



NG-CDF

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND
ROYSAMBU CONSTITUENCY
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RUARAKA
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ROYSAMBU NG-CDFC MEETING HELD ON 2ND SEPTEMBER
2020 AT 10AM AT THE ROYSAMBU NG-CDFC BOARDROOM

MEMBERS PRESENT

1. David Mwangi NG-CDFC Chairman
2. Jamila Wangui NG-CDFC Secretary
3. Lucy Nyambura NG-CDFC Member
4. peter Kimani NG-CDFC Member
5. Lawrence Mangula NG-CDFC Member
6. Eunice Wangiri NG-CDFC Member
7. Stanley Hari NG-CDFC Member
8. Kevin Kiptanui NG-CDFC Member
9. Mary Wanyika FAM
10. Johnson Ngunyi A.C.C 1, Kasarani Sub County

INATTENDANCE

11. Prisca Tabut Sub County Accountant, Kasarani

AGENDA

1. Opening Remarks
2. Reading of the Minutes of the Previous Meeting.
3. Matters Arising
4. Project Progress Update
5. Project Proposal 2020/2021
6. List of all on-going Projects
7. Resubmission of Projects
8. Reallocation of Funds
9. Branding and Labeling of Projects
10. Any Other Business

MIN 1/02/09/2020: OPENING REMARKS

The meeting started at 10A.M with a word of prayer led by Eunice Wanjiru. The Chairman called the meeting to order at exactly 10.05A.M. He thereafter requested the secretary to take the members through the minutes of the last meeting.

MIN 2/02/09/2020: READING OF THE MINUTES OF THE PREVIOUS MEETING

The secretary took the members through the minutes. The minutes were proposed as the true records of the deliberations by Kevin Kiptanui and seconded by Lucy Nyambura.



MIN 3/02/09/2020: MATTERS ARISING

The FAM reported that an advert for the new projects has not yet been placed. The bill of quantities for some of the projects have not yet been submitted.

The NG-CDFC members reported that the just concluded monitoring and evaluation exercise was a success. They were able to preside over the handing over of the following three projects to the user.

1. Githurai Secondary School 4NO. Classrooms
2. Kiwanja Secondary School 4NO. classrooms
3. Garden Estate Secondary School 4NO. Classrooms

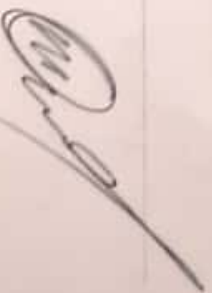
The Project Manager (Engineer Wanyoike) to prepare and issue certificate of completion of the said projects to the respective contractor.

MIN 4/02/09/2020: PROJECT UPDATE PROGRESS

The Chairman reported that several projects are ongoing and the progress is good. This was however witnessed during monitoring and evaluation exercise held in the month of July, 2020. He however said our focus is on the projects due for implementation but preparation are underway. They include:

PROJECTS TO BE ADVERTISED

- | | |
|-----------------------------|---|
| 1. Kiwanja Secondary School | -Construction of a borehole |
| 2. Roysambu NG-CDF | -Construction of the NG-CDF office block |
| 3. Mahiga Primary School | -Construction of 2No. Classrooms |
| 4. Njathaini primary School | -Construction of 2No. Classrooms |
| 5. Garden Estate Sec School | -Construction of ablution block (Phase 2) |



- 6. Githurai Sec School -Construction of a Modern Twin Lab.
- 7. Githurai Sec School -Construction of 4No Classroom (2nd floor).
- 8. Githurai Primary School -Construction of a Perimeter wall.
- 9. 4NO. Schools - Purchase and Supply of 840Decks
- 10. 9NO. Schools - Construction of 9NO. Incinerators

