



NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND KASIPUL CONSTITUENCY

OFF OYUGIS - KISUMU ROAD
OPPOSITE OYUGIS POLICE STATION

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MINUTES OF KASIPUL NG-CDF COMMITTEE MEETING HELD ON 6TH JANUARY, 2023 AT THE NG-CDF OFFICE BOARD ROOM AT 9.00 A.M.

Members Present

1. Mr. Lonnie Oluoch Rapemo
2. Ms. Mary N. Opiyo
3. Mr. David K. Kiprop
4. Ms. Eunice Irene Awuor
5. Ms. Millicent Aoko Okelloh
6. Mr. James Ngare Owino
7. Ms. Lavendah Victoria Olum
8. Mr. Wellington Otieno Omiti
9. Ms. Iddah Achieng Seko
10. Mr. Harold Evans Ndege

Designation

- Chairman
- Secretary
- Deputy County Commissioner
- Fund Account Manager
- Female Adult Representative
- Male Adult Representative
- Female Youth Representative
- Male Youth Representative
- Female Nominee of the Constituency Office
- 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. Preparation and Submission of Financial Year 2022/2023 Proposal Guidelines
6. NG-CDFC Open Public Forums for Projects Identification and Prioritisation in the 5 Wards
7. Summary of Ongoing Projects Report
8. Financial Year 2022/2023 Budget Proposal Approval
9. Constituency Oversight Committee and NSSF Partial Allocation
10. Confirmation of Motor Vehicle and Motor Cycles Ownership
11. A.O.B
12. Adjournment

Vision: To be renowned Constituency in advocating for all round socio-economic development and sustainability

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MINUTE -01/06/01/2023: PRELIMINARIES

The chairman brought the meeting to order at 9:00am by the and requested Mr. James Ngare to lead in opening prayers

He welcomed members to the meeting and thanked them for keeping time and their attendance out of their busy schedules. He noted that the main agenda of the meeting was to endorse the Financial Year 2022/2023 Budget Proposal

MINUTE -02/06/01/2023: READING AND CONFIRMATION OF THE PREVIOUS MEETING MINUTES

The Secretary read out the minutes of the previous meeting held in December, 2022 and asked the members to point out any issue emanating from records of the previous meeting.

After reading the minutes, they were proposed to be adopted as the true records of the previous deliberations by Mr. Harold Evans Ndege and subsequently seconded by Ms. Millicent Aoko Okelloh

MINUTE -03/06/01/2023: MATTERS ARISING

After reading though the previous minutes and there were no matters arising from the members, hence the chairman called upon the Fund Account Manager to guide members through the day's agenda as had been shared earlier during invitation.

MINUTE -04/06/01/2023: FINANCIAL REPORT

The Fund Account Manager presented the financial status of the fund as detailed below.

Cash Book balance as at 31st December, 2022 was Kshs. 16,889,260.45

Bank Balance as at 31st December, 2022 was Kshs. 16,948,711.45

Table 1: Vote Book Balances as at 31st December, 2022

Name of Project	Amount Kshs.
Administration / Recurrent Staff Salaries	
Administration / Recurrent NHIF	148,650
Administration / Recurrent NSSF	63,761
Administration / Recurrent Gratuity	138,514
Administration / Recurrent Goods and Services	256,377.48



Name of Project	Amount Kshs.
Administration / Recurrent	
Committee expenses	1,612,500
Project M & E and Capacity Building	
Goods and Services	50,157
Project M & E and Capacity Building	
Committee Expenses	116,735
Project M & E and Capacity Building	
Capacity Building	822,900
Emergency Reserve	37,559
Bursary/CATs/Mocks	
Bursary - Secondary Schools	2,065,638
Bursary/CATs/Mocks	
Bursary - Tertiary Institutions	1,193,469
Bursary/CATs/Mocks	
Bursary - Special schools	790,000
Primary Schools Projects	-
Secondary Schools Projects	1,400,000
Security Projects	-
Office Equipment	300,000
NG-CDF Office	800,000
Total	9,796,260.45

She noted that the NG-CDF Board had disbursed Kshs. 7,000,000 for the current financial year 2022/2023 to cater for office administration and bursaries.

MINUTE -05/06/01/2023: PREPARATION AND SUBMISSION OF FINANCIAL YEAR 2022/2023 PROPOSAL GUIDELINES

The Fund Account Manager informed the meeting that the NG-CDF Board had allocated the constituency **Kshs. 145,087,603**, hence there was need to forward the budget proposal in time as per the guidelines issued in the circular reference number NG-CDFB/CEO/BOARD CIRCULARS Vol. II (033) dated 15th December 2022

She highlighted some of the guidelines as follows:

- **Basis of Identification of Project Proposals**

Section 27 (1) of the Act requires that, the chairperson of the Constituency Committee shall, within the first year of the commencement of a new Parliament and at least once every two years thereafter, convene open forum public meetings in every ward in the constituency to deliberate on development matters in the ward and in the constituency.

