**MINUTES FOR KAJIADO SOUTH NGCDFC HELD ON 24TH AUGUST 2020 AT 9:30AM AT THE NGCDFC CONFERENCE HALL.**

**PRESENT**

1. Hon Katoo Ole Metito Member of National Assembly- Oversight committee
2. Mr. Lawrence Kinyua Deputy County Commissioner
3. Mr. Kilelo Kilitia Chairperson
4. Mrs. Rosemary Nailantei Secretary
5. Mr. John Muli Milia Member
6. Mr. Joshua Lomunyak Member
7. Mr. Amos Karanja Member
8. Mrs. Esther Seina Member
9. Ms. Marion Matilu Member
10. Mr. Wilson Sayialel Co-opted Member
11. Mr. Johnson Karanja Fund Account Manager

**PRELIMINARIES**

The meeting was called to order at 9:45am. Rosemary Nailantei opened the meeting with a word of prayer. The chairman thanked the members for attending the meeting and shared the agenda of the day.

**AGENDA**

1. Reading and confirmation of previous meeting’s minutes
2. Matters arising from the previous meeting’s minutes
3. Bodaboda training
4. Project proposal Financial Year 2020-2021
5. AOB

**MIN/1/8/2020 READING AND CONFIRMATION OF PREVIOUS MEETING’S MINUTES**

The Fund Account Manager took the members through the last meeting’s minutes. They were proposed by Joshua Lomunyak and seconded by Esther Seina as a true record of the day’s deliberations.

**MIN/2/8/2020 MATTERS ARISING FROM THE PREVIOUS MEETING’S MINUTES**

* Funds were disbursed to the project management committees
* Fund requisition was done at the NGCDF board

**MIN/3/8/2020 BODABODA TRAINING**

The committee discussed the issue of bodaboda training. The training is usually carried out through the bursary fund and it has changed the way of living of so many youth in the constituency. The training entails instilling driving and riding skills and provision of driving licences after training and testing to the bodaboda operators. For the financial year 2019/20, the training did not take place due to the Coronavirus Covid-19 disease, the NG-CDFC had invited the traffic department in the sub-county to attend the meeting and advice the committee on how to run the program during this period of Covid-19 disease. After deliberations, the committee felt it was better to safeguard the health of the population.

The Covid-19 disease prevention guidelines from the ministry of health discourages large crowds, and in that spirit, the committee recommended to do away with the training during these times. The training to be carried out once the cases of the disease subsides.

**MIN/4/8/2020 PROJECT PROPOSAL FINANCIAL YEAR 2020-2021**

Section 6(1) of the NG-CDF Act provides that, ‘‘the Board shall with the approval of the relevant committee of the National Assembly, allocate funds for every constituency in each financial year in accordance with section 34’

Further, section 34(1) of the Act states:- “the budget ceiling for each constituency shall be the amount specified in Section 4(1) divided equally among all constituencies subject to provisions of section 8(1) and 23(1)

Kajiado South allocation for FY 2020/21 is Kshs. 137,088,879.31 the allocation includes Kshs. 7,192,206.90 as emergency reserve.

Section 27 (1) of the NGCDF Act states; “’The chairperson of the Constituency Committee shall, within the first year of the commencement of a new Parliament and at least once every two years thereafter, convene open forum public meetings in every ward in the constituency to deliberate on development matters in the ward and in the constituency.’’

Further, section 27 (2) states that; ‘’The Constituency Committee shall deliberate on project proposals from all the wards in the constituency and any other projects which the Constituency Committee considers beneficial to the constituency, including joint projects with other constituencies, consider the national development plans and policies and the constituency strategic development plan, and identify a list of priority projects, both immediate and long term, out of which the list of projects to be submitted in accordance with the Act shall be drawn from.’’

The list of proposed constituency based projects shall be submitted by the Constituency Committee to the Board.

In Kajiado South, the project identification process was done from the constituency, the ward and the locational level. The Area Member of Parliament, committee chairperson and NG-CDFC members held meetings in all administrative levels following the set guidelines by the ministry of health on prevention of spread of the Covid-19 disease

The members went through the minutes and reports from all the wards/locations noting down all the projects proposed by the communities. Further, the committee prioritized the projects in terms of level of need and vulnerability of the communities and came up with a priority project basket, which was budgeted adhering to the budget ceilings and ministry of public works estimates.

