



EMBAKASI CENTRAL

IEBC NUMBER 284

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND

PROJECT PROPOSAL

2020/2021 FINANCIAL YEAR

SUBMITTED

SEPTEMBER 2020

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MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> SEPTEMBER 2020 AT THE NG-CDF OFFICE AT 1000HRS

IN ATTENDANCE

- |                       |                            |
|-----------------------|----------------------------|
| 1. Stephen Macharia - | Chairman                   |
| 2. Eunice Kiretai -   | Secretary                  |
| 3. Murungi Gitonga -  | Deputy County Commissioner |
| 4. Elias Mate -       | Fund Account Manager       |
| 5. Nyambura Karanu -  | Member                     |
| 6. Francis Maina -    | Member                     |
| 7. John Maina -       | Member                     |
| 8. Peter Mwangi -     | Member                     |
| 9. Christine Minae -  | Member                     |
| 10. Bernard Mwaura -  | Member                     |

Agenda

1. Preliminaries
2. Confirmation of Previous meeting's minutes
3. Submission of 2020/2021 Project Proposal
4. A.O.B

MIN05/09/20-PRELIMINARIES

The meeting began at 1015Hrs with a word of prayer from Christine Minae. The chairman welcomed the members and invited the secretary to go through the minutes of the previous meeting.

MIN06/09/20- CONFIRMATION OF PREVIOUS MEETING'S MINUTES

The secretary read through the minutes of the meeting held on 17<sup>th</sup> September 2020. The minutes were confirmed by Francis Maina and seconded by Peter Mwangi. There were no matters arising from the minutes read.



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MIN07/09/20-SUBMISSION OF 2020/2021 PROJECT PROPOSAL

The constituency allocation was Ksh. 137,088,879.31 which is slightly lower than the allocation for financial year 2019/2020.

Attention was drawn to the eligible projects as per the circular and the fund manager advised the committee on the importance of prioritizing the projects for financial year 2020/2021. It was reported that there are a few ongoing projects requiring additional funds and that it was important to first allocate the deficit funds to ensure completion. Attention was also drawn to the deficits experienced in the previous allocations to the construction of perimeter walls and upon deliberations, the committee opted to increase allocation per meter from Ksh. 18,000 to Ksh. 19,000 as advised by the works officer.

The committee deliberated on the final project list for the financial year 2020/2021 and unanimously agreed the following projects to be submitted to NG-CDF board for approval.





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FINANCIAL YEAR... 1ST JULY 2020 TO 30TH JUNE 2021

ADMINISTRATION/RE-CURRENT

| Project Name       | Project Number                      | Project activity  | Original Cost Estimate | Cumulative Allocation | Amount Allocated | Status |
|--------------------|-------------------------------------|---|------------------------|-----------------------|------------------|--------|
| Employee Salaries  | 4-047-284-2110000-100-2020/2021-001 | Payment of staff salaries and gratuity.   | 3,071,810.90           |                       | 3,071,810.90     | New    |
| Goods and Services | 4-047-284-2210000-100-2020/2021-002 | Repairs and maintenance, printing, stationery, telephone, travel and subsistence, tonners and office tea. | 4,000,000.00           |                       | 3,757,921.86     | New    |
| NSSF               | 4-047-284-2150500-100-2020/2021-003 | Payment of NSSF Deductions  | 50,400.00              |                       | 50,400.00        | New    |
| NHIF               | 4-047-284-2150200-100-2020/2021-004 | Payment of NHIF Deductions  | 97,200.00              |                       | 97,200.00        | New    |
| Committee Expenses | 4-047-284-2210802-100-2020/2021-005 | Payment of Committee sitting allowances, transport, conferences.  | 1,248,000.00           |                       | 1,248,000.00     | New    |

MONITORING AND EVALUATION

|                                 |                                     |  |              |  |              |     |
|---------------------------------|-------------------------------------|--|--------------|--|--------------|-----|
| Goods and Services              | 4-047-284-2210000-111-2020/2021-001 | Printing, stationery, Airtime, travel and subsistence.               | 912,666.38   |  | 912,666.38   | New |
| Committee Expenses              | 4-047-284-2210802-111-2020/2021-002 | Payment of Committee sitting allowances, transport, conferences.     | 1,200,000.00 |  | 1,200,000.00 | New |
| NG - CDFC/PMC Capacity Building | 4-047-284-2210700-111-2020/21-003   | Undertake Training of the NG PMCs/NG-CDFCs on NG-CDF Related issues. | 2,000,000.00 |  | 2,000,000.00 | New |
| Emergency                       | 4-047-284-2640200-101-2020/2021-001 | To cater for any unforeseen occurrences in the                       | 7,192,206.00 |  | 7,192,206.00 | New |

