



**HOMA BARY TOWN NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND
COMMITTEE 2ND MEETING HELD ON 3RD JANUARY 2023 AT THE NG-CDFC OFFICES – KABUNDE**

MEMBERS PRESENT

- | | |
|---------------------------|----------------------------|
| 1. Harrison Ouko | Chairperson |
| 2. Bugo Agoro Charles | Secretary |
| 3. Betha Hildigard Owenga | Member |
| 4. Richard Ochieng Askari | Member |
| 5. Edith Awuor Obonyo | Member |
| 6. John Onyango | Member |
| 7. Lorna Awuor Okidi | Member |
| 8. Teresa Ochieng | Co -Opted Member |
| 9. Wilson Okumu | Fund Account Manager |
| 10. Jude Wasonga | Deputy County Commissioner |



IN ATTENDANCE

- | | |
|-----------------------|-----------------------|
| 1. Donald Ochieng | Account Assistant |
| 2. Scholastica Wanina | Procurement Assistant |
| 3. Oliver Akinyi | Clerk of Works |

AGENDA

1. Communication from the chairperson
2. Reading and confirmation of the previous Meeting Minutes
3. Matters arising
4. Bursary
5. Preparation, Presentation and Submission of Project Proposal – 2022/2023 FY
6. A.O.B.

MIN.HBTC NG-CDFC 01/01/1/2022/2023: COMMUNICATION FROM THE CHAIRPERSON.

The Chairperson called the meeting to order at 9:30 am after confirming the quorum. He requested Mr. Richard Askari to lead the members in an opening prayer.

The Chairperson on his remarks commended the Fund Account Manager, Mr. Wilson Ogogo for the tireless efforts he has made to ensure Homabay Town Constituency gets a new face in terms of project management picking from where Mr. David Agong had left. He assured the Fund Manager of the NG-CDFC's full support and asked for cooperation and proper communication when called upon by appropriate channels.

MIN.HBTC NG-CDFC 02/01/1/2022/2023: READING AND CONFIRMATION OF THE PREVIOUS MEETING MINUTES

The secretary read out the minutes of the previous meeting held on 20th December 2022. The minutes were confirmed and seconded by Mrs. Edith Awuor and Mr. John Onyango to be true minutes of the meeting held that day.

MIN.HBTC NG-CDFC 03/01/1/2022/2023: MATTERS ARISING

The chairperson commended the members for their tireless participation during the ward meeting as some of them dragged past office working hours.

He further appreciated the Deputy County Commissioner, Mr. Jude Wasonga for helping in mobilization of members of the public during the public participation exercise that was conducted as from **27th December, 2022 to 30th December, 2022**. The DCC had also mobilized the area chiefs and their assistants who showed up for the exercise and greatly contributed to its success.

A report of the ward meeting was tabled to the members and they adopted the report as was presented.

MIN.HBTC NG-CDFC 04/1/1/2022/2023: BURSARY

The Fund Account Manager informed the members that the NG-CDF Board is yet to disburse funds for the 2022/2023 FY. However, the schools would soon be reopening and therefore he urged the members to be proactive and give the correct position to the members of the general public as the office might not be in a position to award bursary to the needy students at the beginning of the new term.

He also advised the members to be guided by the NG-CDF Act in identification of the needy students across the constituency by developing and issuing of bursary forms to the applicants after which the applicants are vetted and forwarded to the NG-CDFC for sponsorship. The members unanimously agreed to embrace the idea to avoid audit queries in the future.

In regards to the fully sponsored needy students' in the constituency, the list is not up to date as some of the students sat for their national exams as some got transferred to different institutions amongst other reasons. The members resolved to send representatives from the committee to visit the beneficiary institutions for manual verification of the fully sponsored students.

