

**MINUTES OF THE 8TH MEETING OF KITUI SOUTH NG-CDFC MEETING HELD ON 31ST
NOVEMBER 2024 AT THE NG-CDF OFFICE BOARDROOM AT 9.00AM**

MEMBERS PRESENT

1. Florence Martin-Chairperson
2. Kenneth Kitonyo-Secretary
3. Peter Mtu-DCC - Ex-Officio Member
4. George Juma-FAM – Ex-officio Member
5. Mary Robert-Member
6. Jonathan Muthangya-Member
7. Mbiti Mwangangi-Member
8. Christopher Ngumbi-Member
9. Eunice Kasuma-Member
10. Everlyn Mutua-Member
11. Peter Mtu-DCC

ABSENT WITH APOLOGIES

IN ATTENDANCE

1. Osborne Maundu- Public works officer

AGENDA

1. Preliminaries
 - a. Prayers
 - b. Welcoming remarks from the Chairperson
 - c. Recognition of in attendance
2. Adoption of the Agenda
3. Reading and confirmation of previous minutes
4. Matters Arising
5. Projects proposals for financial year 2024/2025
6. Junior Secondary Schools
7. A.O.B
8. Adjournment

MIN 1/NG-CDFC/08/2024/2025: PRELIMINARIES

The chair called the meeting to order at 9.27am and requested Mrs. Mary Robert to offer a word of prayer. The Chairperson welcomed all members and thanked them for being punctual.

MIN 2/ NG-CDFC/08/2024/2025: ADOPTION OF THE AGENDA

The chair invited the secretary to take members through the agenda as was circulated. Members after deliberation adopted the agenda without amendments as was proposed by Mr. Mbiti Mwangangi and seconded by Mr. Eunice Kasuma.

MIN 3/ NG-CDFC/08/2024/2025: 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 Mrs. Everlyn Mutua and seconded by Mr. Jonathan Muthangya.

MIN 4/ NG-CDFC/08/2024/2025: MATTERS ARISING

There were no matters arising from the previous Minutes.

MIN 5/ NG-CDFC/08/2024/2025: 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.188,414,052.19** 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 25th November 2024 and 30th 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 20 to 55 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.	Makuuni Primary School	Construction of 1 classroom to completion	Ikanga	1,200,000

2.	Tutu Primary School	Construction of 1 classroom to completion	Ikanga	1,200,000
3.	Ndithini Primary School	Construction of 1 classroom to completion	Ikanga	1,200,000
4.	Munathi Primary School	Construction of 1 classroom to completion	Ikanga	1,200,000
5.	Kathithu Primary School	Construction of an administration block to completion	Ikanga	1,300,000
6.	Musikio Primary School	Construction of an administration block to completion	Ikanga	1,300,000
7.	Kaliluni Primary School	Construction of 1 classroom to completion	Ikanga	1,200,000
8.	Wingoloni Primary School	Renovation of 5 classrooms to completion	Ikanga	2,000,000
9.	Makele Primary School	Renovation of 5 classrooms to completion	Ikanga	2,000,000
10.	Kyatune Special School	Construction of a kitchen to completion	Ikanga	1,200,000
11.	Ikanga Boys Secondary School	Purchase of a school bus	Ikanga	2,000,000
12.	Yongela Assistance Chiefs Office	Fencing of 2 acre piece of land with chain link with concrete poles and installation of a gate to completion	Ikanga	1,000,000
13.	Thome Primary School	Construction of 1 classroom to completion	Mutomo/Kibwea	1,200,000
14.	Wingethi Primary School	Renovation of 5 classrooms to completion	Mutomo/Kibwea	2,000,000
15.	Kangima Primary School	Renovation of 5 classrooms to completion	Mutomo/Kibwea	2,000,000
16.	Imwange Primary School	Renovation of 5 classrooms to completion	Mutomo/Kibwea	2,000,000
17.	Kawelu Primary School	Construction of an administration block to completion	Mutomo/Kibwea	1,300,000
18.	Kanathi Primary School	Construction of 1 classroom to completion	Mutomo/Kibwea	1,200,000
19.	Muvuko Primary School	Renovation of 5 classrooms to completion	Mutomo/Kibwea	2,000,000
20.	Kasyelia Primary School	Renovation of 2 classrooms to completion	Mutomo/Kibwea	1,000,000
21.	KMTC Mutomo Campus	Construction of a male hostel to completion	Mutomo/Kibwea	3,000,000
22.	KMTC Mutomo Campus	Construction of a female hostel to completion	Mutomo/Kibwea	3,000,000
23.	Yamutava Primary School	Construction of 1 classroom to completion	Mutomo/Kibwea	1,200,000
24.	Mutomo Girls Secondary School	Construction of computer laboratory to completion	Mutomo/Kibwea	2,000,000