MIN 5/02/09/2020: PROJECT PROPOSAL 2020/2021

The Chairman reported that the NG-CDF Board had officially communicated through a circular Ref No: NG-CDFB/CEO/BOARD CIRCULARS Vol II (024) dated 10th August, 2020 on Call for Submission of Constituency Project Proposals for the 2020/2021 financial year. He reiterated on the need to discuss and give the technical departments and the FAM enough time to prepare as it's required. It was reported that the total allocation for 2020/2021 FY is Kshs. 137,159,879.31(One Hundred Thirty Seven Million One Hundred Fifty Nine Thousand Eight Hundred Seventy Nine One cents. The FAM reminded them the need to make reference to the ward report of October, 2019 as well as the strategic plan (2018-2022) to ensure the needs of the public are considered. She also reiterated the need to consider the ongoing projects first before embarking on the new ones. Having this in mind, it was thus agreed on the following breakdown as follows;

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
ADMINISTRATION (6%)					
Employees' Salaries	Payment of staff salaries and staff gratuity	3,040,600	Nil	3,040,600	On going
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery (Kshs. 71,000 from A-1-A), telephone, travel and subsistence, office tea.	3,742,992.76	Nil	3,742,992.76	On going
NSSF	Payment of NSSF Deductions	24,000	Nil	24,000	On going

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Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
NHIF	Payment of NHIF Deductions	54,000	Nil	54,000	On going
Committee Expenses	Payment of committee sitting allowances, transport, conferences	1,360,000	Nil	1,360,000	On going
	SUB TOTAL	8,229,592.76		8,229,592.76	
MONITORING AND EVALUATION (3%)					
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	1,814,796.38	Nil	1,814,796.38	On going
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,000,000	Nil	1,000,000	On going
NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs and staff on NG-CDF related issues	1,300,000	Nil	1,300,000	On going
	SUB TOTAL	4,114,796.38		4,114,796.38	
BURSARY (35%)					
Bursary Secondary Schools	Payment of bursary to the bright and needy students within the Constituency.	20,000,000	Nil	20,000,000	On going
Bursary Tertiary Institutions	Payment of bursary to the bright and needy students within the Constituency	28,000,000	Nil	28,000,000	On going
	SUB TOTAL	48,000,000		48,000,000	

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Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
EMERGENCY					
Emergency	To cater for any unforeseen occurrences in the Constituency during the F/Y	7,192,206.90	Nil	7,192,206.90	New
SPORTS (2%)					
Constituency Sports Tournament	Organize Constituency Tournament for the various categories of games within the Constituency. Award the winning teams with sports kits gears, balls and trophies.	2,743,198	Nil	2,743,198	New
	SUB TOTAL	2,743,197.59		2,743,197.59	
SECONDARY SCHOOLS					
Zimmerman Secondary School	Construction of 8NO. Classrooms in a 3-Storey building with a strong foundation to support other 3-floors. The activities include ground and first floor works, superstructure, walling, fixing of windows and doors, internal and external finishes, electrification, terrazzo flooring with a staircase and slab roofing. (Phase 1)	17,452,073	0	17,452,073	New
Zimmerman Secondary School	Construction of 5NO. Boys water closets and urinal and 7NO. Girls water closets and 2NO. Staff toilets on the ground floor of an ablution block (Phase I) with a strong foundation to support a 3-storey building with all the fittings as required in the BoQ and a bio digester to completion.	4,800,000	0	4,800,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Zimmerman Secondary School	Construction of a 150 capacity modern twin laboratory to completion with a slab roof and a staircase to support a 3 - storey building which will accommodate 12NO. Classrooms in the subsequent 3NO. Floors to completion.	11,500,000	0	11,500,000	New
SUB TOTAL		33,752,073		33,752,073	
PRIMARY SCHOOLS					
Mathiga Primary School	Additional funding for construction of 2NO. Classrooms on 1 st floor with a staircase (both ground and first floor and a slab roof: superstructure walling, fixing of doors and windows, electrical and mechanical works, terrazzo flooring, plastering and painting (1 st floor).	5,239,196	4,000,000	1,239,196	On-going
Kiwanja Primary School	Renovations of 16NO. Classrooms to completion by Removal of the existing roof, doors and windows and replacing with new heavy gauge covering, fabricating and fixing of new windows and doors, Terrazzo flooring, fixing of ceilings, electrical works, plastering and painting.	12,476,973	0	12,476,973	New
Garden Estate Primary School	Additional funds to complete renovations of administration block offices measuring 108sq meters and 14NO. Classes to completion: fixing of 12mm Chip boards, Fabricate and fix T-Bars and reduce the height of windows, electrical works, plastering and painting.	1,241,219	Nil	1,241,219	On-going
SUB TOTAL		18,957,388		14,957,388	

