**MINUTES OF DAGORETTI NORTH NG-CDFC MEETING HELD ON 28/11/2024 AT DAGORETTI NORTH NG-CDF OFFICE BOARDROOM LAVINGTON AT 10.00AM**

**Present**

1. Phoebe Mungai - Chairperson
2. Keziah Muriithi - Funds Account Manager
3. Edwin Mugonyi - Member
4. Jackline Kerubo - Member
5. Lucy Wambui - Member
6. Kenneth Adiara - Member
7. Zebedi Ombidi - Member
8. Evans Miano - Member
9. Bertha Malesi - Secretary
10. Hellen Manyonyi Munyanya - ACC

**AGENDAS**

1. Preliminaries
2. Reading and Confirmation of the Previous Meeting Minutes.
3. Ongoing Projects
4. Climate Change Mitigation
5. ICT HUB
6. Project Proposal
7. Payment Approvals
8. A.O.B.

**MINUTE 1: NG-CDF/DNORTH/28/11/2024-01: PRELIMINARIES**

The meeting was called to order by the chairperson and then preceded with a word of prayer from Bishop Kenneth Adiara.

**MINUTE 2: NG-CDF/DNORTH/28/11/2024-02: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The Minutes were read by the secretary, proposed by Mr. Evans Miano and seconded by Mr. Edwin Mugonyi as the true copy of the previous meeting. They were adopted and signed.

**MINUTE 3: NG-CDF/DNORTH/28/11/2024-03: ONGOING PROJECT**

The Fund Account Manager informed the committee of the status of the ongoing Project for Construction of a 2000 Students’ Capacity Multipurpose Hall at St Georges Girls Secondary School which was initially allocated Ksh. 10,000,000.00 in the FY 2023/2024 and was was supposed to be added Ksh. 20,011,440.00. in the FY 2024/2025 for its completion. However, a communication from the institution through their Board Meeting indicated that the Institution plans to Construct an Amphitheatre that is estimated to cost above Ksh. 60,000,000.00 to match the status of the institution. The Board indicates that they intend to follow their institution plans and therefore the intended 2000 Capacity Multipupose Hall by the CDF won’t be beneficial to them.

In light of the above, the Committee discussed and agreed not to go forward with funding the above project as there is in adequate funds and other institutions are in dire need of Infrastructure uplift. The committee therefore approved reallocation of the Ksh. 10,000,000.00

**MINUTE 4: NG-CDF/DNORTH/28/11/2024-04: CLIMATE MITIGATION CHANGE**

The fund Account Manager informed the committee on the need to allocate funds for Climate Change Mitigation. It was noted that the funds that were allocated for this in the FY 2023/2024 had not yet been approved by the Board. The Committee therefore agreed to follow up on this instead of allocated more funds for the same. The Fund Account Manager was tasked with making follow up with the Board on getting the approval to allow implementation of the same in the Current Financial Year. Hence no funds were allocated during the FY 2024/2025.

**MINUTE 5: NG-CDF/DNORTH/28/11/2024-05: ICT HUB**

The fund Account Manager informed the committee on the need to allocate funds for ICT hubs as per the Boards requirement. Members discussed and agreed to do the first ICT Lab at the Dagoretti North NG-CDF Office in Kilimani Ward and the rest of the wards to follow in the next financial year budget. The Integrated office that is supposed to be constructed at Muthangari Police station will host an ICT hall that will serve the Youths of Dagoretti North Constituency on the Jitume Programme.

**MINUTE 6: NG-CDF/DNORTH/28/11/2024-06: FY 2024/2025 PROJECT PROPOSAL**

In reference to National Government Constituency Development Fund Board Circular (REF: NG-CDFB/CEO/NG-CDF CIRCULARS/ Vol III (001) dated 22nd October 2024 on Preparation and Submission of Project Proposals for the 2023/2024 Financial Year with NG-CDF(Amendment) Act 2023 in which the Board approved Budget ceilings for Dagoretti North constituency to be Kshs. 179,483,418.97 the committee deliberated on the submissions received from the ward report forums.

The committee discussed and prioritized on the following projects to be submitted to the NG-CDF Board for approval for the FY 2024/2025 by 6th December 2024

|  |  |  |
| --- | --- | --- |
| **NO** | **PROJECT ACTIVITIES** | **WARD** |
| **1** | Lavington Primary School- Supply of Lockers and Chairs | **Kilimani Ward** |
| **2** | Kilimani primary School* Rehabilitation of Dining hall
* Construction of Perimeter wall
 |
| **3** | Statehouse Primary School- Supply of Lockers and Chairs |
| **4** | Lavington Girls Secondary School* Completion of construction of 3 classrooms
* Painting of Classrooms
 |
| **5** | State House Boys High School- Purchase of 51-Seater Bus |
| **6** | Muthangari Police station- Construction of Integrated NG-CDF and Constituency Office |
| **7** | Muthangari Primary School- Supply of Lockers and Chairs |
|  |  |  |
| **1** | Gatina Primary School- Equipping of the new Constructed Library  | **Gatina Ward** |
| **2** | Gatina Chief’s Office- Equipping the Newly constructed offices with Furniture  |
|  |  |  |
| **1** | Kawangware Primary School* Supply of Lockers and Chairs
* Constructed of Perimeter wall
* Construction of Laboratory
* Renovation of 6 Classrooms
* Equipping of Laboratory
 | **Kawangware Ward** |
|  |  |  |
| **1** | Kileleshwa Primary School – Supply of Lockers and Chairs | **Kileleshwa Ward** |
|  |  |  |
| **2** | Dagoretti Muslim Primary School* Supply of Lockers and Chairs
* Rehabilitation of School Entrance and Parking area
 | **Kabiro Ward** |

