



MATAYOS NG - CDFC MEETING HELD ON 08th JANUARY 2024 AT 2:00 PM AT MATAYOS MUNDIKA NG - CDF OFFICE

MEMBERS PRESENT

- | | | |
|----------------------------|---|----------------------------|
| 1. Mr. Stephen R. Ojwang' | - | Chairperson |
| 2. Mr. Okello W. Fredrick | - | Secretary |
| 3. Mr. Chaka Nyamawi | - | Deputy County Commissioner |
| 4. Mr. Ooko E. Dickson | - | Member |
| 5. Mrs. Atieno M. Caroline | - | Member |
| 6. Mr. Oboya W. Hillary | - | Member |
| 7. Mrs. Nyongesa A. Violet | - | Member |
| 8. Mrs. Lutta N. Caren | - | Member |
| 9. Mr. Wandera O Pascal | - | Co-opted Member |
| 10. Mr. Kevin O. McAkech | - | Fund Account Manager |

IN-ATTENDANCE

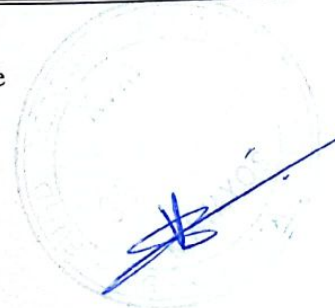
1. Mr. Julius Orima Osibwoga-Sub -county Education Director

AGENDA

1. Confirmation of Previous Meeting Minutes
2. Reading and confirmation of previous Meeting minutes
3. Brief about the circulars on submission of the projects
4. Consideration of ongoing projects
5. Presentation of the budget for administration and monitoring
6. Matching Fund Projects-Junior Secondary School
7. Approval of the Matayos NG-CDF Projects Proposal for Financial Year 2023/2024
8. A.O.B.

Signed.....

Signed.....





MIN: MAT/01/01/2024-08: CONFIRMATION OF PREVIOUS MEETING MINUTES

The meeting was started at 9:30AM with the word of prayer from Ms. Curren Lutta, the Chairperson Mr. Stephen Ojwang, welcomed all members and thanked them for being punctual and he urged members to contribute to the meeting agendas.

MIN: MAT/02/01/2024-08: READING AND CONFIRMATION OF THE PREVIOUS MEETING MINUTES

The secretary read through the minutes of the previous meeting. The minutes were confirmed to be true copy of the deliberations by Mr. Fred Wafula who was seconded by Pascal Wandera.

MIN: MAT/03/01/2024-08: BRIEF ABOUT THE CIRCULARS ON SUBMISSION OF THE PROJECTS



The fund account informed the member that the circular on preparation and submission of the constituencies' project proposal for 2023/2024 Issued September, 16TH October 2023 and January 2024. The committee was to adhere to the circular in the presentation of the projects to the National Board. The fund account manager also pointed out in the amendments of the NGCDF Act, 2015 that some of the sectors such as sport and oversight committee were excluded in the proposal.

MIN: MAT/04/01/2024-08: CONSIDERATION OF ON-GOING PROJECTS

The fund account manager also informed the member of the on-going projects which needed additional funding apart from the already allocated. The projects affected are as follows: -

Mabunge Secondary School- This project activity was changed from 200 capacity to 2000 capacity which re required more funding. The project was started in the financial year 2021/2022 with an allocation of Kshs.2,000,000.00. A further Kshs. 15,000,000.00 was allocated the financial year 2022/2023 of which a request for change of activity has been done and awaiting approval from the board. In the financial year 2023/24 the project has been allocated Kshs.14,973,448.00 to completion. The total project is to cost 31,973,448.00

The fund account manager requested the committee to allocate funds for this best practice projects so that they can be completed within the required period of three years as stipulated in the NGCDF Act, 2022 as amended.

Signed..........Signed..........

Chairman

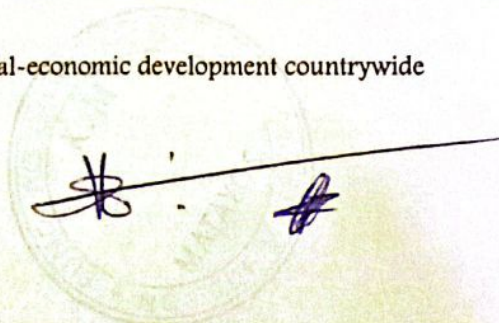
Secretary



The committee agreed to have all the documentation of all projects done to satisfaction to provide the necessary evidence for approval of the same through the technical officer's concern. There was also a concern with some of the projects that were to undergo an appraisal by the necessary department, which were to form part of the proposal to enable the project be realized within the time set. Members resolved to fund the below on-going project.

FY	Project Name	Entire Scope of the projects	Initial Approved Activities	Pending Activities Requiring Funding	Contract Sum/ Estimated Cost (Kshs.)	Cumulative allocation to the project (Kshs.)		Balance to complete
						FY	Amount Allocated	
2021-2022	Mabunge Secondary School	Construction of a 2000 capacity dining hall	Construction of 2,000 capacity multi-purpose hall; Site clearance, excavation, hoarding, and carting away, foundation works and back filling with hardcore and murram	Additional fund for the ongoing construction of a 2000 students capacity Multi-purpose Hall (phase 2) consisting of dining/conference hall, kitchen, 2 offices and 3 stores up to laying of the ring beam foundation works, raising of columns, walling, laying of	31,973,448	2021-22	2,000,000	29,973,448
						2022-23	15,000,000	14,973,448