MIN.HBTC NG-CDFC 05/1/1/2022/2023: PUBLIC PARTICIPATION,

The Fund Account Manager tabled before the committee a report on public participation conducted as from **27th to 30th December 2022**. The members were in agreement that the exercise was successfully done and the report clearly outlines the needs of the constituents as captured in the table below:

NO	SCHOOL	ACTIVITY	WARD
1.	Nyanguu Primary School	Construction of administration block consisting of two offices	East Ward
2.	Sinangi Primary School	<ul style="list-style-type: none">• Construction of 4 door latrine• Construction and equipping of 2No. Classrooms	East Ward
3.	Nyauu Primary School	Renovation of 8no. Classrooms	East Ward
4.	Ndiru Primary School	Renovation of administration block and 2No. Classrooms	East Ward
5.	Roba Primary School	Construction of 2 No. Classrooms	East Ward
6.	Achiero Primary School	Construction and equipping of 2 No classrooms	East Ward
7.	St Pius Ndiru Secondary School	Construction of a Laboratory	East Ward
8.	St. Theresa's Nyauu Girls Secondary School	Construction of a dormitory	East Ward

37	Maintenance Expenses - Motor Cycles	Payment of Maintenance Expenses - NG-CDFC - Motor Cycles	110,000.00		110,000.00	New
	NG-CDF OFFICE					
38	NG-CDF Office	Renovation of NG-CDF Office: modification of office to create 2 internal flush toilets (in the Fund Account Manager's Office and chairperson's office), plumbing works and guttering at Kshs.1,883,156.66 and purchase and installation of 10,000 litres water tank at Kshs.150,000	1,883,306.66		1,883,306.66	New
	STRATEGIC PLAN					
39	Homa Bay Town NG-CDF Strategic plan	To facilitate development of 5-year constituency strategic plan	2,000,000.00		2,000,000.00	New
	EMERGENCY					
40	Emergency	To cater for unforeseen occurrences in the Constituency during the Financial Year	7,636,190.00		7,636,190.00	New
	CONSTITUENCY OVERSIGHT COMMITTEE EXPENSES					
41	Constituency Oversight Committee expenses	To cater for Constituency Oversight Committee's expenses	960,000.00		960,000.00	New
	BURSARY					
42	Bursary - Secondary Schools	Bursary to cater for needy students in Secondary Schools	27,000,000.00		27,000,000.00	New
43	Bursary - Tertiary institutions (universities and Colleges)	Bursary funds to cater for needy students in tertiary institutions.	8,000,000.00		8,000,000.00	New

03 JAN 2023
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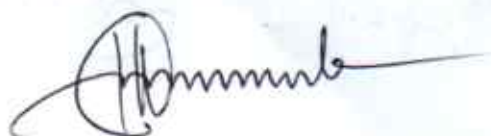
44	Bursary - Special Schools	Bursary funds to cater for needy students in special Schools and Institutions.	700,000.00		700,000.00	New
SPORTS ACTIVITIES						
45	Constituency Sports Tournament	Organizing sport tournaments whereby the winning teams will be awarded with balls, nets, games kits and trophies	2,114,300.66		2,114,300.66	New
	Regional Sports Tournament	facilitate regional sports tournament in partnership with other Constituencies within the Region.	350,000.00		350,000.00	
ENVIRONMENT						
46	Otaro Primary School	Landscaping of 1.5 acres school compound (rough grades, drainage, hardscapes, Finish grades) to completion	914,300.00		914,300.00	New
PRIMARY SCHOOL						
47	Otaro Primary School	Fencing of 2.5 acres with concrete poles and six strands barbed wire complete with chainlink to completion	1,350,000		1,350,000.00	
48	Shauri Yako Primary School	Completion of a storey building of 4 Classrooms: Construction of the superstructure wall, reinforced concrete superstructure, Roofing, fittings of windows and doors complete with glazing and iron mongery, electrical installation, plastering, painting and tiling	7,841,295	4,000,000	3,841,295.00	Ongoing
49	Disii Primary School	Completion of administration block consisting of 3 offices and a staff	3,025,850	2,501,000	524,850.00	Ongoing