25.	Kyatune Special School	Purchase of energy saving jikos	Mutomo/Kibw ea	1,000,000
26.	UAE Mixed Secondary School	Purchase of energy saving jikos	Mutomo/Kibw ea	1,000,000
27.	Kawelu Secondary School	Purchase of energy saving jikos	Mutomo/Kibw ea	1,000,000
28.	Kenze Mixed Secondary School	Purchase of energy saving jikos	Mutomo/Kibw ea	1,000,000
29.	Kiimani Primary School	Renovation of 5 classrooms to completion	Mutha	2,000,000
30.	Kathingu Primary School	Construction of 1 classroom to completion	Mutha	1,200,000
31.	Ngaani Primary School	Construction of 1 classroom to completion	Mutha	1,200,000
32.	Mwaani Primary School	Completion of 1 classroom started by the school management to completion: Walling, roofing, plastering, painting and labelling.	Mutha	500,000
33.	Ingo Primary School	Completion of 1 classroom started by the school management to completion: Walling, roofing, plastering, painting and labelling.	Mutha	500,000
34.	Koi Primary School	Construction of 1 classroom to completion	Mutha	1,200,000
35.	Ngelani Primary School	Construction of 1 classroom to completion	Mutha	1,200,000
36.	Syamatani Primary School	Renovation of 5 classrooms to completion	Mutha	2,000,000
37.	Nzoani Primary School	Renovation of 5 classrooms to completion	Mutha	2,000,000
38.	Mutha Secondary School	Purchase of a school bus	Mutha	2,000,000
39.	Mutha Police Post	Fencing of 2 acre piece of land with chain link with concrete poles and installation of a gate to completion	Mutha	1,000,000
40.	Mutha Secondary School	Purchase of energy saving jikos	Mutha	1,000,000
41.	Nzeveni Primary School	Construction of 1 classroom to completion	Ikutha	1,200,000
42.	Mutulu Primary School	Renovation of administration block and 1 classroom to completion	Ikutha	1,100,000
43.	Matikoni Primary School	Renovation of 5 classrooms to completion	Ikutha	2,000,000
44.	Kaluluni Primary School	Renovation of 5 classrooms to completion	Ikutha	2,000,000
45.	Imiwa Primary School	Renovation of 5 classroom sto completion	Ikutha	2,000,000

46.	Ikutha Police Station	Construction of administration block to completion	Ikutha	2,000,000
47.	Kituvwi Primary School	Construction of 1 classroom to completion	Kanziko	1,200,000
48.	Mwangala Primary School	Renovation of 5 classrooms to completion	Kanziko	2,000,000
49.	Lingithya Primary School	Construction of 1 classroom to completion	Kanziko	1,200,000
50.	Kyanganga Primary School	Renovation of 5 classrooms to completion	Kanziko	2,000,000
51.	Yikisemei Primary School	Construction of 1 classroom to completion	Kanziko	1,200,000
52.	Mikomani Primary School	Construction of 1 classroom to completion	Kanziko	1,200,000
53.	Ekani Assistant Chiefs Office	Renovation of assistant chiefs office to completion	Kanziko	400,000
54.	Ndilili Primary School	Renovation of 5 classrooms to completion	Kanziko	2,000,000
55.	Muthue Secondary school	Purchase of a school bus	Kanziko	2,000,000
56.	Kanziko Secondary School	Purchase of energy saving jikos	Kanziko	1,000,000
57.	Mukwakwani Primary School	Construction of 1 classroom to completion	Athi	1,200,000
58.	Kamina Primary School	Construction of 1 classroom to completion	Athi	1,200,000
59.	Athi Primary School	Renovation of 5 classrooms to completion	Athi	2,000,000
60.	Mukundaa Primary School	Renovation of 5 classrooms to completion	Athi	2,000,000
61.	Mwambaisyuko Primary School	Renovation of 5 classrooms to completion	Athi	2,000,000
62.	Mbuindune Primary School	Renovation of 5 classrooms to completion	Athi	2,000,000
63.	Mbakoni Primary School	Construction of administration block to completion	Athi	1,300,000
64.	Muambani Primary School	Construction 1 classroom to completion	Athi	1,200,000
65.	Mwangeni Police Post	Renovation of 2 rooms and construction of 1 extra room to completion	Athi	1,000,000
66.	Ikutha Technical and Vocational Training College	Construction of one female hostel to completion	Athi	3,000,000
67.	Mwaathe Secondary School	Construction of one science laboratory to completion	Athi	1,500,000