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FY	Project Name	Entire Scope of the projects	Initial Approved Activities	Pending Activities Requiring Funding	Contract Sum/ Estimated Cost (Kshs.)	Cumulative allocation to the project (Kshs.)		Balance to complete
						FY	Amount Allocated	
				ring beam and roofing				
2022/23	Mabunge Secondary School	Construction of a 2000 capacity dining hall	Additional fund for the ongoing construction of a 2000 students' capacity Multi-purpose Hall (phase 2) consisting of dining/conference hall, kitchen, 2 offices and 3 stores up to laying of the ring beam foundation works, raising of columns, walling, laying of ring beam and roofing	Additional funds for construction of a 2000 Multipurpose Hall: Roofing, fittings, Plastering, Electrical Fittings, Plumbing, tiling and painting to completion	31,973,448	2022-23	15,000,000	14,973,448
2020-2021	Lwanya Girls Secondary	Construction of storey Administration Block consisting of 5 offices, staff room,	Additional fund for the ongoing construction of a 2000 students' capacity	Additional funds for the completion of construction of a	35,284,255	2020-2021	15,000,000	20,284,255

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FY	Project Name	Entire Scope of the projects	Initial Approved Activities	Pending Activities Requiring Funding	Contract Sum/ Estimated Cost (Kshs.)	Cumulative allocation to the project (Kshs.)		Balance to complete
						FY	Amount Allocated	
		computer room with capacity of 40 computers and a library up to suspended slab level	Multi-purpose Hall (phase 2) consisting of dining/conference hall, kitchen, 2 offices and 3 stores up to laying of the ring beam foundation works, raising of columns, walling, laying of ring beam and roofing	storey Administration Block consisting of offices, staff room, computer room with capacity of 40 students and a library: fixing of ceiling board installation of gutters, tiling painting, fittings, electrical works, plumbing works, fixing of windows and doors, plastering				
2021-22	Lwanya Girls Secondary	Construction of a storey Administration Block	Construction of a storey Administration Block	Additional funds for the completion	35,284,255	2021-22	12,000,000	8,284,255

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FY	Project Name	Entire Scope of the projects	Initial Approved Activities	Pending Activities Requiring Funding	Contract Sum/ Estimated Cost (Kshs.)	Cumulative allocation to the project (Kshs.)		Balance to complete
						FY	Amount Allocated	
		consisting of 5 offices, Staffroom, computer room with capacity of 40 students and library phase 1: from suspended slab to roofing level	consisting of 5 offices, Staffroom, computer room with capacity of 40 students and library phase 1: from suspended slab to roofing level	n of construction of a storey Administration Block consisting of offices, staff room, computer room with capacity of 40 students and a library: fixing of ceiling board installation of gutters, tiling painting, fittings, electrical works, plumbing works, fixing of windows and doors, plastering				

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National Government Constituencies Development Fund Board

Matayos Constituency

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FY	Project Name	Entire Scope of the projects	Initial Approved Activities	Pending Activities Requiring Funding	Contract Sum/ Estimated Cost (Kshs.)	Cumulative allocation to the project (Kshs.)		Balance to complete
						FY	Amount Allocated	
2022-2023	Lwanya Girls Secondary	Additional funds for the completion of construction of a storey Administration Block consisting of offices, staff room, computer room with capacity of 40 students and a library: fixing of ceiling board installation of gutters, tiling painting, fittings, electrical works, plumbing works, fixing of windows and doors, plastering			35,284,255	2022-23	8,284,255	7,660,191
2023-24	Lwanya Girls Secondary		Construction of a storey Administration Block consisting of	Installation of Plastering, Flooring, Screeding	35,284,255	2023-24	35,284,255	7,660,191

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						FY	Amount Allocated	
			5 offices, Staffroom, computer room with capacity of 40 students and library phase 1: from suspended slab to roofing level	windows , Electrical installation, Plumbing and fixtures, Tiling, Installation of ceiling boards and painting				
2020-21	Mundika Secondary School	Construction of a 2000 capacity Multi-purpose Hall Construction of a 2000 capacity Multi-purpose Hall Consisting of dining/conference hall,kitchen, 2 offices and stores 1;slab and columns	Construction of a 2000 capacity Multi-purpose Hall Consisting of dining/conference hall, kitchen,2 offices and stores 1;slab and columns	Construction of a 2000 capacity Multi-purpose hall consisting of dining hall/conference hall. kitchen,2 offices and 3 stores 1 walling, roofing, shutters, windows, glazing, electrical	46,833,216	2020/21	20,000,000	26,833,216

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						FY	Amount Allocated	
				works and drainage				
2021-22	Mundika Secondary School	Construction of a 2000 capacity Multi-purpose Hall Construction of a 2000 capacity Multi-purpose Hall Consisting of dining/conference hall,kitchen, 2 offices and stores 1;slab and columns	Construction of a 2000 capacity Multi-purpose hall consisting of dining hall/conference hall.kitchen, 2 offices and 3 stores 1 walling, roofing, shutters, windows, glazing,electrical works and drainage	Additional funds for the completion of construction on a 2000 capacity Multi-purpose hall consisting of dining/conference hall,kitchen,2 offices and 3 stores: roofing, fixing of windows and doors, electrical works, plumbing works, plastering, and painting	46,833,216	2021-22	25,000,000	1,833,216
2022-2023	Mundika Secondary School	Construction of a 2000 capacity	Construction of a 2000 capacity		46,833,216	2022-23	1,833,216	

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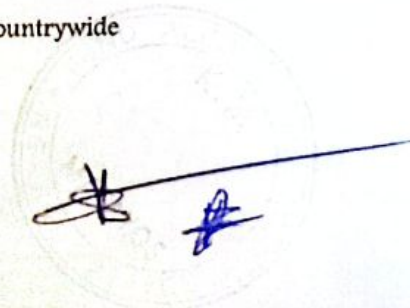
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FY	Project Name	Entire Scope of the projects	Initial Approved Activities	Pending Activities Requiring Funding	Contract Sum/ Estimated Cost (Kshs.)	Cumulative allocation to the project (Kshs.)		Balance to complete
						FY	Amount Allocated	
		Multi-purpose Hall Consisting of dining/conference hall, kitchen,2 offices and stores 1; and columns	multi-purpose hall consisting of dining hall/conference hall. kitchen,2 offices and 3 stores 1 walling, roofing, shutters, windows, glazing, electrical					
2023-24	Mundika Secondary School	Consisting of dining/conference hall, kitchen,2 offices and stores 1; and columns	Construction of a 2000 capacity multi-purpose hall consisting of dining hall/conference hall. kitchen,2 offices and 3 stores 1 walling, roofing, shutters, windows, glazing, electrical	Plastering, Installation of terrazzo, Electrical Installation, Installation of Plumbing and fixtures, Flooring, screeding and tiling, Wall glazing, Installation of windows and doors	46,833,216	2023/24	46,833,216	10,490,000