- **Eligible Projects under the Act**
- **Basis of Allocation of Funds to Projects**
- **Projects to be co-financed with other agencies**
- **Adherence to Statutory Ceilings**
 - **Office Administration** shall be up to a maximum of 6% of the total annual allocation for the constituency
 - **Monitoring and Evaluation** shall not exceed 3% shall be allocated for this purpose.
 - **Education Bursary** shall not exceed 35% of the total allocation of the constituency in that financial year.
 - **Sports Activities** shall not exceed 2% of the total allocation of the constituency in that financial year
 - **Environmental Activities** shall not exceed 2% of the total allocation of the constituency in that financial year.
 - **Constituency Oversight Committee** shall not exceed 1% of the total allocation of the constituency in that financial year.

- **Allocation of Funds for Preparation of Constituency Strategic Plan**
Shall not exceed Kshs. 2,000,000
- **Implementation of High Impact & Best Practice Projects**
Committees shall prioritise the high impact & best practice projects state in the financial year 2022/2023 performance contract
- **Completion of On-Going Projects before Embarking on New Ones**
Funding of Necessary Infrastructure to facilitate transition to Junior Secondary Schools
- **Labelling/Branding of Constituency Projects**
- **Project Proposal Submission**
- **Timeline for Submission of Project Proposals**
NG-CDF Committees are required to submit their Project Proposals in the shortest time possible, and in any case not later than **13th January, 2023**.

MINUTE -06/06/01/2023: NG-CDFC OPEN PUBLIC FORUMS FOR PROJECTS IDENTIFICATION AND PRIORITISATION IN THE 5 WARDS

The Fund Account Manager tabled to the meeting the Open Public Forum for Project Identification and Prioritisation Report, which was in line with the provisions of part V, section 27(1) and Section 27(2) and (3) of the NG-CDF Act 2015 as amended in 2022.

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Table 2: Summary of Ward Meetings Projects

S/No.	Project Name	Project Activity	Sector	Ward
1.	Alero Nanga Primary School	Renovation of 3 classrooms	Primary Schools	West Kasipul
2.	God Agulu Primary School	Fencing and gate installation	Primary Schools	West Kasipul
3.	Nyanduma Primary School	Renovation of 5 classrooms	Primary Schools	West Kasipul
4.	Kogwang Primary School	Fencing and gate installation	Primary Schools	South Kasipul
5.	Omolo Mado Primary School	Fencing and gate installation	Primary Schools	South Kasipul
6.	Ngulu Primary School	Drilling and equipping of water borehole	Primary Schools	South Kasipul
7.	Kotieno Primary School	Renovation of 5 classrooms	Primary Schools	South Kasipul
8.	Rawinji Primary School	Renovation of 4 classrooms	Primary Schools	West Kamagak
9.	Kachieng Primary School	Renovation of 4 classrooms	Primary Schools	East Kamagak
10.	Kosele Primary School	Construction of administration block	Primary Schools	Central Kasipul
11.	Simbiri Primary School	Drilling and equipping of water borehole	Primary Schools	Central Kasipul
12.	Otula Primary School	Drilling and equipping of water borehole	Primary Schools	Central Kasipul
13.	Nyafare Primary School	Renovation of 4 classrooms	Primary Schools	Central Kasipul
14.	Nyalgosi Primary School	Fencing and gate installation	Primary Schools	Central Kasipul
15.	Nyatwere Primary School	Renovation of 3 classrooms	Primary Schools	Central Kasipul
16.	Kaditonge Mixed Secondary School	Fencing and gate installation	Secondary Schools	Central Kasipul
17.	Mawira Mixed Secondary School	Construction of pit latrines	Secondary Schools	South Kasipul
18.	Mithui Mixed Secondary School	Construction of dormitory	Secondary Schools	South Kasipul
19.	Kalando Mixed Secondary School	Purchase of school bus	Secondary Schools	East Kamagak

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S/No.	Project Name	Project Activity	Sector	Ward
39.	Got Kagumbo Primary School	Purchase & installation of water tank	Environment	West Kasipul
40.	Bonge Primary School	Purchase & installation of water tank	Environment	West Kasipul
41.	St. Charles Kauko Primary School	Purchase & installation of water tank	Environment	East Kamagak
42.	Migwa Primary School	Purchase & installation of water tank	Environment	Central Kasipul
43.	Karabok Mixed Secondary School	Purchase and installation of energy saving jikos	Environment	Central Kasipul

MINUTE -07/06/01/2023: SUMMARY OF ONGOING PROJECTS REPORT

The Fund Account Manager notified the meeting of the Boards resolution regarding the Financial Year 2022/2023 project proposal preparation, where projects that had been submitted to the Board as ongoing as shown in table 3, should take precedence during proposal preparation.

She pointed out that the projects had been allocated funds through reallocation of financial year 2020/2021 emergency reserve totaling to **Kshs. 7,192,207**

The request for reallocation arising from Minutes of the NG-CDFC meeting held on 25th October, 2022 through minute number: **Minute -07/25/10/2022: Reallocation of Funds** had been sent to the Board and the office is still waiting for the response.