68.	Athi Mixed Secondary School	Purchase of energy saving jikos	Athi	1,000,000
69.	St. Peter's Nduundune Secondary School	Purchase of energy saving jikos	Athi	1,000,000
70.	Kitui South NG-CDF Office Digital Hub	Construction of one ICT hub to completion	Mutomo/Kibwea	5,800,000
71.	Ikutha TVT Digital Hub	Construction of one ICT hub to completion	Ikutha	3,800,000

b. Ongoing Projects

The manager tabled a summary of the Monitoring reports that captured the status of all the projects and there were no ongoing projects in the report.

c. Climate change mitigation and adaptation activities

The Manager tabled a guideline on climate change issued by the Board. The NG-CDFC has allocated to the maximum of 5% amounting to Kshs **9,420,703**. The committee after deliberation considered and approved the following projects:

- i. Kyatune Special School-purchase of energy saving jiko at kshs.1,000,000
- ii. UAE Mixed Secondary School-purchase of energy saving jiko at kshs.1,000,000
- iii. Kawelu Secondary School-purchase of energy saving jiko at kshs.1,000,000
- iv. Mutha Secondary School-purchase of energy saving jiko at kshs.1,000,000
- v. Kanziko Secondary School-purchase of energy saving jiko at kshs.1,000,000
- vi. Athi Mixed Secondary School-purchase of energy saving jiko at kshs.1,000,000
- vii. St. Peter's Nduundune Secondary School-purchase of energy saving jiko at kshs.1,000,000
- viii. Kenze Secondary School-purchase of energy saving jiko at kshs.1,000,000
- ix. Kitui South NG-CDF Office- Planting of trees
- x. Kitui South DCC's- Planting of trees

d. Constituency Digital Hubs

The Manager tabled a guideline on Digital hubs issued by the Board. Members discussed the matter and considering security factor, road infrastructure and population, the committee approved 2 sites

for construction of the digital hubs. The Public works to advised on the costings estimated for the hubs and the BQs, plans and designs, were obtained from <https://iitume.konza.go.ke/#/home/downloads> as advised by the Board

- i. Kitui South NG-CDFC Office Digital Hub-Kshs.5,800,000
- ii. Ikutha TVT Digital Hub-Kshs.3,800,000

e. Funding of Social Security Programme and Social Support Programme

The Manager tabled a guideline on social security programme and social support programme as issued by the Board. The committee after deliberation considered allocation of funds for social security programme and social support programme in the subsequent financial year.

f. NG-CDFC Office

- The Chairperson reminded members that the NG-CDF office is still in a good condition and serving the purpose as an office.

g. Projects considered under Appropriation in Aid

- Members were informed that there was no A-in-A for the financial year. The previous financial year A-in-A had been included in the last financial year budget.

h. Procurement of NG-CDFC Motor vehicle

- The committee was reminded that the current motor vehicle was in a good condition and had been bought in the financial year. Hence no need of purchasing another motor vehicle.

