



NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND  
ROYSAMBU CONSTITUENCY  
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RUARAKA  
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**ROYSAMBU NG-CDFC MEETING HELD ON 25<sup>TH</sup> OCTOBER 2019 AT 10.00AM AT THE ROYSAMBU NG-CDFC BOARDROOM**

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**MEMBERS PRESENT**

- |    |                  |                              |
|----|------------------|------------------------------|
| 1. | David Mwangi     | NG-CDFC Chairman             |
| 2. | Jamila Wangui    | NG-CDFC Secretary            |
| 3. | Alice Wairimu    | NG-CDFC Member               |
| 4. | Zachary Wachira  | NG-CDFC Member               |
| 5. | Lawrence Mangula | NG-CDFC Member               |
| 6. | Eunice Wanjiru   | NG-CDFC Member               |
| 7. | Bonny Kilivwa    | NG-CDFC Member               |
| 8. | Kevin Kiptanui   | NG-CDFC Member               |
| 9. | Peter Yegon      | A.C.C 1, Kasarani Sub County |

**IN ATTENDANCE**

- |     |              |                      |
|-----|--------------|----------------------|
| 10. | Mary Wanyika | Fund Account Manager |
| 11. | Prisca Tabut | District Accountant  |

**AGENDA**

1. Opening Remarks
2. Reading of the Minutes of the Previous Meeting.

3. Matters Arising
4. Project Proposals 2019-2020F/Y
5. List of All Ongoing Projects
6. Construction of NG-CDFC Offices
7. PMC Capacity Building
8. Payments to Merchants
9. Payment of Staff Salaries for the Month of October, 2019
10. Any Other Business

**MIN 1/25/10/2019: OPENING REMARKS**

The meeting started with a word of prayer from Lawrence Mangula. The Chairperson called the meeting to order at exactly 10.14AM.

**MIN 2/25/10/2019: READING OF THE MINUTES OF THE PREVIOUS MEETING**

The NG-CDFC secretary took the members through the minutes of the last meeting held on 3<sup>rd</sup> October, 2019. The minutes were proposed as the true records of the deliberations by Zachary Wachira and seconded by Alice Wairimu. The Chairperson took the NG-CDFC members through the agenda of the day which was adopted for discussion.

**MIN 3/25/10/2019: MATTERS ARISING**


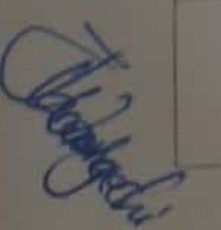
- ✓ NG-CDFC capacity building and benchmarking took place on 7<sup>th</sup> October, 2019 to 13<sup>th</sup> October, 2019 at Sai Rock Hotel, Mombasa as scheduled. The NG-CDFC appreciated the lessons learnt both in the classroom set up and in various constituencies they visited.
- ✓ Transfer of funds from Roysambu Secondary School PMC account to Githurai Secondary School was actualized.
- ✓ Facebook page has been opened and photos posted for updates.




MIN 4/25/10/2019: PROJECT PROPOSAL 2019/2020

The Chairperson reported that after successful ward meetings held on 14<sup>th</sup>- 18<sup>th</sup>, October 2019, a ward report was generated (attached) following a number of proposals through public participation. It was noted that majority of the proposed projects were a repeat of the stakeholders meetings held during strategic plan consultations in the year 2018. This however confirmed to the NG-CDFC team that the public is fully aware of what they want and thus need to remain focused on their priorities. It is from the ward report therefore that the NG-CDFC was able to distribute the projects following a total allocation of (One Hundred Thirty Seven Million Three Hundred Sixty Seven Thousand Seven Hundred Twenty Four Fourteen Cents Only (Kshs. 137, 367,724.14) as follows:

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
<b>ADMINISTRATION (6%)</b>					
Employees' Salaries	Payment of staff salaries and staff gratuity	3,122,600.00	Nil	3,122,600.00	On going
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea.	3,674,063.44	Nil	3,674,063.44	On going
NSSF	Payment of NSSF Deductions	24,000.00	Nil	24,000.00	On going
NHIF	Payment of NHIF Deductions	53,400.00	Nil	53,400.00	On going
Committee Expenses	Payment of committee sitting allowances, transport, conferences	1,368,000.00	Nil	1,368,000.00	On going
<b>MONITORING AND EVALUATION (3%)</b>					
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	1,861,031.72	Nil	1,861,031.72	On going