The committee therefore came up with the 2020/2021 Financial Year project proposal as tabulated below;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name** | **Original Cost** | **Cumulative Allocation** | **Project Activities** | **Allocated Amount** | **Current Status** |
| **ADMINISTRATION AND RECURRENT COSTS** |
| Committee allowances |  1,400,000  |   | Committee expenses |  1,400,000 | New |
| Goods and Services |  3,455,672.76 |   | Fuel, subsistence allowances, repairs and maintenance,NG-CDFC expenses, motor vehicle expenses, water services, telephone, stationeries, travel and subsistence | 3,455,672.76 | New |
| NHIF | 71,400.00 |   | Employer’s contribution towards Health Insurance Fund | 71,400 | New |
| NSSF | 14,400.00 |   | Employer’s contribution towards social security fund | 14,400 | New |
| Salaries and gratuity |  3,283,860.00  |   | Payment of staff salaries and Gratuity |  3,283,860 | New |
| **MONITORING AND EVALUATION** |
| CDFC/PMC Capacity Building |  1,400,000 |   | Undertake Training of the PMCs/NG-CDFCs/NG-CDFCstaff on NG-CDF Related issues |  1,400,000  | New |
| Committee allowances |  1,800,000  |   | Payment of committee allowances |  1,800,000  | New |
| Goods and Services |  912,666.38  |   | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. |  912,666.38  | New |
| Bursaries for tertiary schools |  32,272,219.83  |   | Assisting needy students in tertiary schools to pursue their dreams in education |  32,272,219.83  | New |
| Emergency |  7,192,206.90  |   | To cater for any unforeseen occurrences in the constituency |  7,192,206.90  | New |
| Sports |  2,741,777.59  |   | Funding of constituency football tournament. Awarding the winning teams with trophies, sports equipment including uniforms, balls, nets and training equipment |  2,741,777.59  | New |
| **ENVIRONMENT** |
| Inkoisuk primary school |  450,000  |   | Supply of two 10,000 litres PVC water tanks 200,000 with associated gutters 50,000 and construction of concrete bases 150,000 and piping and water fetching/washing points 50,000 |  450,000 | New |
| Shurie primary school |  450,000  |   | Supply of two 10,000 litres PVC water tanks 200,000 with associated gutters 50,000 and construction of concrete bases 150,000 and piping and water fetching/washing points 50,000 |  450,000  | New |
| Enkusero primary school |  75,000  |   |  Tree planting 375 seedlings |  75,000  | New |
| Inkisanjani primary school |  75,000  |   |  Tree planting 375 seedlings |  75,000  | New |
| Namelok secondary school |  450,000  |   | Supply of two 10,000 litres PVC water tanks 200,000 with associated gutters 50,000 and construction of concrete bases 150,000 and piping and water fetching/washing points 50,000 |  450,000 | New |
| Kuku mixed secondary school |  100,000 |   |  Tree planting 500 seedlings |  100,000  | New |
| Oloirien secondary school |  100,000  |   |  Tree planting 500 seedlings |  100,000 | New |
| NGCDFC offices  |  17,225.86  |   |  Tree planting 35 seedlings |  17,225.86  | New |
| **PRIMARY SCHOOLS PROJECTS** |
| Kimana primary school |  12,495,410  |  6,000,000  | Construction of multipurpose hall-1130 capacity. Fittings (windows, doors, cyclones, electrical, and mechanical works), finishes (floor tiles, plastering and general painting) and external works (external drainage and water reticulation) |  6,495,410 | Ongoing |
| Rombo Boys Mixed Primary School |  6,311,930  |  3,000,000  | Renovation of school infrastructure. Fixing of new steel casement doors and windows to the required standard, repairs to the floor, roof and wall to (4 classrooms and administration block, Ksh. 1,142,760, 2 classrooms and staffroom block Ksh. 650,940, 4 classrooms and office room block Ksh. 813,745, 2 blocks pit latrines) repairs to walls, floor, roof, doors, septic tank and external drainage and water supply) Ksh. 704,485 |  3,311,930 | Ongoing |
| Kikelelwa primary school |  5,000,000  |   | Construction of 5 classrooms to completion  |  5,000,000  | New |
| Matepes primary school |  2,500,000  |   | Construction of an administration block- 17 teachers staffroom, headteacher's office, secretary room, deputy headteacher's office and the senior teacher's office to completion |  2,500,000 | New |
| Nasipa primary school |  960,000 |   | Supply of 128 metallic desks |  960,000  | New |
| Olmapinu primary school |  2,300,000  |   | Construction of 2 classrooms to completion 2,000,000 and supply of 40metallic desks 300,000 |   2,300,000  | New |
| Olgirra primary school |  2,500,000  |   | Construction of an administration block- 17 teachers staffroom, headteacher's office, secretary room, deputy headteacher's office and the senior teacher's office to completion |  2,500,000  | New |
| Oltiasika primary school |  4,600,000  |   | Construction of 4 classrooms to completion 4,000,000 and supply of 80metallic desks 600,000 |  4,600,000  | New |
| Inkisanjani primary school |  2,700,000  |   | Fencing of 15 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates to completion |  2,700,000  | New |
| Oyarata primary school |  2,300,000  |   | Construction of 2No. classrooms to completion 2,000,000 and supply of 40metallic desks 300,000 |  2,300,000  | New |