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FY	Project Name	Entire Scope of the projects	Initial Approved Activities	Pending Activities Requiring Funding	Contract Sum/ Estimated Cost (Kshs.)	Cumulative allocation to the project (Kshs.)		Balance to complete
						FY	Amount Allocated	
				and painting				

MIN: MAT/05/01/2024-08: PRESENTATION OF THE BUDGET FOR ADMINISTRATION AND MONITORING

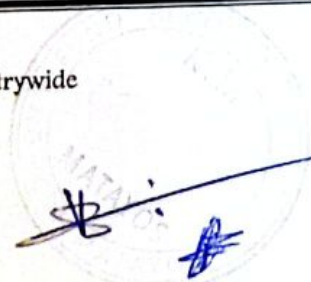
The manager informed members of the various statutory ceilings as provided for in the Act and as guided by the Board. The manager highlighted the following to members as conditions given by the Board;

- Committee to provide a detailed budget with clear breakdown on each component to justify allocation for the administration and recurrent expenditure, Monitoring and Evaluation/Capacity building
- The committee to factor in the Housing Levy as guided
- The committee to factor in the new rates of NSSF as guided

The said budgets were tabled by the manager and upon deliberations having considered the constituency allocation and the needs of the community, the committee members approved them as given below:

Contractual Employees'

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No.	Description	Scale	Number	Rate	Number of Months	Total amount (PA)
1.	Assistant Accountant	CSG 11	1	31,170.00	12	374,040.00
2.	Clerk of Works/Works Assistant	CSG11	1	31,170.00	12	374,040.00
3.	Project Clerk	CSG 13	1	22,500.00	12	270,000.00
4.	Information Communication Technology Assistant	CSG 12	1	24,580.00	12	294,960.00
5.	Records Management Assistant	CSG 12	1	24,580.00	12	294,960.00
6.	Administrative Assistant/Secretary	CSG 12	1	24,580.00	12	294,960.00
7.	Front office/Receptionist	CSG 13	1	21,500.00	12	258,000.00
8.	Driver	CSG 13	1	24,580.00	12	294,960.00
9.	Office Assistant	CSG 14	1	16,890.00	12	202,680.00
10.	Security Officer	CSG 14	1	16,890.00	12	202,680.00
11.	Security Officer	CSG 14	1	16,890.00	12	202,680.00
	TOTAL		11	255,330.00	12 Months	3,063,000.00

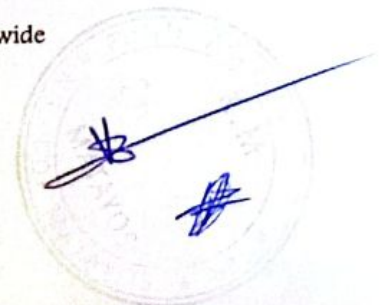
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Chairman

Secretary

CASUAL EMPLOYEES

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NO	Description	Scale	Number	Rate	Number of Months	Total Amount (PA)
1	Support Staff		1	8,450	12	101,400
2	Support staff		1	8,450	12	101,400
3	Support Staff		1	8,450	12	101,400
4	Support Staff		1	8,450	12	101,400
5	Support Staff		1	8,450	12	101,400
6	Support Staff		1	8,450	12	101,400
	TOTAL		6	50,700	12Months	608,400

NSSF CONTRIBUTION

NO	Description	Scale	Number	Rate	Number of Months	Total Amount (PA)
1	Accounts assistant	CSG 11	1	1080	12	12,960
2	Clerk of works	CSG 11	1	1080	12	12,960
3	Project clerk	CSG 13	1	1080	12	12,960
4	Ict officer	CSG 12	1	1080	12	12,960
5	Records management	CSG 12	1	1080	12	12,960
6	Secretary	CSG 12	1	1080	12	12,960
7	Receptionist	CSG 13	1	1080	12	12,960
8	Driver	CSG 13	1	1080	12	12,960
9	Office Assistant	CSG 14	1	1080	12	12,960
10	Security Officer	CSG 14	1	1080	12	12,960

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11	Security Officer	CSG 14	1	1080	12	12,960
12	Support Staff	Casual	1	1080	12	12,960
13	Support Staff	Casual	1	1080	12	12,960
14	Support Staff	Casual	1	1080	12	12,960
15	Support Staff	Casual	1	1080	12	12,960
16	Support Staff	Casual	1	1080	12	12,960
17	Support Staff	Casual	1	1080	12	12,960
	TOTAL		17			220,320

HOUSE ALLOWANCE

NO	Description	Scale	Number	Rate	Number of Months	Total Amount (PA)
1	Accounts Assistant	CSG 11	1	1,500	12	18,000
2	Clerk of works	CSG 11	1	1,500	12	18,000
3	Project clerk	CSG 13	1	500	12	6,000
4	Ict officer	CSG 12	1	500	12	6,000
5	Records management	CSG 12	1	500	12	6,000
6	Secretary	CSG 12	1	500	12	6,000
7	Receptionist	CSG 13	1	500	12	6,000
8	Driver	CSG 13	1	500	12	6,000
9	Office Assistant	CSG 14	1	500	12	6,000
10	Security Officer	CSG 14	1	500	12	6,000
11	Security Officer	CSG 14	1	500	12	6,000

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TOTAL		11			90,000.00
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Signed.....Signed.....
 Chairman Secretary