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	660,000.00	Nil	660,000.00	On going
NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs and staff on NG-CDF related issues	1,600,000.00	Nil	1,600,000.00	On going
<b>BURSARY (31%)</b>					
Bursary Schools	Payment of bursary to the bright and needy students within the Constituency.	20,975,000.00	Nil	20,975,000.00	On going
Bursary Institutions	Payment of bursary to the bright and needy students within the Constituency	21,025,000.00	Nil	21,025,000.00	On going
<b>EMERGENCY</b>					
Emergency	To cater for any unforeseen occurrences in the Constituency during the F/Y	7,198,241.38	Nil	7,198,241.38	New
<b>SPORTS (2%)</b>					
Constituency Sports Tournament	Organize Constituency Tournament for Volley-Ball, Foot-Ball for all the public primary and secondary schools within the Constituency. Award the winning teams with sports kits gears, balls and trophies.	2,747,354.48	Nil	2,747,354.48	New
<b>ENVIRONMENT (2%)</b>					
Kahawa School	Primary Construction of INO, Incinerator that measures 1.6mm by 1.6mm (Breath and width) and a height of 2m	305,261.61	Nil	305,261.61	New

*David Ombura*

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Kamih School	Primary Construction of INO. Incinerator that measures 1.6mm by 1.6mm (Breadth and width) and a height of 2m	305,261.61	Nil	305,261.61	New
Marurui School	Primary Construction of INO. Incinerator that measures 1.6mm by 1.6mm (Breadth and width) and a height of 2m	305,261.61	Nil	305,261.61	New
Kahawa Primary School	Garrison Construction of INO. Incinerator that measures 1.6mm by 1.6mm (Breadth and width) and a height of 2m	305,261.61	Nil	305,261.61	New
GSU Primary School	Primary Construction of INO. Incinerator that measures 1.6mm by 1.6mm (Breadth and width) and a height of 2m	305,261.61	Nil	305,261.61	New
Kenyatta University Primary School	University Construction of INO. Incinerator that measures 1.6mm by 1.6mm (Breadth and width) and a height of 2m	305,261.61	Nil	305,261.61	New
Kiwanja School	Secondary Construction of INO. Incinerator that measures 1.6mm by 1.6mm (Breadth and width) and a height of 2m	305,261.61	Nil	305,261.61	New
Garden Secondary School	Estate Construction of INO. Incinerator that measures 1.6mm by 1.6mm (Breadth and width) and a height of 2m	305,261.61	Nil	305,261.61	New
Kamiti School	Secondary Construction of INO. Incinerator that measures 1.6mm by 1.6mm (Breadth and width) and a height of 2m	305,261.60	Nil	305,261.60	New
<b>SECONDARY SCHOOLS</b>					
Garden Estate School	Sec Installation of bio-digester that measures 20ft by 20ft for 4channels to serve 1500 persons with 6NO. Girls water closets and 4NO. Boy's water closets with a urinal, 2NO staff water closets on the ground floor and that which will support the	6,100,000.00	5,500,000.00	600,000.00	New

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Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	IV)				
Kiwania Secondary School	Additional funds for completion of 150 capacity of a modern twin lab on the ground floor with a slab roof to accommodate a 3-storey building; internal and external finishes, electrical and mechanical works, terrazzo flooring	11,500,000.00	9,673,225.00	1,827,675.00	On going
Githurai Secondary School	Additional funding for the 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.	40,200,000.00	18,737,879.00	7,450,000.00	On going
Githurai 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.	11,500,000.00	Nil	11,500,000.00	New
Garden Estate Secondary School	Construction of a 10 door ablution block with urinal (Phase II) in the first floor with a slab roof to completion.	4,800,000.00	Nil	4,800,000.00	New
Githurai Secondary School	Purchase and Supply of 300NO. Lockers and Chairs with metallic stand and which are lockable at Kshs. 5,000 for each set.	1,500,000.00	Nil	1,500,000.00	New

