

MINUTES OF THE 5TH MEETING OF MBEERE SOUTH NG-CDFC
MEETING HELD ON 11/11/2024 AT THE NG-CDF OFFICE
BOARDROOM AT 9.00AM

MEMBERS PRESENT

1. John Machuke - Chairman
2. Bedan Kabuti - Secretary
3. Jacob Mwaura - DCC - Ex-Officio Member
4. John Mwangi Chege – Ex-officio Member
5. Bethmelody Mwende
6. Agnes Muciawa
7. Jeremiah Nyaga
8. Martin Njoroge
9. Elisheba Mbandi
10. Caroline Wanjiru

IN ATTENDANCE

1. Jimna Njeru - Quantity Surveyor

AGENDA

1. Preliminaries
 - a. Prayers
 - b. Welcoming remarks from the Chairs
2. Adoption of the Agenda
3. Declaration of Interest
4. Reading and confirmation of previous minutes
5. Matters arising
6. Projects proposals for financial year 2024/2025
7. A.O.B
8. Adjournment

MIN 1/NG-CDFC/11/2024/2025: PRELIMINARIES

The chair called the meeting to order at 10.00am and requested Mr Jeremiah Nyaga to offer a word of prayer. The Chairman welcomed all members and thanked them for being punctual.

MIN 2/ NG-CDFC/011/2024/2025: READING AND CONFRIMATION OF PREVIOUS MINUTES

The chair invited the secretary to take members through the agenda as was circulated. Members after deliberation adopted the agenda with amendments/without amendments as was proposed by Martin Njoroge and seconded by Agnes Muciawa

MIN 3/ NG-CDFC/11/2024/2025: READING AND CONFIRMATION OF PREVIOUS MINUTES

The Secretary took the members through the Minutes of the previous meeting. The minutes were confirmed to be the true copy of the previous meeting by Caroline Wanjiru and seconded by Elisheba Mbandi

MIN 4/ NG-CDFC/05/2024/2025: MATTERS ARISING

There were no matters arising from the previous Minutes.

MIN 5/ NG-CDFC/05/2024/2025: 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 **8th July 2024** and **15th July 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.	EDUCATION	Construction of JSS classes, Purchase of Desks Drilling of Borehole and Planting of Exotic trees	Makima Ward	6,200,000.00

2.	EDUCATON	Construction of JSS Classes,Purchase of Desks Drilling of Borehole and Planting of Exotic trees	Mwea Ward	14,000,000.00
3.	EDUCATION	Construction of JSS Classes,Purchase of Desks and Lockers,Renovation of Classrooms and Planting of Exotic trees	Mbeti South Ward	10,925,000.00
4.	DIGITAL HUB	Phase two Construction of Digital Hub	Mbeti South	1,000,000.00
5.	EDUCATION	Construction of JSS Classes,Purchase of Desks,Phase two Construction of Dormitory and Laboratories and Planting of Exotic Trees	Kiambere	13,800,000.00
6.	EDUCATION	Construction of JSS Classes,Purchase of Desks and Lockers,Construction ot TVET Institution and Planting of Exotic trees	Mavuria	14,300,000.00
7.	Digital Hub	Phase two Construction of Huduma Jitume Hub, Equiping of Existing Digital Hub	Mavuria	10,220,616.34
8.	OTHERS	Renovation of Land Registrers Office	Mavuria	600,000.00
9.	OTHERS	Purchase of NG-CDF Office Vehicle and Motobike	NG-CDF OFFICE	3,200,000.00

b. Realistic Project cost estimates

All the allocation to the infrastructural projects were guided by the public works who was in attendance. To ensure realistic project costings, the officer mentioned the following key issues to be considered by the committee.

- Specific Project activities and scope
- Market price adjustments on materials, labour and transport
- Soil topology and topography
- Technical reports such as hydrological reports, project variation report for ongoing projects
- Projects designs

- User department preference

The committee considered the above in determining the realistic costs of the infrastructural projects that were finally submitted to the Board for consideration and approval.

c. 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, Five (5) 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 26,925,467. 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	Balance	Remarks
1.	Kiambere Secondary School	2023-2024	Completion of a Laboratory with 45 sitting capacity : Plastering works, Mechanical and Electrical work	5,000,000	3,000,000	2,000,000	2,000,000	Nil	Funding the project to Completion
2.	Mutuobare Secondary School	2023-2024	Completion of a Dormitory with a capacity of 80 double decker bed: Plastering ,flooring,Painting work, Mechanical and Electrical	6,000,000	3,000,000	3,000,000	3,000,000	Nil	Funding the Project to completion

			work						
3.	Ntharawe Primary School	2023-2024	Construction of a Laboratory with 45 students sitting capacity: Mechanical work	5,000,000	4,074,533	925,467	925,467	Nil	Funding the project to completion
4.	Huduma Jitume Digital Centre	2023-2024	Completion of Huduma Jitume Digital Centre to serve Mbeere South Constituency Community: Substructure and finishing	23,000,000	3,000,000	20,000,000	10,000,000	10,000,000	More funds to be allocated in the next financial year 2025-2026
5.	Mbeti Ward Youth Digital Hub	2023-2024	Completion of a Hall with a capacity of 200 people and Two offices of Youth Empowerment Centre: Plastering, painting Mechanical Work and Electrical work	2,500,000	1,500,000	1,000,000	1,000,000	Nil	Funding the project to completion

d. Statutory ceilings for administration and Monitoring and Evaluation

The manager briefed members of the key guidelines by the Board and informed members that the Board laid more emphasis on the following areas;