Table 3: Ongoing Projects Details

Financial Year	Project Name	Approved Activities	Outstanding Activities	Estimated Cost (Kshs.)	Allocation/ Approved Amount (Kshs.)	Amount Disbursed (Kshs.)	Balance to Complete (Kshs.)	Implementation Status/Level	% Level of Completion	Remarks
2021/22	Mititi Primary School	Construction of 4 classrooms	Ramp and stairs, floor tiling and painting	3,842,207	3,000,000	3,000,000	842,207	At fittings stage	70%	Has been factored in 2021/22 emergency reserve reallocation
2019/20 & 2020/21	St. Charles Kauko Primary School	Construction of administration block comprising of 2 offices and a staff room	Floor tiling & electrical installation	1,850,000	1,650,000	1,650,000	200,000	At fittings stage	80%	Has been factored in 2021/22 emergency reserve reallocation
2021/22	Karabok Mixed Secondary School	Construction of 80 students capacity dining hall	Plastering, floor screeding, tiling, electrical installation, glazing & painting	4,300,000	3,000,000	3,000,000	1,300,000	At roof level	50%	Has been factored in 2021/22 emergency reserve reallocation
2017/18 & 2018/19 & 2019/20	Kachieng Mixed Secondary School	Construction of 80 students capacity dining hall	Floor tiling of 2 offices, electrical installation & painting	2,500,000	2,200,000	2,200,000	300,000	At finishing stage	85%	Has been factored in 2021/22 emergency reserve reallocation
2018/19 & 2020/21	St. Peters Kotieno Mixed Secondary	Construction of 80 students capacity dormitory	Plastering, floor screeding, electrical	1,750,000	1,400,000	1,400,000	350,000	At plastering stage	60%	Has been factored in 2021/22 emergency



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Financial Year	Project Name	Approved Activities	Outstanding Activities	Estimated Cost (Kshs.)	Allocation/ Approved Amount (Kshs.)	Amount Disbursed (Kshs.)	Balance to Complete (Kshs.)	Implementation Status/Level	% Level of Completion	Remarks
	School		installation, glazing & painting							reserve reallocation
2018/19 & 2020/21	Nyatindo Mixed Secondary School	Construction of 80 students capacity of library	External plastering, electrical installation, fittings, glazing and painting	2,650,000	2,100,000	2,100,000	550,000	At plastering stage	60%	Has been factored in 2021/22 emergency reserve reallocation
2019/20	Nyabola Mixed Secondary School	Construction of administration block comprising of 4 offices and a staff room	Floor tiling in 3 rooms	2,700,000	2,500,000	2,500,000	200,000	At finishing stage	90%	Has been factored in 2021/22 emergency reserve reallocation
2019/20	Kalanding Mixed Secondary School	Construction of 40 students capacity laboratory	Floor tiling, gas installation and water system	3,300,000	2,500,000	2,500,000	800,000	At finishing stage	70%	Has been factored in 2021/22 emergency reserve reallocation
2018/19 2019/20 & 2020/21	Kachien South Chiefs Office Hall	Construction of 250 persons capacity chiefs office hall	Floor tiling	5,100,000	4,500,000	4,500,000	600,000	At finishing stage	80%	Has been factored in 2021/22 emergency reserve reallocation

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MINUTE -08/06/01/2023: FINANCIAL YEAR 2022/2023 BUDGET PROPOSAL APPROVAL

The NG-CDFC chairman tabled the priorities from the wards and members drew the Financial Year 2022/2023 Budget Proposal for **Kshs. 145,087,603** as per the afore mentioned guidelines as presented under neath in table 4 and table 5

Table 4: Third Schedule

Serial No.	Name of Project	Amount Allocated (Kshs)
245/ AP1	Administration / Recurrent	8,705,256
245/ AP1	Constituency Oversight Committee	500,000
245/ AP2	Project M & E and Capacity Building	4,352,628
245/2640200	Emergency Reserve	7,636,190
245/2640100	Bursary	48,593,529
245/2630204	Primary Schools Projects	27,200,000
245/2630205	Secondary Schools Projects	21,100,000
245/2630206	Tertiary Institutions Projects	8,900,000
245/2640507	Security Projects	12,000,000
245/2640509	Sports Projects	2,000,000
245/2640510	Environmental Projects	2,100,000
245/2211310	Strategic Plan	2,000,000
TOTAL		145,087,603

