**MINUTES OF THE LANGATA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE HELD ON 5TH DECEMBER 2023 AT TROY HOTEL AT 3 PM.**

**Members Present:**

**NAME POSITION**

1. Evanson Moturi Chairman
2. Sharon Otieno Secretary
3. Kevin Benard Member
4. Zulekha Abdi Member
5. Japheth Kitela Member
6. Beatrice Nganyi Member
7. Michael Wanjohi Member
8. Fauzia Husein Member
9. Gumato Sharamo Field’s Operations Officer
10. Henry Ochako DCC

**In Attendance:**

1. Dismas Ogola Constituency Manager
2. Daisy Kulele Subcounty Director of Education

**AGENDA**

1. Preliminaries
2. Reading and Confirmation of the previous meeting
3. Matters arising
4. Ward report
5. Ongoing Projects
6. Infrastructure Development for Junior Secondary School
7. PMC Savings Projects Reallocation
8. Projects Proposal for FY 2023/2024
9. AOB

**MIN O1/12/2023 PRELIMINARIES**

The meeting was called to order by the Chairman and Japheth Kakai led with a word of prayer. The chairman welcomed the new Fund Account Manager, Ms. Gumato Sharamo to Langata NG-CDF. The secretary then tabled the agenda for the day.

**MIN 02/12/2023 READING AND CONFIRMATION OF THE PREVIOUS MEETING**

The minutes of the previous meeting were read to the members by the secretary. They were proposed by Michael Wanjohi and Seconded by Kelvin Benard and the minutes were fully adopted by the committee.

**MIN 03/12/2023 MATTERS ARISING**

1. It was reported that NHIF beneficiaries, out of 250 approved applicants, 31 names were rejected because their medical insurance are already covered by other entities. The committee, with the guidance of Madam Zulekha who is the Chairperson for Social Security Programs (NHIF) is to come up with new names of beneficiaries. Additionally, it was reported that some beneficiaries had not paid their penalties that had accrued due to late payments therefore were not able to benefit from the payments made on their behalf. The members agreed that a member would follow up with the NHIF head office on the same and ensure that the beneficiaries benefit accordingly.
2. The committee requested for a benchmarking exercise to a constituency in Mombasa County at the end of January or beginning of February 2024. The committee discussed the matter and agreed to visit a constituency with similar conditions and demographics as Langata constituency.
3. The Fund Account Manager reported that the request for opening of the deposit account for the constituency had been sent to the board and the constituency was awaiting approval for the same so that the account could be opened.

**MIN 04/12/2023 WARD REPORT**

Langata NG-CDF has a total of 5 wards namely;

1. Nairobi West ward
2. Karen ward
3. South C ward
4. Mugumoini ward
5. Highrise ward

Public participation report from the various wards carried out in January 2023 indicated the below needs in the various ward that advised the current preparation of the financial year 2023/2024 proposal.

1. Nairobi West Ward

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| **Projects Proposed** | **Sector** | **Activity** | **Sub Location** |
| Madaraka Primary School | Education | Renovation of eleven classrooms | Nairobi West |
| Madaraka Primary School | Education | Renovation of the staffroom | Nairobi West |
| Madaraka Primary School | Education | Construction of a junior secondary block | Nairobi West |
| Madaraka Primary School | Education | Purchase of 200 pupils’ lockers and chairs. | Nairobi West |
| Madaraka Primary School | Education | Purchase of staffroom furniture. | Nairobi West |
| Madaraka Primary School | Education | Levelling of the school field. | Nairobi West |
| Madaraka Primary School | Education | Improvement of the parking and parade area by laying of cabro | Nairobi West |
| Madaraka Secondary School | Education | Construction and equipping of a new day secondary school | Nairobi West |
| Tertiary institution |  |  |  |
| Langata TVC | Education | Construction of a 30-door number ablution block | Nairobi West |
| Security |  |  |  |
| Deputy County Commissioner’s office | Security | Furnishing of the entire office. | Nairobi West |
| Deputy County Commissioner’s office | Security | Construction of a ramp. | Nairobi West |
| Wilson Chief Camp | Security | Construction of officers’ accommodation block | Nairobi West |
| Wilson Chief Camp | Security | Construction of a canteen with a mess. | Nairobi West |

1. South C Ward

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| **Projects Proposed** | **Sector** | **Activity** | **Area/Location** |
| Kongoni Secondary School | Education | Completion of the school’s administration block and equipping of classrooms with pupils’ lockers and chairs and staffroom and offices with teachers’ furniture. | South C |
| Kongoni Secondary School | Education | Bursary to all the needy that will be enrolled in the school. | South C |
| Kongoni Primary School | Education | Construction of a 20-door number ablution block for pupils | South C |
| Kongoni Primary School | Education | Purchase of solar panels | South C |
| Kongoni Primary School | Education | Rehabilitation of the section of the perimeter wall. | South C |
| Kongoni Primary School | Education | Construction of a trash and sanitary incinerator | South C |
| Kongoni Primary School | Education | Equipping of the school library | South C |
| Kongoni Primary School | Education | Purchase of additional computers for the ICT Lab | South C |
| Kongoni Primary School | Education | Renovation of the school field | South C |
| Kongoni Primary School | Education | Purchase of 200 pupils lockers and chairs. | South C |
| Kongoni Primary School | Education | Purchase of staffroom furniture and desk tops for ten teachers. | South C |
| Akila area | Education | Construction of an additional Secondary school | South C |
| Akila area | Education | Construction of a special needs’ school. | South C |
|  |  |  |  |
| South C | Security | Improvement of Akila Police station facility to cater for accommodation of police officers. | South C |