HOUSING LEVY

NO	Description	Scale	Number	Rate	Number of Months	Total Amount (PA)
1	Accounts assistant	CSG 11	1	470	12	5,640
2	Clerk of works	CSG 11	1	470	12	5,640
3	Project clerk	CSG 13	1	340	12	4,080
4	Ict officer	CSG 12	1	370	12	4,440
5	Records management	CSG 12	1	370	12	4,440
6	Secretary	CSG 12	1	370	12	4,440
7	Receptionist	CSG 13	1	330	12	3,960
8	Driver	CSG 13	1	370	12	4,440
9	Office Assistant	CSG 14	1	260	12	3,120
10	Security Officer	CSG 14	1	260	12	3,120
11	Security Officer	CSG 14	1	260	12	3,120
12	Support Staff	Casual	1	130	12	1,560
13	Support Staff	Casual	1	130	12	1,560
14	Support Staff	Casual	1	130	12	1,560
15	Support Staff	Casual	1	130	12	1,560
16	Support Staff	Casual	1	130	12	1,560
17	Support Staff	Casual	1	130	12	1,560

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TOTAL		17			55,800
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LEAVE ALLOWANCE

NO	Description	Scale	Number	Rate	Total Amount (PA)
1	Accounts assistant	CSG 11	1	4,000	4,000
2	Clerk of works	CSG 11	1	4,000	4,000
3	Project clerk	CSG 13	1	4,000	4,000
4	Ict officer	CSG 12	1	4,000	4,000
5	Records management	CSG 12	1	4,000	4,000
6	Secretary	CSG 12	1	4,000	4,000
7	Receptionist	CSG 13	1	4,000	4,000
8	Driver	CSG 13	1	4,000	4,000
9	Office Assistant	CSG 14	1	4,000	4,000
10	Security Officer	CSG 14	1	4,000	4,000
11	Security Officer	CSG 14	1	4,000	4,000
	TOTAL		11		44,000

Signed.....Signed.....

Chairman

Secretary

Gratuity

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No.	Description	Rate	Number	Number of Months	Total amount (PA)
1.	Assistant Accountant	9,662.70	1	12	115,952.40
2.	Clerk of Works/Works Assistant	9,662.70	1	12	115,952.40
3.	Project Clerk	6,975.00	1	12	83,700.00
4.	Information Communication Technology Assistant	7,619.80	1	12	91,437.60
5.	Records Management Assistant	7,619.80	1	12	91,437.60
6.	Administrative Assistant/Secretary	7,619.80	1	12	91,437.60
7.	Front office/Receptionist	6,665.00	1	12	79,980.00
8.	Driver	7,619.80	1	12	91,437.60
9.	Office Assistant	5,235.90	1	12	62,830.80
10.	Security Officer	5,235.90	1	12	62,830.80
11.	Security Officer	5,235.90	1	12	62,830.80
	TOTAL	79,152.30	11	12 Months	949,827.60

NG – CDFC Allowances (Administration)

No.	Description	Rate	No. of meetings per month	Amount	Total Amount (PA)
1.	8 Members	5,000.00	2	10,000.00	960,000.00
2.	1 Member	7,000.00	2	14,000.00	168,000.00
				TOTAL	1,128,000.00

NG – CDFC Allowances (Monitoring & Evaluation)

No.	Description	Rate	No. of meetings per month	Quarters	Total Amount (PA)
1.	8 Members	5,000.00	6	4	1,080,000.00
2.	1 Member	7,000.00	6	4	168,000.00
3.	1 driver	2,500.00	6	4	60,000.00
4.	1 Clerk of works	2,500.00	6	4	60,000.00
				TOTAL	1,368,000.00

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NG – CDFF Allowances (Accommodation)

No.	Description	Rate	No. of days	Amount	Total Amount (PA)
1.	10 Members	5,000.00	6	5,000.00	300,000.00
				TOTAL	300,000.00

NATIONAL GOVERNMENT CONSTITTUENCIES DEVELOPMENT FUND BOARD						
PROJECT PROPOSALS FOR MATAYOS NATIONAL GOVERNMENT CONSTITTUENCY DEVELOPMENT FUND						
FINANCIAL YEAR 2023/2024						
S/ No.	Project Name	Project Activity	Original Cost	Cumulati ve Allocation	Amount Allocated	Curren t Status
ADMINISTRATION AND RECURRENT EXPENDITURE						
1	Contractual employees	Payment of staff Basic salaries to NGCDF staff 13 NGCDF STAFF Annex 1	3,113,000.00		3,113,000.00	New
2	Casual Labour and Internship	Payment of staff Basic Wages 4 NGCDF CASUAL STAFF Annex 1	608,000.00		608,000.00	New
3	Gratuity-contractual employees	Payment of gratuity to NGCDF staff 13 NGCDF STAFF Annex 2	949,828.00		949,828.00	New
4	NSSF	Employer contribution to NSSF 15 NGCDF STAFF Annex 1	220,320.00		220,320.00	New
5	Housing Levy	Employer contribution to H.L 15 NGCDF STAFF Annex 1	55,800.00		55,800.00	New
6	Leave Allowance	Payment of Leave allowance for 11 contracted employees Annex 1	44,000.00		44,000.00	New

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7	Bank service commission and charges	Payment of Bank service commission and charges	56,000.00		56,000.00	New
8	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	200,000.00		200,000.00	New
9	Courier and Postal Services	Payment of Courier and Postal Services	150,000.00		150,000.00	New
10	Electricity	Payment of Electricity charges	69,880.00		69,880.00	New
11	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles GK B 671 F TOYOTA DOUBLE CAB AND GK B 910 X(KIBO)	200,000.00		200,000.00	New
12	Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	200,000.00		200,000.00	New
13	Motor Vehicle Insurance	Payment of Motor Vehicle Insurance GK B 671 F TOYOTA DOUBLE CAB AND GK B 910 X(KIBO)	50,000.00		50,000.00	New
14	NGCDFC allowance	Payment of NGCDFC allowance charges	1,128,000.00		1,128,000.00	New
15	Other committee expenses	Payment of Other committee expenses	150,000.00		150,000.00	New
16	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles GK B 671 F TOYOTA DOUBLE CAB AND GK B 910 X(KIBO)	250,000.00		250,000.00	New
17	Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	150,000.00		150,000.00	New
19	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials	100,000.00		100,000.00	New

