



IGEMBE SOUTH CONSTITUENCY

IEBC NUMBER 051

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

PROJECT PROPOSAL

FINANCIAL YEAR 2024/2025

SUBMITTED

NOVEMBER, 2024

MINUTES OF THE ISEMBE SOUTH NG-CDFC MEETING HELD ON 11TH DECEMBER, 2024 AT THE NG-CDF OFFICE BOARDROOM AT 9.00AM

MEMBERS PRESENT

S/No.	Name	Gender	Category	Ward	Designation
1	Lucy Nkoroi Mwarabua	Female	Female Adult	Maua	Chairperson
2	Isaac Mutwiri Mugambi	Male	Male Adult	Kanuni	Secretary
3	Jesee Mbuthia	Male	FAM	Igembe South	Member
4	Ndubi Samuel Mwirigi	Male	Male Youth	Athiru Gaiti	Member
5	Purity Ntinyari	Female	Female Youth	Athiru Gaiti	Member
6	Romano Ntongondu M'Ituriu	Male	PWD	Maua	Member
7	Mercy Muthoni Kimathi	Female	Constituency Office	Antubochiu	Member
8	Richard Koome Mugaa	Male	Constituency Office	Akachiu	Member
9	Evah Kendi	Female	Co-Opted.	Igembe South	Member

ABSENT WITH APOLOGIES

S/No.	Name	Gender	Category	Ward	Designation
1	Romano N'tong'ondu	Male	PLWD	Maua	Members

IN ATTENDANCE

S/No.	Name	Gender	Category	Ward	Designation
1	Winfred Mukiiri	Female	SCWO	Igembe South	Invitee

AGENDA

1. Preliminaries
 - a. Prayers
 - b. Welcoming remarks from the Chairs

- c. Recognition of in attendance (public works) if any
- d. Adoption of the Agenda
2. Reading and confirmation of previous minutes
3. Matters arising
4. Staff Matters
5. Projects proposals for financial year 2024/2025
6. Payments
7. A.O.B
8. Adjournment

MIN 1/NG-CDFC/1112/2024/2025: PRELIMINARIES

The chair called the meeting to order at 10.00am and requested Mr Samuel Ndubi to offer a word of prayer. The Chairperson also welcomed all members and thanked them for being punctual. The Chairperson recognised the attendance of Arch. Winfred Mukiiri who is Sub County Works Officer as invited to guide the NG CDFC on the costs estimates in the Projects Proposal Making.

MIN 2/ NG-CDFC/1112/2024/2025: READING AND CONFIRMATION OF PREVIOUS MINUTES

The chair invited the secretary to take members through the agenda as was circulated. Members after deliberation declared no conflict of interest and unanimously adopted the agenda without amendments as was proposed by Eva Kendi and seconded by Richard Koome

MIN 3/ NG-CDFC/1112/2024/2025: MATTERS ARISING

i.) It was reported by FAM that an AIE for Kshs 26,304,000(Twenty-Six Million, Three Hundred and Four Thousand) had been received and therefore transfer of Funds to various PMC accounts would commence immediately.

ii.) It was further reported by FAM that the issues raised by the NG CDFB internal Audit were being addressed and the committee is tasked to ensure the issues relating to failure to deduct and remit various respective taxes are handled conclusively.

iii.) It was decided that the newly recruited driver be issued with an appointment Letter to commence assignment by 2nd January,2025

MIN 4/ NG-CDFC/1112/2024/2025: STAFF MATTERS

It was reported by FAM that there have been very severe frustrations in execution of the mandate of the Secretariat as a result of staffs been uncooperative, unreachable and unexplained absence from office with some citing reasons of being assigned duties elsewhere. The matter was discussed and it was agreed that the NG CDFC would take deterrent measures on staff discipline issues including withholding of salaries where a warned case is found to continue with the indiscipline issues.