1. Karen Ward

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| **Projects Proposed** | | **Sector** | **Activity** | **Area/Location** |
| **EDUCATION** | |  |  |  |
| Karen C Primary School | | Education | Purchase of 200 pupils lockers and chairs. | Karen |
| Karen C Primary School | | Education | Renovation of fourteen classrooms. | Karen |
| Karen C Primary School | | Education | Purchase of staffroom’s furniture. | Karen |
| Ngong Forest Primary School | | Education | Renovation of three classrooms | Karen |
| Ngong Forest Primary School | | Education | Construction and equipping of a laboratory. | Karen |
| Ngong Forest Primary School | | Education | Purchase of 100 pupils’ lockers and chairs. | Karen |
| Ngong Forest Primary School | | Education | Wiring of classrooms’ block | Karen |
| Ngong Forest Primary School | | Education | Erection of a school gate with a guard house. | Karen |
| Karen C Girls Secondary School | | Education | Construction of phase two of the multipurpose hall. | Karen |
| Karen C Girls Secondary School | | Education | Construction of a drainage system | Karen |
| Karen C Girls Secondary School | | Education | Purchase of the furniture for the multipurpose hall. | Karen |
| Karen C Girls Secondary School | | Education | Construction of a storeyed dormitory for a capacity of 500 students. | Karen |
| Karen TVET | | Education | Construction and equipping of a TVET | Karen |
| **SECURITY** |  | |  | Karen |
| Karen Police Station | Security | | Renovation of the police station. | Karen |
| Karen | Security | | Construction of a Chief’s camp. | Karen |

1. Highrise Ward

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| **Projects Proposed** | **Sector** | **Activity** | **Area/Location** |
| Highrise Mixed Day Secondary School | Education | Construction and equipping of a day mixed secondary school. | Nyayo Highrise |
| Joash Olum Highrise Primary School | Education | Construction of a septic tank to serve the administration block. | Nyayo Highrise |
| Joash Olum Highrise Primary School | Education | Construction of a perimeter wall to cover the school total area of 5Ha. | Nyayo Highrise |
| Joash Olum Highrise Primary School | Education | Construction of a concrete bridge leading to the school. | Nyayo Highrise |
| Joash Olum Highrise Primary School | Education | Purchase of three 10,000 Litres tank for rain water harvesting. | Nyayo Highrise |
| Joash Olum Highrise Primary School | Education | Construction and equipping of a multipurpose hall. | Nyayo Highrise |
| Joash Olum Highrise Primary School | Education | Installation of a floodlight at the school. | Nyayo Highrise |
| Joash Olum Highrise Primary School | Education | Purchase of two teachers’ classroom desks. | Nyayo Highrise |
| Joash Olum Highrise Primary School | Education | Construction of a special needs’ block | Nyayo Highrise. |
| Joash Olum Highrise Primary School | Education | Construction of a CBC block | Nyayo Highrise. |
| Joash Olum HIghrise Primary School | Education | Construction of a public library for all school going kids. | Nyayo Highrise. |
| **Security** |  |  |  |
| Silanga Chief’s camp | Security | Expansion of Silanga Chief’s Camp | Nyayo Highrise |

1. Mugumoini Ward

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| **Projects Proposed** | **Sector** | **Activity** | **Area/location** |
| **EDUCATION** |  |  |  |
| Langata West Primary School | Education | Purchase of 500 pupils’ lockers and chairs. | Mugumoini |
| Langata West Primary School | Education | Construction of a modern kitchen fully fitted with energy saving jikos. | Mugumoini |
| Langata West Primary School | Education | Renovation of seven classrooms. | Mugumoini |
| Langata West Primary School | Education | Construction of a classrooms block with at least 7 classrooms. | Mugumoini. |
| Langata West Primary School | Education | Improvement of the school by putting cabro on foot paths. | Mugumoini |
| Langata West Primary School | Education | Construction of a swimming pool | Mugumoini |
| Langata West Primary School | Education | Construction of a home science room with a kitchen equipped for CBC | Mugumoini |
| Langata West Primary School | Education | Construction and equipping of a Science lab | Mugumoini |
| Langata West Primary School | Education | Reinforcement of an existing perimeter wall. | Mugumoini |
| Uhuru Gardens Primary School | Education | Construction and equipping of a large modern kitchen fitted with energy saving jiko | Mugumoini |
| Uhuru Gardens Primary School | Education | Drilling and equipping of a borehole. | Mugumoini |
| Uhuru Gardens Primary School | Education | Construction of a 30-door bathroom block. | Mugumoini |
| Uhuru Gardens Primary School | Education | Renovation of existing toilets’ block | Mugumoini |
| Uhuru Gardens Primary School | Education | Improvement of the parade and parking areas by cabro works | Mugumoini |
| Uhuru Gardens Primary School | Education | Drilling and equipping of a borehole. | Mugumoini |
| Langata Barracks Primary School | Education | Construction of a perimeter wall. | Mugumoini |
| Langata Barracks Primary School | Education | Construction of a modern kitchen fully fitted with energy saving jikos. | Mugumoini |
| Langata Barracks Primary School | Education | Purchase of more desk tops for the computer lab. | Mugumoini |
| Langata Barracks Secondary School | Education | Construction and equipping of two science laboratories | Mugumoini |
| Langata Barracks Secondary School | Education | Construction of a multipurpose hall with a modern kitchen fully fitted with energy saving jikos | Mugumoini |
| Langata Barracks Secondary School | Education | Purchase of a 47-seater school bus | Mugumoini |
| Langata Barracks Secondary School | Education | Completion of a classrooms’ block. | Mugumoini |
| Langata Boys High School | Education | Construction of a storeyed dormitory block. | Mugumoini |
| Langata Boys High School | Education | Construction of a classrooms’ block of at least six classrooms. | Mugumoini |
| Langata Boys High School | Education | Construction of staff houses. | Mugumoini |
| Langata Boys High School | Education | Completion of the remaining phase of a perimeter wall. | Mugumoini |
| Langata Road Primary School | Education | Purchase of a 47-seater school bus. | Mugumoini |
| Langata Road Primary School | Education | Improvement of the school’s parade and parking area with cabro. | Mugumoini |
| **SECURITY** |  |  |  |
| Jonathan Ng’eno area | Security | Construction and equipping of a police post. | Mugumoini |