		room: Tiling and painting				
50	Ogande Primary School	Completion of 3No. Classrooms: Fixing of fascia board and painting	3,208,900	3,000,000.00	208,900.00	Ongoing
51	Rodi Primary School	Completion of administration block consisting of 4 offices and a staff room: Tiling, painting, electrical works and project branding	3997860	3,500,000	497,860.00	Ongoing
52	Ndori Primary School	Renovation of 2no. Classrooms (50 students per classroom) to completion: Tiling and painting	200,000.00		200,000.00	New
53	Akele Primary School	Renovation of 2no. Classrooms (50 students per classroom): Tiling, painting and electrical installation	400,000.00		400,000.00	New
54	Maguti Primary School	Completion of 2no. Classrooms (50 students per classroom): Tiling and painting	2,309,560	1,800,000	509,960.00	Ongoing
55	Kuja Primary School	Completion of 2No. Classrooms: Tiling, Glazing and Painting	2,086,900	1,500,000	586,900.00	Ongoing
56	Gogo Katuma Primary School	Completion of 2No. Classrooms (50 students per classroom): painting internally and externally	1,931,294	1,900,000	31,294.00	Ongoing
57	Yao Primary School	Completion of 2No. Classrooms (50 students per classroom): electrical installation and painting internally and externally	1,978,680	1,800,000	178,680.00	Ongoing



58	Magare Primary School	Completion of an administration block consisting of 2 offices and a staffroom: Roofing, fittings of windows and doors complete with glazing and iron mongery, plastering and painting and tilling to the floor and project branding	3,899,200	1,200,000.0 0	1,899,200.00	Ongoing
59	Radiro Primary School	Completion of an administration block consisting of 2 offices and a staffroom: Roofing, fittings of windows and doors complete with glazing and iron mongery, plastering and painting and tilling to the floor and project branding	3,055,000	1,353,430.0 0	1,701,570.00	Ongoing
60	Pala Masogo Primary School	Completion of an administration block consisting of 2 offices and a staffroom: Roofing, fittings of windows and doors complete with glazing and iron mongery, plastering and painting and tilling to the floor and project branding	3,074,050	1,200,000.0 0	1,874,050.00	Ongoing
61	Sinangi Primary School	Completion of 2 No. Classrooms (50 students per classroom): glazing of the windows ,plastering and painting and tilling to the floor and project branding	2,251,690.00	1,600,000.0 0	651,690.00	Ongoing
62	Nyauu Primary School	Renovation to completion of 8no. Classrooms (50 students per classroom): Reroofing 2No. Classrooms, tiling, painting and	2,000,000.00		2,000,000.00	New



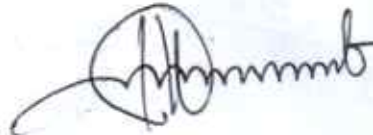
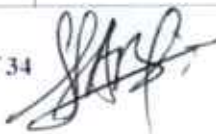

72	Bishop Okulu Magare Girls school	Completion of 2 classrooms (50 students per classroom): Plastering and painting	1,800,000	1,500,000.00	300,000.00	Ongoing
73	Wobiero Secondary School	Completion of a Laboratory of 45 students' capacity: painting and gas installation	4,500,000	4,000,000	500,000.00	Ongoing
74	Chiga Mixed Secondary School	Completion of 200 students' capacity library: Glazing of the windows, Plastering and painting of the walls and project branding	4,900,000	4,000,000	900,000.00	Ongoing
75	St. Camillus Ojunge Mixed Sec School	Completion of 60 students' capacity Laboratory: General laboratory fittings, fittings of windows and doors, painting and project branding.	5,000,000	4,000,000.00	1,000,000.00	Ongoing
76	St Dominic Wiga Mixed Secondary School	Completion of 2 No. Classrooms(50 students per classroom): plastering, Fittings of windows and doors complete with glazing, painting ,floor screed with smooth finish and project branding	1,950,000.00	1,700,000.00	250,000.00	Ongoing
77	Ogande Girls High School <i>The balance of Kshs.10 million shall be catered for in 2023/24 financial year. The Committee is also waiting for disbursement of previous financial years' funds</i>	Additional funds for construction of modern library (Dr. Ida Odinga Library Research Innovation and Resource Centre); fittings, fixtures and finishes of the library wing and reinforced concrete superstructure of the entrance canopy, finishes of the flat roof and finishes of the	50,000,000.00	30,000,000.00	10,000,000.00	Ongoing