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Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Githurai Secondary School	3-storey ablution block of 23NO.Girls water closets, 16NO. Boys water closets, 4NO. Urinals and 2NO. Staff water closets to completion.	40,200,000.00	18,737,879.00	1,800,000.00	On going
Githurai Secondary School	Additional funds that includes first floor works of the construction of 4NO. Classrooms in a 3-Storey building of 16NO. Classrooms with a strong foundation to support other 3-floors. 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. The amount will complete 1= floor works (Phase II).	20,560,000.00	4,677,027.20	519,415.67	On going
Kwarija Secondary School	Completion 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 D) with a strong foundation to support a 3-storey building with all the fittings as required in the BoQ and a bio digester that will support the 3-storey ablution block of 23NO.Girls water closets, 16NO. Boys water closets, 4NO. Urinals and 2NO. Staff water closets.	40,200,000.00	38,200,000.00	2,600,000.00	New
	Additional funding for completion of 4NO. Classrooms on third floor in a 3 storey building of 16NO. Classrooms. The specific activities include superstructure walling, fixing of windows and doors, internal and external finishes, electrical and mechanical works, terrazzo flooring and iron sheets roofing (Phase				

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Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Kiwanja Secondary School	Purchase and Supply of 300NO. Lockers and Chairs with metallic stand and which are lockable at Kshs. 5,000 for each set.	1,500,000.00	Nil	1,500,000.00	New
<b>PRIMARY SCHOOLS</b>					
Niathaini Primary School	Construction of 2NO. Classrooms (1 <sup>st</sup> 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 <sup>st</sup> floor).	4,000,000.00	Nil	4,000,000.00	New
Mahiga Primary School	Construction of 2NO. Classrooms (1 <sup>st</sup> 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 <sup>st</sup> floor).	4,000,000.00	Nil	4,000,000.00	New
Koysambu 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 and a slab roof: superstructure walling, fixing of doors and windows, electrical and mechanical works terrazzo flooring plastering and painting (Phase II)	6,500,000.00	Nil	6,500,000.00	New
Githurai Primary School	Construction of a perimeter wall measuring 160m.	4,000,000.00	Nil	4,000,000.00	New

*Clara D. D. D. D.*





Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Garden Estate Primary School	Purchase and Supply of 220, 3-seater metal desks at Kshs. 6,000 each	1,320,000.00	Nil	1,320,000.00	New
Kenyatta University Primary School	Purchase and Supply of 220, 3-seater metal desks at Kshs. 6,000 each	1,320,000.00	Nil	1,320,000.00	New
<b>SECURITY</b>					
Thome Police Post	Completion of 3-AP single unit houses: Electrical and mechanical works, plastering and painting.	1,315,000.00	1,225,000.00	78,630.00	On going

**MUN 5/25/10/2019: LIST OF ALL ONGOING PROJECTS**

The Chairperson reiterated the need to consider the ongoing projects first to ensure they are completed on time. This is however supported by the NG-CIDF Act 2015 which states that all ongoing projects should be considered first and within 3 financial years, the project should be complete. The table below outlines all the ongoing projects as at October, 2019.

S/NO	Name of the Project	Pending Activities	Amount to be allocated in FY 2019/20
1	Thome Police Post	Electrification works, external and internal finishes.	78,630.00

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2	Garden Estate Secondary School	Installation of a bio digester that will support the 3-storey ablution block of 23NO.Girls water closets, 16NO. Boys water closets, 4NO. Urinals and 2NO. Staff water closets.	600,000.00
3	Githurai Primary School	Additional funds for the Construction of a Resource Center with a part slab roof and steel roofing, fixing of steel doors and windows, terrazzo flooring, electrification, internal and external finishes	3,600,000.00
4	Kiwanja Secondary School	Additional funding for the completion of a modern twin lab (Phase I) with a slab roof to accommodate a 3-storey building with staircase and construction of more classrooms in the subsequent floors.	1,200,000.00
5	Garden Estate Primary School	Additional funds for renovations and refurbishment of 14NO.Classrooms (Roof replacement, windows and doors, Terrazzo flooring , internal and external finishes and painting)	7,700,308.00
6	Karniti Primary School	Additional funds for the renovations of 14NO. Classrooms: removal of existing asbestos roof and replacing with iron sheets, flooring, removal of existing windows and doors to allow for fixing afresh, and painting.	1,055,649.97
7	Githurai Secondary School	Completion of 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 with a bio digester that will support the 3-storey ablution block of	478,290.67