**MIN 05/12/2023 ONGOING PROJECTS**

The committee noted that construction of the library at Karen C Secondary was currently ongoing, and the contractor was progressing well with the works. However, it was noted from the report tabled to the committee that additional funding would be required to see the project to completion. The previous provision for funding the project in the FY 2022/2023 was not adequate for the structural steel works owing to the rising cost of materials at the time as follows;

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Financial Year when the project was first funded** | **Project Name** | **Entire Scope of the projects** | **Initial Approved Activities** | **Pending Activities Requiring Funding** | **Contract Sum/ Estimated Cost (Kshs.) of the entire project** | **Cumulative allocation to the project (Kshs.)** | | **Balance to complete the project (Kshs.) - (contract sum less cumulative allocation)** | **Level of Completion** | **Remarks** |
| **Financial Year** | **Amount Allocated** |
| 2022/2023 | Karen C Secondary School | Construction of a 250 capacity library to completion on 1st floor of an existing multi purpose hall with a slab: walling, heavy gauge steel windows, terrazzo works, plastering, painting, steel plundering and roofing @ KShs. 10,000,000.00 | Construction of a 250 capacity library to completion on 1st floor of an existing multi purpose hall with a slab: steel roofing | 13,333,809.00 | 13,333,809.00 | 2022/2023 | 10,000,000.00 | 10,000,000.00 | 3,333,809.00 | The deficit arose from the Engineer’s final cost estimates just before tendering. |

It was also reported that Kongoni Secondary School Project was currently progressing well, and weekly meetings of the progress were being held at the institutions. Additionally, the committee was informed that currently the project was at 25% completion.

The FAM reported to the committee that the strategic plan was progressing well as per the stakeholders meeting that was held on 1st December 2023. Noting that the next stage of the development of the strategic plan would be validation of the plan, the committee requested for and out of town validation exercise. This would be discussed with time.

**MIN 06/12/2023 INFRUSTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOL**

The Fund Account Manager reported that the board had sent a circular which highlighted the impending programme of the ministry of education on infrastructure development for junior secondary schools. The ministry will allocate Ksh. 4,279,483 (Four million, two hundred and seventy-nine thousand, four hundred and eighty-three thousand) to Langata Constituency for the project. After consultation with the subcounty director of education, and the DCC and the Langata NG-CDF Committee, it was agreed that the funds be allocated to Langata West Primary School for construction of 2 Junior Secondary classrooms on the first floor. Langata NG-CDF in their 2023/2024 proposal will allocate an equal amount to the institution for the junior secondary to construct 2 classrooms on the ground floor in the same school.

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| No. | PMC/ PROJECT | FINANCIER | DECRIPTION | AMOUNT |
| 1. | Langata West Primary School | Langata NG-CDF | Construction and equipping of 2 Junior Secondary School classrooms on the ground floor | 4,279,483.00 |
|  | Langata West Primary School | MOE | Construction and equipping of 2 Junior Secondary School classrooms on the 1st floor. | 4,279,483.00 |
| **Total** | | | | **8,558,966.00** |

**MIN 07/12/2023 PMC SAVINGS PROJECT REALLOCATION**

The Fund Account Manager informed the members that there was a total of Ksh. 771,951.50 (Seven hundred and seventy-one thousand, nine hundred and fifty-one and fifty cents only) PMC savings from various projects in different financial years. After lengthy discussions and deliberations, the committee unanimously agreed to fund Joash Olum Highrise Primary School renovations and painting works.

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| No. | PMC/ PROJECT | DECRIPTION | AMOUNT |
| 1. | Joash Olum Highrise Primary School | Rehabilitation of 10 No. Classrooms and 4 No. Offices (Plastering, Repair of Ceilings, Painting, repair of broken doors) | Kshs. 771,951.50 |

**MIN 08/12/2023 APPROVAL OF THE PROJECT PROPOSALS**

The Fund Account Manager reported that the 2023/2024 project proposals are due. The FAM informed members that the Constituency had been allocated a total of **Kshs.** **175,361,810** for the current Financial Year. The ward report above from the previous public participation in January 2023 formed the basis of the discussion on the projects to prioritize. After lengthy deliberations and discussions, the committee unanimously agreed to fund the projects below:

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|  | **LANGATA NG-CDF PROJECT PROPOSAL 2023/2024 FINANCIAL YEAR** | | | | | |
| **No.** | **Project Name** | **Project activity** | **Original Cost** | **Cumulative Allocation** | **Amount Allocated** | **Current Status** |
| **ADMINISTRATION & RECURRENT EXPENDITURE** | | | | | | |
|  |
| 1 | Contractual employees | Payment of eight staff basic salaries | 2,378,700.00 | 0.00 | 2,378,700.00 | **New** |  |
| 2 | Casual labour and internship | Payment of four casuals' and four interns' casual wages | 624,000.00 | 0.00 | 624,000.00 | **New** |  |
| 3 | House allowance for contractual employees | Payment of house allowance for eight contractual employees | 672,000.00 | 0.00 | 672,000.00 | **New** |  |
| 4 | Transport allowance for contractual employees | Payment of transport allowance for eight contractual employees | 288,000.00 | 0.00 | 288,000.00 | **New** |  |
| 5 | NSSF | Employer contribution to NSSF | 129,600.00 | 0.00 | 129,600.00 | **New** |  |
| 6 | Housing Levy | Employer Contribution to Housing levy | 60,000.00 | 0.00 | 60,000.00 |  |  |
| 7 | Gratuity for contractual employees | Payment of gratuity for eight NG-CDFC staff (31% of the basic salary) | 737,397.00 | 0.00 | 737,397.00 | **New** |  |
| 8 | Electricity | Payment of electricity charges | 60,000.00 | 0.00 | 60,000.00 | **New** |  |
| 9 | Water and sewage charges | Payment of water and sewage charges | 60,000.00 | 0.00 | 60,000.00 | **New** |  |
| 10 | Telephone and mobile phone services | Payment of telephone expenses | 120,000.00 | 0.00 | 120,000.00 | **New** |  |
| 11 | Internet connection | Payment of office WiFi | 120,000.00 | 0.00 | 120,000.00 | **New** |  |
| 12 | Courier and postal services | Payment of courier and postal services | 144,000.00 | 0.00 | 144,000.00 | **New** |  |
| 13 | Publishing and printing services | Payment of publishing and printing services | 200,000.00 | 0.00 | 200,000.00 | **New** |  |
| 14 | Advertising, awareness and publicity campaigns | Payment of advertising, awareness and publicity campaigns | 129,750.00 | 0.00 | 129,750.00 | **New** |  |
| 15 | Catering services, accommodation, gifts, food and drinks | Payment of catering services, accommodation, gifts, food and drinks. | 200,000.00 | 0.00 | 200,000.00 | **New** |  |
| 16 | Supplies and accessories for computers and printers | Purchase of supplies and accessories for computers and printers. | 150,000.00 | 0.00 | 150,000.00 | **New** |  |
| 17 | Sanitary and cleaning materials, supplies and services | Purchase of sanitary and cleaning materials, supplies and services | 90,000.00 | 0.00 | 90,000.00 | **New** |  |
| 18 | Travel costs (airline, bus, railway, milleage allowances etc). | Payment of transport expenses | 120,000.00 | 0.00 | 120,000.00 | **New** |  |
| 20 | Daily subsistence allowance | Payment of daily subsistence allowance | 157,000.00 | 0.00 | 157,000.00 | **New** |  |
| 21 | Sundry items (airport tax, taxis etc) | Payment of sundry items. | 150,000.00 | 0.00 | 150,000.00 | **New** |  |
| 22 | Hire of transport services | Payment of hire of transport services | 150,000.00 | 0.00 | 150,000.00 | **New** |  |
|  | **Committee Expenses** | | | | | |  |
| 23 | NG-CDFC Allowance | Payment of committee sitting allowances | 1,128,000.00 | 0.00 | 1,128,000.00 | **New** |  |
| 24 | Other Committee expenses | Payment of other Committee expenses | 525,000.18 | 0.00 | 525,000.18 | **New** |  |
|  | **Other Expenses** | | | | | |  |
| 25 | Medical insurance cover for contractual employees | Payment of medical insurance for Eight NG-CDFC staff. | 720,556.00 | 0.00 | 720,556.00 | **New** |  |
| 26 | General office supplies | Purchase of general office supplies (papers, pencils, forms, small office equipment). | 470,000.00 | 0.00 | 470,000.00 | **New** |  |
| 28 | Bank service commission and charges | Payment of bank service commission and charges. | 35,000.00 | 0.00 | 35,000.00 | **New** |  |
| **MONITORING & EVALUATION** | | | | | | |  |
| 29 | Travel costs (airline, bus, railway, milleage allowances etc). | Payment of transport expenses | 198,000.00 | 0.00 | 198,000.00 | **New** |  |
| 30 | Accommodation - domestic travel | Payment of accommodation on domestic travel | 300,000.00 | 0.00 | 300,000.00 | **New** |  |
| 31 | Daily subsistence allowance | Payment of daily subsistence allowance | 500,000.00 | 0.00 | 500,000.00 | **New** |  |
| 32 | Sundry items (airport tax, taxis etc) | Payment of sundry items. | 180,000.00 | 0.00 | 180,000.00 | **New** |  |
| 33 | Hire of transport services | Payment of hire of transport services | 145,628.09 | 0.00 | 145,628.09 | **New** |  |
| 34 | Travel allowance on training | Payment of travel allowance of NG-CDFC, National Government officer and PMC for the annual capacity building. | 420,000.00 | 0.00 | 420,000.00 | **New** |  |
| 35 | Remuneration of instructors and contract based training services | Payment of instructors and contract based training services for the annual capacity building for NG-CDFC, PMC and NG-CDFC staff | 170,000.00 | 0.00 | 170,000.00 | **New** |  |
| 36 | Production and printing of training materials | Payment of production and printing of training materials for the annual capacity building | 100,000.00 | 0.00 | 100,000.00 | **New** |  |
| 37 | Hire of training facilities and equipment | Hire of training facilities and equipment for the annual capacity building events. | 257,000.00 | 0.00 | 257,000.00 | **New** |  |
| 38 | Accommodation allowance | Payment of accommodation allowance for NG-CDFC, Natioal Government officers and NG-CDFC staff for annual capacity building. | 761,000.00 | 0.00 | 761,000.00 | **New** |  |
| 39 | Other Committee expenses | Payment of other committee expenses | 750,000.00 | 0.00 | 750,000.00 | **New** |  |
| 40 | NG-CDFC allowance | Payment of NG-CDFC allowance | 571,000.00 | 0.00 | 571,000.00 | **New** |  |
|  |  |  |  |  |  |  |  |
| **EDUCATION BURSARY** | | | | | | |  |
| 41 | Bursary; Secondary Schools for needy students | Payment of bursary to needy students in secondary schools. | 29,000,000.00 | 0.00 | 29,000,000.00 | **New** |  |