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Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
SECURITY					
Githurai Police Post	44 Construction of a wall perimeter measuring 250M	5,024,569	0	3,516,669.31	New
	SUB TOTAL	5,024,569		3,516,669.31	
OTHERS					
Royasambu NG-CDF Office	Additional funding for the completion of NG-CDF offices measuring 29.5M by 12.4 M (specifically to complete first floor facilities on superstructure walling, fixing of doors and windows, electrical and mechanical works, terrazzo flooring, plastering and painting of 11NO. offices, Kitchen and 6NO. Washrooms)	27,269,167	12,615,213	14,653,954	On going
	SUB TOTAL	27,269,167		14,653,954	
	GRAND TOTAL			137,159,879.31	

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MIN 6/02/09/2020: LIST OF ALL ONGOING PROJECTS

The Chairperson reiterated the need to prioritize the ongoing projects first to ensure timeliness in completion. It is also outlined in the NG-CDF Act 2015 that all ongoing projects should be considered first and by the end 3 consecutive financial years, the project should be complete. The table below outlines all the ongoing projects as at August, 2020.

S/NO	Project Name	Pending Activities	Amount to be allocated in FY 2020/21	Comments
1	Githurai Primary School	Completion of a 300 capacity Resource Center measuring (28.6m by 14.7m) with a part slab roof : mild steel trusses, covering and rainwater disposal, windows and all associated ironmongery, doors and all associated iron monger, internal and external finishes, balustrading and railing, electrical and mechanical works and terrazzo flooring. The building is a third portion storey to accommodate theatre type design.	Nil	This project was visited by technical teams from NG-CDF Board and Roysambu NG-CDF who will be sharing the report once its finalized hence determine the cost of funding required.
2	Roysambu NG-CDF Offices	Additional funding for the completion of NG-CDF offices measuring 29.5M by 12.4 M (specifically to complete first floor facilities on superstructure walling, fixing of doors and windows, electrical and mechanical works, terrazzo flooring, plastering and painting of 11NO. offices, Kitchen and 6NO. Washrooms) Additional funding for the completion of NG-CDF Offices (first floor with 11NO. offices, Kitchen and 6NO. Washrooms) measuring 29.5M by 12.4 M	14,653,954	On-going



The FAM explained further on the Githurai Primary School Resource Centre which is ongoing yet it has not been included in the current year funding. She informed the meeting that the project was visited by the technical team from the NG-CDF Board in collaboration with ours in order to ensure all the remaining works have been factored in for consideration in funding. She assured them of the commitment of the two teams and once they have finalized, the works will resume immediately

MIN 7/02/09/2020: RESUBMISSION OF PROJECTS

The FAM revisited the FY 2019/2020 projects which had not been approved due to delays occasioned by the technical team in providing the cost estimates as it's required by the law. She however reported that they finally provided and thus the need to resubmit the projects so that funds can be released for execution of works. The following projects were resubmitted as follows:

