



NG-CDF BOARD

National Government Constituencies Development Fund Board  
Embakasi West Constituency  
Along Mtindwa Road, Umoja  
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**MINUTES OF THE NG-CDFC MEETING HELD ON MONDAY 21ST SEPTEMBER 2020 AT PETER KIBUKOSYA SECONDARY SCHOOL BOARDROOM ALONG MOI DRIVE FROM 10.00 AM TO 11.30 AM**

**MEMBERS PRESENT**

1. BENSON KABUCHO	CHAIRMAN
2. DIANA KATILE	SECRETARY
3. ALFRED MWANGI	FAM
4. WYCKLIFE OKUMU	MEMBER
5. CHARITY KAMAU	MEMBER
6 JANE MUMBI	MEMBER
7. DOUGLAS MBOGO	MEMBER
8 BEATRICE MACHARIA	MEMBER
9. KEN MURUNGI	DCC

**AGENDA**

- 1) Preliminaries
- 2) Matters Arising
- 3) Transfer of funds to PMCs
- 4) 2020/2021 Embakasi West Project Proposal
- 5) AOB

**MIN 1/21/9/20: PRELIMIRIES**

The meeting started at 10.00 am with a word of prayer from Beatrice Macharia. The Chairman welcomed the members for the meeting after which the minutes of the previous meeting held on 20<sup>th</sup> August 2020 were read by the secretary. They were proposed by Wycklife Okumu and seconded by Charity Kamau.

**MINUTE 2/21/9/20: MATTERS ARISING**

Vision: Equitable socio-economic development countrywide



The following were the matters arising

- A. Induction. Madam Diana wanted to get confirmation on the way forward regarding induction. The FAM noted that he will consult with the regional Coordinator on whether they will be holding a regional induction then if not we can do our independent induction as from January 2020.
- B. PMC Training: On the PMC Training, the FAM stated that we can combine it with the review of the strategic plan in the month of November.

**MINUTE 3/21/9/20: TRANSFER OF FUNDS TO PMC**

The FAM informed the members that the Board had transferred Kshs 43,378,595.00/= for F/Y 2018/2020 and Kshs. 16,000,000.00 for F/Y 2019/2020 into the Embakasi West NG-CDF account from which he makes a proposal to transfer Kshs 24,500,000/= to Project Management Committees.

Transfer to PMCs

	PMC	Activity	Amount(Kshs)
1.	Umoja 1 Primary School	Construction of one storey PWD Center consisting of a library, Music Classroom and PWD Classroom and equipping	6,000,000.00
2.	Buruburu 1 Primary School	Construction of a Dining hall and 2 Dormitories	13,500,000.00
3.	Superloaf primary school	Construction of a 20 doors toilet block- 10 doors Block for girls and 10 doors Block for boys in the upper primary school	3,586,180.00
4.	Superloaf primary school	Additional funds for the Construction of four classrooms on the 1 <sup>st</sup> floor(Phase II) to completion	1,413,820.00
		Total	24,500,000.00

Members approved the transfer as detailed in the table above.

**MINUTE 4/21/9/20: 2021/2021 PROJECT PROPOSAL**

The FAM tabled the 2020/2021 Project Proposal before the members.

The members read and understood the Project Proposal and gave it a go as it reflected the Projects Prioritized from the Public Participation.

**National Government Constituency Development Fund**  
**Embakasi West Project proposal Financial year-2020/2021**  
**FINANCIAL YEAR 1ST JULY 2020 TO 30TH JUNE 2021**



Project Name	Original Cost	Project Activity	Amount Allocated	Current Status
<b>Administration 6%</b>				
Employee Salaries	3,169,633.00	Payment of staff salaries and salary gratuity	3,169,633.00	On-going
Goods and Services	3,265,219.76	Purchase of fuel, oil and lubricants, printing, stationery, telephone expenses, office utilities, security services, bank charges and commissions, travel and subsistence	3,265,219.76	On-going
NSSF	28,800.00	Payment of NSSF deductions	28,800.00	On-going
NHIF	64,800.00	Payment of NHIF deductions	64,800.00	On-going
Committee Expenses	1,000,000.00	Payment of committee sitting allowance, transport and conferences	1,000,000.00	On-going
NG-CDF Office equipment and furniture	700,000.00	Purchase of a Photocopier(print/Scan/Copy/Staple/Duplex/ 1000 sheets) Kyocera taskalfa 3510i, Atlas CC2040 paper Shredder 20 Sheets, 3(no)UPS Eaton 1500VA (volt Amperes), "21", 1 TB Hard disk i& processor Windows 10 office 18	700,000.00	New
Emergency	7,192,206.90	To cater for emergencies(unforeseen disasters within the financial year during the financial year)	7,192,206.90	On-going
<b>M &amp; E 3%</b>				
Goods and services	614,226.38	Printing, Stationery, Airtime, Travel and Subsistence	614,226.38	On-going
Committee Expenses	1,500,000.00	Payment of committee sitting allowance, transport and conferences	1,500,000.00	On-going
NG-CDFC/PMC Capacity Building	2,000,000.00	Undertake Training of the FMCs/NG-CDFCs on NG-CDF Related issues	2,000,000.00	On-going
Sports	2,742,817.59	Sponsoring sports tournament and procuring games kits and uniforms for sports teams/ Schools (boxing, football, netball and basketball)	2,742,817.59	On-going
<b>Bursary</b>				
Bursary secondary schools	25,000,000.00	Payment of bursary for needy students	25,000,000.00	On-going