| 42 | Bursary; Tertiary institutions (colleges, universities and short term courses for skills development) | Payment of bursary to needy students in colleges, universities and tertiary institutions. | 23,000,000.00 | 0.00 | 23,000,000.00 | **New** |  |
| 43 | Bursary; Special Institutions | Payment of bursary to needy students in special Institutions (PWD) | 1,000,000.00 | 0.00 | 1,000,000.00 | **New** |  |
| 44 | Bursary; Short courses | Payment of bursary to needy students undertaking skills based courses (Driving, hair dressing, cake making and pastry) | 2,000,000.00 | 0.00 | 2,000,000.00 | **New** |  |
| 45 | Social Security Program | To cater for renewal of health insurance cover for 300 vulnerable persons in the constituency. | 3,000,000.00 | 0.00 | 3,000,000.00 | **New** |  |
| **PROJECTS** | | | | | | |  |
| 46 | Joash Olum Highrise Primary School | Construction of a 26 no. door toilet ablution block with a bathroom on the girls' side and urinals on the boys' side and one door for PWD on either side to completion. | 8,000,000.00 | 0.00 | 8,000,000.00 | **New** |  |
| 47 | Uhuru Gardens Primary School | Renovation of the administration block with 6 offices; wall plastering, tiling and painting to completion. | 3,400,000.00 | 0.00 | 3,400,000.00 | **New** |  |
| 48 | Langata Barracks Primary School | Construction of a (650x24) mtrs perimeter wall to completion. | 4,000,000.00 | 0.00 | 4,000,000.00 | **New** |  |
| 49 | Karen C Primary School | Construction of a 26-No. door toilet block with a bathroom on the girls' side and urinals on the boys' side and one door for PWD on either side to completion. | 8,000,000.00 | 0.00 | 8,000,000.00 | **New** |  |
| 50 | Madaraka Primary School | Construction of administration block with 3 offices and en suite washrooms to completion | 4,500,000.00 | 0.00 | 4,500,000.00 | **New** |  |
| 51 | Madaraka Primary School | Facelift and renovations of 9 classrooms; replacing asbestos roof, terrazzo floor, installing windowpanes and painting works to completion. | 4,000,000.00 | 0.00 | 4,000,000.00 | **new** |  |
| 52 | Kongoni Primary School | Repair of a perimeter wall (50x24) sq cm; reinforcement of columns, plastering and painting to completion | 790,000.00 | 0.00 | 790,000.00 | **New** |  |
| 53 | Langata West Primary School | Construction 2 Junior Secondary School classrooms on the ground floor at kshs 3.8m, equipping with 80 lockers and chairs at kshs 479,483 to completion | 4,279,483.00 | 0.00 | 4,279,483.00 | **New** |  |
| 54 | Langata Road Primary School | Renovation of two classrooms; tiling, painting, ceiling, replacement of wooden doors with steel doors, replacement of broken window-panes to completion. | 1,157,317.73 | 0.00 | 1,157,317.73 | **New** |  |
| 55 | Karen C Girls Secondary School | Additional funding for the construction of a library; Framed structural steel works, 75x50x4mm Rectangular hollow section in trusses, 50x50x4mm bracings ditto and 115x50x2mm Z-purlings and balustrades on the corridors | 13,333,809.00 | 10,000,000.00 | 3,333,809.00 | **Ongoing** |  |
| 56 | Karen C Girls Secondary School | Installation of a bio digester in an existing septic tank measuring (4.5m by 3m by 3m) @ kshs. 800,000 and purchase of one 10,000litres storage tank (kentainer) and construction of a plinth @550,000 and purchase of a pump kshs 150,000 to serve toilets and bathrooms for two dormitories to completion | 1,500,000.00 | 0.00 | 1,500,000.00 | **New** |  |
| 57 | Karen C Girls Secondary School | Construction of a 4 storey 400 student’s capacity dormitory consisting of 16 door toilets, 4 door PWD toilets, 38 cubicles, one self- contained 2 bedroom matron’s unit, laundry areas 48 sinks and 40 bathroom doors. Construction to completion of 12 cubicles, 4 door toilets with 1 PWD toilet, 10-door bathrooms, laundry island with 12- set sinks, (Phase 2 1st floor); walling, floor works, grill works, glazing, painting works plumbing works, electricals and a suspended slab to hold another floor. | 14,000,000.00 | 0.00 | 14,000,000.00 | **New** |  |
| 58 | Kongoni Mixed Day Secondary School | Construction of a steel gate @ Ksh. 400,000, one room guard house with bathroom @ Ksh. 2,000,000 and cabro works on the driveway and parade area measuring 750 sqm at Kshs. 4,100,000 to completion. | 6,500,000.00 | 0.00 | 6,500,000.00 | **New** |  |
| 59 | Langata Barracks Secondary School | Construction of a modern kitchen with four energy saving jikos, three serving tables, a store and a DSQ for the lead cook to completion | 7,500,000.00 | 0.00 | 7,500,000.00 | **New** |  |
|  | **NG-CDF OFFICE** | |  |  |  |  |  |
| 60 | Langata NG-CDF office | construction of an extension of NG-CDF office to add 5 extra offices for the FAM, Chairman, account assistant and registry and one shared office @ Ksh. 7,000,000, renovation of the existing office; replacement of ceiling, tiles, painting, grills and glazing, replacement of broken wooden doors 4,000,000 | 11,000,000.00 | 0.00 | 11,000,000.00 | **New** |  |
|  | **SECURITY PROJECTS** | |  |  |  |  |  |
| 61 | Langata DCC | Construction of 8 no self contained one bedroom houses for the police; with a siting room, bedroom, bathroom and kitchenette to completion. | 10,000,000.00 | 0.00 | 10,000,000.00 | **New** |  |
|  | **CLIMATE CHANGE MITIGATION** | |  |  |  |  |  |
| 62 | Climate Change Mitigation | Purchase of four 10,000Ltrs storage tanks (kentainer), construction of a set of 4 plinths, piping and plumbing works and planting of 800 trees (200 in each school) 1. Kongoni Mixed Day Secondary School - 2. Langata TVC, 3. Uhuru Gardens Primary School, 4. Ngei Primary School @ KShs. 550,000.00 KShs 2,200,000.00 | 2,200,000.00 | 0.00 | 2,200,000.00 | **New** |  |
| 63 | Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | 9,229,569.00 | 0.00 | 9,229,569.00 | **New** |  |
|  | **JSS Matching Funds (MOE)** | |  |  |  |  |  |
| 64 | Langata West Primary School | Construction 2 Junior Secondary School classrooms on the first floor with kshs 3.8m, equipping with 80 lockers and chairs at kshs 479,483 to completion Funded by MOE | 4,279,483.00 | 0.00 | 4,279,483.00 | **New** |  |
|  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  | **179,641,293.00** |  |  |