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20	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	200,000.00		200,000.00	New
21	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	700,000.00		700,000.00	New
22	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	50,000.00		50,000.00	New
23	Subscriptions to Newspapers, Magazines and Periodicals	Payment of Subscriptions to Newspapers, Magazines and Periodicals	40,000.00		40,000.00	New
24	Water & sewerage charges	Payment of Water & sewerage charges	50,000.00		50,000.00	New
25	Transport allowance	Payment of Transport allowances to NGCDFC staff	40,000.00		40,000.00	New
26	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	70,000.00		70,000.00	New
27	Purchase of Uniforms and Clothing - Staff	Purchase of Uniforms and Clothing for NGCDFC Office	104,000.00		104,000.00	New
28	Other Fuels (wood, charcoal, cooking gas etc...)	Payment of of other fuels (wood, charcoal, cooking gas expenses	22,000.00		22,000.00	New
29	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	150,000.00		150,000.00	New
30	Accommodation - Domestic Travel	Payment of accommodation on domestic travel	200,000.00		200,000.00	New
31	National Celebrations	Payment of National Celebrations Expenses	30,000.00		30,000.00	New
33	Contracted security Services	Hire of security guards	468,000.00		468,000.00	New
34	Travel Costs (airlines, bus,	Payment of transport Expenses	67,935.00		67,935.00	New

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	railway, mileage allowances, etc.)				
	Total		9,936,763.00	9,936,763.00	
44	MONITORING, EVALUATION AND CAPACITY BUILDING				
45	Accommodation Allowance	Payment of accommodation allowances of NGCDFC, National government officers and PMC Training on the PFM Act, Procurement Act, Constitution of Kenya, 2010	500,000.00	500,000.00	New
46	Accommodation - Domestic Travel	Payment of accommodation on domestic travel	300,000.00	300,000.00	New
47	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	200,000.00	200,000.00	New
48	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	500,000.00	500,000.00	New
49	Hire of Transport	Payment of Hire of Transport	60,000.00	60,000.00	New
50	Internet Connections	Payment of Internet Connections	100,000.00	100,000.00	New
51	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles	200,000.00	200,000.00	New
52	NGCDFC allowance	Payment of NGCDFC allowance	1,400,000.00	1,400,000.00	New
53	Other committee expenses	Payment of Other committee expenses	173,967.00	173,967.00	New
54	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials	200,000.00	200,000.00	New

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55	Publishing and Printing Services	Payment of Publishing and Printing Services	200,000.00		200,000.00	New
56	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	300,000.00		300,000.00	New
57	Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services for capacity building and bench marking trainings on NGCDF Acts, PFM Act, Project Monitoring and Evaluation, Public Procurement and Assets Disposal Act)	300,000.00		300,000.00	New
58	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	50,000.00		50,000.00	New
59	Travel Costs (airlines, bus, railway, mileage allowances, etc.	Payment of Transport Expenses	100,000.00		100,000.00	New
	Total		4,583,967.00		4,583,967.00	

MIN: MAT/06/11/27/2023: MATCHING FUND PROJECTS -JUNIOR SECONDARY SCHOOL FINANCIAL YEAR 2023/2024

The Board had sent out a circular dated 16th October 2023 supported with a letter from the Principal Secretary State Department for Basic Education Ref. No. MOE. HQS/3/7/27 (110) dated 3rd October, 2023 communicating on the impending programme of the ministry of education on infrastructure development for junior Secondary Schools.

Matayos constituency has been allocated kshs.13,962,933.00 as the resource for JSS learning resource centres/classrooms. Matayos Constituency has matched a shilling to a shilling to enable realisation of the objectives of the programme. Further, stated that he was invited to the meeting through the circular to participate in the identification and approving the allocation.

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The sub-county Education Director Mr. Julius Orima Osibwoga and The Deputy County Commissioner Mr. Chaka Nyamawi Identified the Junior Secondary Schools that were to benefit from the grant.

Members through the contribution of the chairman, were informed that the following schools per ward had submitted requests for new constructions of classrooms to meet their needs for Junior Secondary School shortage. The following are the schools and wards.

No.	Name of the School	Ward
1.	Khuduru Primary School	Bukhayo West
2.	Busendebala Primary School	Matayos South
3.	Siwongo Primary School	Bukhayo West
4.	Mayenje Primary School	Mayenje
5.	Burumba Primary School	Burumba
6.	Munongo Primary School	Bukhayo West
7.	Murende Primary School	Matayos South
8.	Luliba Primary School	Matayos South
9.	Busidibu Special School	Busibwabu
10.	Buderie Primary School	Bukhayo West
11.	St.Theresa Primary school	Burumba

Members Resolution

After lengthy deliberations the following schools were proposed and approved for funding with concurrence from the S.C.D.E and D.C.C

No.	Name of the School	Project Activity	NG-CDF Component (Kshs.)	Ministry of Education Component (Kshs.)
1.	Khuduru Primary School	Construction to Completion of three (3) classroom	4,162,929	

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		to completion @ 1,400,000.00		
2.	Busendebala Primary School	Construction of three (3) classroom to completion @ 1,400,000.00	4,200,000	
3.	Siwongo Primary School	Construction of two (2) classroom to completion	2,800,000	
4.	Mayenje Primary School	Construction of one classroom to completion	1,400,000	
5.	Burumba Primary School	Construction of two (1) classroom to completion	1,400,000	
6.	Munongo Primary School	Construction of two (3) classroom to completion		4,162,929
7.	Murende Primary School	Construction of one classroom to completion		1,400,000
8.	Luliba Primary School	Construction of two classroom to completion		2,800,000
9.	Busidibu Special School	Construction of one classroom to completion		1,400,000
10.	Buderie Primary School	Construction of two(2)classroom to completion		2,800,000

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11.	St. Theresa Girls Primary School	Construction of one classroom to completion		1,400,000
		Grand Totals	13,962,929	13,962,929

MIN: MAT/07/01/2024-08: APPROVAL OF THE PROJECTS PROPOSAL BUDGET FOR FINANCIAL YEAR 2023/2024

The Chairperson briefed members that the committee is required to submit project proposals for the financial year 2023/2024 in time to get funds, the fund account manager informed members that the NG- CDF Committee is supposed to submit projects proposals to the NG - CDF Board as per the guidelines of the National Government projects by 30th November 2023.