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4-043-245-2710102-100-2022-2023-2	Gratuity-Contractual Employees	Payment of gratuity to NGCDFC staff to 7 contractual employees (<i>Annex 1</i>)	662,400	0	662,400	New
USE OF GOODS AND SERVICES						
4-043-245-2210101-100-2022-2023-3	Electricity	Payment of Electricity charges	60,000	0	60,000	New
4-043-245-2210102-100-2022-2023-3	Water & Sewerage Charges	Payment of Water & Sewerage Charges	18,000	0	18,000	New
4-043-245-2210201-100-2022-2023-3	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone Expenses	48,000	0	48,000	New
4-043-245-2210202-100-2022-2023-3	Internet Connections	Payment of Internet Connections Expenses	48,000	0	48,000	New
4-043-245-2210203-100-2022-2023-3	Courier and Postal Services	Payment of Courier and Postal Services	150,000	0	150,000	New
4-043-245-2210301-100-2022-2023-3	Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.)	Payment of Travel Costs (<i>Annex 2</i>)	100,000	0	100,000	New
4-043-245-2210302-100-2022-2023-3	Accommodation - Domestic Travel	Payment of Accommodation - Domestic Travel (<i>Annex 2</i>)	300,000	0	300,000	New
4-043-245-2210303-100-2022-2023-3	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance (<i>Annex 2</i>)	75,000	0	75,000	New
4-043-245-2210502-100-2022-2023-3	Publishing and Printing Services	Payment of Publishing and Printing Services	30,000	0	30,000	New
4-043-245-2210503-100-2022-2023-3	Subscriptions to Newspapers, Magazines and Periodicals	Payment of Subscriptions to Newspapers, Magazines and Periodicals	30,000	0	30,000	New
4-043-245-2210504-100-2022-2023-3	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	50,000	0	50,000	New
4-043-245-2210801-100-2022-2023-3	Catering Services (Receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	200,000	0	200,000	New



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4-043-245-2210802-100-2022-2023-6	Other Committee Expenses	Payment of Other committee expenses (Annex 3)	832,000	0	832,000	New
4-043-245-2210811-100-2022-2023-6	NGCDFC Allowance	Payment of NGCDFC allowances (Annex 3)	1,248,000	0	1,248,000	New
4-043-245-2210904-100-2022-2023-3	Motor Vehicle Insurance	Payment of Motor Vehicle Insurance	150,000	0	150,000	New
4-043-245-2211016-100-2022-2023-3	Purchase of Uniforms and Clothing - Staff	Purchase of Uniforms and Clothing - 7 Staff & 10 NG-CDFCs	50,000	0	50,000	New
4-043-245-2211101-100-2022-2023-3	General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	200,377	0	200,377	New
4-043-245-2211102-100-2022-2023-3	Supplies and Accessories for Computers and Printers	Payment of Supplies and Accessories for Computers and Printers	264,000	0	264,000	New
4-043-245-2211103-100-2022-2023-3	Sanitary and Cleaning Materials, Supplies and Services	Payment of Sanitary and Cleaning Materials, Supplies and Services	50,000	0	50,000	New
4-043-245-2211201-100-2022-2023-3	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport	500,000	0	500,000	New
4-043-245-2211301-100-2022-2023-3	Bank Service Commission and Charges	Payment of Bank service commission and charges	30,000	0	30,000	New
4-043-245-2211305-100-2022-2023-3	Contracted Guards and Cleaning Services	Payment of Contracted Guards and Cleaning Services	336,000	0	336,000	New
4-043-245-2220101-100-2022-2023-3	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - Motor Vehicles	300,000	0	300,000	New
4-043-245-2220202-100-2022-2023-3	Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	20,000	0	20,000	New
4-043-245-2220205-100-2022-2023-3	Maintenance of NG-CDF Office	Payment of Maintenance of Buildings and Stations - Non-Residential	20,000	0	20,000	New

CONSTITUENCY OVERSIGHT COMMITTEE EXPENSES						
4-043-245-2210802-100-2022-2023-6	Committee Expenses	Payment of Constituency Oversight Committee sitting allowances, transport, conferences (Annex 4)	300,000	0	300,000	New
4-043-245-2211201-100-2022-2023-1	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport (Annex 4)	200,000	0	200,000	New
MONITORING EVALUATION AND CAPACITY BUILDING						
4-043-245-2210201-111-2022-2023-1	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone Expenses	20,000	0	20,000	New
4-043-245-2210301-111-2022-2023-1	Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.)	Payment of Travel Costs to 7 staff & 10 NG-CDFCs	100,000	0	100,000	New
4-043-245-2210302-111-2022-2023-1	Accommodation - Domestic Travel	Payment of Accommodation - Domestic Travel	100,000	0	100,000	New
4-043-245-2210303-111-2022-2023-1	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	20,000	0	20,000	New
4-043-245-2210502-111-2022-2023-1	Publishing and Printing Services	Payment of Publishing and Printing Services	56,628	0	56,628	New
4-043-245-2210504-111-2022-2023-1	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	50,000	0	50,000	New
4-043-245-2210701-111-2022-2023-3	Travel Allowance	Payment of Travel Allowance for NG-CDF Staff & NG-CDFC (Annex 5)	220,000	0	220,000	New
4-043-245-2210702-111-2022-2023-3	Remuneration of Instructors and Contract Based Training Services	Remuneration of Instructors and Contract Based Training Services during NG-CDF Staff, NG-CDFC and PMCs Training on NG-CDF related issues (Annex 5)	160,000	0	160,000	New