- Provision of a detailed budget with clear breakdown of each component towards funds for administration and recurrent expenditure
- Allocation of funds to staff salaries to be informed by a documented staffing structure approved by the Committee with clear job description for each employee and must conform to the government guidelines on minimum wage.
- Consideration of other statutory deductions such as housing levy, National Social Security Fund (NSSF) and Social Health Insurance Fund (SHIF)
- Costing of the funds allocated to Monitoring and Evaluation to be informed by a proper work plan as provided in **annex 2**:

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 as provided in **annex 1**:

e. Climate change mitigation and adaptation activities

The manager tabled a guideline on climate change issues by the Board. The committee after deliberation considered funding of tree planting in Forty (40) schools that had requested for the same at a cost of 2,000,000.00. **see below**

- For tree planting, members have mentioned the letters received from the beneficiary institutions requesting for the same that were tabled for consideration.
- For any other unique project projects like biogas, members would do the same

f. Constituency Digital Hubs

The manager tabled a guidelines as follow:

- Guideline of what should be considered
- Whether there is need for digital hub in the constituency. If the committee is not considering funding a digital hub, Members to mention the same and give reasons and commitment on when it will be considered
- The optioned approved by the Committee and why
- Choice of site considering security, road infrastructure and population
- Involvement of the Public works to advice on the costings for the option taken (the works officers input to be sort before allocating funds and after getting the BQs, plans and designs

from <https://jitume.konza.go.ke/#/home/downloads> as advised by the Board). You must consider

- Space requirements
 - Floor specifications
 - Mechanical specifications
 - Room habitability
 - Electrical specifications
 - Local Area Network Specifications
 - Appropriate furniture
 - Security features
 - Health Safety features and
 - Access by PWD
- For option 4, seek the design approval from the MoIC&DE through the email digitalhubs@moict.go.ke before commencing the project.
 - Allocation of 3% for payment of recurrent utilities costs and maintenance of the digital hubs will only be applicable to those who have operational digital hubs. A clear breakdown **of the budget to be prepared**
 - **NOTE:** the 3% is only for digital hubs and not for Constituency Innovation Hubs. Those with Innovation hubs to consider option and renovate to change to a digital hub

g. Funding of Social Security Programme and Social Support Programme

- Mention the need for funding and the number of targeted beneficiaries
- Report on any consultation done by SHA on the payment of SHIF to the identified beneficiaries especially on registration and mode of remittance
- Mention mechanism considered by the committee for continuity of the project
- Give final approval by the committee and where there is no consideration of the same, give reasons
- For Social Support Programme project, kindly specify the need and give a breakdown budget. Refer to the guideline mentioned in the circular

h. NG-CDFC Office

If the constituency does not a NG-CDFC office, kindly give reasons why.

If you have considered to fund the construction of office in this financial year. Mention the following

- Availability of land
- Ownership of the land. If land is donated by a government agency, specify which agency and provide the letter from the agency confirming the same
- Mention the type of the office to be constructed. This will include size, nature (storey or bungalow) and the amenities to be included
- Mention if the office will host any other offices

i. Projects considered under Appropriation in Aid

- Mention the source of the fund as tabled by the manager
- Mention total amount and confirm if the Board has included it in your total allocation
- Mention if their previous A-n- A were utilized where applicable
- List the projects to be considered under this vote

j. Procurement of NG-CDFC Motor vehicle

- Mention the availability of the vehicle and its condition
- If the vehicle is to be disposed mention, and where possible confirm if the committee has commenced the disposal process
- Where there is no need for a vehicle, kindly mention and give reasons

k. Proposed establishment of new primary, secondary and tertiary institutions

- Table community request
- Table involvement or the approval letters by the Ministry of Education through County Education Board, Kenya Medical Training College, TVET
- Establish the land acquisition, size and ownership

l. Proposed establishment of Security projects

- Table a letter from the Deputy County commissioner communicating the decision of the Sub County Security Council on such establishment. NOTE. Ensure you get the letters from the main offices. Where letter has been brought to you, kindly follow up to ensure it is from the Ministry.
- Confirm whether any project designs and plans have been acquired
- Confirm the availability of land with no encumbrance

m. Proposed purchase of school buses and vans

Table and discuss request from the institutions

n. **Funding of Electricity projects under the matching facility with Rural Electrification and Renewable Energy Corporation**

- Table the letter from REREC confirming their involvement and accepting the matching of funds within the areas identified
- Discuss the agreement and final resolution where applicable
 - o. **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.