Details of the above are as follows

**PROJECT PROPOSAL**

|  |
| --- |
| **ADMINISTRATION AND RECURRENT EXPENDITURE** |
|  | **ADMINISTRATION AND RECURRENT EXPENDITURE EMPLOYEES’ SALARY** |  |  |  |
| **S/No.** | **Project Number** | **Project Name** | **Project Activity**  |  **Original Cost**  | **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
|  | **ADMINISTRATION AND RECURRENT EXPENDITURE** |  |  |  |
| 1 | 4-047-275-2210402-100-2024-2025-1 | Contractual Employees | Payment of staff Basic salaries to 8 NG-CDFC staff |  2,910,000.00  |  0 |  2,910,000.00  | Ongoing |
| 2 | 4-047-275-2210402-100-2024-2025-2 | Gratuity contractual employees | Payment of gratuity to 8 NG-CDFC staff |  902,100.00  |  0 |  902,100.00  | Ongoing |
| 3 | 4-047-275-2210402-100-2024-2025-3 |  NSSF  | Employer contribution to NSSF for 8 NG-CDFC staff |  161,280.00  |  0 |  161,280.00  | Ongoing |
| 4 | 4-047-275-2210402-100-2024-2025-4 | House Allowances | Payment of staff House Allowance for 8 NG-CDFC Staff |  336,000.00  |  0 |  336,000.00  | Ongoing |
| 5 | 4-047-275-2210402-100-2024-2025-5 | Transport Allowances | Payment of staff Transport Allowance for 8 NG-CDFC staff |  300,000.00  |  0 |  300,000.00  | Ongoing |
| 6 | 4-047-275-2210402-100-2024-2025-6 | Leave Allowance Employees | Payment of staff Leave Allowance for 8 NG-CDFC staff |  210,000.00  |  0 |  210,000.00  | Ongoing |
| 7 | 4-047-275-2210402-100-2024-2025-7 | Casual Labour and Internship | Payment of staff Basic Wages to 3 casual staff |  420,000.00  |  0 |  420,000.00  | Ongoing |
| 8 | 4-047-275-2210402-100-2024-2025-8 | NITA Levy Fund  | Employer contribution to NITA Levy Fund  |  4,200.00  |  0 |  4,200.00  | Ongoing |
| 9 | 4-047-275-2210402-100-2024-2025-9 | Housing Levy Fund | Fund Employer contribution to Housing Levy for 8 NG-CDFC Staff |  43,650.00  |  0 |  43,650.00  | Ongoing |
| 10 | 4-047-275-2210402-100-2024-2025-10 | Bank service commission and charges | Payment of Bank service commission and charges |  41,975.14  |  0 |  41,975.14  | Ongoing |
| 11 | 4-047-275-2210402-100-2024-2025-11 | Catering Services (receptions), Accommodation, Food and Drinks | Payment of catering Services (receptions), Accommodation, Food and Drinks |  250,000.00  |  0 |  250,000.00  | Ongoing |
| 12 | 4-047-275-2210402-100-2024-2025-12 | Contracted Guards and Cleaning Services | Payment of Contracted Guards and Cleaning Services 2 staffs |  72,000.00  |  0 |  72,000.00  | Ongoing |
| 13 | 4-047-275-2210402-100-2024-2025-13 | Electricity | Payment of Electricity charges |  20,000.00  |  0 |  20,000.00  | Ongoing |
| 14 | 4-047-275-2210402-100-2024-2025-14 | General Office Supplies (papers, pencils, forms, small office equipment) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  450,000.00  |  0 |  450,000.00  | Ongoing |
| 15 | 4-047-275-2210402-100-2024-2025-15 | Hire of Transport | Payment of Hire of Transport  |  300,000.00  |  0 |  300,000.00  | Ongoing |
| 16 | 4-047-275-2210402-100-2024-2025-16 | Courier and Postal Services | Payment of Courier and Postal Services |  35,000.00  |  0 |  35,000.00  | Ongoing |
| 17 | 4-047-275-2210402-100-2024-2025-17 | Internet Connections | Payment of Internet Connections |  67,200.00  |  0 |  67,200.00  | Ongoing |
| 18 | 4-047-275-2210402-100-2024-2025-18 | Office rent | Payment of Office Rent |  800,000.00  |  0 |  800,000.00  | Ongoing |
| 19 | 4-047-275-2210402-100-2024-2025-19 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles |  50,000.00  |  0 |  50,000.00  | Ongoing |
| 20 | 4-047-275-2210402-100-2024-2025-20 | Other Fuels (wood, charcoal, cooking gas) | Payment of other fuels (wood, charcoal, cooking gas expenses |  30,000.00  |  0 |  30,000.00  | Ongoing |
| 21 | 4-047-275-2210402-100-2024-2025-21 | Publishing and Printing Services | Payment of Publishing and Printing Services |  250,000.00  |  0 |  250,000.00  | Ongoing |
| 22 | 4-047-275-2210402-100-2024-2025-22 | Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services |  200,000.00  |  0 |  200,000.00  | Ongoing |
| 23 | 4-047-275-2210402-100-2024-2025-23 | Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers |  350,000.00  |  0 |  350,000.00  | Ongoing |