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	<i>amounting to Kshs.13 million from the Board for this particular project. The committee therefore deemed it fit to allocate Kshs.10 million to the project so that the cumulative of the Kshs.23 million be used in this financial year (funds pending release inclusive).</i>	columns with marine board				
78	St.Marys Marindi Girls Secondary School	Purchase of 51-seater school bus (Isuzu FRR 33L, 51-Seater semi luxury institution bus with diesel propelled engine	8,700,000.00	0.00	8,700,000.00	New
79	St Pius Ndiru Secondary School	Completion of 60 students' capacity laboratory: Fittings of windows and doors and plastering of the walls, Tiling of the floor, electrical installation and laboratory fittings.	5,000,000.00	3,500,000.00	1,500,000.00	Ongoing
80	St. Theresas Nyauu Girls Secondary School	Construction of a 50 students capacity dormitory to completion	3,500,000.00		3,500,000.00	New
81	Nyakahia Mixed Secondary School	Construction of 50 students' capacity Library: Substructure works, Reinforced Concrete Superstructure, Walling, roofing, fittings of windows and doors	4,800,000.00		3,000,000.00	New


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		<i>The project will be allocated Kshs. 1,800,000 in 2023/2024 financial year</i>				
82	Got Kokech Mixed Secondary School	Construction to completion of 2No. Classrooms	2,000,000.00		2,000,000.00	New
83	St Peters Disii Mixed Secondary School	Construction to completion of 4 No. Classrooms (using terrazzo floor) The school is located in an area with poor topography hence the high cost of project	5,000,000.00		5,000,000.00	New
SECURITY PROJECTS						
84	East Kanyada Location Chiefs Office	Completion of chiefs office consisting of 2 offices, conference and waiting bay: Superstructure works, roofing, fittings and plastering, painting, electrical works and project branding.	1,950,000.00	700,000.00	1,250,000.00	Ongoing
85	Kanyach Kachar Location Chiefs Office	Completion of chief's office consisting of 2 offices, conference and waiting bay Superstructure works, roofing, fittings and plastering, painting, electrical works and project branding	1,950,000.00	700,000.00	1,250,000.00	Ongoing
86	Komollo Location Chiefs Office	Completion of chief's office consisting of 2 offices, conference and waiting bay: Superstructure works, roofing, fittings and plastering, painting, electrical	1,950,000.00	700,000.00	1,250,000.00	Ongoing


 National Government Constituency Development Fund
 Homa Bay Town Council
03 JAN 2023
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		works and project branding					
	Total						138,215,033.00

MIN.HBTC NG-CDFC 08/1/1/2022/2023: JUSTIFICATION FOR ALLOCATION OF FUNDS TO KEY STATUTORY VOTE HEADS

The Fund Account Manager informed the members that as per the Board's circular on preparation and submission of project proposals for 2022/23 FY, there is need to provide justification for allocation of funds to some statutory votes such as administration and recurrent expenditure, monitoring and evaluation, COC and strategic plan among others. The committee therefore resolved to provide the breakdowns as below: -

i. ADMINISTRATION AND RECURRENT EXPENTURE

a. Employees' Salaries and Gratuity

The Committee will engage the following staff on contractual basis during the year hence the justification for allocation of funds to staff salaries and gratuity. The basic salary for the staff indicated herein is inclusive of their house allowances in line with Section 31(2) (a) of the Employment Act 2007.

S/no	Position	Scale	Salary per Month	Salary per year	Gratuity per Month	Gratuity per Year	NSSF (Employer contribution per year)	Responsibility
1.	Accounts Assistant	CSG 11	32,170.00	386,040	9,973	119,672	2,400	Responsible for preparation of budget for office operation, maintenance and updating of all books of account and PMC financial returns.
2.	Clerk of works	CSG 11	32,170.00	386,040	9,973	119,672	2,400	Responsible for routine monitoring of projects and maintenance of projects database
3.	Records management officer	CSG 14	18,890.00	226,680	5,856	70,271	2,400	Responsible for maintaining and updating all NG-CDf Committee and PMC Records
4.	Project Coordinator	CSG 13	23,500.00	282,000	7,285	87,420	2,400	Responsible for assisting the Clerk of Works in the routine monitoring of projects and analysis of projects data.
5.	Procurement Assistant	CSG 11	32,170.00	386,040	9,973	119,672	2,400	Responsible for drafting of procurement plans and all other statutory reports related to procurement for submission to the PPRA
6.	Grounds man	CSG 14	18,890.00	226,680	5,856	70,271	2,400	Responsible for maintaining the general cleanliness of the NG-CDf Office including the compound.
7.	Office Assistant	CSG 14	18,890.00	226,680	5,856	70,271	2,400	Responsible for all clerical tasks and any other duty a

							assigned by the Fund Account Manager
Total		176,680	2,120,160	54,772	657,250	16,800	