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
ADMINISTRATION AND RECURRENT EXPENDITURE					
Contractual Employees	Payment of Basic for 11 NG-CDFC staff	3,536,760		3,536,760	New
Leave Allowances	Payment of Leave Allowance to 11 NG-CDFC Staff	44,000		44,000	New
Gratuity-contractual employees	Payment of gratuity to 11 NG-CDFC staff	1,096,396		1,096,396	New
House Allowances	Payments of House Allowances to 11 NG-CDF Staff	357,600		357,600	New
NSSF	Employer contribution to NSSF for 11 NG-CDFC staff	223,028		223,028	New
NG-CDF allowances	Payment of NG-CDF sitting Allowances	624,000		624,000	New
Affordable housing development levy	Employer contribution to Affordable housing development levy for 11 NG-CDFC staff	58,416		58,416	New
Other committee Expenses	Payment of other committee expenses	1,200,000		1,200,000	New
Electricity charges	Payment of Payment of	150,000		150,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Electricity charges				
Water & sewerage charges	Payment of Water & sewerage charges	150,000		150,000	New
Courier and Postal Services	Payment of Courier and Postal Services	550,000		550,000	New
Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	200,000		200,000	New
Catering Services, Food and Drinks	Payment of Catering Services, Food and Drinks	400,000		400,000	New
Sanitary and Cleaning Materials, Supplies and Services	Payment of Sanitary and Cleaning Materials, Supplies and Services	60,000		60,000	New
Travel Costs	Payment of Transport Expenses	100,000		100,000	New
General Office Supplies	Purchase of General Office Supplies; papers, pencils, forms, small office equipment	746,317.27		746,317.27	New
Bank service commission and charges	Payment of Bank service commission and charges	60,000		60,000	New
Purchase of Uniforms and Clothing- Staff	Purchase of Uniforms and Clothing for NG-CDFC Staffs	60,000		60,000	New
Maintenance Expenses Motor vehicle	Payment of Maintenance Expenses NG-CDFC Motor Vehicle	350,000		350,000	New
Motor vehicle and Motorcycle Insurance	Payment of Motor vehicle Toyota Landcruiser GKB 072W and Motorcycle Yamaha GKB 164X insurance	250,000		250,000	New
Refined Fuel and Lubricants for transport	Purchase of Refined Fuel and Lubricants for Transport of GKB Vehicle	550,000		550,000	New
SUBTOTAL		10,766,517.27		10,766,517.27	
MONITORING AND EVALUATION AND CAPACITY BUILDING					
Hire of training Facilities and Equipment	Hire of training Facilities and equipment for NG-CDFC,PMC and Staffs	300,000		300,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of Catering Services (receptions), Accommodation, Gifts, Food and Drinks	300,000		300,000	New
Travel Costs	Payment of Transport Expenses	75,000		75,000	New
Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	300,000		300,000	New
Travel Allowance on Training	Payment of travel allowances of NGCDFC, National Government officers, and PMC for NG-CDFC, PMC and Staffs	1,183,258.63		1,183,258.63	New
Hire of Transport	Payment of Hire of Transport	300,000		300,000	New
NGCDFC Allowance	Payment of NGCDFC allowances	600,000		600,000	New
Other Committee Expenses	Payments of Other Committee Expense	1,300,000		1,300,000	
General Office Supplies	Purchase of General Office Supplies; papers, pencils, forms, small office equipment	525,000		525,000	New
Refined Fuel and Lubricants for transport	Purchase of Refined Fuel and Lubricants for Transport of GKB Vehicle	500,000		500,000	New
SUBTOTAL					
Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	9,444,313.39		9,444,313.39	New
SUBTOTAL					
AIC Gachururi Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kangungi Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
JN Mwonge Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Rugakori Primary School	Purchasing, Planting and watering of 50 Exotic trees	50,000.00		50,000.00	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Seedlings				
Ngangari Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kanyariri Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kamunyange Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kaurari Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
AIC Ndune Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Gikuru Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Njeru Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kalisa Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
AIC Kikulani Primary S	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Mbondoni Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Mburutani Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
ACK Manyati Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Gacabari Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kariari Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kiruriri Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kiria St. Mark Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Marimari Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Ndithiri Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Mutuobare Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kariguri Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Ciorindagwa Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Gikondi Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kamutuanjiru Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Karwiro Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kerwa Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Mayori Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Rurii Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Irabari Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Karuku Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
SA Gategi Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Makutano Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Malikini Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Gitaraka Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Kamweli Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Iria Itune Secondary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
Nthingini Primary School	Purchasing, Planting and watering of 50 Exotic trees Seedlings	50,000.00		50,000.00	New
SUBTOTAL		2,000,000		2,000,000	