| 24 | 4-047-275-2210402-100-2024-2025-24 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  75,000.00  |  0 |  75,000.00  | Ongoing |
| 25 | 4-047-275-2210402-100-2024-2025-25 | Travel Costs (airlines, bus, railway, mileage allowances) | Payment of Transport Expenses  |  300,000.00  |  0 |  300,000.00  | Ongoing |
| 26 | 4-047-275-2210402-100-2024-2025-26 | Purchase of office furniture | Purchase of Office Furniture and Equipment |  300,000.00  |  0 |  300,000.00  | Ongoing |
| 27 | 4-047-275-2210402-100-2024-2025-27 | Motor Vehicle Insurance | Payment of Motor Vehicle Insurance (GKB 142G- Toyota Van) |  70,000.00  |  0 |  70,000.00  | Ongoing |
| 28 | 4-047-275-2210402-100-2024-2025-28 | Water & sewerage charges | Payment of Water & sewerage charges |  25,000.00  |  0 |  25,000.00  | Ongoing |
| 29 | 4-047-275-2210402-100-2024-2025-29 | Advertising, Awareness and Publicity Campaigns | Payment for Advertising, Awareness and Publicity Campaigns |  40,000.00  |  0 |  40,000.00  | Ongoing |
| 30 | 4-047-275-2210402-100-2024-2025-30 | Maintenance of NG-CDF Office | Payment for Maintenance of NG-CDF Office |  100,000.00  |  0 |  100,000.00  | Ongoing |
| 31 | 4-047-275-2210402-100-2024-2025-31 | Maintenance of NG-CDF Office Equipment’s  | Payment for Maintenance of NG-CDF Office Equipment’s  |  150,000.00  |  0 |  150,000.00  | Ongoing |
| 32 | 4-047-275-2210402-100-2024-2025-32 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  153,600.00  |  0 |  153,600.00  | Ongoing |
| 33 | 4-047-275-2210402-100-2024-2025-33 | NGCDFC allowance | Payment of NGCDFC allowance charges |  1,040,000.00  |  0 |  1,040,000.00  | Ongoing |
| 34 | 4-047-275-2210402-100-2024-2025-34 | Other committee expenses  | Payment of Other committee expenses  |  312,000.00  |  0 |  312,000.00  | Ongoing |
|  | **Sub Total**  |  |  | **10,769,005.14**  |  **-**  | **10,769,005.14**  |  |
|   | **MONITORING, EVALUATION AND CAPACITY BUILDING** |   |   |   |   |
| 1 | 4-047-275-2210710-111-2024-2025-1 |  Accommodation Allowance | Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC on Capacity building trainings |  550,000.00  |  0 |  550,000.00  | Ongoing |
| 2 | 4-047-275-2210710-111-2024-2025-2 | Accommodation - Domestic Travel | Payment of accommodation on domestic travel  |  720,000.00  |  0 |  720,000.00  | Ongoing |
| 3 | 4-047-275-2210710-111-2024-2025-3 | Production and Printing of Training Materials | Payment of Production and Printing of Training Materials for NGCDFC, Staff and PMC capacity building trainings |  100,000.00  |  0 |  100,000.00  | Ongoing |
| 4 | 4-047-275-2210710-111-2024-2025-4 | Remuneration of Instructors and Contract Based Training Services | Payment of Instructors and Contract Based Training Services for NG-CDFC, Staff and PMC capacity building trainings |  300,000.00  |  0 |  300,000.00  | Ongoing |
| 5 | 4-047-275-2210710-111-2024-2025-5 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  518,648.27  |  0 |  518,648.27  | Ongoing |
| 6 | 4-047-275-2210710-111-2024-2025-6 | Travel Allowance on training | Payment of Travel Allowance of NGCDFC, National Government officers and PMC capacity building trainings |  150,000.00  |  0 |  150,000.00  | Ongoing |
| 7 | 4-047-275-2210710-111-2024-2025-7 | Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment (Conference halls, Projector) |  450,000.00  |  0 |  450,000.00  | Ongoing |
| 8 | 4-047-275-2210710-111-2024-2025-8 | Publishing and Printing Services | Payment of Publishing and Printing Services |  236,854.30  |  0 |  236,854.30  | Ongoing |
| 9 | 4-047-275-2210710-111-2024-2025-9 | Advertising, Awareness and Publicity Campaigns | Payment for Advertising, Awareness and Publicity Campaigns |  150,000.00  |  0 |  150,000.00  | Ongoing |
| 10 | 4-047-275-2210710-111-2024-2025-10 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles |  150,000.00  |  0 |  150,000.00  | Ongoing |
| 11 | 4-047-275-2210710-111-2024-2025-11 | Sundry Items (e.g. airport tax and taxis) | Payment of sundry items (e.g. airport tax, taxis, expenses |  74,000.00  |  0 |  74,000.00  | Ongoing |
| 12 | 4-047-275-2210710-111-2024-2025-12 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  45,000.00  |  0 |  45,000.00  | Ongoing |