**ANNEXES**

**Annex 1: Administration and Recurrent Expenditure**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Description** | **Scale** | **Number** | **Rate (kshs. )** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |
| Payment of basic staff Salaries | Assistant Accountant | CSG 11 | 1.00 | 47,461.00 | 39,551.00 | 569,532.00 |
|  | Clerk of Works/Works Assistant | CSG 11 | 1.00 | 30,212.00 | 25,177.00 | 362,544.00 |
|  | Records Management Assistant | CSG 12 | 1.00 | 21,805.00 | 18,171.00 | 261,660.00 |
|  | Communications/IT officer |  | 1.00 | 21,805.00 | 17,164.00 | 261,660.00 |
|  | Administrative Secretary |  | 1.00 | 18,000.00 | 27,177.00 | 216,000.00 |
|  | Receptionist | CSG 13 | 1.00 | 27,812.00 | 15,568.00 | 333,744.00 |
|  | Messenger |  | 1.00 | 15,565.00 | 12,971.00 | 186,780.00 |
|  | Office assistant |  | 1.00 | 15,565.00 | 12,971.00 | 186,780.00 |
| **Sub total** |  |  | **8.00** |  |  | **2,378,700.00** |
|  |  |  |  |  |  |  |
|  | Interns |  | 4.00 | 12,000.00 | 12,000.00 | 144,000.00 |
|  | Casuals | CSG 14 | 2.00 | 20,000.00 | 40,000.00 | 480,000.00 |
| **Sub total** |  |  |  |  |  | **624,000.00** |
| Payment of contracted staff House allowance | Assistant Accountant | CSG 11 | 1.00 | 9,000.00 | 9,000.00 | 108,000.00 |
|  | Clerk of Works/Works Assistant | CSG 11 | 1.00 | 8,000.00 | 8,000.00 | 96,000.00 |
|  | Records Management Assistant | CSG 12 | 1.00 | 7,500.00 | 7,500.00 | 90,000.00 |
|  | Communications/IT officer |  | 1.00 | 7,500.00 | 7,500.00 | 90,000.00 |
|  | Administrative Secretary |  | 1.00 | 7,000.00 | 7,000.00 | 84,000.00 |
|  | Receptionist | CSG 13 | 1.00 | 7,000.00 | 7,000.00 | 84,000.00 |
|  | Messenger |  | 1.00 | 5,000.00 | 5,000.00 | 60,000.00 |
|  | Office assistant |  | 1.00 | 5,000.00 | 5,000.00 | 60,000.00 |
| **Sub total** |  |  |  |  | **56,000.00** | **672,000.00** |
| Payment of contracted staff Commuter allowance | Assistant Accountant | CSG 11 | 1.00 | 5,000.00 | 5,000.00 | 60,000.00 |
|  | Clerk of Works/Works Assistant | CSG 11 | 1.00 | 5,000.00 | 5,000.00 | 60,000.00 |
|  | Records Management Assistant | CSG 12 | 1.00 | 2,000.00 | 2,000.00 | 24,000.00 |
|  | Communications/IT officer |  | 1.00 | 2,000.00 | 2,000.00 | 24,000.00 |
|  | Administrative Secretary |  | 1.00 | 2,000.00 | 2,000.00 | 24,000.00 |
|  | Receptionist | CSG 13 | 1.00 | 2,000.00 | 2,000.00 | 24,000.00 |
|  | Messenger |  | 1.00 | 3,000.00 | 3,000.00 | 36,000.00 |
|  | Office assistant |  | 1.00 | 3,000.00 | 3,000.00 | 36,000.00 |
| **Sub total** |  |  |  |  | **24,000.00** | **288,000.00** |
|  |  |  |  |  |  |  |
| **Item** | **Description** | **Scale** | **Number** | **Rate (kshs. )** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |
| Payment of staff gratuity (31% of basic salary) | Assistant Accountant | CSG 11 | 1.00 | 14,712.91 | 14,712.91 | 176,554.92 |
|  | Clerk of Works/Works Assistant | CSG 11 | 1.00 | 9,365.72 | 9,365.72 | 112,388.64 |
|  | Records Management Assistant | CSG 12 | 1.00 | 6,759.55 | 6,759.55 | 81,114.60 |
|  | Communications/IT officer |  | 1.00 | 6,759.55 | 6,759.55 | 81,114.60 |
|  | Administrative Secretary |  | 1.00 | 5,580.00 | 5,580.00 | 66,960.00 |
|  | Receptionist |  | 1.00 | 8,621.72 | 8,621.72 | 103,460.64 |
|  | Messenger |  | 1.00 | 4,825.15 | 4,825.15 | 57,901.80 |
|  | Office assistant |  | 1.00 | 4,825.15 | 4,825.15 | 57,901.80 |
|  | **Sub Total** |  | **8.00** | **61,449.75** | **61,449.75** | **737,397.00** |
| Payment of eight contractual staff medical cover | Assistant Accountant |  | 1.00 | 90,069.50 | 90,069.50 | 90,069.50 |
|  | Clerk of Works/Works Assistant |  | 1.00 | 90,069.50 | 90,069.50 | 90,069.50 |
|  | Records Management Assistant |  | 1.00 | 90,069.50 | 90,069.50 | 90,069.50 |
|  | Communications/IT officer |  | 1.00 | 90,069.50 | 90,069.50 | 90,069.50 |
|  | Administrative Secretary |  | 1.00 | 90,069.50 | 90,069.50 | 90,069.50 |
