245-2640509-112-2021/22-002 | 160,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 160,000 | New |
| 42. | Nyabola Football Club | 4-043-245-2640509-112-2021/22-003 | 160,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 160,000 | New |

| S/No. | Project Name | Project Number | Original Cost | Cumulative Allocation | Project Activity | Amount Allocated | Current Status |
|-------|------------------------|-----------------------------------|---------------|-----------------------|---|------------------|----------------|
| 43. | Kamuga Football Club | 4-043-245-2640509-112-2021/22-004 | 160,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 160,000 | New |
| 44. | Orage Football Club | 4-043-245-2640509-112-2021/22-005 | 160,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 160,000 | New |
| 45. | Wire Soccer Academy | 4-043-245-2640509-112-2021/22-006 | 160,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 160,000 | New |
| 46. | Masanga Football Club | 4-043-245-2640509-112-2021/22-007 | 160,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 160,000 | New |
| 47. | Simbiri Football Club | 4-043-245-2640509-112-2021/22-008 | 160,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 160,000 | New |
| 48. | Nyalenda Football Club | 4-043-245-2640509-112-2021/22-009 | 160,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 160,000 | New |



| S/No. | Project Name | Project Number | Original Cost | Cumulative Allocation | Project Activity | Amount Allocated | Current Status |
|--------------|---------------------------|-----------------------------------|---------------|-----------------------|---|--------------------|----------------|
| 49. | Kaluoch Football Club | 4-043-245-2640509-112-2021/22-010 | 160,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 160,000 | New |
| 50. | Young Lions Football Club | 4-043-245-2640509-112-2021/22-011 | 200,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 200,000 | New |
| 51. | Nyaingu Football Club | 4-043-245-2640509-112-2021/22-012 | 200,000 | - | Purchase of sports equipment (2 balls, 1 pump, 1 net, 1 set cones, 1 set space markers, 2 first aid kits, 2 sets of jersey kits, 1 goal keepers kit, 11 boots, 11 bibs) | 200,000 | New |
| TOTAL | | | | | | 137,088,879 | |

For the four secondary schools (Dol Mixed Secondary School, Buoye Mixed Secondary School, St. Annes Ojwando Mixed Secondary School and Kosele Mixed Secondary School) with the purchase of a school bus request, the committee resolved that the buses shall be funded fully through one off purchase as per the Government negotiated price exclusive of the insurance premiums or any other recurrent costs.



MINUTE -09/16/09/2021: REVIEW OF ONGOING PROJECTS REPORT

At the time of submitting the ongoing projects in July 2021, Mawira Mixed Secondary School had not received its financial year 2020/2021 allocation for construction of two classrooms at Kshs. 1,500,000, since the Board had not disbursed the financial year 2020/2021 allocation in total.

After disbursement the project implementation status is currently at the roof level (plastering, fittings and painting remaining) hence need additional funds to completion

During submission of ongoing projects, the balance required to complete Obisa Mixed Secondary School had been indicated as Kshs. 500,000, however there is need for additional funding of Kshs. 150,000 in order to extend water and gas piping system to the laboratory work tops.

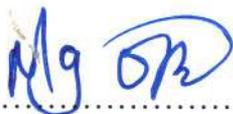
MINUTE -10/16/09/2021: PHOTOCOPIER ACCESSORIES PURCHASE

The Fund Account Manager informed the meeting that the payment for purchase of the photocopying machine maintenance kit and tonner, the meeting then ratified the payment of Kshs. 44,080 to MFI Document Solutions Limited of P. O Box 4508 Kisii

MINUTE -11/16/09/2021: ADJOURNMENT

Having no any other business the chairman adjourned the meeting at 1614 hours with a word of prayer from Ms. Iddah Seko

Minutes taken by:



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Mary N. Opiyo
NG-CDFC Secretary

Date... 14-10-2021

Minutes confirmed by:



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Lonnie O. Rapemo
NG-CDFC Chairman

Date... 14/10/2021