MIN 5/ NG-CDFC/1112/2024/2025: PROJECT PROPOSALS FOR FINANCIAL YEAR 2024/2025

The Fund manager brought to the attention of members the provisions of the Board's circular Ref No: NG-CDFB/CEO/NG-CDF CIRCULARS/VOL III (001) dated 22nd October 2024 on the preparation and submission of constituency project proposals for 2024/2025 financial year. He

informed members that the constituency had been allocated a total of **Kshs. 179,441,954.47** for the current Financial Year and that the following key guiding areas as per the circular shall guide the preparation and submission of the proposals to the Board for consideration:

1. Project identification through ward forums
2. Consultation with the appropriate agencies on realistic project cost estimates
3. Consideration of ongoing projects
4. Budgeting of administration and Monitoring expenses
5. Consideration of climate change mitigation and adaptation activities
6. Financing of Constituency Digital Hubs
7. Funding of social security programme and Social Support Programme
8. Construction of NG-CDFC offices
9. Projects considered under Appropriation in Aid
10. Procurement of NG-CDFC Motor vehicle
11. Aligning Projects to BETA, Constituency Strategic Plan and other National Policies

a. Deliberation on the Ward Report

The Chair tabled to members the ward report that was conducted between 19th November, 2024 and 21st November, 2024. From the report, the communities were guided on types of projects and the basis of consideration which included the amount allocated to the constituencies, constituency strategic plan and the National Government guiding policies. Each ward came up with at least 9 to 12 projects majorly in education, security and climate change areas as captured in the ward report (**annex 3**). Summary of the projects considered from the ward report per ward is as below;

No	Project Name	Proposed activities	Ward	Estimated Amount
1.	Kenya Medical Training College-Maua Campus	Additional Works to the completion of the 500-capacity multipurpose Hall	Maua	2,000,000
2.	Kirindine Day Sec School	Completion of a 1,500 capacity Multipurpose Hall	Akachiu	12,000,000
3.	Maua Girls Secondary School	Completion of a Storied building with 3 classrooms on the ground floor and 3 classrooms on the 1st Floor;	Maua	10,000,000
4.	Mboone Day Secondary School	Completion of a storied Administration Block with a PLWD ramp, a staffroom, washrooms, six offices and a store on the ground floor and a library and a computer room of 50-person capacity each on the first floor.	Kiegoi Antubochiu	10,000,000
5.	Kiegoi Primary School	First phase Construction of a Storied building with 3 classrooms on the ground	Kiegoi Antubochiu	6,000,000

		floor and 3 classrooms on the 1st Floor. i.e. Substructures, superstructure R.C. Frame with slab, Superstructure walling and installation of doors and windows and electrical works.		
6.	Constituency Innovation Hub at Kanuni Assistant County Commissioners Office ground.	Completion of a Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	Kanunu	5,000,000
7.	Constituency Innovation Hub at Mutio Kiama Assistant County Commissioners	Completion of a Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	Akachiu	5,000,000
8.	Constituency Innovation Hub at Antubochiu Chiefs ground.	Completion of a Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	Kiegoi	5,000,000
9.	Constituency Innovation Hub at Maua Chiefs camp ground.	Completion of a Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	Maua	5,000,000

b. Ongoing Projects

The manager table a summary of the Monitoring reports that capture the status of all the projects and summary of the ongoing report that was submitted to the Board earlier. From the report, 8 no of projects were reported as ongoing. Some of the projects were meant to be completed, however due to cost variations as advised by the public works, the projects needed more funds. Other projects were to be funded in different phases and required additional funds to either complete a phase or final phase. The manager reminded members that funding of ongoing projects takes precedence and must be done within three financial years.