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
SECONDARY SCHOOLS					
Githurai Secondary School	Construction of 4NO. Classrooms with a slab roof and staircase of the second floor in a 3-storey building of 16NO. Classrooms and that which will support one more other floor. Superstructure walling, fixing of windows and doors, internal and external finishes, electrical and mechanical works and terrazzo flooring.	7,612,448	Nil	7,612,448	New
PRIMARY SCHOOLS					
Mahiga Primary School	Construction of 2NO. Classrooms (1 st floor) in a 3-storey building of 8NO. Classrooms with a slab roof: superstructure walling, fixing of doors and windows, electrical and mechanical works, terrazzo flooring plastering and painting (1 st floor).	5,239,196	Nil	4,000,000	New

Njathaini Primary School	Construction of 2NO. Classrooms (1 st floor) in a 3-storey building of 8NO. Classrooms with a staircase and a slab roof: superstructure walling, fixing of doors and windows, electrical and mechanical works, terrazzo flooring, plastering and painting (1 st floor).	4,000,000	Nil	4,000,000	New
Kamiti Primary School	Renovations of 4NO. Classrooms: Removal of existing asbestos roof and replacing with iron sheets, hack, screed and replace the existing floor, removal of existing windows and doors to allow for fixing afresh, and both external and internal finishes.	3,909,507	Nil	3,909,507	New
Roysambu Primary School	Construction of 2NO. Classrooms (ground floor) in a 3-storey building of 8NO. Classrooms with a strong foundation to support 3 NO. Floors with a staircase and a slab roof: superstructure walling, fixing of doors and windows, electrical and mechanical works terrazzo flooring plastering and painting (Phase I)	6,500,000	Nil	6,500,000	New
Githurai Primary School	Completion of a 300 capacity Resource Center (28.6m by 14.7m) with a part slab roof : mild steel trusses, covering and rainwater disposal, windows and all associated ironmongery, doors and all associated iron monger, internal and external finishes, balustrading and railing, electrical and mechanical works and terrazzo flooring. The building is a third portion storey to accommodate theatre type design.	14,903,295.00	14,903,295.00	3,600,000.00	On going
TOTAL		42,164,446		29,621,955	

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FOR FINANCIAL YEAR 2016-2017

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Status
Kamithi Primary School	Purchase and Supply of 83NO. 3-seater metal desks at Kshs. 6,000 each	500,000	Nil	500,000	New
TOTAL				500,000	

MIN 8/02/09/2020: REALLOCATION OF FUNDS

The COVID-19 pandemic has had multiplier effects in the economy as well other operations. The closure of all learning institutions affected NG-CDF programs within the constituency and across the board. The issuance of bursaries that was scheduled on April, 2020 was equally hit hard. The NG-CDFC could not issue bursaries to the needy students after the Government of Kenya issued directives that all schools to close down until further notice. This therefore meant that funds set aside for bursary could not be utilized for the intended purpose in that particular year. The meeting argued, as we wait for Government direction, it was proposed that funds meant for bursary FY 2019-2020 to be reallocated in other projects which would help schools prepare in handling the pandemic as well. It was thus agreed that Kshs. 9,475,905 be allocated to **Roysambu Primary School** for the **Construction of 2NO. Classrooms in a 3-Storey building. The activities include first floor works, superstructure, walling, fixing of windows and doors, internal and external finishes, electrification, terrazzo flooring with a staircase and slab roofing to completion. (Phase II) and converting of an existing structure in to a modern Ablution block to assist in improvement of health and sanitation facilities.**




MIN 9/02/09/2020: BRANDING AND LABELING OF PROJECTS

The FAM reported that most of the completed projects have not been properly labeled and hence the need to label them. She indicated that one of the local merchant who has labelled for us before will be engaged for publicity of our projects. She indicated too that she will provide the guide to follow to ensure the correct labelling is done.

MIN 10/02/09/2020: ANY OTHER BUSINESS

There being no other business, the meeting ended at exactly 1350hrs with a closing prayer led by Stanley Hari.

PREPARED BY:

NG-CDFC SECRETARY

Jamila Wangui

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CONFIRMED BY

NG-CDFC CHAIRMAN

David Mwangi

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