| 13 | 4-047-275-2210710-111-2024-2025-13 | Supplies and Accessories for Computers and Printers | Payment for Supplies and Accessories for Computers and Printers |  300,000.00  |  0 |  300,000.00  | Ongoing |
| 14 | 4-047-275-2210710-111-2024-2025-14 | General Office Supplies (papers, pencils, forms, small office equipment) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  450,000.00  |  0 |  450,000.00  | Ongoing |
| 15 | 4-047-275-2210710-111-2024-2025-15 | NGCDFC allowance | Payment of NGCDFC allowance  |  624,000.00  |  0 |  624,000.00  | Ongoing |
| 16 | 4-047-275-2210710-111-2024-2025-16 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  150,000.00  |  0 |  150,000.00  | Ongoing |
| 17 | 4-047-275-2210710-111-2024-2025-17 | Other committee expenses  | Payment of Other committee expenses  |  416,000.00  |  0 |  416,000.00  | Ongoing |
|  | **Sub Total**  |  |  | **5,384,502.57**  |  **-**  | **5,384,502.57**  |  |
|   | **EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS** |   |   |   |   |
| 1 | 4-047-275-2640101-103-2024/2025-1 | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools |  26,099,097.87  |  0 |  26,099,097.87  | Ongoing |
| 2 | 4-047-275-2640101-103-2024/2025-2 | Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions |  15,900,000.00  |  0 |  15,900,000.00  | Ongoing |
| 3 | 4-047-275-2640101-103-2024/2025-3 | NG-CDFC Social Security Programmes (SHIF) | Provision of annual medical insurance cover for 350 vulnerable families including Orphans and Vulnerable Children (OVCs), poor older persons, Persons with Disabilities (PWDs) and destitute families in partnership with SHA as shall be identified within the Constituency. |  2,100,000.00  |  0 |  2,100,000.00  | Ongoing |
|  | **Sub Total**  |  |  | **44,099,097.87**  |  | **44,099,097.87**  |  |
|   | **EMERGENCY RESERVE** |   |   |   |   |   |   |
| 1 | 4-047-275-2640200-101-2024-2025-1 | Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year  |  9,444,313.39  |  0 |  9,444,313.39  | Ongoing |
|  | **Sub Total**  |  |  | **9,444,313.39**  | **-**  | **9,444,313.39**  |  |
|  | **PRIMARY SCHOOL PROJECTS** |  |  |  |  |
| 1 | 4-047-275-2630209-104-2024/2025-001 | Kilimani Primary School | Rehabilitation to completion of Multipurpose Hall measuring 14M by 35M (Plastering, Screeding, application of Terrazzo on the Floor, replacement of windows, doors, Painting and Electrical Works |  6,400,000.00  |  0 |  6,400,000.00  | New |
| 2 | 4-047-275-2630209-104-2024/2025-002 | Kilimani Primary School | Construction of a perimeter wall - 460m to completion clearing the area, removing cotton soil, excavation, foundation works, walling, keying and capping) |  10,350,000.00  |  0 |  10,350,000.00  | New |
| 3 | 4-047-275-2630209-104-2024/2025-003 | Milimani Primary School | Construction of a perimeter wall - 355m to completion clearing the area, removing cotton soil, excavation, foundation works, walling, keying and capping) |  7,987,500.00  |  0 |  7,987,500.00  | New |
| 4 | 4-047-275-2630209-104-2024/2025-004 | Milimani Primary School | Rehabilitation of 15 No. Classrooms to Completion (Plastering, Screeding, Tiling, of the Floor, Repair of Ceilings, Painting, Roofing, Electrical Works) |  11,850,000.00  |  0 |  11,850,000.00  | New |
| 5 | 4-047-275-2630209-104-2024/2025-005 | Milimani Primary School | Supply of 100 Wooden Metalic Lockers and Chairs @ Ksh.6,300 |  630,000.00  |  0 |  630,000.00  | New |
| 6 | 4-047-275-2630209-104-2024/2025-006 | State House Primary School | Supply of 100 Wooden Metalic Lockers and Chairs @ Ksh.6,300 |  630,000.00  |  0 |  630,000.00  | New |
| 7 | 4-047-275-2630209-104-2024/2025-007 | Kawangware Primary School | Supply of 200 Wooden Metalic Lockers and Chairs @ Ksh.6,300 |  1,260,000.00  |  0 |  1,260,000.00  | New |
| 8 | 4-047-275-2630209-104-2024/2025-008 | Kawangware Primary School | Construction of a perimeter wall Phase 2 - 200m to completion clearing the area, removing cotton soil, excavation, foundation works, walling, keying and capping) |  4,500,000.00  |  0 |  4,500,000.00  | New |
|   | 4-047-275-2630209-104-2024/2025-009 | Kawangware Primary School | Renovation to completion of 6 Classrooms; (Plastering, Screeding, Tiling, of the Floor, Repair of Ceilings, Painting, Roofing, Electrical Works) |  4,680,000.00  |  0 |  4,680,000.00  | New |