The tabled list of ongoing projects amounting to Kshs 56,000,000 after deliberation by the committee is as tabulated below

No	Name of the Project	Year(s) Funded	Pending activities	Estimated Cost	Previous allocation(s)	Amount required to complete	Amount allocated	Remarks
1.	Kenya Medical Training College-Maua	2021-2022 2022-2023	Additional works Completion of a 500 persons capacity multipurpose hall as a result of: Introduction of 1no. column, Work to doors, Work to podium, Work to kitchen worktops, Work to ramp area, Work to staircase area, Work to soak pit and PWD toilet	35,000,000	33,000,000	2,000,000	2,000,000	BoQ already submitted.
2.	Kirindine Day Secondary School	2023-24	Completion of a 1500-student capacity multi-purpose hall with a Kitchen, store, washrooms and three offices.	24,000,000	12,000,000	12,000,000	12,000,000	Final Phase
3.	Maua Girls Secondary	2023-24	Completion of a Storied	20,000,000	10,000,000	10,000,000	10,000,000	Final Phase

			building with 3 classrooms on the ground floor and 3 classrooms on the 1st Floor;					
4.	Mboone Day Secondary School	2023-24	Completion of a storied Administration Block with a PLWD ramp, a staffroom, washrooms, six offices and a store on the ground floor and a library and a computer room of 50-person capacity each on the first floor.	20,000,000	10,000,000	10,000,000	10,000,000	Final Phase
5.	Constituency Innovation Hub at Kanuni Assistant County Commissioners Office ground.	2023-24	Completion of a Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	8,000,000	3,000,000	5,000,000	5,000,000	The BoQ amount exceeded from the earlier estimate of 7,500,000 to

								8,000,000
6.	Constituency Innovation Hub at Mutio Kiama Assistant County Commissioners Office ground.	2023-24	Completion of a Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	8,000,000	3,000,000	5,000,000	5,000,000	
7.	Constituency Innovation Hub at Antubochi u Chief's ground.	2023-24	Completion of a Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	8,000,000	3,000,000	5,000,000	5,000,000	
8.	Constituency Innovation Hub at Maua Chief's ground	2023-24	Completion of a Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	8,000,000	3,000,000	5,000,000	5,000,000	

c. Climate change mitigation and adaptation activities

The manager tabled a guideline on climate change issues by the Board. The committee after deliberation considered funding to the tune of 5% of the annual allocation to construction of tank bases, purchase of 10,000 Litres water tank and installation of gutters and planting of indigenous trees in 14 schools that had requested for the same.

d. Constituency Digital Hubs

The NG CDFC deliberated on the Digital Hubs at length where it was noted that the NG CDFC had already adopted the standard model of the Hub and that as per the BoQ and drawings by the works officer as per the guidelines from <https://jitume.konza.go.ke/#/home/downloads> the cost of each digital hub was Kshs.8,000,000 out of which the NG CDFC had funded the first phase of four Digital Hubs at Kshs.3,000,000 during the FY 2023/2024. The need for Digital Hubs in each of the Five wards was unanimously upheld by the committee and a unanimous approved the Second Phase funding of @Kshs.5,000,000 to all the four hubs at Maua, Kanuni, Akachiu and Kiegoi Antobochiu .Further, full funding to construct a Constituency Innovation Hub in Athiru Gaiti Ward at Kshs.8,000,000 was approved.

e. Proposed purchase of school buses and vans

The NG CDFC deliberated on the request to purchase a school bus by the Akui Day Secondary School which members unanimously approved.

f. Funding to Junior Secondary School Classrooms

Members discussed the need to construct more JSS classrooms in the constituency and it was resolved that the matter be dealt with in the FY 2025/2026 now that a significant funding of the FY 2024/2025 allocation was prioritized to the Ongoing projects

g. Final project proposed with list of all prioritized projects

After a lengthy deliberation and consideration all areas as advised by the Board including but not limited to public participation, adequate consultation with public works, ongoing project, work plan and budgets for administration and monitoring vote, aligning project to BETA, constituency strategic plan and other National Government Policies, the committee agreed on the below listed projects to be forwarded to the Board for consideration and approval.