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
BURSARY AND SOCIAL SECURITY PROGRAMS					
Bursary Secondary Schools	Payment of bursary to needy students in Secondary Schools	31,476,781.79		31,476,781.79	New
Bursary Tertiary Institutions	Payment of bursary to needy Tertiary students i.e universities, colleges and polytechnics	36,000,000.00		36,000,000.00	New
Bursary for Vocational Institutions	Payment of Bursary to the needy students in vocational Institution for 380 Bodaboda Riders	4,000,000		4,000,000	New
Bursary to special Institutions	Payment of bursary to needy Special Institutions	300,000		300,000	New
SUBTOTAL		71,776,781.79		71,776,781.79	
PRIMARY SCHOOLS PROJECTS					
Gatirari Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Kerwa Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Kirima Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Marimari Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Minuri Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Mutindwa Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Ngangari Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase	1,300,000		1,300,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	of 20 Desk at a cost of Ksh: 100,000.00				
Ngenge Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Rugogwe Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
St. John Mbita Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
St. Joseph Gachuriri Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
St. Lukes Kanthenge Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Yonder Karwigi Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Karuku Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Wakalia Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Gitaraka Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Nthingini Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh:	1,300,000		1,300,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	100,000.00				
S.A Gategi Primary School	Construction to Completion of Two Classroom at Ksh: 2,400,000.00 and Purchase of 20 Desk at a cost of Ksh: 200,000.00	2,600,000		2,600,000	New
DEB Irari Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Consolata Karaba Primary School	Construction to Completion of one Classroom at Ksh: 1,200,000.00 and Purchase of 20 Desk at a cost of Ksh: 100,000.00	1,300,000		1,300,000	New
Ntharawe Primary School	Completion of a Laboratory with 45 students sitting capacity; mechanical work	5,000,000	4,074,533	925,467	Ongoing
Nganduri Primary School	Renovation of two classrooms by flooring and Repainting	600,000		600,000	New
Mburutani Primary School	Survey work, Drilling of 200metres Borehole, installing of shedolar powered submersible pump (Pedrolo 3.0 k.w) and erection of 8metres stand to carry 2 tank each 10,000 litres of water Ksh 4,300,000 and purchase of 2 Tanks 10,000 Litres of water at Ksh 200,000.00	4,500,000		4,500,000	New
SUBTOTAL		32,900,000		28,825,467	
Rural Electrification and Renewable Energy Corporation	Purchase and Installation of transformer through Rural Electrification and Renewable Energy Corporation (REREC) Matching fund at Kangondo , Gachau , Rwika and Maximization of transformer at Rwakarigi Village (Attached is the concurrence letter from REREC)	5,000,000		5,000,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Where is the letter?				
SUBTOTAL		5,000,000		5,000,000	
SECONDARY SCHOOLS PROJECTS					
Mutuobare Secondary School	Completion of a Dormitory with a capacity of 80 double decker bed; plastering, flooring, painting works, Mechanical and Electrical works.	6,000,000	3,000,000	3,000,000	Ongoing
Kiambere Secondary School	Completion of a Laboratory with 45 students sitting capacity; Plastering, flooring, painting works, Mechanical and Electrical works	5,000,000	3,000,000	2,000,000	Ongoing
Mutuobare Secondary School Borehole	Survey work, Drilling of 200metres Borehole, installing of solar powered submersible pump (Pedrolo 3.0 k.w) and erection of 8metres stand to carry 2 tank each 10,000 litres of water Ksh 4,300,000 and purchase of 2 Tanks 10,000 Litres of water at Ksh 200,000.00	4,500,000		4,500,000	New
Mbonzuki Secondary School	Survey work, Drilling of 200metres Borehole, installing of shedolar powered submersible pump (Pedrolo 3.0 k.w) and erection of 8metres stand to carry 2 tank each 10,000 litres of water Ksh 4,300,000 and purchase of 2 Tanks 10,000 Litres of water at Ksh 200,000.00	4,500,000		4,500,000.	New
Ngenge Secondary School	Construction to completion of 2 Classroom at a cost of Ksh:2,400,000.00 and Purchase of 40 Lockers and 40 chairs at a cost of Ksh: 200,000.00	2,600,000		2,600,00	New
Kamunyange Secondary School	Purchase of 25 Lockers at Ksh: 125,000.00	125,000		125,000	New
SUBTOTAL		22,725,000		16,725,000	
TERTIARY PROJECT					
Mayori Technical Vocational Education	Construction of phase one of Technical Vocational	10,000,000		10,000,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
and Training	Education and Training Institution through Ministry of Education matching fund <i>(Concurrence letter From Ministry of Education Letter attached)</i> <i>Where is the letter</i>				
SUBTOTAL		10,000,000		10,000,000	
OTHER PROJECTS					
Huduma Jitume Digital Centre	Construction of Huduma Jitume Digital Centre at Kiritiri to serve Mbeere South Constituency Community <i>List the specific activities to be done by 10M?</i> <i>The NG-CDFC Commit to fund in Two phases: financial year 2024-2025 Ksh: 10,000,000.00 and the balance in the financial year 2025-2026 Ksh: 10,000,000.00</i>	23,000,000	3,000,000	10,000,000	Ongoing
NG-CDF Mbeere South office Vehicle	Purchase of office Vehicle Make: Hoda Model: Vezzel Year Of Make 2018, Engine 1500CC Hybrid and None Hybrid Capacity 5. <i>Attached is the Vehicle quotation</i>	3,000,000		3,000,000.	New
NG-CDF Mbeere South office Motobike	Purchase of Office Motobike Make: Boxer, Engine Capacity 150CC <i>Attached is the motobike quotation</i> <i>Where is the quotation?</i>	200,000.		200,000.	New
Land Registrars Office	Renovation of Land Registrar's office by grilling the windows, Changing of Door and Tilling <i>What is the capacity of office in terms of rooms?</i>	600,000		600,000	New
SUBTOTAL		36,800,000		23,800,000.	
DIGITAL HUBS					
Kiritiri Digital Hub	Purchase and repair of existing ICT Equipment as	220,616.24		220,616.34	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	per the attached quotation Where in the quotation, kindly list the equipment quantity, type and amount.				
Mbeti Ward Youth Digital Hub	Completion of Hall with a capacity of 200 people and two Offices of Youth Empowerment Centre; Plastering , Flooring ,Painting works, Mechanical and Electrical works	2,500,000.	1,500,000	1,000,000.	Ongoing
SUBTOTAL		2,720,616 .24		1,220,616 .34	
TOTAL ALLOCATION FOR THE YEAR			179,441,954.47		