| 9 | 4-047-275-2630209-104-2024/2025-010 | Kawangware Primary School | Construction of a 45-student capacity school Laboratory size 9.6m x 19.2m on a 1st floor suspended slab to completion; (walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical, plumbing works, Installation of sinks, Gass piping, Soak pit, installation of Extractor fan, Storage Shelving and provision of 60 Library stools.) |  6,000,000.00  |  0 |  6,000,000.00  | New |
| 9 | 4-047-275-2630209-104-2024/2025-011 | Kawangware Primary School | Purchase and equipping of the new Laboratory as per the list attached |  800,000.00  |  0 |  800,000.00  | New |
| 10 | 4-047-275-2630209-104-2024/2025-012 | Dagoretti Muslim Primary School | Rehabilitation of school entrance and parking area to completion size 1,000 Square metres (Clearing the ground, excavation, Hardcore Base, leveling, laying of cabro blocks, Cerbs and Channels |  4,000,000.00  |  0 |  4,000,000.00  | New |
| 11 | 4-047-275-2630209-104-2024/2025-013 | Dagoretti Muslim Primary School | Supply of 100 Wooden Metalic Lockers and Chairs @ Ksh.6,300 |  630,000.00  |  0 |  630,000.00  | New |
| 12 | 4-047-275-2630209-104-2024/2025-014 | Lavington Primary School | Supply of 100 Wooden Metalic Lockers and Chairs @ Ksh.6,300 |  630,000.00  |  0 |  630,000.00  | New |
| 13 | 4-047-275-2630209-104-2024/2025-015 | Muthangari Primary School | Supply of 100 Wooden Metalic Lockers and Chairs @ Ksh.6,300 |  630,000.00  |  0 |  630,000.00  | New |
| 14 | 4-047-275-2630209-104-2024/2025-016 | Gatina Primary School  | Purchase and equipping of the new Laboratory as per the list attached  |  800,000.00  |  0 |  800,000.00  | New |
| 15 | 4-047-275-2630209-104-2024/2025-017 | Kileleshwa Primary School | Supply of 100 Wooden Metalic Lockers and Chairs @ Ksh.6,300 |  630,000.00  |  0 |  630,000.00  | New |
|  | **Sub Total**  |  |  | **62,407,500.00**  |  **-**  | **62,407,500.00**  |  |
|   | **SECONDARY SCHOOL PROJECTS** |   |   |   |   |
| 1 | 4-047-275-2630210-104-2024-2025-1 | State House Boys High School | One off Purchase of a 51-Seater Bus Isuzu FRR90 Semi- Luxury School Bus with Diesel propelled Engine |  9,500,000.00  |  0 |  9,500,000.00  | New |
| 2 | 4-047-275-2630210-104-2024-2025-2 | Lavington Girls Secondary School | Renovation to Completion of 3 classrooms; (Additional walling, Plastering, Wire Brushing, Tiling, of the Floor, Installation of Ceilings, Painting, Electrical Works) |  2,900,000.00  |  0 |  2,900,000.00  | New |
| 2 | 4-047-275-2630210-104-2024-2025-3 | Lavington Girls Secondary School | Renovation to completion by External Painting of 34 Classrooms (wall Scrapping, Skimming and repainting of the Classes) |  2,850,000.00  |  0 |  2,850,000.00  | New |
|  | **Sub Total**  |  |  | **15,250,000.00**  |  **-**  | **15,250,000.00**  |  |
|   | **SECURITY PROJECTS** |   |   |   |   |   |   |
| 1 | 4-047-275-2640507-113-2024/2025-001 | Gatina Chiefs Office  | Purchase and supply of office furniture’s; 4 - Office Table @ 45.000, 4 Ergonomic Office Chairs@ 30,000, 12- Office Visitors Chairs@17,000, 1- Boardroom Table @130,000, 10- Boardroom Seats @20,000, 1- 42" TV @ 45,000, 2-Office Printer @45,000by 2 and 2- Desktop Computers@80,000 by 2 |  1,129,000.00  |  0 |  1,129,000.00  | New |
|  | **Sub Total**  |  |  | **1,129,000.00**  |  **-**  | **1,129,000.00**  |  |
|   | **OTHERS** |   |   |   |   |   |   |
| 1 | 4-047-275-2640507-113-2024/2025-001 | Dagoretti North NGCDF/ Constituency Integrated Office (NG-CDFC to submit certified BoQs and drawings) | Construction of Storey Integrated Dagoretti North Constituency Office Phase1- (Ground Floor (Consisting of ICT Hall, DCC Office, 2- Toilet Block Sections and 9 other Offices)1st Floor-NGCDF and Constituency Offices Consisting of (Boardroom and 15 Offices)- Clearing the site, excavation works, walling, Tilling, Installation of Doors and windows, Slabbing, Toilets, Plumbing works, Electrical Works, Painting and Construction of ramp and stairs) |  43,000,000.00  |  0 |  31,000,000.00  | New |
|  | **Sub Total**  |  |  | **43,000,000.00**  |  | **31,000,000.00**  |  |
|  | **TOTAL ALLOCATION** |  |  | **191,483,418.97**  |  **-**  | **179,483,418.97**  |  |