The Fund Account Manager informed members that the constituency had been allocated a total of Kshs.175,361,810.00. The Fund account manager briefed members on the guidelines for project proposal presentation and also informed members on the eligible projects. The manager informed members that all devolved functions are no longer eligible under the new NG-CDF act.

The Fund Account Manager informed members that the constituency had only one on-going projects as per the Project Implementation Status report. The report was tabled and the members agreed to prioritize to fund the ongoing projects.

The projects that needed more funding were also discussed and this included Mundika Secondary Multi-purpose hall which was allocated Kshs.46,833,216.00 and Lwanya Secondary Administration block which was allocated Kshs.35,284,255.00 respectively.

The two projects under the Enginner's estimate were under funded. In the case for Mundika Multi-purpose hall the project was initially supposed to cost 68,000,000.00 with all amenities in place. For Lwanya Secondary school administration block with all amenities is supposed to cost Kshs.43,000,000.00.

The committee also received an appraisal for the Mundika Secondary Multi-purpose hall and a variation bill from the Lwanya Secondary administration block. The committee was to allocate sufficient amounts for the projects to be realized and also seek approval from the Board for the appraisal and variations for the projects.

After lengthy deliberations the NG- CDF committee agreed on the following projects to be funded in the Financial Year 2023 – 2024 in all the five (5) wards in the Constituency.

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The committee approved for funding the below listed projects that includes matching funding of junior secondary schools, climate change and the budget for administration and monitoring and evaluation for financial year 2023-2024.

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD						
S/N	Project Name	Project Activity	Original Cost	Cumul ative Allocati on	Amount Allocated	Statu s
ADMINISTRATION AND RECURRENT EXPENDITURE						
1.	Contractual employees	Payment of staff Basic salaries to NGCDF staff 13 NGCDF STAFF	3,113,000		3,113,000	New
2.	Casual labour and Internship	Payment of staff Basic Wages 4 NGCDF CASUAL STAFF	608,000		608,000	New
3.	Gratuity-contractual employees	Payment of gratuity to NGCDF staff 13 NGCDF STAFF	949,828		949,828	New
4.	NSSF	Employer contribution to NSSF 15 NGCDF STAFF	220,320		220,320	New
5.	Housing Levy	Employer contribution to H.L 15 NGCDF STAFF	55,800		55,800	New
6.	Leave Allowance	Payment of Leave allowance for 11 contracted employees	44,000		44,000	New
7.	Bank service commission and charges	Payment of Bank service commission and charges	56,000		56,000	New
8.	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	200,000		200,000	New
9.	Courier and Postal Services	Payment of Courier and Postal Services	150,000		150,000	New
10.	Electricity	Payment of Electricity charges	69,880		69,880	New
11.	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDF Motor Vehicles GK B 671	200,000		200,000	New

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		F TOYOTA DOUBLE CAB AND GK B 910 X(KIBO)				
12.	Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	200,000		200,000	New
13.	Motor Vehicle Insurance	Payment of Motor Vehicle Insurance GK B 671 F TOYOTA DOUBLE CAB AND GK B 910 X(KIBO)	50,000		50,000	New
14.	NGCDFC allowance	Payment of NGCDFC allowance charges	1,128,000		1,128,000	New
15.	Other committee expenses	Payment of Other committee expenses	150,000		150,000	New
16.	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles GK B 671 F TOYOTA DOUBLE CAB AND GK B 910 X(KIBO)	250,000		250,000	New
17.	Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	150,000		150,000	New
18.	Refined Fuels and Lubricants Other	Purchase of Refined Fuels and Lubricants - Other	50,000		50,000	New
19.	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials	100,000		100,000	New
20.	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	200,000		200,000	New
21.	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	700,000		700,000	New
22.	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	50,000		50,000	New
23.	Subscriptions to Newspapers,	Payment of Subscriptions to Newspapers,	40,000		40,000	New

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	Magazines and Periodicals	Magazines and Periodicals				
24.	Water & sewerage charges	Payment of Water & sewerage charges	50,000		50,000	New
25.	Transport allowance	Payment of Transport allowances to NGCDFC staff	40,000		40,000	New
26.	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	70,000		70,000	New
27.	Purchase of Uniforms and Clothing - Staff	Purchase of Uniforms and Clothing for NGCDFC Office	104,000		104,000	New
28.	Other Fuels (wood, charcoal, cooking gas etc...)	Payment of of other fuels (wood, charcoal, cooking gas expenses	22,000		22,000.00	New
29.	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	150,000		150,000	New
30.	Accommodation - Domestic Travel	Payment of accommodation on domestic travel	200,000		200,000	New
31.	National Celebrations	Payment of National Celebrations Expenses	30,000		30,000	New
32.	Contracted security Services	Hire of security guards	468,000		468,000	New
33.	Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of transport Expenses	67,935		67,935	New
Total			9,936,763		9,936,763	
MONITORING, EVALUATION AND CAPACITY BUILDING						
34.	Accommodation Allowance	Payment of accommodation allowances of NGCDFC, National government officers and PMC Training on the PFM Act, Procurement Act, Constitution of Kenya, 2010	500,000		500,000	New