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND FOR						
IGEMBE SOUTH CONSTITUENCY FY 2024-2025						
ADMINISTRATION AND RECURRENT						
S/ N O.	NAME OF THE PROJECT	APPROVED ACTIVITIES PROJECT ACTIVITIES	ORIGINAL COST ESTIMATE	CUMMULATI VE ALLOCATIO N	AMOUNT ALLOCATED	STAT US

1	Contractual Employees	Payment of salaries for 11 staff members	3,095,000.00	-	3,095,000.00	New
2	House Allowances	Payment of staff house allowances to 11 staff members	474,000.00	-	474,000.00	New
3	Transport Allowances	Payment of Transport Allowances to 11 staff members	492,000.00	-	492,000.00	New
4	Leave Allowances	Payment of leave Allowances to 11 staff members	50,000.00	-	50,000.00	New
5	Gratuity-Contractual Employees	Payment of Gratuity to 11 staff members	959,450.00	-	959,450.00	New
6	NSSF	Employer Contribution to NSSF for 11 staff Members	142,560.00	-	142,560.00	New
7	Affordable Housing Levy	Employer Contribution to Affordable Housing Levy for 11 staff Members	70,000.00	-	70,000.00	New
8	Catering Services	Payment of catering services, foods and drinks	650,000.00	-	650,000.00	New
9	Accommodation-Domestic Travel	Payment of accommodation on domestic travel	250,000.00	-	250,000.00	New
10	Maintenance of buildings and stations-non-residential	Payment of maintenance of building of buildings-Non residential	200,000.00	-	200,000.00	New
11	Water & sewerage charges	Payment of Water & sewerage charges	60,000.00	-	60,000.00	New
12	Refined Fuels and Lubricants for transport	Payment of refined fuels and lubricants for GKB 621R and office generator	800,000.00	-	800,000.00	New
13	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles	100,000.00	-	100,000.00	New

14	Bank service commission and charges	Payment of Bank service commission and charges	50,000.00		50,000.00	New
15	Internet Connections	Payment of Internet Connections	60,000.00		60,000.00	New
16	Supplies and Accessories for Computers and Printers	Purchase and Supplies printers and photocopiers and of stationery and accessories for computers and printers.	400,000.00	-	400,000.00	New
17	NG CDFC Allowances	Payment of NG CDFC allowances for 12 people	1,488,000.00	-	1,488,000.00	New
18	Courier and Postal Services	Payment of courier and postal services	450,000.00		450,000.00	New
19	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	268,800.00		268,800.00	New
20	Travel Costs	Payment of Transport Expenses	150,000.00		150,000.00	New
21	NG CDF Office	CCTV Installation to NG CDF office	556,707.30	-	556,707.30	New
	Sub Total		10,766,517.30		10,766,517.30	

MONITORING AND EVALUATION

22	NG CDFC Allowances	Payment of NG CDFC Allowances for 12 people	1,488,000.00	-	1,488,000.00	New
23	Other committee expenses	Payment of Other committee expenses	192,000.00		192,000.00	New
24	Advertising Awareness and publicity campaigns	Payment of advertising, awareness and publicity campaigns expenses	225,000.00	-	225,000.00	New
25	catering Services	Payment of catering services, food and drinks during training exercises	255,258.63	-	255,258.63	New
26	General Office Supplies	Purchase of General Office Supplies (papers, pencils,	200,000.00		200,000.00	New