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		23NO. Girls water closets, 16NO. Boys water closets, 4NO. Urinals and 2NO. Staff water closets.	
8	Garden Estate Secondary School	Construction of 16NO. Classrooms in a storey building where activities include: Superstructure walling, fixing of windows and doors, internal finishes, electrification and terrazzo flooring.	Nil
9	Kahawa Secondary School Garrison	Construction of 2NO classrooms that involves laying foundation, superstructure walling, and slab roof with a staircase, fixing of windows and doors, electrification and flooring.	Nil
10	Githurai Secondary School	Construction of 8NO. classrooms in a 3-storey building (Phase II)	Nil

The NG-CDFC was informed by the FAM that the Item No. 8, 9 & 10 cannot be funded in the current FY due to the fact that they just started and previous allocation was based on the cost estimates provided by the project manager. However, in case they require additional funding in future, the project manager will offer guidance and thus provide funding where necessary. It was also noted that the 3projects (8, 9 & 10) are scheduled to start off in the month of November, 2019 and therefore need to hold on.

**MIN 6/25/10/2019: CONSTRUCTION OF NG-CDFC OFFICES**

The Fund Account Manager reported to the NG-CDFC that the construction of NG-CDFC offices had not yet started as envisioned in the last financial year. This is due to lack of the necessary documents in as far as project implementation is concerned. The office has been in constant communication with the relevant officer (Sub County Works Officer, Kasarani Sub County) under the Ministry of Transport, Infrastructure, and Housing and Urban Development in regard to preparation of the structural drawings and Bill of Quantities. The NG-CDF Board too requested to be furnished with the engineers cost estimates for the purpose of approving

the funds reallocated to the proposed project. This kind of information can only be provided by the Sub County Works Officer who has so far managed to prepare the draft structural plan for the building after which the Bill of Quantities will be prepared. This has delayed the project implementation and thus, cannot move to the new block as planned earlier. However, the office is determined in fast tracking the whole process to ensure it is done by June 30<sup>th</sup> 2019. This will also reduce the expenses on the administration budget on the monthly payment of office rent.

**MIN 7/25/10/2019: PMC CAPACITY BUILDING**

The Fund Account Manager reminded the NG-CDFC members that it is important for the PMC members get capacitated due to projects they are about to implement from the Month of November, 2019. It was agreed that the PMC members will be trained as planned for two days (24<sup>th</sup>-25<sup>th</sup> October, 2019 at Kenya School of Monetary Studies. The FAM was authorized to prepare the activities budget and expedite soonest possible.

**MIN 8/25/10/2019: PAYMENT TO MERCHANTS**

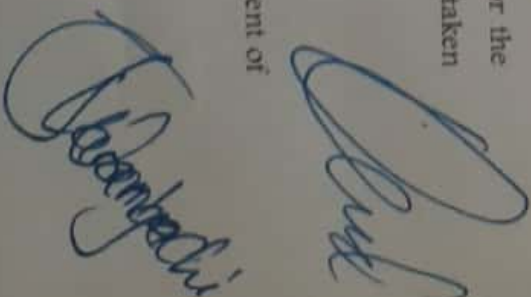
The FAM presented delivery notes, invoices and inspection and acceptance minutes for the supply of office stationeries for the second quarter period FY 2019/2020. The NG-CDFC did inspect them too and were satisfied with the supplies. They were taken through the invoice which they authorized for the payment of Kshs.125, 500/- to Milele Office Systems.

**MIN 9/25/10/2019: PAYMENT OF STAFF SALARIES FOR THE MONTH OF OCTOBER, 2019**

The FAM presented the payment voucher for staff salaries for the month of October, 2019. The NG-CDF approved the payment of Kshs. 156,707.

**MIN 10/25/10/2019: ANY OTHER BUSINESS**

There being no other business, the meeting was adjourned at exactly 1540hrs with a closing prayer led by Jamila Wangechi.



PREPARED BY:

NG-CDPC SECRETARY

Janelle Wargus

SIGN.....



CONFIRMED BY

NG-CDPC CHAIRMAN

David Moege

SIGN.....