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35.	Accommodation - Domestic Travel	Payment of accommodation on domestic travel	300,000		300,000	New
36.	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	200,000		200,000	New
37.	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	500,000		500,000	New
38.	Hire of Transport	Payment of Hire of Transport	60,000		60,000	New
39.	Internet Connections	Payment of Internet Connections	100,000		100,000	New
40.	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles	200,000		200,000	New
41.	NGCDFC allowance	Payment of NGCDFC allowance	1,400,000		1,400,000	New
42.	Other committee expenses	Payment of Other committee expenses	173,967		173,967	New
43.	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials	200,000		200,000	New
44.	Publishing and Printing Services	Payment of Publishing and Printing Services	200,000		200,000	New
45.	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	300,000		300,000	New
46.	Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services for capacity building and bench marking trainings on NGCDF Acts, PFM Act, Project Monitoring and Evaluation, Public Procurement and Assets Disposal Act)	300,000		300,000	New

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47.	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	50,000		50,000	New
48.	Travel Costs (airlines, bus, railway, mileage allowances, etc.	Payment of Transport Expenses	100,000		100,000	New
Total			4,583,967.00		4,583,967	
EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS						
49.	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	40,000,000		40,000,000	New
50.	Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions	17,146,284		17,146,284	New
51.	Bursary Special Institutions	Payment of bursary to needy students in special Institutions (PWDs)	1,000,000		1,000,000	New
Total			58,146,284		58,146,284	
EMERGENCY RESERVE						
52.	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	9,229,569		9,229,569	New
Total			9,229,569		9,229,569	
INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY BY NGCDFC						
53.	Khuduru Primary School	Construction to completion of three classrooms	4,162,929		4,162,929	New
54.	Busendebala Primary School	Construction to completion of three classrooms	4,200,000		4,200,000	New
55.	Siwongo Primary School	Construction to completion of two classrooms	2,800,000		2,800,000	New
56.	Mayenje Primary School	Construction to of Classroom: foundation, walling, roofing, electricals, plastering, tiling, painting.	1,400,000		1,400,000	New

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57.	Burumba Primary School	Construction to completion of one classroom	1,400,000		1,400,000	New
Total			13,962,929		13,962,929	
PRIMARY SCHOOL PROJECTS						
58.	Mundika Boys Primary School	Construction of a one storey building consisting of seven classrooms, Administration block, ablution block, ramp and staircase -Phase 1- Kshs.20,000,000.00	42,500,000	-	20,267,984	New
59.	Mundika Girls Primary School	Renovation to completion of 5 classrooms: Re-roofing, Installation of new windows and Doors, tiling, Painting.	1,500,000		1,500,000	New
60.	Budokomi Primary School	Renovation of 6 classrooms: Re-roofing, Installation of windows and doors, tiling, Painting.	1,800,000		1,800,000	New
61.	Luliba Primary School	Renovation to completion of 3 classrooms: Re-roofing, flooring, tiling, installation of new windows	900,000		900,000	New
62.	Bugengi Primary School	Renovation to completion of 3 classrooms: Flooring, tiling, installation of new windows, installation of fissure board, painting	900,000		900,000	New
63.	Mabunge Primary School	Renovation to completion of 3 classroom: Re-roofing, flooring, tiling, replacement of windows, Painting	900,000		900,000	New
64.	Busidibu Primary	Renovation to completion of 5 classroom: Re-roofing, flooring, tiling,	1,500,000		1,500,000	New

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		replacement of windows, Painting				
65.	Munongo Primary School	Renovation to completion of 3 classrooms: Re-roofing, flooring, tiling, replacement of windows, Painting.	900,000		900,000	New
66.	Mundika Special School	Renovation of 300 capacity completion Dining hall with an inbuilt kitchen and store: Roofing, flooring, painting, Repair of the cooking area.	1,183,997		1,183,997	New
67.	Bugengi Special School	Construction to completion of one classroom.	1,400,000		1,400,000	New
68.	Buringala Primary School	Renovation to completion of 2 classrooms: Re-roofing, re-flooring, tiling, replacement of windows, re-painting.	600,000		600,000	New
69.	Buyende Primary School	Renovation to completion of 3 classrooms: Re-roofing, re-flooring, tiling, replacement of windows, re-painting.	900,000		900,000	New
70.	Bugengi Special School	Purchase of a 10,000 ltr tank @ 84,000.00, construction of a concrete pedestal Kshs.30,000.00 and installation of Gutters Kshs.28,000.00	142,000		142,000	New
71.	Mundika Special School	Purchase of two (2) 10,000 ltr tank @ 84,000.00 and construction of 2 concrete pedestals @ Kshs.30,000.00	228,000		228,000	New
Total			55,353,997		32,721,977	
SECONDARY SCHOOL PROJECTS						

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72.	Bulanda Secondary School	Construction to completion of one classroom	1,400,000		1,400,000	
73.	Lwanya Girls Secondary School	Additional funds for the completion of Administration Block: Construction of a Disability Ramp variation: Builders works (excavations, Planking and strutting, flex cell expansion joint, Walling, Roofing construction, Metal Works, Wall Finishes and plain sheet finishing) 7,392,691 external works 1,867,500 Prime costs and provisional sums(1,600,000) to completion. This has been brought about by the varied works report	35,284,255	35,284,255	7,660,191.00	On-going
74.	Mundika Secondary School	Additional fund for construction of a 2000 capacity multi-purpose hall: Plastering of 1st floor and ground floor walls, Installation of terrazzo floor 1st floor and Ground floor, Fabrication of windows and doors for 1st floor and Ground floor, Installation of Electrical fixtures, Installation of plumbing fixtures and painting to completion include on the ongoing project.		46,833,216	10,490,000	On-going