| Enkusero primary school |  2,200,000  |   | Fencing of 10 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates to completion |  2,200,000  | New |
| Shokut primary school |  750,000  |   | Supply of 100 metallic desks |  750,000  | New |
| Shilishili primary school |  2,300,000  |   | Construction of 2No. classrooms to completion 2,000,000 and supply of 40metallic desks 300,000 |  2,300,000  | New |
| Inkoisuk primary school |  2,300,000  |   | Construction of 2No. classrooms to completion 2,000,000 and supply of 40metallic desks 300,000 |  2,300,000  | New |
| Iloirero primary school |  2,500,000  |   | Construction of an administration block- 17 teachers staffroom, headteacher's office, secretary room, deputy headteacher's office and the senior teacher's office to completion |  2,500,000  | New |
| Emukutan primary school |  2,500,000.00  |   | Construction of an administration block- 17 teachers staffroom, headteacher's office, secretary room, deputy headteacher's office and the senior teacher's office to completion |  2,500,000  | New |
| Maisuyati primary school  |  3,600,000  |   | Fencing of 30 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates to completion |  3,600,000 | New |
| Enchor- Enkai primary school  |  2,200,000  |   | Fencing of 10 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates to completion |  2,200,000  | New |
| Sompet primary school  |  3,500,000  |   | Renovation of school facilities; Fixing of new steel casement doors and windows to the required standard, repairs to the floor, roof and wall to (4 classrooms computer room block, Ksh. 1,065,360, 4 classrooms block Ksh. 917,810, 1classroom block Ksh. 262,300, administration block Ksh. 250,000) renovation of 3 blocks of 17 door pit latrines (walls, floor, roof, doors, and construction of 8 taps water points including water supply and drainage), renovation of the masonry tank and school gate Ksh.854,530 and electrical works Ksh.150,000 |  3,500,000  | New |
| Olgulului primary school  |  1,102,500  |   | Supply of 147 metallic desks |  1,102,500 | New |
| Olgulului primary school  |  3,000,000  |   | Renovation of school facilities; Fixing of new steel casement doors and windows to the required standard, repairs to the floor, roof and wall to 7 classrooms office and store block Ksh. 2,100,000 and 3 classrooms and office room Ksh 900,000 |  3,000,000  | New |
| Lenkism primary school |  397,500 |   | Supply of 53 metallic desks |  397,500  |  New  |
| **SECONDARY SCHOOLS PROJECTS** |
| Illasit secondary school |   7,210,110  |  3,500,000 | Completion of a 60 capacity modern laboratory with apparatus storage room, preparation room and technician's office. Completion of roofing, doors, windows, finishes, electrical works, mechanical works (water supply, plumbing, drainage and laboratory sinks), gas supply and reticulation and fume chamber. |  3,710,110  | Ongoing |
| Lenkism secondary school |   1,300,000 |   | Additional funding for fencing an extra 12 acres of the school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates to completion |   1,300,000 | New |
| Namelok secondary school  |  4,500,000  |   | Construction of an administration block- 25 teachers staffroom, principal's office with lavatory, deputy principal office, 3 Head of Departments offices, school clerk's/bursar's office, secretary's office, examination room, and external drainage |  4,500,000  | New |
| Olchorro secondary school  |  1,200,000  |   | Construction of two blocks pit latrines to completion |  1,200,000  | New |
| Olchorro secondary school  |  2,700,000.00  |   | Fencing of 15 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates to completion |  2,700,000  | New |
| Kuku mixed secondary school |  2,700,000  |   | Fencing of 15 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates to completion |  2,700,000  | New |
| Oloirien secondary school |  2,700,000 |   | Fencing of 15 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates to completion |  2,700,000  | New |
| **SECURITY** |
| Loitokitok Sub County Deputy County Commissioner offices |  1,000,000.00  |   | Renovation of the DCC's residence- walls and floor repairs Ksh. 200,000, mechanical works (plumbing, water supply and sanitary fittings), Ksh 250,000, replacing of doors and glazing Ksh. 150,000, electrical works 50,000, roof repair Ksh. 150,000 and general painting Ksh. 200,000 |  1,000,000  | New |
| **OTHERS** |
| NGCDFC offices  |  2,000,000.00  |   | Erecting a 120 Linear metres masonry perimeter fence around the NGCDFC offices |  2,000,000  | New |
| **TOTAL** | **137,088,879.31** |  |

The Fund Account Manager to prepare and submit electronically the project proposal to the Board through the CDFMIS for approval.

**MIN/5/8/2020 ANY OTHER BUSINESS**

There being no other business, the meeting was adjournedat 3:30pm with a word of prayer from Amos Karanja.

**CONFIRMATION**

**SIGN………………………………DATE………………..**

**ROSEMARY NAILANTEI**

**SECRETARY KAJIADO SOUTH NG-CDFC.**

**SIGN………………………………DATE………………..**

**KILELO KILITIA CHAIRPERSON KAJIADO SOUTH NG-CDFC.**