4-043-245-2210703-111-2022-2023-3	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials	300,000	0	300,000	New
4-043-245-2210704-111-2022-2023-3	Hire of Training Facilities and Equipment	Payment of Hire of Training Facilities and Equipment	300,000	0	300,000	New
4-043-245-2210710-111-2022-2023-3	Accommodation Allowance	Payment of Accommodation Allowance for 7 NG-CDF Staff & 10 NG-CDFCs	300,000	0	300,000	New
4-043-245-2210801-111-2022-2023-1	Catering Services (Receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	400,000	0	400,000	New
4-043-245-2210802-111-2022-2023-2	Other Committee Expenses	Payment of Other committee expenses (Annex 5)	520,000	0	520,000	New
4-043-245-2210303-111-2022-2023-2	NGCDFC Allowance	Payment of NGCDFC allowances (Annex 5)	1,456,000	0	1,456,000	New
4-043-245-2211101-111-2022-2023-1	General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	100,000	0	100,000	New
4-043-245-2211102-111-2022-2023-1	Supplies and Accessories for Computers and Printers	Payment of Supplies and Accessories for Computers and Printers	50,000	0	50,000	New
4-043-245-2211201-111-2022-2023-1	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport	200,000	0	200,000	New
EMERGENCY RESERVE						
4-043-245-2640204-101-2022-2023-1	Emergency Projects	To cater for any unforeseen occurrences in the constituency during the financial year	7,636,190	0	7,636,190	New
EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS						
4-043-245-2640101-103-2022-2023-1	Bursary - Secondary Schools	Fees payments for needy students in secondary schools	24,803,529	0	24,803,529	New

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4-043-245-2640102-103-2022-2023-2	Bursary - Tertiary Institutions	Fees payments for needy students in tertiary institutions	19,500,000	0	19,500,000	New
4-043-245-2640106-103-2022-2023-3	Bursary - Special Schools	Fees payments for needy students in special schools	300,000	0	300,000	New
4-043-245-2710203-103-2022-2023-3	NG-CDFC Social Security Programme	Provision of annual medical insurance cover for 665 vulnerable families including Orphans and Vulnerable Children (OVCs), poor older persons, Persons with Disabilities (PWDs) and destitute families in partnership with NHIF as shall be identified within the Constituency.	3,990,000	0	3,990,000	New
PRIMARY SCHOOLS PROJECTS						
4-043-245-2630209-104-2022-2023-1	Alero Nanga Primary School	Renovation to completion of 3 classrooms: Plastering, roof replacement, floor tiling, fittings and painting	1,500,000	0	1,500,000	New
4-043-245-2630209-104-2022-2023-2	God Agulu Primary School	Fencing to completion using angle bars & barbed wire 2.39 HA acres and gate installation	750,000	0	750,000	New
4-043-245-2630209-104-2022-2023-3	Nyanduma Primary School	Renovation to completion of 5 classrooms: Plastering, roof replacement, floor tiling, fittings and painting	2,000,000	0	2,000,000	New
4-043-245-2630209-104-2022-2023-4	Kogwang Primary School	Fencing to completion using angle bars & barbed wire 2.3 HA and gate installation	500,000	0	500,000	New
4-043-245-2630209-104-2022-2023-5	Omolo Mado Primary School	Fencing to completion using angle bars & barbed wire 2.3 HA and gate installation	500,000	0	500,000	New
4-043-245-2630209-104-2022-2023-6	Ngulu Primary School	Drilling and equipping of water borehole to completion	3,700,000	0	3,700,000	New

4-043-245-2630209-104-2022-2023-7	Kotieno Primary School	Renovation to completion of 5 classrooms: Plastering, roof replacement, floor tiling, fittings and painting	2,050,000	0	2,050,000	New
4-043-245-2630209-104-2022-2023-8	Rawinji Primary School	Renovation to completion of 4 classrooms: Plastering, roof replacement, floor tiling, fittings and painting	1,600,000	0	1,600,000	New
4-043-245-2630209-104-2022-2023-9	Kachieng Primary School	Renovation to completion of 4 classrooms: Plastering, roof replacement, floor tiling, fittings and painting	1,600,000	0	1,600,000	New
4-043-245-2630209-104-2022-2023-10	Kosele Primary School	Construction to completion of administration block comprising of 3 offices and a staff room	2,000,000	0	2,000,000	New
4-043-245-2630209-104-2022-2023-11	Simbiri Primary School	Drilling and equipping of water borehole to completion	3,700,000	0	3,700,000	New
4-043-245-2630209-104-2022-2023-12	Otula Primary School	Drilling and equipping of water borehole to completion	3,700,000	0	3,700,000	New
4-043-245-2630209-104-2022-2023-13	Nyafare Primary School	Renovation to completion of 4 classrooms: Plastering, roof replacement, floor tiling, fittings and painting	1,600,000	0	1,600,000	New
4-043-245-2630209-104-2022-2023-14	Nyalgosi Primary School	Fencing to completion using angle bars & barbed wire 2.45 HA acres and gate installation	800,000	0	800,000	New
4-043-245-2630209-104-2022-2023-15	Nyatwere Primary School	Renovation to completion of 3 classrooms: Plastering, roof replacement, floor tiling, fittings and painting	1,200,000	0	1,200,000	New
SECONDARY SCHOOLS PROJECTS						
4-043-245-2630210-104-2022-2023-1	Kaditonge Mixed Secondary School	Fencing to completion using angle bars & barbed wire 3.8 acres and gate installation	600,000	0	600,000	New