The committee also agreed to engage three interns during the year to be paid at a rate of Kshs.20,000 per month in line with the Public Service Commission Circular Ref. PSC/ADM/14 V (108) dated 16th December, 2016 on approved stipend and subsistence allowance for interns in the public service. The committee also resolved to allocate a lump sum of Kshs.180,000 for hiring of casual employees on **NEED BASIS** without contravening the provision of Employment Act 2007 and all other labor laws.

Casual Labour and Internship	Number	Rate Per Month	Total pm	Total Pa.
Interns	3	20,000	60,000	180,000
Casual employees				180,000
Total				360,000

b. Travelling and Accommodation

Items	No. of persons	No of days	Rate	Amount
Daily Subsistence Allowance				
Daily Subsistence allowance for members	8	8	5,000	320,000
Daily Subsistence allowance for chairperson	1	15	7,000	105,000
Daily Subsistence allowance for FAM	1	15	14,000	210,000
				635,000
Sundry Items (taxis)				40,000
Hire of Transport				846,920
Refined Fuels and Lubricants				300,000
Total				1,821,920

***Number of days for FAM and chairperson was agreed to be higher than the rest since they will have to make several follow ups on different issues relating to operations of the NG-CDFC including attending meetings convened by the Board and regional office

***The Committee undertakes to allocate funds for motor vehicle in the next financial year

c. NG-CDF Committee Expenses

The committee also resolved that they intend to hold 24 meetings during the financial year including meetings for sub-committees. It was therefore agreed that Kshs.1,128,000 be allocated for committee sitting allowances and Kshs.406,322.31 for any other expenses that will be incurred during the meetings include cost of water.

Items	No. of persons	No Meetings	Rate	Amount
Daily Subsistence allowance for members	8	24	5,000	960,000
Daily Subsistence allowance for chairperson	1	24	7,000	168,000
				1,128,000
Other Committee Expenses				406,322.31
Total				1,534,322.31

National Government
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03 JAN 2023
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ii. MONITORING, EVALUATION AND CAPACITY BUILDING

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Items	No. of persons	Number of days	Rate	Amount
NG-CDFC allowances during M&E				
Allowance for chairperson	1	8	7,000	56,000
Allowance for members	9	8	5,000	360,000
PMC trainings				
Payment of travel costs during PMC trainings	130	2	2,500	650,000
NGCDFC, Staff and National Government officers Trainings				
Daily Subsistence	1	6	7,000	42,000
Daily Subsistence allowance for FAM	1	6	14,000	84,000
Daily Subsistence allowance for members	8	6	5,000	240,000
Accommodation Allowance for National Government Officers	5	2	10,000	100,000
Accommodation Allowance for staff	5	6	5,000	150,000
Travel Allowances	100	2	2,500	500,000
Remuneration of Instructors and Contract Based Training Services	5	2	16,000	160,000
Publishing and Printing Services				160,000
Hire of transport during NG-CDFC and staff training				300,000
Production and Printing of Training Materials				96,000
Hire of Training Facilities and Equipment				254,400.99
Catering Services (receptions), Accommodation, Gifts, Food and Drinks				224,000
Purchase of branded NG-CDF attires				150,000
General Office Supplies (papers, pencils, forms, small office equipment)				170,000
Fuel				140,000
Maintenance Expenses for NG-CDFC - Motor Cycles				110,000
Other committee expenses				200,000
				4,146,400.99

iii. **CONSTITUENCY OVERSIGHT COMMITTEE**

Description	Number	Rate	No. of days	Total Amount
Domestic Travel and Subsistence & Other Transport Costs				
Travel Costs (Airlines, Bus, Railway, Mileage Allowances)	4	4,000	12	192,000
Accommodation - Domestic Travel	4	5,000	12	240,000
Daily Subsistence Allowance	4	4,000	12	192,000
COC Members Allowance	4	5,000	12	240,000
Refined Fuels and Lubricants for Transport				96,000
Total				960,000

iv. **STRATEGIC PLAN**

NO.	ITEM	NO. OF PAX	NO OF WARDS/FREQ	RATE (KSHS)	TOTAL
1	Refreshments and Facilitation for Stakeholders consultations	50	4	500	100,000