|  | Receptionist |  | 1.00 | 90,069.50 | 90,069.50 | 90,069.50 |
|  | Messenger |  | 1.00 | 90,069.50 | 90,069.50 | 90,069.50 |
|  | Office assistant |  | 1.00 | 90,069.50 | 90,069.50 | 90,069.50 |
| **Sub total** |  |  |  |  |  | **720,556.00** |
|  |  |  |  |  |  |  |
| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |  |
| NSSF | Employer Contribution to NSSF | 10 | 1,080.00 | 10,800.00 | 129,600.00 |  |
| **Sub total** |  |  |  |  | **129,600.00** | **129,600.00** |
| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |  |
| Housing Levy | Employer Contribution to Housing Levy | 8 | 5,000.00 | 5,000.00 | 60,000.00 |  |
| **Sub total** |  |  |  |  | **60,000.00** | **60,000.00** |
| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |  |
| **Goods and services** |  |  |  |  |  | - |
| Payment of Electricity charges | Payment of Payment of Electricity charges |  | 5,000.00 | 5,000.00 | 60,000.00 | 60,000.00 |
| Water & sewerage charges | Payment of Water & sewerage charges |  | 5,000.00 | 5,000.00 | 60,000.00 | 60,000.00 |
| Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone, Telex, Facsmile and Mobile Phone Service |  | 10,000.00 | 10,000.00 | 120,000.00 | 120,000.00 |
| Internet Connections | Payment of Internet Connections |  | 10,000.00 | 10,000.00 | 120,000.00 | 120,000.00 |
| Courier and Postal Services | Payment of Courier and Postal Services |  | 12,000.00 | 12,000.00 | 144,000.00 | 144,000.00 |
| Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of Catering Services (receptions), Accommodation, Gifts, Food and Drinks |  | 16,666.67 | 16,666.67 | 200,000.00 | 200,000.00 |
| Advertising, awareness and publicity campaigns | Payment of advertising, awareness and publicity campaigns |  | 10,812.50 | 10,812.50 | 129,750.00 | 129,750.00 |
| Supplies and Accessories for Computers and Printers | Payment of Supplies and Accessories for Computers and Printers |  | 12,500.00 | 12,500.00 | 150,000.00 | 150,000.00 |
| Sanitary and Cleaning Materials, Supplies and Services | Payment of Sanitary and Cleaning Materials, Supplies and Services |  | 7,500.00 | 7,500.00 | 90,000.00 | 90,000.00 |
| Publishing and printing services | Payment of publishing and printing services |  | 16,666.67 | 16,666.67 | 200,000.00 | 200,000.00 |
|  |  |  |  |  |  |  |
| **Sub Total** |  |  |  |  |  | **1,273,750.00** |
| **Travelling and Accommodation Expenses** |  |  |  |  |  |  |
| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |  |
| Travel Costs (airlines, bus, railway, mileage allowances, etc.) | Payment of Transport Expenses |  | 10,000.00 | 10,000.00 | 120,000.00 |  |
| Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  | 13,083.33 | 13,083.33 | 157,000.00 |  |
| Sundry items (airport tax, taxis etc) | Payment of sundry items. |  | 12,500.00 | 12,500.00 | 150,000.00 |  |
| Hire of transport services | Payment of hire of transport services |  | 12,500.00 | 12,500.00 | 150,000.00 |  |
| **Sub Total** |  |  |  |  |  | **577,000.00** |
|  |  |  |  |  |  |  |
| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |  |
| **Committee Expenses** |  |  |  |  |  |  |
| Payment of NG-CDFC Allowances | Members | 8 | 10,000.00 | 80,000.00 | 960,000.00 |  |
| Chair | 1 | 14,000.00 | 14,000.00 | 168,000.00 |  |
| Other Committee expenses | Payment of other Committee expenses |  |  |  | 525,000.18 |  |
| **Sub Total** |  |  |  |  | **1,653,000.18** |  |
|  |  |  |  |  |  |  |
| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |  |
| **Other Expenses** |  |  |  |  |  |  |
| General office supplies | Purchase of general office supplies (papers, pencils, forms, small office equipment). |  | 39,166.67 | 39,166.67 | 470,000.00 |  |
| Bank service commission and charges | Payment of bank service commission and charges. |  | 2,916.67 | 2,916.67 | 35,000.00 |  |
| **Sub Total** |  |  |  |  | **505,000.00** |  |
| **Grand Total** |  |  |  |  |  | **9,619,003.18** |