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

- The chairperson tabled the public participation report and there was no request from the community of a new school/institution.

j. Proposed establishment of Security projects

- The chairperson tabled the public participation report and there was no request from the community of a new security project.

k. Proposed purchase of school buses and vans

- The chairperson presented requests from three secondary schools for purchase of a school bus as follows:

- contract
empl
- i. Ikanga Boys Secondary School requested for purchase of a school bus in collaboration with the school management. The Committee approved an allocation of kshs. 2,000,000 for the purchase of the 52 seater bus in collaboration with the school management.
 - ii. Mutha Secondary School requested for purchase of a school bus in collaboration with the school management. The Committee approved an allocation of kshs. 2,000,000 for the purchase of the 52 seater bus in collaboration with the school management.
 - iii. Muthue Secondary School requested for purchase of a school bus in collaboration with the school management. The Committee approved an allocation of kshs. 2,000,000 for the purchase of the 52 seater bus in collaboration with the school management.

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

- Members agreed to allocate funds for electricity projects in collaboration with REREC in the subsequent financial year.

m. 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.

MIN 6/ NG-CDFC/05/2024/2025: JUNIOR SECONDARY SCHOOLS

The list of Primary Schools recommended by the ministry of education for construction of Junior Secondary School classrooms were presented. The schools had been allocated classrooms in the last financial year and members agreed to allocate classrooms in the subsequent financial year in case a new list is produced.

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
ADMINISTRATION AND RECURRENT EXPENDITURE					
Contractual Employees	Payment of staff Basic Salaries	2,536,440		2,536,440	New
Leave Allowances	Payment of Leave Allowance to NGCDFC Staff	48,000		48,000	New
Gratuity-	Payment of gratuity	898,528.80		898,528.80	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
contractual employees	to NGCDFC staff				
NSSF	Employer's contribution to NSSF	228,276		228,276	New
House Allowance	Payment of House allowances to NGCDFC staff to 12 contractual employees	252,600		252,600	New
Transport Allowance	Payment of Transport allowances to NGCDFC staff to 12 contractual employees	576,000		576,000	New
Housing Levy	Payment of Housing Levy to NGCDFC staff to 12 contractual employees	55,500		55,500	New
SHIF	Employee's contribution towards SHIF	115,800		115,800	New
NG-CDF allowances	Payment of NG-CDF Allowances	1,464,000		1,464,000	New
Other committee Expenses	Payment of other committee expenses	1,832,000		1,832,000	New
Electricity charges	Payment of Payment of Electricity charges	24,000		24,000	New
Water & sewerage charges	Payment of Water & sewerage charges	40,000		40,000	New
Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone, Telex, Facsimile and Mobile Phone Service	30,000		30,000	New
Internet Connections	Payment of Internet Connections	30,000		30,000	New
Courier and Postal Services	Payment of Courier and Postal Services	15,000		15,000	New
Publishing and Printing Services	Payment of Publishing and Printing Services	142,000		142,000	New
Subscriptions to Newspapers, Magazines and	Payment of Subscriptions to Newspapers,	20,000		20,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Periodicals	Magazines and Periodicals			130,000	New
Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	130,000		190,000	New
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of Catering Services (receptions), Accommodation, Gifts, Food and Drinks	190,000		130,000	New
Supplies and Accessories for Computers and Printers	Payment of Supplies and Accessories for Computers and Printers	130,000		170,000	New
Sanitary and Cleaning Materials, Supplies and Services	Payment of Sanitary and Cleaning Materials, Supplies and Services	170,000		190,000	New
Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	190,000		189,000	New
Accommodation - Domestic Travel	Payment of Accommodation - Domestic Travel	189,000		200,000	New
Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	200,000		749,698	New
General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	749,698		88,000	New
Bank service commission and charges	Payment of Bank service commission and charges	88,000		110,000	New
Maintenance of Expenses for office furniture and equipment	Payment of Maintenance of Expenses for office furniture and equipment	110,000			