	(papers, pencils, forms, small office equipment etc)	forms, small office equipment)				
27	Accommodation Allowances	Payment of accommodation or accommodation allowances during training	735,000.00	-	735,000.00	New
28	Maintenance Expenses-Motor Vehicle	Payment of maintenance Expenses-NG CDFC Motor vehicles GKB 621R and Motor cycles GKA 552N	250,000.00	-	250,000.00	New
29	Refined Fuels and Lubricants for transport	Payment of refined fuels and lubricants for GKB 621R and office generator	450,000.00	-	450,000.00	New
30	Travel Allowance	Payment of travel expenses	150,000.00		150,000.00	New
31	Remuneration of instructors and contract-based Training services	Payment of instructors and contract-based Training services	350,000.00	-	350,000.00	New
32	Accommodation on Domestic Travel	Payment of accommodation and allowances during training or capacity building of the NG CDFC and technical officers, PMCs and other stakeholder on various NG CDF related issues	738,000.00	-	738,000.00	New
33	Daily Subsistence Allowance	Payment of daily subsistence allowances	350,000.00	-	350,000.00	New
	Sub Total		5,383,258.63		5,383,258.63	
EMERGENCY RESERVE						

34	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	9,444,313.39	-	9,444,313.39	New
	Sub Total		9,444,313.39		9,444,313.39	

EDUCATION BURSARY AND SOCIAL SECURITY

35	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	45,500,000.00	-	45,500,000.00	New
36	Bursary Tertiary Institutions	Payment of bursary to needy students in Tertiary schools	17,300,767.43	-	17,300,767.43	New
37	Bursary Special Institutions	Payment of bursary to needy students in special schools	1,300,000.00	-	1,300,000.00	New
38	Constituency Education Day	Facilitate the activities of constituency Education Day by; - Hiring of Public address, Tents and seats (Ksh 300,000), Refreshments and meals (Ksh 300,000), Purchase of trophies for award (Ksh 175,000), Certificates and printing (Ksh 100,000) and Transport Logistics (Ksh 100,000)	975,000.00	-	975,000.00	New
	Sub Total		65,075,767.43		65,075,767.43	

CLIMATE CHANGE MITIGATION ACTIVITIES

39	Maua Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,865.72 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at	640,865.72	-	640,865.72	New
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		Kshs.196,000 and construction of 2 tank bases at Kshs.204,000				
	Kithetu Day Secondary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000	640,864.00	-	640,864.00	New
40	Kilalai Day Secondary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000	640,864.00	-	640,864.00	New
41	Ura River Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters	640,864.00	-	640,864.00	New

		for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000				
42	Luluma Day Secondary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000	640,864.00	-	640,864.00	New
43	Kinyanka Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000	640,864.00	-	640,864.00	New
44	Karumaru Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000,	640,864.00	-	640,864.00	New

		installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000				
45	Kathambi Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000	640,864.00	-	640,864.00	New
46	Nkiene Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000	640,864.00	-	640,864.00	New
47	Ryanya Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at	640,864.00	-	640,864.00	New

		Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000				
48	Tiira Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000	640,864.00	-	640,864.00	New
49	Nkaria Kinyali Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000	640,864.00	-	640,864.00	New
50	Lakathi Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water	640,864.00	-	640,864.00	New

		storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000				
51	NCeeme Primary School	Purchase and planting including manure expenses and nurturing of 140 indigenous trees at Kshs.30,864 and Purchase of 2 water storage tanks of 10,000 Litres at Kshs.210,000, installation of gutters for the two tanks at Kshs.196,000 and construction of 2 tank bases at Kshs.204,000	640,864.00	-	640,864.00	New
	Sub Total		8,972,097.72		8,972,097.72	
PRIMARY SCHOOL PROJECT						
52	Kiegoi Primary School	First phase Construction of a Storied building with 3 classrooms at ground floor and 3 classrooms at 1st Floor. i.e.sub structures, super structure R.C. Frame with slab, Superstructure walling and installation of doors and windows and electrical works. <i>The NG CDFC undertakes to fund the second phase of Ksh 14,000,000 to</i>	20,000,000.00	-	6,000,000.00	New