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	Mabunge Secondary School		31,973,448	17,000,000	14,973,448	On-going
			115,490,919		34,523,639	
Total	CLIMATE CHANGE MITIGATION PROJECTS					
76.	Mundika Girls Primary School	Purchase and Planting of 400 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	40,000		40,000	New
77.	Lukonyi Primary School	Purchase and Planting of 400 tree seedlings (Bluegum tree seedlings)@ Kshs.100.00	40,000		40,000	New
78.	Mayenje Primary School	Purchase and Planting of 400 tree seedlings (Bluegum tree seedlings)@ Kshs.100.00	40,000		40,000	New
79.	Munongo Primary School	Purchase and Planting of 400 tree seedlings (Bluegum tree seedlings)@ Kshs.100.00	40,000		40,000	New
80.	Indoli Primary School	Purchase and Planting of 400 tree seedlings (Bluegum tree seedlings)@ Kshs.100.00	40,000		40,000	New
81.	Murende Primary School	Purchase and Planting of 400 tree seedlings (Blue gum tree seedlings)@ Kshs.100.00	40,000		40,000	New
82.	Siteko Primary School	Purchase and Planting of 400 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	40,000		40,000	New
83.	Buyende Primary School	Purchase and Planting of 400 tree seedlings (Blue gum tree seedlings)@ Kshs.100.00	40,000		40,000	New
84.	Busidibu Primary School	Purchase and Planting of 400 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	40,000		40,000	New

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85.	Lwanyia Girls Secondary School	Purchase and Planting of 400 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	40,000		40,000	New
86.	Mabunge Secondary School	Purchase and Planting of 400 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	40,000		40,000	New
87.	Mundika High School	Purchase and Planting of 1000 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	100,000		100,000	New
88.	St. Peters Buyosi Mixed Secondary	Purchase and Planting of 1000 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	100,000		100,000	New
89.	St. Peter's Budokomi Secondary	Purchase and Planting of 1000 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	100,000		100,000	New
90.	Mundulisa Secondary School	Purchase and Planting of 1000 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	100,000		100,000	New
91.	Bulanda Secondary School	Purchase and Planting of 1000 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	100,000		100,000	New
92.	Sigwata Primary School	Purchase and Planting of 1000 tree seedlings (Blue gum tree seedlings) @ Kshs.100.00	100,000		100,000	New
Total			1,040,000		1,040,000	
SECURITY FACILITIES						
93.	Alungoli Assistant Chief office	Renovation to completion of the office block consisting of a hall and 3 offices (replastering, replacing doors and windows, ceiling, floor tiling and painting)	600,000		600,000	New

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94.	Alungoli Assistant Chief office	Construction to completion of a 4-door modern toilet with one chamber being disability friendly	600,000		600,000	New
95.	Nasira Assistant Chief office	Purchase of Land 3/4 Acre inclusive of title processing	1,167,563		1,167,563	New
96.	Burumba Police Post	Construction to completion of a 4-door modern toilet with a septic tank with chamber being disability friendly	1,200,000		1,200,000	New
97.	Matayos Assistant Commissioner's Office	Renovation to completion of Office block consisting of 12 offices and Board room (floor tiling, ceilings, reconnection of electricity, replastering, replumbing, replacing doors and windows, repainting,)	3,000,000		3,000,000	New
98.	Matayos Assistant Commissioner's Office	Construction to completion of 6 door latrine with one being disability friendly	600,000		600,000	New
99.	Matayos Assistant Commissioner's Office	Construction to completion of a fence measuring 4 Acres with chain-link and concrete posts	2,921,119		2,921,119	
100.	Matayos Assistant Commissioner's Office	Construction to completion of the gate house and a Gate at the access point.	600,000		600,000	
101.	Matayos Assistant Commissioner's Office	Purchase and supply of office furniture: 12 office desks @ 28,000.00 Kshs.336,000.00,24	528,000		528,000	

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		office chairs @8,000.00 - Kshs.192,000.00				
Total						11,216,682
						11,216,682
						175,361,810
TOTAL CONSTITUENCY ALLOCATION						
JUNIOR SECONDARY SCHOOLS (CONDITIONAL GRANT BY THE MINISTRY)						
1.	Munongo Primary School	Construction to completion of two (2) classrooms	4,162,929			4,162,929
2.	Murende Primary School	Construction to completion of one (1) classroom	1,400,000			1,400,000
3.	Luliba Primary School	Construction to completion of two (2) classrooms	2,800,000			2,800,000
4.	Buderia Primary School	Construction to completion of two (2) classrooms	2,800,000			2,800,000
5.	Busidibu Special School	Construction to completion of one (1) classroom	1,400,000			1,400,000
6.	St. Theresa girls Primary School	Construction to completion of one (1) classroom	1,400,000			1,400,000
						13,962,929
						13,962,929
						189,324,743
TOTAL ALLOCATION INCLUSIVE OF MINISTRY FUNDING						

The committee members requested the Fund Account Manager to do the necessary documentation for project proposal approval by NG-CDF board. The committee also requested the Area Member of Parliament to follow up with the board for fast approval of the projects.

MIN 08/01/2024-08 A.O.B.

Committee members agreed on the following;

1. Committee sitting allowance for the 2 days meeting of Kshs.104, 000.00 to be paid and the refreshments at Kshs.12,000.00



2. All procurements to be done through the sub-county supply chain manager and the Bill of quantities to be done by the sub-county works officers through the NG-CDF clerk of works.
3. All PMC's to be formed through the fund account manager and the Sub-County Accountants office.
4. All projects to be branded in the prescribed format as per the NG-CDF Board Manual.
5. All ongoing projects to be completely funded. There being no other business the meeting ended with a word of prayer from Mr. Fred Okello.
6. All payments made to the contractor have to be minutes and a certificate issued for work done.
7. Contractors and all service providers to comply with all government requirements in their delivery of services and stipulated timelines.

There being no other business to discuss, the chair adjourned the meeting at 5:30PM with a word of prayer from Mr. Fredrick Okello.

Approved for circulation by;

Minutes Compiled by;

The Secretary

Signature.....*[Signature]*.....

Date.....

Confirmed by;

The Secretary

Signature.....*[Signature]*.....

Date.....

Minutes Confirmed by;

The Chairperson

Signature.....*[Signature]*.....

Date.....

The Chairperson

Signature.....*[Signature]*.....

Date.....

[Handwritten marks and signature]