**Annex 1: Administration and Recurrent Expenditure**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **EXPENDITURE ITEMS** |  |  |  |  |  |  |
| **Item** | **Description** | **Scale** | **Number** | **Rate** |  | **Total Amount pm** |  **Total Amount pa**  |
|   |  **Contractual Employees**  |   |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 85,500 |   | 85,500 | 1,026,000.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 58,500 |   | 58,500 |  702,000.00  |
| 3 |  Office Secretary  | CSG 12 | 1 | 30,500 |   | 30,500 |  366,000.00  |
| 4 |  Records Management Assistant  | CSG 12 | 1 | 20,500 |   | 20,500 |  246,000.00  |
| 5 |  Driver  | CSG 13 | 1 | 20,500 |   | 20,500 |  246,000.00  |
| 6 |  Office Assistant  | CSG 14 | 2 | 13,500 |   | 27,000 |  324,000.00  |
| **Sub Total** |  |  | **7** |  |  |  | **2,910,000.00**  |
|   |  **Casual Labour and Internship**  |  |   |   |   |   |   |
|   |  Security  |   | 1 | 15,000 |   | 15,000 |  180,000.00  |
|   |  Grounds Man  |   | 1 | 10,000 |   | 10,000 |  120,000.00  |
|   |  Office Assistant  |   | 1 | 10,000 |   | 10,000 |  120,000.00  |
| **Sub Total** |  |  | **3** |  |  |  |  **420,000.00**  |
|   |  **House Allowance**  |   |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 5,000 |   | 5,000 |  60,000.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 5,000 |   | 5,000 |  60,000.00  |
| 3 |  Office Secretary  | CSG 11 | 1 | 4,000 |   | 4,000 |  48,000.00  |
| 4 |  Records Management Assistant  | CSG 12 | 1 | 5,000 |   | 5,000 |  60,000.00  |
| 5 |  Driver  | CSG 13 | 1 | 3,000 |   | 3,000 |  36,000.00  |
| 6 |  Office Assistant  | CSG 14 | 2 | 3,000 |   | 6,000 |  72,000.00  |
|   |  |   |   |   |   |   |   |
| **Sub Total** |  |  | **7** |  |  |  |  **336,000.00**  |
|   |  **Transport Allowance**  |   |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 4,500 |   | 4,500 |  54,000.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 4,500 |   | 4,500 |  54,000.00  |
| 3 |  Office Secretary  | CSG 11 | 1 | 4,000 |   | 4,000 |  48,000.00  |
| 4 |  Records Management Assistant  | CSG 12 | 1 | 3,000 |   | 3,000 |  36,000.00  |
| 5 |  Driver  | CSG 13 | 1 | 3,000 |   | 3,000 |  36,000.00  |
| 6 |  Office Assistant  | CSG 14 | 2 | 3,000 |   | 6,000 |  72,000.00  |
|   |   |   |   |   |   |   |   |
| **Sub Total** |  |  | **7** |  |  |  |  **300,000.00**  |
|   |  **Leave Allowance**  |   |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 3,000 |   | 3,000 |  36,000.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 3,000 |   | 3,000 |  36,000.00  |
| 3 |  Secretary  | CSG 11 | 1 | 3,000 |   | 3,000 |  36,000.00  |
| 4 |  Records Management Assistant  | CSG 12 | 1 | 2,500 |   | 2,500 |  30,000.00  |
| 5 |  Driver  | CSG 13 | 1 | 2,000 |   | 2,000 |  24,000.00  |
| 6 |  Office Assistant  | CSG 14 | 2 | 2,000 |   | 4,000 |  48,000.00  |
| **Sub Total** |  |  | **7** |  |  |  |  **210,000.00**  |
|   | **Gratuity-Contractual Employees** |   |   |   |   |   |   |
| 1 | Accounts Assistant  | CSG 11 | 1 | 26,505 |   | 26,505 |  318,060.00  |
| 2 | Clerk of Works  | CSG 11 | 1 | 18,135 |   | 18,135 |  217,620.00  |
| 3 | Secretary  | CSG 11 | 1 | 9,455 |   | 9,455 |  113,460.00  |
| 4 | Records Management Assistant  | CSG 12 | 1 | 6,355 |   | 6,355 |  76,260.00  |
| 5 |  Driver  | CSG 13 | 1 | 6,355 |   | 6,355 |  76,260.00  |
| 6 |  Office Assistant  | CSG 14 | 2 | 4,185 |   | 8,370 |  100,440.00  |
| **Sub Total** |  |  | **7** |  |  |  |  **902,100.00**  |
|   | **Employer Contribution to NSSF**  |   |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 2,160 |   | 2,160 |  25,920.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 2,160 |   | 2,160 |  25,920.00  |
| 3 |  Secretary  | CSG 11 | 1 | 2,160 |   | 2,160 |  25,920.00  |
| 4 |  Records Management Assistant  | CSG 12 | 1 | 2,160 |   | 2,160 |  25,920.00  |
| 5 |  Driver  | CSG 13 | 1 | 1,800 |   | 1,800 |  21,600.00  |
| 6 |  Office Assistant  | CSG 14 | 2 | 1,500 |   | 3,000 |  36,000.00  |
| **Sub Total** |  |   | **7** |   |   |   |  **161,280.00**  |
|   |  **Employer Contribution to NITA**  |   |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 50 |   | 50 |  600.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 50 |   | 50 |  600.00  |
| 3 |  Secretary  | CSG 11 | 1 | 50 |   | 50 |  600.00  |
| 4 |  Records Management Assistant  | CSG 12 | 1 | 50 |   | 50 |  600.00  |
| 5 |  Driver  | CSG 13 | 1 | 50 |   | 50 |  600.00  |
| 6 |  Office Assistant  | CSG 14 | 2 | 50 |   | 100 |  1,200.00  |
| **Sub Total** |  |  | **7** |  |  |  |  **4,200.00**  |