4-043-245-2630210-104-2022-2023-2	Mawira Mixed Secondary School	Construction to completion of 6 doors pit latrines with two door catering for the PWDs with hand washing facility	700,000	0	700,000	New
4-043-245-2630210-104-2022-2023-3	Mithui Mixed Secondary School	Construction to completion of 40 students capacity dormitory	2,000,000	0	2,000,000	New
4-043-245-2630210-104-2022-2023-4	Kalando Mixed Secondary School	Purchase of a 46 seater school bus fitted seats to cater for PWDs through one-off purchase basis	8,900,000	0	8,900,000	New
4-043-245-2630210-104-2022-2023-5	Sino SDA Mixed Secondary School	Purchase of a 46 seater school bus fitted seats to cater for PWDs through one-off purchase basis	8,900,000	0	8,900,000	New
TERTIARY INSTITUTION PROJECTS						
4-043-245-2630211-104-2022-2023-1	KMTC Rachuonyo	Purchase of a 46 seater school bus fitted seats to cater for PWDs through one-off purchase basis	8,900,000	0	8,900,000	New
SECURITY PROJECTS						
4-043-245-2640507-113-2022-2023-1	East Kamagak Chiefs Office	Construction to completion of 150 persons capacity chief's office hall to completion	3,000,000	0	3,000,000	New
4-043-245-2640507-113-2022-2023-2	Sino Kagola Chiefs Office	Construction to completion of 150 persons capacity chief's office hall to completion	3,000,000	0	3,000,000	New
4-043-245-2640507-113-2022-2023-3	Kawere East Assistant Chiefs Office	Construction to completion of 150 persons capacity chief's office hall to completion	3,000,000	0	3,000,000	New
4-043-245-2640507-113-2022-2023-4	Kachien North Chiefs Office	Construction to completion of 150 persons capacity chief's office hall to completion	3,000,000	0	3,000,000	New
SPORTS PROJECTS						
4-043-245-2640509-112-2022/2023-1	Regional Sports Tournament	Facilitate regional sports tournament in partnership with other Constituencies within the	350,000	0	350,000	New

			Region.				
4-043-245-2640509-112-2022/2023-2	Constituency Sports Tournament		Organize constituency sports tournament whereby the winning team will proceed to regional level	350,000	0	350,000	New
4-043-245-2640509-112-2022/2023-3	Kalanding Foot Ball Team		Purchase of sports uniform & equipment (2 balls @8,000, 1 net @5,000, 2 sets of jersey kits @100,000, 2 goal keepers kits @12,000	125,000	0	125,000	New
4-043-245-2640509-112-2022/2023-4	Nyimbi Net Ball Club		Purchase of sports uniform & equipment (2 balls, @10,000, 2 net hoops @10,000, 2 sets of shinglet, bikers, wrappers & socks @80,000	100,000	0	100,000	New
4-043-245-2640509-112-2022/2023-5	King Star Foot Ball Club		Purchase of sports uniform & equipment (2 balls @8,000, 1 net @5,000, 2 sets of jersey kits @100,000, 2 goal keepers kits @12,000	125,000	0	125,000	New
4-043-245-2640509-112-2022/2023-6	Mithui Foot Ball Club		Purchase of sports uniform & equipment (2 balls @8,000, 1 net @5,000, 2 sets of jersey kits @100,000, 2 goal keepers kits @12,000	125,000	0	125,000	New
4-043-245-2640509-112-2022/2023-7	Kawaindi Net Ball Team		Purchase of sports uniform & equipment (2 balls, @10,000, 2 net hoops @10,000, 2 sets of shinglet, bikers, wrappers & socks @80,000	100,000	0	100,000	New
4-043-245-2640509-112-2022/2023-8	Wire Foot Ball Club		Purchase of sports uniform & equipment (2 balls @8,000, 1 net @5,000, 2 sets of jersey kits @100,000, 2 goal keepers kits @12,000	125,000	0	125,000	New

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4-043-245-2640509-112-2022/2023-9	Uzima Foot Ball Team	Purchase of sports uniform & equipment (2 balls @8,000, 1 net @5,000, 2 sets of jersey kits @100,000, 2 goal keepers kits @12,000	125,000	0	125,000	New
4-043-245-2640509-112-2022/2023-10	Sino Net Ball Club	Purchase of sports uniform & equipment (2 balls, @10,000, 2 net hoops @10,000, 2 sets of shinglet, bikers, wrappers & socks @80,000	100,000	0	100,000	New
4-043-245-2640509-112-2022/2023-11	God Nyango Foot Ball Club	Purchase of sports uniform & equipment (2 balls @8,000, 1 net @5,000, 2 sets of jersey kits @100,000, 2 goal keepers kits @12,000	125,000	0	125,000	New
4-043-245-2640509-112-2022/2023-12	Nyalgosi Foot Ball Team	Purchase of sports uniform & equipment (2 balls @8,000, 1 net @5,000, 2 sets of jersey kits @100,000, 2 goal keepers kits @12,000	125,000	0	125,000	New
4-043-245-2640509-112-2022/2023-13	Onyigo Foot Ball Team	Purchase of sports uniform & equipment (2 balls @8,000, 1 net @5,000, 2 sets of jersey kits @100,000, 2 goal keepers kits @12,000	125,000	0	125,000	New
ENVIRONMENTAL PROJECTS						
4-043-245-2640510-110-2022-2023-1	Nyakiya Primary School	Purchase of 10M ³ water tank @90,000, construction of tank base @50,000, installation of gutters @75,000, down pipes and plumbing works at the fetching point @35,000	250,000	0	250,000	New