MIN 6/ NG-CDFC/05/2024/2025: ANY OTHER BUSINESS

There being no business the meeting ended at 4:00pm with a closing meeting led by Agnes Muciawa

Budget on administration and recurrent expenditure

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
Basic salary	Accountant Assistant	CSG 11	1	45,000	45,000	540,000	<ol style="list-style-type: none"> 1. Preparation of NG-CDFC Payments Vouchers 2. Assist Fund Account Manager in Preparation of budget for office Administration and recurrent Expenditures, Monitoring and Evaluation allocation 3. Maintenance of a Duplicate Votebook and other Accounting Books and Records. 4. Receive and files financial returns from projects Management Committees (PMCs) 5. Analyses PMC returns Vis-a - Vis Work plan and budget and advises the Fund Account Manager on subsequent release of Funds to PMCs 6. Assist in compilation of Monthly Expenditures returns and Bank reconciliation statements for submission to the Board 7. Assist in Preparation of Annual financial statements. 8. Maintenance of the NG-CDFC Asset schedules

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							9. Undertake any other duty as may be assigned by the Fund Account Manager
	Clerk of Works/Works Assistant	CSG 11	1	35,000	35,000	420,000	<p>1) Ensure that correct materials and workmanship are used as per the Client's standards specifications and Schedule</p> <p>2) Familiarize with all the relevant drawings and written instructions, checks and uses them as a yardstick for inspection of works.</p> <p>3) Make regular inspection visits to project sites to monitor progress of On-going works.</p> <p>4) Take measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards</p> <p>5) Ensure that projects are implemented in line with legal requirements and the works complies with the law</p> <p>6) Ensure the projects are implemented in line with legal requirements and the works complies with the law</p> <p>7) Keep detailed records on progress and any delays, the number and types of workers</p>

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							<p>employed ,visitors to the site drawings received ,deliveries ,instructions and any serious deficiencies in health or safety requirements observed on site</p> <p>8) Perform any other duty as may be assigned by the Fund Account Manager</p>
	Information Communication Technology Assistant	CSG 12	1	27,000	27,000	324,000	<p>1) Assist in implementation of ICT Management systems and Strategies</p> <p>2) Assist in provision of web Management services</p> <p>3) Assist in support to networks Administration</p> <p>4) Maintaining and Repairing hardware and Software components</p> <p>5) Perform ICT duties ass necessary</p> <p>6) Perform any other duty as may be assigned by the Fund Account Manager</p>

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Communication Officer	CSG 12	1	33,170	33,170	398,040	<ol style="list-style-type: none"> 1. Assist in analyzing of request for re-allocation and project proposal. 2. Assist in writing letters to the NG-CDFC , communicating Board decisions 3. Assist in preparation of monthly NG-CDC reports and quarterly reports 4. Man and manage the front desks 5. Handle and review all correspondences to the NG-CDFC office and direct them to the concerned officer 6. Perform secretarial duties and documentation as necessary 7. Perform any other duty as may be Assigned by the Fund Account Manager.
	Driver	CSG 13	1	25,000	25,000	300,000	<ol style="list-style-type: none"> 1. To drive the official vehicle/s of the NG-CDFC under authority of the Fund Account Manager 2. To carry out routine checks on the vehicle's cooling, oil,electrical and breaks systems,Tyre pressure etc. 3. To detect and report any malfunctioning of vehicle systems.of the passengers

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							<p>and /or goods</p> <ol style="list-style-type: none"> 4. Maintains cleanliness of the vehicle 5. To maintain work ticket for the vehicle assigned 6. Ensures security and safety for the vehicle on and off the road 7. Ensures safety of the passengers and /or goods 8. Undertakes any other duty as may be assigned the Fund Account Manager
	Project Clerk	CSG 13	1	25,000	25,000	300,000	<ol style="list-style-type: none"> 1. Manage the day to day activities of a project or part of the a service 2. Providing support in monitoring and Implementation of projects activities 3. Assisting the project analyst and the project 4. Inspecting workmanship in the construction sites 5. Facilitating and improving Strategic Project Managements 6. Undertake any other duty as may be assigned by the Fund Account Manager
	Office Assistant	CSG 13	1	25,000	25,000	25,000	<ol style="list-style-type: none"> 1) Ensure the NG-DFC premises' inner offices are well kept and maintained to high levels of hygiene 2) Assist in the information desk 3) Run official errands as may