|   |  **Employer Contribution to National Housing Levy Fund**  |   |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 1,283 |   | 1,283 |  15,390.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 878 |   | 878 |  10,530.00  |
| 3 |  Secretary  | CSG 11 | 1 | 458 |   | 458 |  5,490.00  |
| 4 |  Records Management Assistant  | CSG 12 | 1 | 308 |   | 308 |  3,690.00  |
| 5 |  Driver  | CSG 13 | 1 | 308 |   | 308 |  3,690.00  |
| 6 |  Office Assistant  | CSG 14 | 2 | 203 |   | 405 |  4,860.00  |
| **Sub Total** |  |   | **7** |   |   |   |  **43,650.00**  |
|   |  **USE OF GOODS AND SERVICES**  |   |   |   |   |   |   |
|   | **Utilities, Supplies and Services** |   |   |   |   |   |   |
| 2210101 | Electricity |   |   |   |   |   |  20,000.00  |
| 2210102 | Water & Sewerage Charges |   |   |   |   |   |  25,000.00  |
| 2210103 | Gas Expenses |   |   |   |   |   |   |
| 2210104 | Office Rent |   |   |   |   |   |  800,000.00  |
|   | **Communication, Supplies and Services** |   |   |   |   |   |   |
| 2210201 | Telephone, Telex, Facsmile and Mobile Phone Service |   |   |   |   |   |  75,000.00  |
| 2210202 | Internet Connections |   |   |   |   |   |  67,200.00  |
| 2210203 | Courier and Postal Services |   |   |   |   |   |  35,000.00  |
|   | **Domestic Travel and Subsistence & Other Transport Costs** |   |   |   |   |   |   |
| 2210301 | Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.) | Persons | 12 | 5,000 |   | 60,000 |  300,000.00  |
| 2210302 | Accommodation - Domestic Travel | Persons | 12 | 5,000 |   |  60,000  |  180,000.00  |
| 2210303 | Daily Subsistence Allowance | Persons | 12 | 6,400 |   | 76,800 |  153,600.00  |
|   | **Printing, Advertising and Information Supplies & Services** |   |   |   |   |   |   |
| 2210502 | Publishing and Printing Services |   |   |   |   |   |  250,000.00  |
| 2210503 | Subscriptions to Newspapers, Magazines and Periodicals |   |   |   |   |   |   |
| 2210504 | Advertising, Awareness and Publicity Campaigns |   |   |   |   |   |  40,000.00  |
|   | **Hospitality Supplies and Services** |   |   |   |   |   |   |
| 2210801 | Catering Services (Receptions), Accommodation, Gifts, Food and Drinks |   |   |   |   |   |  250,000.00  |
| **Sub Total** |   |   |   |   |   |   |  **2,195,800.00**  |
|   | **Committee Expenses**  |   |   |   |   |   |   |
| 2210802 | Other Committee Expenses  | Members | 9 | 5,000 | 5 | 45,000 |  270,000.00  |
| Chair | 1 | 7,000 | 5 | 7,000 |  42,000.00  |
| 2210811 | NGCDFC Allowance | Members | 9 | 5,000 | 20 | 45,000 |  900,000.00  |
| Chair | 1 | 7,000 | 20 | 7,000 |  140,000.00  |
| **Sub Total** |   |   |   |   |   |   |  **1,352,000.00**  |
|   | **Insurance Costs** |   |   |   |   |   |   |
| 2210904 | Motor Vehicle Insurance |   |   |   |   |   |  70,000.00  |
|   | **Specialized Materials and Services** |   |   |   |   |   |   |
| 2211016 | Purchase of Uniforms and Clothing - Staff |   |   |   |   |   |  120,000.00  |
|   | **Office and General Supplies and Services** |   |   |   |   |   |   |
| 2211101 | General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) |   |   |   |   |   |  450,000.00  |
| 2211102 | Supplies and Accessories for Computers and Printers |   |   |   |   |   |  350,000.00  |
| 2211103 | Sanitary and Cleaning Materials, Supplies and Services |   |   |   |   |   |  200,000.00  |
|   | **Fuel, Oil & Lubricants** |   |   |   |   |   |   |
| 2211201 | Refined Fuels and Lubricants for Transport |   |   |   |   |   |   |
|   | Refined Fuels and Lubricants - Other |   |   |   |   |   |   |
|   | Other Fuels (wood, charcoal, cooking gas etc.) |   |   |   |   |   |  30,000.00  |
|   | **Other Operating Expenses** |   |   |   |   |   |   |
| 2211301 | Bank Service Commission and Charges |   |   |   |   |   |  41,975.14  |
| 2211305 | Contracted Guards and Cleaning Services |   | 1 | 4 |   | 18,000 |  72,000.00  |
| 2211310 | Contracted Professional Services - e.g. Strategic Plan |   |   |   |   |   |   |
| 2211311 | ICT Hubs |   |   |   |   |   |   |
|   | **Routine Maintenance - Vehicles and Other Transport Equipment** |   |   |   |   |   |   |
| 2220101 | Maintenance Expenses - Motor Vehicles |   |   |   |   |   |  50,000.00  |
|   | **Routine Maintenance - Other Assets** |   |   |   |   |   |   |
| 2220202 | Purchase of Office Furniture and Equipment |   |   |   |   |   |  300,000.00  |
| 2220205 | Maintenance of NG-CDF Office |   |   |   |   |   |  100,000.00  |
| 2220205 | Maintenance of NG-CDF Office Equipment  |   |   |   |   |   |  150,000.00  |
| **Sub Total** |   |   |   |   |   |   |  **1,933,975.14**  |
| **TOTAL** |   |  |   |   |   |   |  **10,769,005.14**  |