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Maintenance of Expenses for buildings and stations non-residential	Payment of Maintenance of Expenses for buildings and stations non-residential	50,000	!	50,000	New
Other fuels(Wood, Charcoal, Cooking gas etc.)	Payment of Other fuels(Wood, Charcoal, Cooking gas expenses	800,000	!	800,000	New
SUBTOTAL		11,304,842.80		11,304,842.80	
MONITORING AND EVALUATION AND CAPACITY BUILDING					
		36,000	!	36,000	New
Payment of Electricity charges	Payment of Payment of Electricity charges	30,000	!	30,000	New
Water & sewerage charges	Payment of Water & sewerage charges	40,000	!	40,000	New
Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone, Telex, Facsimile and Mobile Phone Service	20,000	!	20,000	New
Internet Connections	Payment of Internet Connections	20,000	!	20,000	New
Courier and Postal Services	Payment of Courier and Postal Services	200,000	!	200,000	New
Remuneration of Instructors and Contract based Training Services.	Payment of Remuneration of Instructors and Contract based Training Services.	200,000	!	200,000	New
Publishing and Printing Services	Payment of Publishing and Printing Services	300,000	!	300,000	New
Hire of training Facilities and Equipment	Hire of training Facilities and equipment for NG-CDFC,PMC and Staffs	30,000	!	30,000	New
Subscriptions to Newspapers, Magazines and Periodicals	Payment of Subscriptions to Newspapers, Magazines and Periodicals	30,000	!	30,000	New
Advertising, Awareness and Publicity	Payment of Advertising, Awareness and		!		

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Campaigns	Publicity Campaigns				
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of Catering Services (receptions), Accommodation, Gifts, Food and Drinks	500,000		500,000	New
Supplies and Accessories for Computers and Printers	Payment of Supplies and Accessories for Computers and Printers	100,000		100,000	New
Sanitary and Cleaning Materials, Supplies and Services	Payment of Sanitary and Cleaning Materials, Supplies and Services	50,000		50,000	New
Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	162,736.59		162,736.59	New
Accommodation - Domestic Travel	Payment of Accommodation - Domestic Travel	100,000		100,000	New
Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	200,000		200,000	New
Travel Allowance on Training	Payment of travel allowances of NGCDFC, National Government officers, and PMC for NG-CDFC, PMC and Staffs	100,000		100,000	New
Sundry Items (e.g. airport tax, taxis, etc..)	Payment of Tele sundry items (e.g. airport tax, taxis, expenses	20,000		20,000	New
Hire of Transport	Payment of Hire of Transport	50,000		50,000	New
NGCDFC Allowance	Payment of NGCDFC allowances	1,512,000		1,512,000	New
General Office Supplies (papers, pencils, forms, small office	Purchase of General Office Supplies (papers, pencils, forms, small office	916,000.14		916,000.14	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
equipment etc.)	equipment)				
Bank service commission and charges	Payment of Bank service commission and charges	28,421		28,421	New
Maintenance of Expenses for office furniture and equipment	Payment of Maintenance of Expenses for office furniture and equipment	50,000		50,000	New
Purchase of Uniforms and Clothing- Staff	Purchase of Uniforms and Clothing for NG-CDIC Staffs	20,000		20,000	New
Other fuels(Wood, Charcoal, Cooking gas etc.)	Payment of Other fuels(Wood, Charcoal, Cooking gas expenses	900,000		900,000	New
SUBTOTAL		5,615,157.59		5,615,157.59	
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	9,916,529.06		9,916,529.06	New
SUBTOTAL		9,916,529.06		9,916,529.06	
BURSARY AND SOCIAL SECURITY PROGRAM					
Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions	18,000,000.00		18,000,000.00	New
Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	29,156,820.19		29,156,820.19	New
SUBTOTAL		47,156,820.19		47,156,820.19	
PRIMARY SCHOOL PROJECTS					
Makuuni Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Tutu Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Ndithini Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Munathi Primary	Construction to	1,200,000		1,200,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
School	completion of one classroom				
Kathithu Primary School	Construction to completion of one administration block comprising of 3 offices	1,300,000		1,300,000	New
Musikio Primary School	Construction to completion of one administration block comprising of 3 offices	1,300,000		1,300,000	New
Kaliluni Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Wingololi Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Makele Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Kyatune Special School	Construction to completion of a kitchen with a store	1,200,000		1,200,000	New
Thome Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Wingethi primary school	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams,	2,000,000		2,000,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Kangima Primary School	painting and labelling of the project Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Imwange Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Kawelu Primary School	Construction to completion of one administration block comprising of 3 offices	1,300,000		1,300,000	New
Kanthe Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Muvuko Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Kasyelia Primary School	Renovation to completion of 2 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and	1,000,000		1,000,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	labelling of the project				
Yamutava Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Kiimani Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Kathingu Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Ngaani Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Mwaani Primary School	Completion of 1 classroom started by the school management: Walling, roofing, plastering, painting and labelling The school had constructed the structure to lintel level with incomplete walls	500,000		500,000	
Ingo Primary School	Completion of 1 classroom started by the school management: Walling, roofing, plastering, painting and labelling The school had constructed the structure to lintel level with	500,000		500,000	

