



National Government Constituencies Development Fund
Kibwezi West Constituency
Kibwezi West NG-CDF Building Makindu
Makindu Sub-County Headquarter.
P.O Box 136-90138
Makindu, Kenya
| Cell: 072 0104432
Email: cdfkibweziwest@ngcdf.go.ke | Website: www.cdf.go.ke

**MINUTES OF THE KIBWEZI WEST NG-CDFC MEETING HELD ON 29TH NOVEMBER, 2021
AT THE KIBWEZI WEST NG-CDF OFFICE BOARD ROOM MAKINDU AT 10.00.A.M**

MEMBERS PRESENT

| | |
|---------------------------------|-----------|
| 1. Mr. Simon Kyalo Kioko | Chairman |
| 2. Ms. Fauzia Hussein | Secretary |
| 3. Mr. David Kaberia Murungi | FAM |
| 4. Mr. James Kamau | DCC |
| 5. Ms. Martina Ndinda Mbithuka | Member |
| 6. Mr. Haston Mutunga Musyoki | Member |
| 7. Mr. Julius Kioko Mbatha | Member |
| 8. Ms. Immaculate Ndanu Musembi | Member |
| 9. Mr. Danish Odero Rayola | Member |
| 10. Mr. Moses Kyalo Nzomo | Member |

Agenda

1. Call to order/ Opening Prayers.
2. Review and adoption of the Agendas.
3. Reading and confirmation of previous minutes.
4. Matters arising.
5. Request for reallocation of tertiary bursary to Secondary bursary.
6. Nguumo Police post project.
7. Project management committee training.
8. Project monitoring and evaluation program.
9. NG-CDF Committee training and benchmarking program.
10. NG-CDFC office security hire.
11. Facilitation of the public works engineer on preparation of tender documents and drawing.
12. Request for emergency assistance to schools relating to sunken toilets.
13. Payment for the delivery of bursary cheques by Postal Corporation of Kenya.
14. A.O.B

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**KIBWEZI WEST NG-CDF
FUND ACCOUNT MANAGER**
P. O. Box 136 - 90138, MAKINDU
SIGN:  DATE: 10/1/2022



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MIN 1: 29/11/2021. Call to order/Opening prayers/Opening remarks.

The meeting was called to order at 10.15 AM by the chairman; the opening prayer was led by Mr. Julius Mbatha. He thanked the members for attending the meeting.

MIN 2: 29/11/2021. Review and adoption of the Agendas

The agendas were adopted, being proposed by Mr. Julius Mbatha and seconded by Ms. Immaculate Ndanu

MIN 3: 29/11/2021. Reading and confirmation of previous minutes

The minutes of the previous meeting were read and proposed by Mr. Haston and seconded by Ms. Martina as a true deliberation of the day.

MIN 4: 29/11/2021. Matters arising.

Members were informed that NGCDFC training and Projects management committees training was not conducted as planned due un avoidable circumstances, the was part of the agendas. It was reported that the bursary cheques for the secondary school were ready for collection. The tertiary bursary cheques are yet to be drawn.

It was reported that the tender for renovation of Wayona primary school administration block was advertised and the tender will be opened on 14th December,2021.

MIN 5: 29/11/2021. Request for reallocation of tertiary bursary to Secondary Bursary

Members were informed that due to the presidential directive made that requires 100% transition of pupils from primary school to secondary school, there was need to provide for more funds to the secondary school bursary allocation. It was noted that the number of the expected needy candidate was high hence the needs for more funds. It was also noted that the tertiary students were able to access more assistance from HELB.

It was agreed that out of the allocated Kshs.16Million for tertiary bursary, Kshs.10Million be re-allocated to Secondary school's bursary.

MIN 6: 29/11/2021. Nguumo Police post project.

Members were informed that the NG-CDF Board give a conditional approval on the proposed construction of a police post at Nguumo. The board has requested the office to provide a copy of the minutes of the Sub County security committee that proposed the

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construction of the post. This will be an assurance that post will be put to use once the project is completed.

It was reported that the Deputy County Commissioner Makindu Sub county given the required minutes dated 29TH July, 2020. The FAM was requested to prepare all the other documents for the onward submission to the board.

MIN 7. 29/11/2021. Project Management committee training program.

Members discussed the issue of project management committee training at length, it was also noted that the training as delayed due to Covid-19 restrictions put by the government on the gathering. Members agreed that the training be conducted on 9TH December, 2021. It was agreed we involve the PMC members for the education sector only. The FAM was requested to prepare for the facilitators and logistics for the exercise

MIN 8. 29/11/2021. Project monitoring and evaluation program.

Members were informed that most of the projects are ongoing and there is need for the monitoring and evaluation exercise need to be conducted. It was agreed that the 4 days exercise should start on 6TH December, 2021 and be completed on 10TH December, 2021.

MIN 9. 29/11/2021. NG-CDF Committee and Staff benchmarking program.