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							<p>be required</p> <p>4) Assist the grounds person in ensuring that the movable assets are in their place and in good condition</p> <p>5) Perform hospitality duties as necessary</p> <p>6) Undertakes any other duty as may be assigned by the Fund Account Manager</p>
	Office Assistant	CSG 14	2	19,890	39,780	477,360	<p>1) Ensure the NG-CDFC Premises' inner offices are well kept and maintained to high level of hygiene</p> <p>2) Ensure that the office grounds are watered ,trimmed and cleaned</p> <p>3) Run official errands as may be required</p> <p>4) Ensure that movable assets are in their place and in good condition</p> <p>5) Assist the managements of the CDF registry</p>
	Security Officers	CSG 14	2	19,890	39.780	477,360	<p>1. Ensure that the CDF compound is well guarded at all time</p> <p>2. Is familiar with legal requirements and ensures that the works complies with the law</p> <p>3. Has a working knowledge of health and safety legislation and points out any observed shortfall</p> <p>4. Keeps don any incoming</p>

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							and detailed records on any incoming and outgoing vehicle /members within the compound 5. Performs any other duty as may be assigned by the Fund Account Manager
House Allowance	Accountant Assistant	CSG 11	1	3,200	3,200	38,400	1) Preparation of NG-CDFC Payments Vouchers 2) Assist Fund Account Manager in Preparation of budget for office Administration and recurrent Expenditures,Monitoring and Evaluation allocation 3) Maintenance of a Duplicate Votebook and other Accounting Books and Records. 4) Receive and files financial returns from projects Management Committees (PMCs) 5) Analyses PMC returns Vis-a - Vis Work plan and budget and advises the Fund Account Manager on subsequent release of Funds to PMCs 6) Assist in compilation of Monthly Expenditures returns and Bank reconciliation statements for submission to the Board 7) Assist in Preparation of

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							<p>Annual financial statements.</p> <p>8) Maintenance of the NG-CDFC Asset schedules</p> <p>9) Undertake any other duty as may be assigned by the Fund Account Manager</p>
	Clerk of Works/Works Assistant	CSG 11	1	3,200	3,200	38,400	<ol style="list-style-type: none"> 1. Ensure that correct materials and workmanship are used as per the Client's standards specifications and Schedule 2. Familiarize with all the relevant drawings and written instructions, checks and uses them as a yardstick for inspection of works. 3. Make regular inspection visits to project sites to monitor progress of On-going works. 4. Take measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards 5. Ensure that projects are implemented in line with legal requirements and the works complies with the law 6. Ensure the projects are implemented in line with legal requirements and the works complies with the law

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							<p>7. Keep detailed records on progress and any delays, the number and types of workers employed, visitors to the site drawings received, deliveries, instructions and any serious deficiencies in health or safety requirements observed on site</p> <p>8. Perform any other duty as may be assigned by the Fund Account Manager</p>
	Information Communication Technology Assistant	CSG 12	1	3,200	3,200	38,400	<p>1) Assist in implementation of ICT Management systems and Strategies</p> <p>2) Assist in provision of web Management services</p> <p>3) Assist in support to networks Administration</p> <p>4) Maintaining and Repairing hardware and Software components</p> <p>5) Perform ICT duties as necessary</p> <p>6) Perform any other duty as may be assigned by the Fund Account Manager</p>
	Communication officer	CSG 12	1	3,200	3,200	38,400	<p>1. Assist in analyzing of request for re-allocation and project proposal.</p> <p>2. Assist in writing letters to the NG-CDFC, communicating Board decisions</p> <p>3. Assist in preparation of</p>

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							<p>monthly NG-CDC reports and quarterly reports</p> <p>4. Man and manage the front desks</p> <p>5. Handle and review all correspondences to the NG-CDFC office and direct them to the concerned officer</p> <p>6. Perform secretarial duties and documentation as necessary</p> <p>7. Perform any other duty as may be Assigned by the Fund Account Manager.</p>
	Driver	CSG 13	1	3,000	3,000	36,000	<p>1) To drive the official vehicle/s of the NG-CDFC under authority of the Fund Account Manager</p> <p>2) To carry out routine checks on the vehicle's cooling, oil,electrical and breaks systems,Tyre pressure etc.</p> <p>3) To detect and report any malfunctioning of vehicle systems.of the passengers and /or goods</p> <p>4) Maintains cleanliness of the vehicle</p> <p>5) To maintain work ticket for the vehicle assigned</p> <p>6) Ensures security and safety for the vehicle on and off the road</p> <p>7) Ensures safety of the passengers and /or goods</p>