		<i>completion in the FY 2025/2026 proposal</i>				
	Sub Total		20,000,000		6,000,000	
SECONDARY SCHOOLS PROJECTS						
53	Kirindine Day Secondary School	Completion of a 1,500 capacity multipurpose Hall students with a kitchen a store washroom and three offices; Roofing, Fixing of doors and windows, flooring, ceiling, mechanical works, construction of septic tank and installation of cooking island	24,000,000.0 0	12,000,000.0 0	12,000,000.00	On-going
54	Maua Girls Secondary School	Completion of a storied building with three classrooms on the ground floor and three classrooms on the first floor- GROUND FLOOR; Windows glazing and paint works, fixing of doors, flooring, ceiling, ramp finishes and electrical works FIRST FLOOR; Reinforced concrete frame, Superstructure walling, Roofing, fixing of doors and windows, flooring, ceiling and Electrical installation works	20,000,000.0 0	10,000,000.0 0	10,000,000.00	On-going
55	Akui Day Secondary School	Purchase of a 51-seater school bus (one off and no insurance nor asset financing involved) and this is within the government negotiated range and	11,800,000.0 0		11,800,000.00	New

		as such there is no extra cost involved.				
56	Mboone Day Secondary School	Completion of a storied administration block with a PLWD ramp a staffroom, washrooms, six offices and a store on the ground floor a library and a computer laboratory of 50 capacity each on the first floor- FIRST FLOOR; Reinforced concrete frame, Superstructure walling, Roofing, fixing of doors and windows, flooring, ceiling and Electrical installation works, Mechanical installation works, painting and stair case finishes	20,000,000.0 0	10,000,000.0 0	10,000,000.00	On-going
	Sub Total		75,700,000		43,800,000	
	TERTIARY INSTITUTION					
57	Kenya Medical Training College- Maua	Additional works Completion of a 500 persons capacity multipurpose hall as a result of: Introduction of 1no. column, Work to doors, Work to podium, Work to kitchen worktops, Work to ramp area, Work to staircase area, Work to soak pit and PWD toilet. <i>Attached is the site inspection report, variation report and PMC minutes.</i>	35,000,000.0 0	33,000,000.0 0	2,000,000.00	On-going
	Sub Total		35,000,000	33,000,000	2,000,000	
OTHER PROJECTS						

58	Constituency Innovation Hub at Kanuni Assistant County Commissioners Office ground.	Completion of a Standard Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	8,000,000.00	3,000,000.00	5,000,000.00	On-going
59	Constituency Innovation Hub at Mutio Kiama Assistant County Commissioners Office ground.	Completion of a Standard Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	8,000,000.00	3,000,000.00	5,000,000.00	On-going
60	Constituency Innovation Hub at Antubochiu Chiefs ground.	Completion of a Standard Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	8,000,000.00	3,000,000.00	5,000,000.00	On-going
61	Constituency Innovation Hub at Maua Chiefs camp ground.	Completion of a Standard Digital Hub as per the Ministry of Information, Communication and Digital Economy guidelines.	8,000,000.00	3,000,000.00	5,000,000.00	On-going
62	Digital Hub at Kaambine Grounds	Construction of the Standard Digital Hub as per the Ministry of the ICT and digital economy.	8,000,000.00		8,000,000.00	New
	Sub Total		40,000,000		28,000,000	
	TOTAL ALLOCATION				179,441,954.47	

MIN 6/ NG-CDFC/05/2024/2025: PAYMENTS

Members discussed and unanimously approve dthe payment of the various arrears in allowances and other activities as listed_below

<u>S.NO.</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
<u>1</u>	<u>Ng CDFC meeting Allowances</u>	<u>197,000</u>
<u>2.</u>	<u>Public Participation by NG CDFCs and Technical Officers</u>	<u>171,000</u>
<u>3</u>	<u>Public Participation by NG CDFC staffs reimbursement</u>	<u>26,464</u>
<u>4.</u>	<u>NG CDFCs & Technical Officers M&E expenses</u>	<u>258,000</u>

