



National Government Constituencies Development Fund Board
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OUR REF: CDF BOARD/CIRCULARS Vol. II (120)

28th February, 2017

All Fund Account Managers
National Government Constituencies Development Fund Board

RE: SITTING ALLOWANCE PAYABLE TO MEMBERS OF THE CONSTITUENCY OVERSIGHT COMMITTEES UNDER THE NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND

The Section 53 of the National Government Constituencies Development Fund (NG-CDF) Act 2015 as amended in 2016 establishes the Constituency Oversight Committee (COC) composed of the Constituency Member of the National Assembly and not more than four other members appointed by the Member of National Assembly for the constituency in consultation with other stakeholders.

Section 53(3) particularly specifies that:

“The constituency Member of National Assembly shall, in consultation with the Constituency Oversight Committee at least twice in every financial year, and upon giving notice of at least fourteen days, convene public forums for purposes of–

- (a) mobilizing and sensitising the respective target groups on any matter related to the Fund; and*
- (b) soliciting views, opinions and proposals from the public in regard to the Fund and presenting the views and opinions to the National Assembly;*

Further, Section 53(4) provides that:

“The public may in the public forums above –

- (a) make recommendations to the Constituency Committee for the better implementation of projects undertaken under the Act;*

(b) witness the commissioning of projects and issuance of cheques and other disbursements by the Constituency Committee; and

(c) express their views on the implementation of the Fund;”

On the other hand, Regulation 34(4) of the NG-CDF Regulations 2016 provides that:

“The Constituency Oversight Committee shall be facilitated in performance of its activities by the funds allocated for Monitoring and Evaluation/capacity building, provided that not more than one (1) % of the allocated funds shall be used for that purpose”.

The Ministry responsible for Economic Planning vide Circular Ref. No. MPND/15/CONT/13/3/PART ‘G’ dated 23rd September 2011 approved the current rate of sitting allowance payable to members of the National Government Constituency Development Fund Committee at Ksh. 5,000/- per sitting.

However, Constituency Oversight Committees being newly established institutions under the NG-CDF Act of 2015 as amended in 2016, no guidelines had hitherto been released to guide payment of sitting allowances to their members. This has resulted in slow operation of the committees in many constituencies, with adverse effect on effective oversight of the Fund.

In view of the foregoing, the Board in a meeting held on 6th February, 2017 resolved that members of the Constituency Oversight Committees be paid sitting allowance at the rate currently applicable to members of National Government Constituency Development Fund Committees, i.e. Ksh. 5,000/- per sitting, provided that:

- i. The request for payment of sitting allowance is based on the Constituency Oversight Committee Annual work plan submitted to the Fund Account Manager.
- ii. The payment shall be charged on the NG-CDF Committee allocation for Monitoring and evaluation and capacity building as provided for in the NG-CDF Regulations 2016;
- iii. Constituency Oversight Committee maintains a record/report of its activities;
- iv. Each Constituency Oversight Committee elects one of its members to serve as secretary for the purpose of facilitating proper documentation of its activities;

- v. The Fund Account Manager in liaison with Constituency Oversight Committee organises a capacity building for the members of the COC to facilitate effective and independent execution of its mandate.

By a copy of this letter, all Regional Coordinators are required to support Fund Account Managers in their respective Regions with a view to ensure efficient execution of these guidelines.

YUSUF MBUNO
Ag. CHIEF EXECUTIVE OFFICER

Copy to:

Mr. Saitoti Torome, CBS
Principal Secretary
State Department of Planning and Statistics
Ministry of Devolution and Planning
P.O Box 30005-00100
NAIROBI

Mr. Michael R. Sialai
Clerk of the National Assembly
NAIROBI

All Sub-County Accountants
NATIONAL GOVERNMENT

All Chairmen
NG-CDF COMMITTEES

All Regional Coordinators
NG-CDF BOARD