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							8) Undertakes any other duty as may be assigned the Fund Account Manager
	Project Clerk	CSG 13	1	3,000	3,000	36,000	<ol style="list-style-type: none"> 1. Manage the day to day activities of a project or part of the a service 2. Providing support in monitoring and Implementation of projects activities 3. Assisting the project analyst and the project 4. Inspecting workmanship in the construction sites 5. Facilitating and improving Strategic Project Managements 6. Undertake any other duty as may be assigned by the Fund Account Manager
	Office Assistant	CSG 13	1	3,000	3,000	36,000	<ol style="list-style-type: none"> 1) Ensure the NG-DFC premises' inner offices are well kept and maintained to high levels of hygiene 2) Assist in the information desk 3) Run official errands as may be required 4) Assist the grounds person in ensuring that the movable assets are in their place and in good condition 5) Perform hospitality duties as necessary 6) Undertakes any other duty as may be assigned by the

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							Fund Account Manager
	Office Assistant	CSG 14	2	2,000	4,000	48000	<ol style="list-style-type: none"> 1. Ensure that the CDF compound is well guarded at all time 2. Is familiar with legal requirements and ensures that the works complies with the law 3. Has a working knowledge of health and safety legislation and points out any observed shortfall 4. Keeps don any incoming and detailed records on any incoming and outgoing vehicle /members within the compound 5. Performs any other duty as may be assigned by the Fund Account Manager
	Security Officers	CSG 14	2	2,000	4,000	48,000	<ol style="list-style-type: none"> 1) Ensure that the CDF compound is well guarded at all time 2) Is familiar with legal requirements and ensures that the works complies with the law 3) Has a working knowledge of health and safety legislation and points out any observed shortfall 4) Keeps don any incoming and detailed records on any incoming and outgoing vehicle /members within the compound 5) Performs any other duty as

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							may be assigned by the Fund Account Manager
Sub-Total							
Sub-Total							
Leave Allowances	Accountant Assistant	CSG 11	1	4000		4000	<ol style="list-style-type: none"> 1. Preparation of NG-CDFC Payments Vouchers 2. Assist Fund Account Manager in Preparation of budget for office Administration and recurrent Expenditures, Monitoring and Evaluation allocation 3. Maintenance of a Duplicate Votebook and other Accounting Books and Records. 4. Receive and files financial returns from projects Management Committees (PMCs) 5. Analyses PMC returns Vis-a - Vis Work plan and budget and advises the Fund Account Manager on subsequent release of Funds to PMCs 6. Assist in compilation of Monthly Expenditures returns and Bank reconciliation statements for submission to the Board 7. Assist in Preparation of Annual financial statements. 8. Maintenance of the NG-

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							<p>CDFC Asset schedules</p> <p>9. Undertake any other duty as may be assigned by the Fund Account Manager</p>
	Clerk of Works/Works Assistant	CSG 11	1	4000		4000	<p>1) Ensure that correct materials and workmanship are used as per the Client's standards specifications and Schedule</p> <p>2) Familiarize with all the relevant drawings and written instructions, checks and uses them as a yardstick for inspection of works.</p> <p>3) Make regular inspection visits to project sites to monitor progress of On-going works.</p> <p>4) Take measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards</p> <p>5) Ensure that projects are implemented in line with legal requirements and the works complies with the law</p> <p>6) Ensure the projects are implemented in line with legal requirements and the works complies with the law</p> <p>7) Keep detailed records on progress and any delays, the number and</p>

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							<p>types of workers employed ,visitors to the site drawings received ,deliveries ,instructions and any serious deficiencies in health or safety requirements observed on site</p> <p>8) Perform any other duty as</p> <p>9) may be assigned by</p> <p>10) the Fund Account Manager</p>
	Information Communication Technology Assistant	CSG 12	1	4000		4000	<ol style="list-style-type: none"> 1. Assist in implementation of ICT Management systems and Strategies 2. Assist in provision of web Management services 3. Assist in support to networks Administration 4. Maintaining and Repairing hardware and Software components 5. Perform ICT duties as necessary 6. Perform any other duty as may be assigned by the Fund Account Manager
	Communication officer	CSG 12	1	4000		4000	<ol style="list-style-type: none"> 1) Assist in analyzing of request for re-allocation and project proposal. 2) Assist in writing letters to the NG-CDFC , communicating Board decisions 3) Assist in preparation of monthly NG-CDC reports and quarterly reports 4) Man and manage the front

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							<p>desks</p> <p>5) Handle and review all correspondences to the NG-CDFC office and direct them to the concerned officer</p> <p>6) Perform secretarial duties and documentation as necessary</p> <p>7) Perform any other duty as may be Assigned by the Fund Account Manager</p>
	Driver	CSG 13	1	4000		4000	<p>1. To drive the official vehicle/s of the NG-CDFC under authority of the Fund Account Manager</p> <p>2. To carry out routine checks on the vehicle's cooling, oil,electrical and breaks systems,Tyre pressure etc.</p> <p>3. To detect and report any malfunctioning of vehicle systems.of the passengers and /or goods</p> <p>4. Maintains cleanliness of the vehicle</p> <p>5. To maintain work ticket for the vehicle assigned</p> <p>6. Ensures security and safety for the vehicle on and off the road</p> <p>7. Ensures safety of the passenger and /or goods</p> <p>8. Undertakes any other duty as may be assigned the Fund Account Manager</p>