MIN 7/ NG-CDFC/05/2024/2025: ANY OTHER BUSINESS

i. NG CDFC were reminded by FAM of the expiry of their two-year term and the ongoing recruitment of the new committee by the Selection Panel. Members were advised to apply for their respective position as they qualify for re-appointment if selected.

ii. The Chair requested members of the Education Bursary Sub-Committee to commence the various preliminary bursary processes to avert a crash during the Schools Opening in January, 2025

MIN 8/ NG-CDFC/1112/2024/2025: ADJOURNMENT

The Meeting ended at 2:00PM with a closing Prayer from Mercy Muthoni Kimathi

Annex 1

Budget on administration and recurrent expenditure

	EXPENDITURE ITEMS					
Item	Description	Scale	Number	Rate	Total Amount pm	Total Amount pa
	Contractual Employees					
	Accounts Assistant	CSG 11	1	30,170	30,170	362,040
	Clerk of Works	CSG 11	1	30,170	30,170	362,040
	Information Communication Technology Assistant	CSG 11	1	30,170	30,170	362,040
	Records Management Assistant	CSG 12	1	24,580	24,580	294,960

	Secretary	CSG 12	1	24,580	24,580	294,960
	Driver	CSG 12	1	24,580	24,580	294,960
	Projects Clerk	CSG 12	1	21,500	21,500	258,000
	Front office	CSG 12	1	21,500	21,500	258,000
	Watchman	CSG 13	2	16,890	33,780	405,360
	Office Assistant	CSG 13	1	16,890	16,890	202,680
Sub Total			11			3,095,040
	Internship Programme		2	25,000	50,000	600,000
Sub Total			2			600,000
	House Allowance					
	Accounts Assistant	CSG 11	1	4,200	4,200	50,400
	Clerk of Works	CSG 11	1	4,200	4,200	50,400
	Information Communication Technology Assistant	CSG 11	1	5,800	5,800	69,600
	Records Management Assistant	CSG 12	1	3,200	3,200	38,400
	Secretary	CSG 12	1	3,800	3,800	45,600
	Driver	CSG 12	1	3,800	3,800	45,600
	Clerk of projects	CSG 12	1	3,200	3,200	38,400
	Front office	CSG 12	1	3,200	3,200	38,400
	Watchman	CSG 13	2	2,700	5,400	64,800
	Office Assistant	CSG 13	1	2,700	2,700	32,400
Sub Total			11			474,000

	Transport Allowance					
	Accounts Assistant	CSG 11	1	4,000	4,000	48,000
	Clerk of Works	CSG 11	1	4,000	4,000	48,000
	Information Communication Technology Assistant	CSG 11	1	4,000	4,000	48,000
	Records Management Assistant	CSG 12	1	4,000	4,000	48,000
	Secretary	CSG 12	1	4,000	4,000	48,000
	Driver	CSG 12	1	4,000	4,000	48,000
	Clerk of projects	CSG 12	1	4,000	4,000	48,000
	Front office	CSG 12	1	4,000	4,000	48,000
	Watchman	CSG 13	2	3,000	6,000	72,000
	Office Assistant	CSG 13	1	3,000	3,000	36,000
Sub Total			11			492,000
	Leave Allowance					
	Accounts Assistant	CSG 11	1	4,000	4,000	4,000
	Clerk of Works	CSG 11	1	4,000	4,000	4,000
	Information Communication Technology Assistant	CSG 11	1	4,515	4,515	4,515
	Records Management Assistant	CSG 12	1	4,000	4,000	4,000
	Secretary	CSG 12	1	3,687	3,687	3,687
	Driver	CSG 12	1	3,687	3,687	3,687