4-043-245-2640510-110-2022-2023-2	Ondiko Primary School	Purchase of 10M ³ water tank @90,000, construction of tank base @50,000, installation of gutters @75,000, down pipes and plumbing works at the fetching point @35,000	250,000	0	250,000	New
4-043-245-2640510-110-2022-2023-3	Got Kagumbo Primary School	Purchase of 10M ³ water tank @90,000, construction of tank base @50,000, installation of gutters @75,000, down pipes and plumbing works at the fetching point @35,000	250,000	0	250,000	New
4-043-245-2640510-110-2022-2023-4	Bonge Primary School	Purchase of 10M ³ water tank @90,000, construction of tank base @50,000, installation of gutters @75,000, down pipes and plumbing works at the fetching point @35,000	250,000	0	250,000	New
4-043-245-2640510-110-2022-2023-5	St. Charles Kauko Primary School	Purchase of 10M ³ water tank @90,000, construction of tank base @50,000, installation of gutters @75,000, down pipes and plumbing works at the fetching point @35,000	250,000	0	250,000	New
4-043-245-2640510-110-2022-2023-6	Migwa Primary School	Purchase of 10M ³ water tank @90,000, construction of tank base @50,000, installation of gutters @75,000, down pipes and plumbing works at the fetching point @35,000	250,000	0	250,000	New
4-043-245-2640510-110-2022-2023-7	Karabok Mixed Secondary School	Purchase and installation to completion of two- 300 litres energy saving jikos	600,000	0	600,000	New

OTHER PROJECTS						
4-043-245-2211310-108-2022-2023-1	Strategic Plan	To facilitate in preparation, facts collection designing, typesetting and printing of Kasipul Constituency Strategic plan for the period between 2023-2027 (Annex 6)	2,000,000	0	2,000,000	New
GRAND TOTAL					145,087,603	



Compensation of Employees: Annex 1

Description	Scale	Number	Rate	Total Amount pm	Total Amount pa
Contractual Employees					
Accounts Assistant	CSG 11	2	30,170	60,340	724,080
Clerk of Works	CSG 11	1	30,170	30,170	362,040
Information Communication Technology Assistant	CSG 12	1	24,580	24,580	294,960
Records Management Assistant	CSG 12	1	24,580	24,580	294,960
Driver	CSG 13	1	21,500	21,500	258,000
Office Assistant	CSG 14	1	16,890	16,890	202,680
Sub Total		7			2,136,720
Casual Labour and Internship					
		1	10,000	10,000	120,000
Sub Total		1			120,000
House Allowance					
Accounts Assistant	CSG 11	2	4,200	8,400	100,800
Clerk of Works	CSG 11	1	4,200	4,200	50,400
Information Communication Technology Assistant	CSG 12	1	3,200	3,200	38,400
Records Management Assistant	CSG 12	1	3,200	3,200	38,400
Driver	CSG 13	1	3,200	3,200	38,400
Office Assistant	CSG 14	1	2,700	2,700	32,400
Sub Total		7			298,800
Transport Allowance					
Accounts Assistant	CSG 11	2	4,000	8,000	96,000
Clerk of Works	CSG 11	1	4,000	4,000	48,000
Information Communication Technology Assistant	CSG 12	1	4,000	4,000	48,000
Records Management Assistant	CSG 12	1	4,000	4,000	48,000
Driver	CSG 13	1	4,000	4,000	48,000
Office Assistant	CSG 14	1	3,000	3,000	36,000
Sub Total					324,000
Leave Allowance					
Accounts Assistant	CSG 11	2		4,000	8,000
Clerk of Works	CSG 11	1		4,000	4,000
Information Communication Technology Assistant	CSG 12	1		4,000	4,000

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Description	Scale	Number	Rate	Total Amount pm	Total Amount pa
Records Management Assistant	CSG 12	1		4,000	4,000
Driver	CSG 13	1		4,000	4,000
Office Assistant	CSG 14	1		3,000	3,000
Sub Total					27,000
Gratuity-Contractual Employees					
Accounts Assistant	CSG 11	2	9,353	18,706	224,472
Clerk of Works	CSG 11	1	9,353	9,353	112,236
Information Communication Technology Assistant	CSG 12	1	7,620	7,620	91,440
Records Management Assistant	CSG 12	1	7,620	7,620	91,440
Driver	CSG 13	1	6,665	6,665	79,980
Office Assistant	CSG 14	1	5,236	5,236	62,832
Sub Total					662,400
Employer Contribution to NSSF					
Accounts Assistant	CSG 11	2	1,080	2,160	25,920
Clerk of Works	CSG 11	1	1,080	1,080	12,960
Information Communication Technology Assistant	CSG 12	1	1,080	1,080	12,960
Records Management Assistant	CSG 12	1	1,080	1,080	12,960
Driver	CSG 13	1	1,080	1,080	12,960
Office Assistant	CSG 14	1	1,080	1,080	12,960
					90,720
Less Available NSSF Vote Book Balance as at 1st January, 2023					63,761
Sub Total					26959