**Annex 2: Monitoring and Evaluation and Capacity Building**

|  |
| --- |
| **EXPENDITURE ITEMS** |
| **Item** | **Description** | **Scale** | **Number** | **Rate** | **Total Amount pm** | **Total Amount pa**  |
|   | **Communication, Supplies and Services** |  |  |  |  |   |
| 2210201 | Telephone, Telex, Facsimile and Mobile Phone Service |   |   |   |   |  45,000.00  |
|   | **Domestic Travel and Subsistence & Other Transport Costs** |  |  |  |  |   |
| 2210301 | Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.) | Persons | 10 |  | 0 |  -  |
| 2210302 | Accommodation - Domestic Travel | Persons | 15 | 12,000  | 180,000 |  720,000.00  |
| 2210303 | Daily Subsistence Allowance | Persons | 15 | 10,000  | 150,000 | 150,000.00  |
|   | **Printing, Advertising and Information Supplies & Services** |  |  |  |  |   |
| 2210502 | Publishing and Printing Services |   |   |  |   | 236,854.30  |
| 2210504 | Advertising, Awareness and Publicity Campaigns |   |   |   |   |  150,000.00  |
|   | **Training Expenses** |  |  |  |  |   |
| 2210701 | Travel Allowance |   |   |   |   | 150,000.00  |
| 2210702 | Remuneration of Instructors and Contract Based Training Services |   |   |   |   |  300,000.00  |
| 2210703 | Production and Printing of Training Materials |   |   |   |   |  100,000.00  |
| 2210704 | Hire of Training Facilities and Equipment |   |   |   |   |  450,000.00  |
| 2210710 | Accommodation Allowance |   |   |   |   | 550,000.00  |
|   | **Hospitality Supplies and Services** |  |  |  |  |   |
| 2210801 | Catering Services (Receptions), Accommodation, Gifts, Food and Drinks |   |   |   |   |  518,648.27  |
|   | **Committee Expenses**  |  |  |  |  |   |
| 2210802 | Other Committee Expenses  | Members | 9 | 5,000  | 45,000 | 360,000.00  |
| Chair | 1 | 7,000  | 7,000 | 56,000.00  |
| 2210811 | NGCDFC Allowance | Members | 9 | 5,000  | 45,000 | 540,000.00  |
| Chair | 1 | 7,000  | 7,000 |  84,000.00  |
|   | **Office and General Supplies and Services** |  |  |  |  |   |
| 2211101 | General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) |   |   |   |   |  450,000.00  |
| 2211102 | Supplies and Accessories for Computers and Printers |   |   |   |   |  300,000.00  |
|   | Sundry Items, (e.g. airport tax and taxis) |   |   |   |   |  74,000.00  |
|   | **Fuel, Oil & Lubricants** |  |  |  |  |   |
| 2211201 | Refined Fuels and Lubricants for Transport |   |   |   |   |  150,000.00  |
| **TOTAL** |   |   |   |   |   | **5,384,502.57**  |

**MINUTE 7: NG-CDF/DNORTH/28/11/2024-7: PAYMENT APPROVALS**

The following payments were discussed and approved by the members of the committee:

1. NG-CDFC Allowances for the meeting held on 28/11/2024 ………. Ksh. 52,000.00

**MINUTE 8: NG-CDF/DNORTH/28/11/2024-8: AOB**

There was no AOB

**ADJOURNMENT**

There being no other business to be discussed the meeting ended with a word of prayer from Evans Miano.

Meeting closed at 1.30 pm. The next meeting date will be communicated.

**Minutes Complied by: Minutes confirmed by:**

Bertha Malesi Shivachi Phoebe Mungai Wanjiku

Signature………............... Signature:………….

Date………28/11/2024…….……... Date……28/11/2024……