	Clerk of projects	CSG 12	1	4,000	4,000	4,000
	Front office	CSG 12	1	4,000	4,000	4,000
	Watchman	CSG 13	2	3,000	6,000	6,000
	Office Assistant	CSG 13	1	3,000	3,000	3,000
Sub Total						40,889
	Gratuity-Contractual Employees					
	Accounts Assistant	CSG 11	1	9,353	9,353	112,232
	Clerk of Works	CSG 11	1	9,353	9,353	112,232
	Information Communication Technology Assistant	CSG 11	1	9,353	9,353	112,232
	Records Management Assistant	CSG 12	1	7,620	7,620	91,438
	Secretary	CSG 12	1	7,620	7,620	91,438
	Driver	CSG 12	1	7,620	7,620	91,438
	Clerk of projects	CSG 12	1	6,665	6,665	79,980
	Front office	CSG 12	1	6,665	6,665	79,980
	Watchman	CSG 13	2	5,236	10,472	125,664
	Office Assistant	CSG 13	1	5,236	5,236	62,832
Sub Total			11			959,466
	Employer Contribution to NSSF					
	Accounts Assistant	CSG 11	1	1,080	1,080	12,960
	Clerk of Works	CSG 11	1	1,080	1,080	12,960

	Information Communicatio n Technology Assistant	CSG 11	1	1,080	1,080	12,960
	Records Management Assistant	CSG 12	1	1,080	1,080	12,960
	Secretary	CSG 12	1	1,080	1,080	12,960
	Driver	CSG 12	1	1,080	1,080	12,960
	Clerk of projects	CSG 12	1	1,080	1,080	12,960
	Front office	CSG 12	11	1,080	1,080	12,960
	Watchman	CSG 13	2	1,080	2,160	25,920
	Office Assistant	CSG 13	1	1,080	1,080	12,960
Sub Total			11			142,560
	Commitee Expenses					
22108 02	Other Commitee Expenses	Mem bers	-	-	-	-
		Chair	-	-	-	-
22108 11	NGCDFC Allowance	Mem bers	9	10,000	90,000	1,080,000
		Provis ion for invite d memb ers	2	10,000	20,000	240,000
		Chair	1	14,000	14,000	168,000
Sub Total						1,488,000

Budget for Monitoring and Evaluation/Capacity Building

EXPENDITURE ITEMS						
MONITORING EVALUATION AND CAPACITY BUILDING						
Item	Description	Scale	Number	Rate	Total Amount	Total Amount
	Communication, Supplies and Services					
2210 201	Telephone, Telex, Facsimile and Mobile Phone Service					
	Domestic Travel and Subsistence & Other Transport Costs					
2210 301	Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.)	Persons				
2210 302	Accommodation - Domestic Travel	Persons	10			738,00
2210 303	Daily Subsistence Allowance	Persons	10		0	350,00
	Printing, Advertising and Information Supplies & Services					
2210 502	Publishing and Printing Services					75,00
2210 504	Advertising, Awareness and Publicity Campaigns					150,00
	Training Expenses					
2210 701	Travel Allowance					150,00
2210 702	Remuneration of Instructors and Contract Based Training Services					350,00
2210 703	Production and Printing of Training Materials					132,00
2210 704	Hire of Training Facilities and Equipment					
2210 710	Accommodation Allowance					735,00
	Hospitality Supplies and Services					
2210 801	Catering Services (Receptions), Accommodation, Gifts, Food and Drinks					255,258
	Committee Expenses					
2210 802	Other Committee Expenses	Clerk of Works	1	8,00	8,00	96,00
		SCWO	1	10,00	10,00	100,00

2210 811	NGCDFC Allowance	Members	9	10,0 00	90,0 00	1,170, 000
		Chair	1	14,0 00	14,0 00	182,0 00
	Office and General Supplies and Services					
2211 01	General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.)					200,0 00
2211 02	Supplies and Accessories for Computers and Printers					
	Fuel , Oil & Lubricants					450,0 00
2220 101	Maintenance Expenses- Motor Vehicle					250,0 00
TOT AL						5,383, 258