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	incomplete walls				
Koi Primary School	Construction to completion of one classroom	1,200,000	!	1,200,000	New
Ngelani Primary School	Construction to completion of one classroom	1,200,000	!	1,200,000	New
Syamatani Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000	!	2,000,000	New
Nzoani Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000	!	2,000,000	New
Nzeveni Primary School	Construction to completion of one classroom	1,200,000	!	1,200,000	New
Mututu Primary School	Renovation to completion of and an administration block comprising of 3 offices and one classroom: Re-roofing, plastering, painting and labelling of the project	1,100,000	!	1,100,000	New
Matikoni Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and	2,000,000	!	2,000,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Kaluluni Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Imiwa Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Kituwu Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Mwangala Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Lingihya Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
Kyanganga primary school	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Yiksemei Primary	Construction to	1,200,000		1,200,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
School	completion of one classroom				
Mikomani Primary School	Construction to completion of one classroom	1,200,000	✓	1,200,000	New
Ndiliili Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000	✓	2,000,000	New
Mukwakwani Primary School	Construction to completion of one classroom	1,200,000	✓	1,200,000	New
Kamina Primary School	Construction to completion of one classroom	1,200,000	✓	1,200,000	New
Athi Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000	✓	2,000,000	New
Mukundaa Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000	✓	2,000,000	New
Mwambaisyuko Primary School	Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and	2,000,000	✓	2,000,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Mbuindune Primary School	labelling of the project Renovation to completion of 5 classrooms: Re-roofing, plastering, construction of 2 courses of beams, painting and labelling of the project	2,000,000		2,000,000	New
Mbakoni Primary School	Construction to completion of one administration block comprising of 3 offices	1,300,000		1,300,000	New
Muambani Primary School	Construction to completion of one classroom	1,200,000		1,200,000	New
SUBTOTAL		71,500,000		71,500,000	

SECONDARY SCHOOLS PROJECTS

Ikanga Boys' Secondary School	Purchase of a 46-seater school bus in collaboration with the school management. The school is committing to contribute Kshs.7.3 while the NG-CDFC is contributing Kshs.2M for one off purchase of the bus	2,000,000		2,000,000	New
Mutomo Girls' Secondary School	Construction to completion of 50 students' computer laboratory	2,000,000		2,000,000	New
Mutha Secondary School	Purchase of a school bus in collaboration with the school management. The school is committing to contribute Kshs.7.3 while the NG-CDFC is	2,000,000		2,000,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Muthue Secondary School	contributing Kshs.2M for one off purchase of the bus	2,000,000		2,000,000	New
Mwaathe Secondary School	Purchase of a school bus in collaboration with the school management. The school is committing to contribute Kshs.7.3 while the NG-CDFC is contributing Kshs.2M for one off purchase of the bus	1,500,000		1,500,000	New
	Construction of one science laboratory 45 student capacity to completion.	9,500,000		9,500,000	
SUBTOTAL					
SECURITY PROJECTS					
Ekani Assistant Chief's Office	Renovation to completion of a 2 roomed office with a reception: Re-roofing, painting and labelling of the project	400,000		400,000	New
Mwangeni Police Post	Renovation to completion of 2 offices at Kshs.400,000; Re-roofing and painting and construction to completion of one extra room at Kshs.600,000.	1,000,000		1,000,000	New
Yongela Assistant Chief's Office.	Fencing of a 2-acre piece of land with chain link with concrete poles at Kshs.800,000 and construction of a metallic gate at Kshs.200,000	1,000,000		1,000,000	
Mutha Police Post	Fencing of a 2-acre	1,000,000		1,000,000	