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- b) Facilitate the performance and implementation of national government functions in all parts of the Republic pursuant to Article 6(3) of the Constitution;
- c) Provide for the participation of the people in the determination and implementation of identified national government development projects at the constituency level pursuant to Article 10(2)(a) of the Constitution;
- d) Promote the national values of human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalized pursuant to Article 10 (2) (b) of the Constitution;
- e) Provide for the sustainable development of all parts of the Republic pursuant to Article 10 (2) (d) of the Constitution;
- f) Provide a legislative and policy framework pursuant to Article 21 (2) of the Constitution for the progressive realization of the economic and social rights guaranteed under Article 43 of the Constitution;
- g) Provide mechanisms for the National Assembly to deliberate on and resolve issues of concern to the people as provided for under Article 95 (2) of the Constitution;
- h) provide for a public finance system that promotes an equitable society and in particular expenditure that promotes equitable development of the country by making special provisions for marginalized groups and areas pursuant to Article 201 (b) (iii) of the Constitution;
- i) Authorize withdrawal of money from the Consolidated Fund as provided ' under Article 206 (2) (c) of the Constitution;
- j) Provide mechanisms for the National Assembly to facilitate the involvement of the people in the identification and implementation of projects for funding by the national government at the constituency level; and
- k) Provide for mechanisms for supplementing infrastructure development at the constituency level in matters falling within the functions of the national government at that level in accordance with the Constitution

1. Eligible Projects Fundable by Homabay Town NG-CDF

The eligible projects fundable by NG-CDF as stipulated in section 24 of the NG-CDF (amendment) Act, 2016 as those that are in:

- Respect of works and services falling within the functions of the National Government under the constitution
- Must be community based to ensure that the prospective benefits are available to a widespread cross-section of the inhabitants of a particular area.

2. The ineligible projects include:

- Projects supporting religious bodies or religious activities
- Projects supporting political bodies or political activities
- Recurrent costs of completed projects
- Personal awards
- Projects targeting a specific club or group of people to the exclusion of others
- Projects addressing devolved functions as outlined in the fourth schedule of the constitution of Kenya

2. BACKGROUND INFORMATION OF HOMA BAY TOWN CONSTITUENCY

Homa Bay Town Constituency was established following electoral boundary delimitation in the year 2012. It is one of the eight (8) constituencies constituting Homa Bay County. The Constituency hosts the headquarters of Homa Bay County. The other seven constituencies in Homa Bay County are: Suba South, Suba North, Ndhiwa, Rangwe, Karachuonyo, Kasipul and Kabondo-Kasipul constituencies.



The Member of Parliament for this constituency, since its establishment is Honorable George Peter Opondo Kaluma.

1. **THE GEOGRAPHY**

It is located 105km South West of Kisumu City and 405km North West of Nairobi the capital city of Kenya.

2. **ADMINISTRATIVE AND POLITICAL UNITS**

The constituency has a population of approximately 97,500 according to the Kenya Population and Housing Census 2019. It is divided into nine (9) locations and fourteen (14) sub location. The administrative units are as shown in table 1 below:

S/N	LOCATION	SUB-LOCATION
1.	Komollo	Komollo
2.	Kothidha	Kothidha
3.	Kanyach/Kachar	Kanyach/Kachar
4.	East Kanyada	Kubuola/Kagwang'
5.	Kanyango/Kalanya	Kanyango/Kalanya
6.	Homa Bay Town	<ul style="list-style-type: none">• Homa Bay Township• Asego
7.	Arujo	Arujo
8.	West	<ul style="list-style-type: none">• Kotieno• Katuma
9.	Kanyabala	<ul style="list-style-type: none">• Kanyabala North• Kanyabala Southn

The constituency is divided into four (4) county assembly wards as outlined in the table below:

S/N	WARD	WARD NO.	AREA(KM2)
1.	Homa Bay Central Ward	1241	25.90
2.	Homa Bay Arujo Ward	1242	13.30
3.	Homa Bay West Ward	1243	90.20
4.	Homa Bay East Ward	1244	69.20