**Annex 2: Monitoring and Evaluation and Capacity Building**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |  |
| **Goods and services** |  |  |  |  |  | - |
| Production and printing of training materials | Payment of production and printing of training materials during training for NG-CDFCs, PMCs and staff | 2 | 50,000.00 | 50,000.00 | 100,000.00 |  |
| **Sub Total** |  |  |  |  | **100,000.00** | **100,000.00** |
| **Travelling and Accommodation Expenses** |  |  |  |  |  | - |
| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |  |
| Travel Costs (airlines, bus, railway, mileage allowances, etc.) | Payment of Transport Expenses |  | 16,500.00 | 16,500.00 | 198,000.00 |  |
| Travel Allowance on training | Payment of Travel Allowance of NGCDFC, National Government officers and PMCduring training for NG-CDFCs, PMCs and Staff | 40 | 10,500.00 | 10,500.00 | 420,000.00 |  |
| Accommodation Allowance | Payment of Accommodation allowance for NG-CDFC, National Govt officers & PMC during trainings | 15 | 9,500.00 | 142,500.00 | 761,000.00 |  |
| Daily Subsistence Allowance | Payment of Daily Subsistence Allowance during training |  | 5,000.00 | 5,000.00 | 500,000.00 |  |
| Hire of Transport | Payment of Hire of Transport during M & E |  | 12,135.67 | 12,135.67 | 145,628.09 |  |
| **Sub Total** |  |  |  |  | **2,024,628.09** | **2,024,628.09** |
|  |  |  |  |  |  |  |
| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |  |
| **Committee Expenses** |  |  |  |  |  |  |
| Payment of NGCDFC Allowances | Members | 8 | 5,000.00 | 40,000.00 | 480,000.00 |  |
| Chair | 1 | 7,000.00 | 7,000.00 | 91,000.00 |  |
| Other committee expenses | Payment of other committee expenses | 10 | 75,000.00 | 75,000.00 | 750,000.00 |  |
| **Sub Total** |  |  |  |  | **1,321,000.00** | **1,321,000.00** |
|  |  |  |  |  |  |  |
| **Item** | **Description** | **Number** | **Rate (Kshs.)** | **Total Amount PM (Kshs.)** | **Total Amount PA (Kshs.)** |  |
| **Other Expenses** |  |  |  |  |  |  |
| Accommodation and domestic travel | Payment of accommodation on domestic travel | 5 | 60,000.00 | 60,000.00 | 300,000.00 |  |
| Remuneration of instructors and contract based training services | Payment of instructors and contract based training services for the annual capacity building for NG-CDFC, PMC and NG-CDFC staff | 5 | 34,000.00 | 34,000.00 | 170,000.00 |  |
| Hire of training facilities and equipment | Hire of training facilities and equipment for the annual capacity building events | 3 | 85,666.67 | 85,666.67 | 257,000.00 |  |
| Sundry items (airport tax, taxis etc) | Payment of sundry items |  | 15,000.00 | 15,000.00 | 180,000.00 |  |
| **Sub Total** |  |  |  |  | **907,000.00** | **907,000.00** |
| **Grand Total** |  |  |  |  |  | **4,352,628.09** |

**MIN 09/12/2023 AOB**

1. The bursary subcommittee tabled a report to the members where the following remarks and recommendations were noted:

* The bursary process was generally successful however, a few challenges were noted.
* The committee recommended the teachers in various institutions be involved in the application process,
* The applications were to be done at ward level,
* All supporting documents should be provided by the applicant before issuance of the bursary form,
* A reliable team was required for application and verification exercise.
* They finally recommended a scholarship program to be considered for all exemplary students from a needy background.

There being no any other business, the meeting was adjourned by the Chairman at 5.45 pm with a word of prayer from Madam Zulekha Abdi.

**Signed:**

**Evanson Moturi Sign…………………… Date………………………………**

**Chairman**

**Sharon Otieno Sign………………….. Date……………………………**

**Secretary**