Bank



Bursary tertiary Institutions	20,000,000.00	Payment of bursary for needy students	18,500,000.00	On-going
NHIF Social security Programme	1,200,000.00	To cater for health insurance cover for vulnerable groups in the constituency through provision of National Health Insurance Fund(NHIF) (250 beneficiaries @ Kshs. 6,000)	1,500,000.00	New
<b>Primary Schools</b>				
Unity Primary School	6,432,868.95	Additional funds for the Construction of 4 (No) classrooms with a slab( Each classroom will be 9m X 8M and 5mX4m stair case) Activities include; Site clearing, Excavation and earthworks (38m x 10m depth to be determined on site) ,Substructure works, Reinforced concrete superstructure works, External and Internal walling, Doors and Windows, Finishes, Staircase and Electrical works (Phase I)	6,432,868.95	New
Supaloaf primary school	7,373,820.00	Construction of 4 (No) classrooms on the second floor with a slab( Each classroom will be 9m X 8M and 5mX4m stair case) Activities include; Reinforced concrete superstructure works, External and Internal walling, Doors and Windows, Finishes, Staircase and Electrical works (Phase III)	7,373,820.00	New
kariobangi South Primary school	6,000,000.00	Construction of 3 (No) classrooms with a slab( Each classroom will be 9m X 8M and 5mX4m stair case) Activities include; Reinforced concrete superstructure works, External and Internal walling, Doors and Windows, Finishes, Staircase and Electrical works (Phase II)	6,000,000.00	New
Umoja 1 Primary School	16,273,820.00	Construction of 8 (No) classrooms with a slab( Each classroom will be 9m X 8M and 5mX4m stair case) Activities include; Site clearing, Excavation and earthworks (38m x 10m depth to be determined on site) ,Substructure works, Reinforced concrete superstructure works, External and Internal walling, Doors and Windows, Finishes, Staircase and Electrical works (Phase I)	16,273,820.00	New
Nairobi River primary school	8,900,000.00	Construction of 4 (No) classrooms with a slab( Each classroom will be 9m X 8M and 5mX4m stair case) Activities include; Site clearing, Excavation and earthworks (38m x 9m depth to be determined on site) ,Substructure works, Reinforced concrete superstructure works, External and Internal walling, Doors and Windows, Finishes, Staircase and Electrical works (Phase I)	8,900,000.00	New
Buruburu 1 Primary School	16,273,820.00	Construction of 8 (No) classrooms with a slab( Each classroom will be 9m X 8M and 5mX4m stair case) Activities include; Site clearing, Excavation and earthworks (38m x 9m depth to be determined on site) ,Substructure works, Reinforced concrete superstructure works, External and Internal	16,273,820.00	New



		walling, Doors and Windows, Finishes, Staircase and Electrical works (Phase 1)		
Uhuru Estate Primary School	608,846.73	Renovation of administration block hosting senior teachers and school clerk's office (activities include repair of leaking administration block measuring 3.2m by 5.8m by installation of galvanized steel box profile gauge 28 roofing sheets @ Kshs 70,846.00, Renovation of 5 ablution blocks consisting of a total of 34 doors (activities include replacement of 34no worn out toilet flush valves @ Kshs 175,000.00 , replacement of 4no worn out urinal cisterns and spreaders @ Kshs 37,000.00 , replacement 8no worn out flush doors @ Kshs 36,000.00, painting 5no doors @ Kshs 2,000.00, Installation of an extra water pump @ Kshs 14,000.00, replacement of 4no toilet basin @ Kshs 20,000.00, replacement of worn out 4no wash hand basins @ Kshs 12,000.00, Installation of 2no additional 1000litres storage tanks @ Kshs 20,000.00, replacing low capacity sewer line pipes @ Kshs 22,000.73)	608,846.73	New
<b>Secondary Schools</b>				
Peter Kibukosya Secondary School	2,000,000.00	Purchase of furniture; 125 raised laboratory stools @ 4,000 and 300 single drawer desk( locker and chair) @ 5,000	2,000,000.00	New
Dr Mwenje Secondary School	6,000,000.00	Construction of .3 Classrooms on first floor of an existing building 9.9m X 8m, 5mX4m stair case activities include Reinforced concrete superstructure works (columns, beams, 1 slab), External and Internal walling, Doors and Windows, Finishes, Staircase ( Phase 1)	6,000,000.00	New
		<b>Total</b>	<b>137,140,879.31</b>	

Members approved the project proposal as detailed in the table above

The fund account manager was then tasked by the committee to prepare and forward to the NGCDF board a proposal for F/Y 2019/2020

Matters arising



There was a reminder for the BQs to include ramps in the projects to enable us to come up with disability friendly structures.

On the subject of project proposal and specifically for Buruburu 1 Primary School, Mr Kabucho tabled a very important consideration of constructing a day secondary school and considering this was also a request during public participation. Members agreed that it should be given a thought and we implement the secondary school project at Buruburu 1 Primary School but we have to provide the necessary documentation for the same within the Ministry of Education guidelines.

Members backed this idea because we still have a shortage of secondary schools within the Constituency.

MIN 5/21/9/20: AOB

The Chairman informed the members that they were in Mombasa for Performance contracting and IPSAS Financial Statements.

Mr Douglas Mbogo opined that we will need to give priority to bursary because the schools are about to resume and most parents are in financial crisis.

MIN 8/21/9/20: ADJOURNMENT.

The meeting ended at 11.30 am with a word of prayer from Douglas Mbogo.

AUTHENTICATION

CHAIRMAN

DATE

21/09/2020

SIGN



SECRETARY

DATE

21/09/2020

SIGN

