



**National Government Constituencies Development Fund**  
**Starehe Constituency**  
P.O Box 33087-00600  
NAIROBI  
Cell:020 - 2640821  
Email: Cdfstarehe@cdf.go.ke | Website: www.cdf.go.ke

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MINUTES OF THE NGCDFC MEETING HELD ON 25<sup>th</sup> SEPTEMBER, 2020 AT THE STAREHE NGCDF BOARDROOM

AGENDA:

1. Reading and confirmation of the previous minutes
2. Matters arising
3. Project Proposal 2020-2021
4. Reallocations and pending matters from the Board
5. Transfer to PMC
6. Advertisement of project
7. A.O.B

MEMBERS PRESENT

- |                      |   |                  |
|----------------------|---|------------------|
| 1. George Mwenda     | - | Chair            |
| 2. Gedion Njagu      | - | Member           |
| 3. David Karanja     | - | Member           |
| 4. Nicodemus Makau   | - | Member           |
| 5. Regina Nyagacheke | - | Secretary        |
| 6. Mary Wanjiku      | - | Member           |
| 7. Hilda Wanjiru     | - | Member           |
| 8. Jane Wairimu      | - | Member           |
| 9. Hadija Abdalla    | - | Member           |
| 10. Sheilla Wangui   | - | Oversight Member |

**MIN1/25/09/2020 – 2020/21: PRELIMINARIES**

The meeting was called into order at 0930hrs by the chairman. Opening prayers were led by Nicodemus

The chair welcome all the members to the meeting and requested the team to deliberate on issues attached.

**MIN2/25/09/2020 – 2020/21: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The secretary read through the minutes. They were proposed by Nicodemus and seconded by Gideon.

**MIN3/25/09/2020 – 2020/21: MATTERS ARISING**

*NGCDFC Training and staff training* – the members wanted a review of the matters that were trained. But the manager indicated that due to the several issues that arose after the training, she has not been able to prepare the report and that the secretary had not



prepared the report either. The committee therefore resolved that the report be tabled in the next NGCDF meeting.

**MIN4/25/09/2020 – 2020/21: PROJECT PROPOSAL 2020-2021**

The Manager indicated that the NGCDF Board had released a circular ref: NGCDF/CEO/BOARD CIRCULARSVOL11(024), Subject: CALL FOR SUBMISSION OF CONSTITUENCY PROJECT PROPOSAL FOR FINANCIAL YEAR 2020/2021. Dated 10/8/2020. The FAM requested the committee to read through the circular. Starehe constituency was provided a budget of Ksh. 137,088,879.31 with a budget of Kshs. 7,192,206.90 allocated for Emergency. The FAM guided the committee to develop a proposal as per the guideline.

And the committee proposed the following projects:

Project Name	Activity	Amount
ADMIN RECURRENT AND	Max. 6% of total Allocation	8,202,899.00
MONITORING EVALUATION AND	max3% of the total allocation	4,112,666.00
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,206.90
Bursary Secondary Schools	Payment of bursary to needy students	20,000,000.00
Bursary Tertiary Schools	Payment of bursary to needy students	26,181,107.41
NHIF Social Security Programme	To cater for health insurance cover for 300 vulnerable people	1,800,000.00
Sports	Grading, leveling and planting of Grass of Ngara Sports Ground	2,741,000.00
Mariakani Primary	construction of 250m perimeter wall	4,500,000.00
Dr Aggrey primary	Purchase of 200 lockers	800,000.00
Riverbank primary	Purchase of 150 lockers	600,000.00
Racecourse primary	Construction of a perimeter wall 1000m (Kshs 18,000,000.00) renovation of 3 classrooms; Removal and disposal of asbestos and reroofing (Kshs 975,000.00) repair of walls and screeding of floor and painting of 13No. Classrooms (Kshs. 3,075,000.00)	22,050,000.00
City primary	Purchase of 150 lockers	600,000.00
St.Catherine primary	Purchase of 150 lockers	600,000.00
Our Lady of Mercy primary	Purchase of 150 lockers	600,000.00