Members discussed the issue of benchmarking and agreed that the exercise be done in Mombasa and Kilifi county. The members agreed to visit Jomvu and Kilifi North Constituencies starting 14TH December and 17TH December 2021. The FAM was requested to organize the logistics and notify the selected constituencies to be visited.

MIN 10. 29/11/2021. NG-CDF office security hire.

Members discussed the issue of the security for the office and the occupants at length. As it was reported during the last meeting, we have a number of instances where a mad person has entered the office forcing himself up to the fund manager's office. Members resolved that we need to employ the services of a security firm whereby we will have both day and night guard all the time. It was agreed that we inform any interested firm to bring the company profile to the office. The Fund Account Manager was also requested to look for the prequalified companies from the sub county procurement office. It was agreed that the request for quotation must be received before 17th December, 2021 since we need to identify a security firm before the Christmas break.

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MIN 11. 29/11/2021. Facilitation of the public works engineer on preparation of tender documents and drawing.

Members were informed that the public works officer is expected to prepare around 58 bills of quantities for the new projects to be implemented. It was noted that after the FAM wrote requesting for documents, the officer via a letter dated 16/11/2021 requested for a facilitation of Kshs. 76,600 for stationeries and allowances. Members unanimously approved the request and asked the FAM to fast track the process.

MIN 12. 29/11/2021. Request for emergency assistance to schools relating to sunken toilets.

Members were informed of the various request for emergency assistance from school in line with construction of toilets. It was noted that the issue of pit latrines being full and other sinking is becoming a serious matter across the constituency. The following emergency projects were approved:

| S/NO | WARD | SCHOOL/INSTITUTION | PROJECT SPECIFIC ACTIVITY | AMOUNT Kshs. |
|------|--------------|-----------------------------|------------------------------------|--------------|
| 1 | Makindu | Kalii Secondary School | Construction of 4doors pit latrine | 350,000.00 |
| 2 | Makindu | Kanaani Primary school | Construction of 4doors pit latrine | 350,000.00 |
| 3 | Nguumo | Kwambae Primary school | Construction of 4doors pit latrine | 350,000.00 |
| 4 | Nguumo | Uvileni Primary school | Construction of 4doors pit latrine | 350,000.00 |
| 5 | Emali/Mulala | Uthangathi Primary School | Construction of 4doors pit latrine | 350,000.00 |
| 6 | Emali/Mulala | Emali Primary School | Construction of 4doors pit latrine | 350,000.00 |
| 7 | Nguu/Masumba | Ndulu Primary School | Construction of 4doors pit latrine | 350,000.00 |
| 8 | Nguu/Masumba | Mukame Ambeu Primary School | Construction of 4doors pit latrine | 350,000.00 |
| 9 | K-South | Mbuinzau Primary school | Construction of 4doors pit latrine | 350,000.00 |

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|--------------------|---------|----------------------------------|--|--------------|
| 10 | K-South | Kibwezi Zone CSO Office | Construction of 4doors pit latrine | 350,000.00 |
| 11 | K-South | Kalungu Assistant chiefs office. | Completion for the construction of compound fence. | 150,000.00 |
| 12 | K-south | Kibwezi Police Station | Construction of two sets of 4doors pit latrine with two doors being bathrooms, installation of electricity power and addressing needs for PWD to serve the children protection unit. | 744,352.00 |
| 12 | K-North | Nyayo Primary school | Construction of 4doors pit latrine | 350,000.00 |
| 13 | K-North | Ithumula Primary school | Construction of 4doors pit latrine | 350,000.00 |
| 14 | K-North | Ndetani Assistant Chiefs office | Completion for the construction of 4doors pit latrine | 200,000.00 |
| TOTAL amount Kshs. | | | | 5,294,352.00 |

MIN 13: 29/11/2021. Payment for bursary cheque delivery by postal corporation Kenya Kshs. 76,800.00

Members were informed that on 8th June,2020 the office entered into contract with Postal Corporation of Kenya on matters of delivery bursary cheques to institutions. It was agreed that the Postal Corporation of Kenya officers will be collecting cheques from our office, deliver them to the benefitting institutions and return the acknowledgement letter and receipts to the office.

The commission charged ranges from Kshs.800-1,000 depending with the destination of the cheque.

It was reported that the office is in receipt of an invoice dated 7th October,2021 of Kshs. 76,800 only inclusive of 16% Vat for 86 cheques already delivered to different destinations.

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Members approved the payments and thanked them for the good service. It was found that the office was receiving the acknowledgment letters promptly.

MIN 14. 29/11/2021. A.O.B

There being no other business the meeting ended at 2:15 PM with a word of pray led by Mr. Moses Kyalo.

Minutes taken by:

FAUZIA HUSSEIN
NG-CDFC SECRETARY

Confirmed by:

SIMON KYALO KIOKO
NG-CDFC CHAIRMAN

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