Domestic Travel and Subsistence & Other Transport Costs: Annex 2

Description	Persons	Number	Rate	Total Amount pm	Frequency	Total Amount pa
Travel Costs (Airlines, Bus, Railway, Mileage Allowances,	Persons	4	5,000	20,000	5 Times	100,000
Accommodation - Domestic Travel	Persons	10	10,000	100,000	3 Times	300,000
Daily Subsistence Allowance	Persons	10	2,500	25,000	5 Times	75,000
Sub Total						1,109,000

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Committee Expenses: Annex 3

Description	Members	Number	Rate	Total Amount pm	Frequency	Total Amount pa
Other Committee Expenses	Members	9	10,000	90,000	8 Months	720,000
	Chair	1	14,000	14,000	8 Months	112,000
NGCDFC Allowance	Members	9	10,000	90,000	12 Months	1,080,000
	Chair	1	14,000	14,000	12 Months	168,000
Sub Total						2,080,000

Constituency Oversight Committee Expenses: Annex 4

Description	Scale	Number	Rate	Total Amount pm	Frequency	Total Amount pa
Committee Expenses						
COC Members Allowance	Members	5	5,000	25,000	12 Months	300,000
Fuel , Oil & Lubricants						
Refined Fuels and Lubricants for Transport						200,000
Sub Total						500,000

Monitoring Evaluation and Capacity Building: Annex 5

Description	Scale	Number	Rate	Total Amount pm	Frequency	Total Amount pa
Domestic Travel and Subsistence & Other Transport Costs						
Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.)	Persons	10	5,000	50,000	5 Times	100,000
Accommodation - Domestic Travel	Persons	10	10,000	100,000	3 Times	100,000
Daily Subsistence Allowance	Persons	10	2,000	20,000	1 Times	20,000
Training Expenses						
Travel Allowance	Persons	10	5,000	50,000	4.4 Times	220,000
Remuneration of Instructors and Contract Based Training Services	Persons	4	8,000	32,000	5 Times	160,000



Description	Scale	Number	Rate	Total Amount pm	Frequency	Total Amount pa
Committee Expenses						
Other Committee Expenses	Members	9	10,000	90,000	5 Times	450,000
	Chair	1	14,000	14,000	5 Times	70,000
NGCDFC Allowance	Members	9	10,000	90,000	14 Times	1,260,000
	Chair	1	14,000	14,000	14 Times	196,000

Strategic Plan: Annex 6

Item	No. of Pax	No of Wards/Freq	Rate (Kshs)	Total
Refreshments and Facilitation for Stakeholders consultations	40	5	500	150,000
Technical and support team Facilitation & Logistics				100,000
Consultancy Fee				1,400,000
Refreshments and Facilitation Stakeholders Validation Forums	25	5	1000	100,000
Fact Sheet Data Collection				0
Printing of Final Document				100,000
Launching				150,000
Total				2,000,000

MINUTE -09/06/01/2023: CONSTITUENCY OVERSIGHT COMMITTEE AND NSSF PARTIAL ALLOCATION

The Fund Account Manger reported to the meeting that the office has unutilised NSSF vote book balance of **Kshs. 63,761** as at 1st January, 2023 to cater for employer's contribution to NSSF, as such an additional of **Kshs. 26,959** will be sufficient to cater for the contributions thought the financial year at a total budget of **Kshs. 90,720**

The **Constituency Oversight Committee** budget has been provided at **Kshs. 500,000** with a balance of **Kshs. 950,876** which shall be catered for upon receipt of outstanding disbursement for the FY 2020/2021 from the NG-CDF Board of **Kshs. 1,050,000** for Committee Expenses

M. O. P.

J. M. M.

MINUTE -10/06/01/2023: CONFIRMATION OF MOTOR VEHICLE AND MOTOR CYCLES OWNERSHIP

The Fund Account Manager noted that the office had already acquired one motor vehicle whose registration number is GKB 557R and two motor cycles whose registration numbers are GKA 461R and GKA462R respectively

MINUTE -11/06/01/2023: A.O.B

The members urged the Fund Account Manager to fast track the submission of the proposal to the NG-CDF board within the required time frame and that all the guidelines have been adhered to the later.

MINUTE -12/06/01/2023: ADJOURNMENT

There being no any other business the chairman adjourned the meeting at 4:49 PM and requested Ms. Millicent Okelloh to lead members in closing prayers.

Minutes taken by:

Minutes confirmed by:


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Mary N. Opiyo
NG-CDFC Secretary


.....
Lonnie O. Rapemo
NG-CDFC Chairman

Date 9th Jan 2023

Date 9th Jan, 2023