*Reginald*





Islamia primary	Renovation of 9 No. classrooms( glazing of windows, change of doors, repair of wall and floor Screeding) Kshs 2,640,758.00 Purchase of 150 lockers (Kshs. 600,000.00	3,240,758.00
Nairobi South Secondary	Additional funds for construction of 4 storey Bulding( 32 classrooms, 4 laboratories, 1 admin block, computer lab, Library and ablution block); completion of Phase 1( walling, installation of windows and doors electrical works and finishing (ksh18,268,242.00) construction of first floor 8 No. classes( walling and slab to completion)Kshs. 14,400,000.00	32,668,242.00
County girls sec school	Purchase of 150 lockers	600,000.00
Highway boys sec school	Purchase of 150 lockers	600,000.00

The committee noted that the renovation works in different institution was varying due to the fact that the status of the classes were different and required different budgets.

Racecourse Primary School was noted to have asbestos while Islamia Primary School did not have asbestos. Glazing works in Islamia Primary School was in due to the fact that the classes had no glasses at all in all windows.

The committee noted that the head teachers ought to be sensitised so as to protect the school.

**MIN5/25/09/2020 – 2020/21: Reallocations and pending matters from the Board**

The FAM indicated to the committee that there were several matters pending to be cleared from the Board. These included the Resubmissions on projects that had not been approved since 2009. The Manager noted that some needed clarification from the committee regarding the project activity.

1. Reallocation of funds from Emergency to Dr. Aggrey Primary School (Kshs. 5,779,185.97) required the committee to specify the activities.

The committee specified activities as removal of asbestos and disposal for 10 No. Classrooms and reroofing and school hall, floor screening, repair of walls painting.

2. Reallocation of funds from ICT Hubs to Nairobi South Secondary School –Kshs. 7,477,027.20 – The committee noted that since the Project could only be implemented in phases, and they classified every floor as a phase on its own. The manager informed them that phase 1 comprised of the ground floor only at a cost of Kshs. 53m as per the engineer’s estimates. This meant at the funds that the committee had allocated in the proposal Kshs26.750 M and the reallocation of Kshs. 7,477,027.20 to the project could only handle a portion of the Ground floor. Upon consultation with the Public works team, the resolution was made that the Kshs. 34,227,027.20 could undertake, construction of the foundation, the pillars and the suspended slab of the Classes, the Admin Block and the Laboratory and an additional Kshs. 18,268,242.00 would be provided for to complete the walls and the partitions as well as electrical works, plumbing works for the toilets and painting of the ground floor.

*Roginda*



**MIN6/25/09/2020 – 2020/21: TRANSFER TO PMC**

1. Transfer to Mariakani Primary School for construction of 200m perimeter wall to completion, reroofing and painting of 8no classrooms –Kshs. **4,000,000.00.**

**MIN7/25/09/2020 – 2020/21: RE-ADVERTISMENT OF PROJECTS**

The manager informed the committee that since the earlier advertised projects there were two projects:

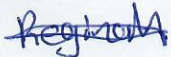
STAR/NGCDF/ENVT/002/2019-2020 - Our Lady of Mercy Primary School and STAR/NGCDF/ENVT/001/2019-2020 - Our Lady of Mercy Secondary School – drainage Works for both Projects, the evaluation committee had recommended for re-advertisement since none of the applicants meet the minimum requirements. Upon deliberations the committee agreed that all the pending projects for the year 2019-2020 to be advertised on 6<sup>th</sup> October, 2020 and the fresh adverts to be restricted to the Prequalified list of Contractors.

**MIN8/25/09/2020 – 2020/21: A.O.B**

The committee noted that their allowances for several previous meeting had not been paid. The manager informed them that the minutes and the reports had not been made available to facilitate the same. The committee therefore requested the secretary and the COW to ensure reports are prepared immediately so that the NGCDFC allowances should be paid immediately after the activity is concluded.

Having no other business, the meeting ended at 1540hrs with a word of prayer by Esther.

Minutes prepared by:



Regina Wanjau

Secretary

**NGCDFC Starehe**

Minutes confirmed by



George Mwenda

Chairman

**NGCDFC Starehe**