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|  |                                     |   |               |               |  |               |         |
|--|-------------------------------------|---|---------------|---------------|--|---------------|---------|
|  |                                     | constituency during the financial year.   |               |               |  |               |         |
| Sports Activities  | 4-047-284-2640509-108-2020/2021-001 | To organize Constituency sports tournaments whereby the winning teams will be awarded with trophies, balls and uniforms.            | 3,500,000.00  |               |  | 2,741,777.59  | New     |
| Bursary Secondary Schools  | 4-047-284-2640101-103-2020/2021-001 | Payment of bursary to needy students.   | 24,932,242.00 |               |  | 24,932,242.00 | New     |
| Bursary Tertiary Institutions.                                   | 4-047-284-2640102-103-2020/2021-002 | Payment of bursary to needy students in tertiary institutions and vocational trainings  | 21,649,107.03 |               |  | 21,649,107.03 | New     |
|  |                                     | Completion of 6-door Toilet Block - Painting and installation of 2 urinal bowls   |               | 1,800,000.00  |  |               | Ongoing |
| Kayole Chiefs Camp   | 4-047-284-2640507-108-2020/2021-001 | Block - Painting and installation of 2 urinal bowls   | 2,000,000.00  |               |  | 115,935.00    |         |
| Kayole Police Station  | 4-047-284-2640507-108-2020/2021-002 | Construction of Perimeter Wall (550M) to completion   | 10,450,000.00 |               |  | 10,450,000.00 | New     |
| Embakasi Sub-County Offices- Deputy County Commissioner's Office | 4-047-284-2640507-108-2020/2021-003 | Installation of 30-Meter-High security mast with 8 electricity powered, 300-watts floodlights.                                      | 5,000,000.00  |               |  | 5,000,000.00  | New     |
| Kayole North Primary.  | 4-047-284-2630204-104-2020/2021-001 | Additional funds towards construction of Perimeter Wall (558M). Contract sum of 10,604,978.00 vs. amount allocated of 10,155,600.00 | 11,000,000.00 | 10,155,600.00 |  | 449,378.00    | Ongoing |
| Komarock Primary School.   | 4-047-284-2630204-104-2020/2021-002 | Construction of Perimeter Wall (520M) to completion   | 10,500,000.00 |               |  | 9,880,000.00  | New     |

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|                               |  |   |                |               |               |         |
|-------------------------------|--|---|----------------|---------------|---------------|---------|
| Komarock Primary School.      | 4-047-284-2630204-104-2020/2021-003  | Additional funds towards completion of 3No. Classrooms with slab. Installation of doors and windows, terrazzo flooring, plastering and paintwork.   | 7,500,000.00   | 5,000,000.00  | 2,184,485.00  | Ongoing |
| Mwangaza Primary School       | 4-047-284-2630204-104-2020/2021-004  | Additional funds towards construction of perimeter wall (832M). Contract sum of Ksh. 12,903,360.00 Vs allocation of 12,250,615.00   | 13,000,000.00  | 12,250,615.00 | 652,745.00    | New     |
| Komarock South Primary School | 4-047-284-2630204-104-2020/2021-005  | Additional funds for construction of 32No. 2-storey classrooms, 72 toilet cubicles (24 on each floor), 4 Offices, Staffroom and school hall (Substructure and External walls (15,845,090), Frame (29,792,700 and Roof (Ksh. 4,203750.00)  | 106,029,700.24 | 14,500,000.00 | 31,761,226.96 | New     |
| NG-CDF Office                 | 4-047-284-3110202-108-2020/2021-001<br>4-047-284-3110202-108-2020/2021-002 | Acquisition of 2 laptops (250,000), Ricoh IM C300 photocopier machine (300,000) and 6 desktop computers (420,000) and 6 UPSS (30,000) for the new office<br>Acquisition of New Office Furniture for the new NG-CDF Office. 2 Reception Desks (300,000), 3-seater visitor's chairs (5pcs) (245,200), 1 20-seater boardroom table | 1,500,000.00   | 4,000,000.00  | 1,000,000.00  | New     |
| NG-CDF Office                 |  |   |                |               | 4,000,000.00  |         |

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|                                |  |  |  |  |                |     |
|--------------------------------|--|--|--|--|----------------|-----|
|                                |  | <p>(480,000), 15 Executive boardroom chairs (519,000), 3 executive desks (372,000), 3 executive chairs (195,000), 3 coat hangers (88200), 6 office desks (195,000), 6 office chairs (168,000), 12 visitor's chairs (318,000), 3 Fire resistant office safes (438,000), 4 steel storage cabinets (184,800), 1 projector and projector screen (222,930), 6 42-inch smart televisions (365,460), 2 wooden office cabinets (109,200), and 3 water dispensers (99,210).</p> |  |  | 2,741,777.59   | New |
| <p>Environmental Projects.</p> | <p>4-047-284-2640510-110-2020/2021-001</p> | <p>Installation of hygiene water points as per the Ministry of Health guidelines in 7 Primary Schools. Imara, Mwangaza, Thawabu, Bondeni, Komarock, Kayole North and Kayole 1 Primary Schools. The activities are: Construction of concrete slab, installation of terrazzo sinks and 4 taps in each school @ kshs. 391,682.42</p>  |  |  | 137,088,879.31 |     |

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MIN08/09/20-A.O.B

There being no other business, the Chairman thanked all the members for attending and closed the meeting at 1245HRS with a prayer from Eunice Kiretai.

**Minutes Prepared by:**

**Name:** Eunice Kiretai

**Position:** Secretary

**Signature:**



**Date:** 24<sup>th</sup> September 2020.

**Minutes Approved by:**

**Name:** Stephen Macharia

**Position:** Chairperson

**Signature:**



**Date:** 24<sup>th</sup> September 2020.

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