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Project Clerk	CSG 13	1	4000		4000	<ol style="list-style-type: none"> 1) Manage the day to day activities of a project or part of the a service 2) Providing support in monitoring and Implementation of projects activities 3) Assisting the project analyst and the project 4) Inspecting workmanship in the construction sites 5) Facilitating and improving Strategic Project Managements 6) Undertake any other duty as may be assigned by the Fund Account Manager
	Office Assistant	CSG 13	1	4000		4000	<ol style="list-style-type: none"> 1. Ensure the NG-DFC premises' inner offices are well kept and maintained to high levels of hygiene 2. Assist in the information desk 3. Run official errands as may be required 4. Assist the grounds person in ensuring that the movable assets are in their place and in good condition 5. Perform hospitality duties as necessary 6. Undertakes any other duty as may be assigned by the Fund Account Manager
	Office Assistant	CSG 14	2	4000		8000	<ol style="list-style-type: none"> 1) Ensure the NG-CDFC Premises' inner offices are well kept and maintained

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
							<p>to high level of hygiene</p> <p>2) Ensure that the office grounds are watered ,trimmed and cleaned</p> <p>3) Run official errands as may be required</p> <p>4) Ensure that movable assets are in their place and in good condition</p> <p>5) Assist the managements of the CDF registry</p>
	Security Officers	CSG 14	2	4000		8000	<p>1. Ensure that the CDF compound is well guarded at all time</p> <p>2. Is familiar with legal requirements and ensures that the works complies with the law</p> <p>3. Has a working knowledge of health and safety legislation and points out any observed shortfall</p> <p>4. Keeps don any incoming and detailed records on any incoming and outgoing vehicle /members within the compound</p> <p>5. Performs any other duty as may be assigned by the Fund Account Manager</p>
Sub-Total							
Payment of Staff	Accountant Assistant	CSG 11	1				
Gratuity (31% of basic salary)	Clerk of Works/Works Assistant	CSG 11	1				

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Information Communication Technology Assistant	CSG 12	1				
	Records Management Assistant	CSG 12	1				
	Driver	CSG 13	1				
	Project Clerk	CSG 13	1				
	Office Assistant	CSG 13	1				
	Office Assistant	CSG 14	2				
	Security Officers	CSG 14	2				
Sub –Total			10			864,379.20	
Employer's contribution towards affordable housing	Accountant Assistant	CSG 11	1				
	Clerk of Works/Works Assistant	CSG 11	1				
	Information Communication Technology Assistant	CSG 12	1				
	Records Management Assistant	CSG 12	1				
	Driver	CSG 13	1				
	Project Clerk	CSG 13	1				
	Office Assistant	CSG 13	1				

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Office Assistant	CSG 14	2				
	Security Officers	CSG 14	2				
Sub- Total							
Employer's contribution towards NSSF	Accountant Assistant	CSG 11	1				
	Clerk of Works/Works Assistant	CSG 11	1				
	Information Communication Technology Assistant	CSG 12	1				
	Records Management Assistant	CSG 12	1				
	Driver	CSG 13	1				
	Project Clerk	CSG 13	1				
	Office Assistant	CSG 13	1				
	Office Assistant	CSG 14	2				
	Security Officers	CSG 14	2				
Sub- Total							
Employee's contribution towards SHIF	Accountant Assistant	CSG 11	1				
	Clerk of Works/Works Assistant	CSG 11	1				
	Information Communication Technology Assistant	CSG 12	1				

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Records Management Assistant	CSG 12	1				
	Driver	CSG 13	1				
	Project Clerk	CSG 13	1				
	Office Assistant	CSG 13	1				
	Office Assistant	CSG 14	2				
	Security Officers	CSG 14	2				
	Sub- Total						

Item	Description	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)
NG-CDF Office					
Committee Expenses					
Payment of allowances	NG-CDFC Members	8			
	NG-CDFC Chair	1			
	Other National Government Officers				
	NG-CDFC Staff				
Sub-Total					
TOTAL					

Budget for Monitoring and Evaluation/Capacity Building

Item	Description	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)
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Item	Description	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)
NG-CDF Office					
Committee Expenses					
Payment of allowances	NG-CDFC Members	8			
	NG-CDFC Chair	1			
	Other National Government Officers				
	NG-CDFC Staff				
Sub-Total					
TOTAL					



.....MBEERE SOUTH CONSTITUENCY.....
NG-CDF

WARD REPORT

2024/2025 FINANCIAL YEAR

IEBC NUMBER065.....

SUBMITTED

Date:

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3.0 Ward Meetings

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3.2.7 Comments by the Area Member of National Assembly

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Name of the Ward

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3.6 CONCLUSION

..... NG-CDFC Chairman
Name Designation Sign. Date

..... Fund Account Manager.....
Name Designation Sign. Date

.....
Name

DCCSub-County.....
Designation

Sign.

.....
Date