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	piece of land with chain link with concrete poles at Kshs.800,000 and construction of a metallic gate at Kshs.200,000	2,000,000		2,000,000	
Ikutha Police Station	Construction to completion of an administration block comprising of 4 offices	2,000,000			
SUBTOTAL		5,400,000		5,400,000	
TERTIARY PROJECTS					
KMTC Mutomo campus	Construction to completion of one male hostel with a capacity of 50 students with an ablution comprising of 4 door flush toilets with one chamber catering for Persons with Disability and 2 door bathrooms	3,000,000		3,000,000	New
KMTC Mutomo campus	Construction to completion of one female hostel with a capacity of 50 students with an ablution comprising of 4 door flush toilets with one chamber catering for Persons with Disability and 2 door bathrooms	3,000,000		3,000,000	New
Ikutha Technical and Vocational Training College	Construction to completion of one female hostel with a capacity of 50 students with an ablution comprising of 4 door flush	3,000,000		3,000,000	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	toilets with one chamber catering for Persons with Disability and 2 door bathrooms	9,000,000		9,000,000	
SUBTOTAL					
CLIMATE CHANGE PROJECTS					
Kyatune Special School	Purchase and installation of 2 300 litres energy saving jikos	1,000,000		1,000,000	New
UAE Mixed Secondary School	Purchase and installation of 2 300 litres energy saving jikos	1,000,000		1,000,000	New
Kawelu Mixed Secondary School	Purchase and installation of 2 300 litres energy saving jikos	1,000,000		1,000,000	New
Mutha Secondary School	Purchase and installation of 2 300 litres energy saving jikos	1,000,000		1,000,000	New
Kanziko Secondary School	Purchase and installation of 2 300 litres energy saving jikos	1,000,000		1,000,000	New
Kasaala Secondary School	Purchase and installation of 2 300 litres energy saving jikos	1,000,000		1,000,000	New
Athi Mixed Secondary School	Purchase and installation of 2 300 litres energy saving jikos	1,000,000		1,000,000	New
St. Peter's Nduune Secondary School	Purchase and installation of 2 300 litres energy saving jikos	1,000,000		1,000,000	New
Kenze Mixed Secondary School	Purchase and installation of 2 300 litres energy saving jikos	1,000,000		1,000,000	New
Kitui South NG-CDF Office	Purchase and planting of 1,100	220,703		220,702.61	New

Project Name	Project activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	indigenous trees seedlings each at Kshs.200				
Kitui South Deputy County Commissioner's Office	Purchase and planting of 1,000 indigenous trees seedlings each at Kshs.200	200,000		200,000	New
SUBTOTAL		9,420,703		9,420,702.61	
DIGITAL HUBS					
Kitui South NG-CDF Office Digital Hub	Construction to completion of a basic digital hub	5,800,000		5,800,000	New
Ikutha Technical and Vocational Training College Digital Hub	Construction to completion of a basic digital hub	3,800,000		3,800,000	New
SUBTOTAL		9,600,000		9,600,000	
TOTAL ALLOCATION FOR THE YEAR				188,414,052.19	

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

There was no other business to be discussed.

MIN 7/ NG-CDFC/05/2024/2025: ADJOURNMENT

There being no other business the meeting ended in a word of Prayer from Mary Mulwa at 12:32Pm.

Minutes Taken By

Kenneth Kitonyo

Signature _____

Date _____

Confirmed by

Florence Martin

Signature _____

Date _____

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	30,170	30,170	362,040		
	Clerk of Works/Works Assistant	CSG 11	1	30,170	30,170	362,040		
	Administrative Assistant/Secretary	CSG 12	1	24,580	24,580	294,960		
	Driver	CSG 13	1	21,500	21,500	258,000		
	Security Officer	CSG 14	1	16,890	16,890	202,680		
	Security Officer	CSG 14	1	16,890	16,890	202,680		
	Ward Coordinator	CSG 14	1	16,890	16,890	202,680		
	Ward Coordinator	CSG 14	1	16,890	16,890	202,680		
	Ward Coordinator	CSG 14	1	16,890	16,890	202,680		
	Ward Coordinator	CSG 14	1	16,890	16,890	202,680		
	Ward Coordinator	CSG 14	1	16,890	16,890	202,680		
	Ward Coordinator	CSG 14	1	16,890	16,890	202,680		
	Ward Coordinator	CSG 14	1	16,890	16,890	202,680		
	Ward Coordinator	CSG 14	1	16,890	16,890	202,680		
	Ward Coordinator	CSG 14	1	16,890	16,890	202,680		
	Ward Coordinator	CSG 14	1	16,890	16,890	202,680		
	Sub-Total			12			2,536,440	
	House Allowance	Accountant Assistant	CSG 11	1	4,200	4,200	50,400	
		Clerk of Works/Works Assistant	CSG 11	1	4,200	4,200	50,400	

Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
Coordinator	14					
Ward Coordinator	CSG 14	1	4,000	4,000	48,000	
Ward Coordinator	CSG 14	1	4,000	4,000	48,000	
Ward Coordinator	CSG 14	1	4,000	4,000	48,000	
Ward Coordinator	CSG 14	1	4,000	4,000	48,000	
Ward Coordinator	CSG 14	1	4,000	4,000	48,000	
Ward Coordinator	CSG 14	1	4,000	4,000	48,000	
Ward Coordinator	CSG 14	1	4,000	4,000	48,000	
Sub-Total		12			576,000	
Leave Allowances	CSG	1	4,000	4,000	4,000	
Assistant Clerk of Works/Works Assistant	CSG 11	1	4,000	4,000	4,000	
Administrative Assistant/Secretary	CSG 12	1	4,000	4,000	4,000	
Driver	CSG 13	1	4,000	4,000	4,000	
Security Officer	CSG 14	1	4,000	4,000	4,000	
Security Officer	CSG 14	1	4,000	4,000	4,000	
Ward Coordinator	CSG 14	1	4,000	4,000	4,000	
Ward Coordinator	CSG 14	1	4,000	4,000	4,000	
Ward Coordinator	CSG 14	1	4,000	4,000	4,000	
Ward Coordinator	CSG 14	1	4,000	4,000	4,000	
Ward Coordinator	CSG 14	1	4,000	4,000	4,000	
Ward Coordinator	CSG 14	1	4,000	4,000	4,000	
Ward Coordinator	CSG 14	1	4,000	4,000	4,000	
Ward	CSG	1	4,000	4,000	4,000	

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Coordinator	14	1			48,000	
Sub-Total			12			112,232.40	
Payment of Staff	Accountant Assistant	CSG 11	1	9,352.70	9,352.70	112,232.40	
Gratuity (31% of basic salary)	Clerk of Works/Works Assistant	CSG 11	1	9,352.70	9,352.70	112,232.40	
	Administrative Assistant/Secretary	CSG 12	1	7,619.80	7,619.80	91,437.60	
	Driver	CSG 13	1	6,665	6,665	79,980	
	Security Officer	CSG 14	1	5,235.90	5,235.90	62,830.80	
	Security Officer	CSG 14	1	5,235.90	5,235.90	62,830.80	
	Ward Coordinator	CSG 14	1	5,235.90	5,235.90	62,830.80	
	Ward Coordinator	CSG 14	1	5,235.90	5,235.90	62,830.80	
	Ward Coordinator	CSG 14	1	5,235.90	5,235.90	62,830.80	
	Ward Coordinator	CSG 14	1	5,235.90	5,235.90	62,830.80	
	Ward Coordinator	CSG 14	1	5,235.90	5,235.90	62,830.80	
	Ward Coordinator	CSG 14	1	5,235.90	5,235.90	62,830.80	
Sub-Total			12			898,528.80	
Employer's contribution towards affordable housing	Accountant Assistant	CSG 11	1	576	576	6,912	
	Clerk of Works/Works Assistant	CSG 11	1	576	576	6,912	
	Administrative Assistant/Secretary	CSG 12	1	477	477	5,724	

Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
Driver	CSG 13	1	424	424	5,088	
Security Officer	CSG 14	1	347	347	4,164	
Security Officer	CSG 14	1	347	347	4,164	
Ward Coordinator	CSG 14	1	313	313	3,756	
Ward Coordinator	CSG 14	1	313	313	3,756	
Ward Coordinator	CSG 14	1	313	313	3,756	
Ward Coordinator	CSG 14	1	313	313	3,756	
Ward Coordinator	CSG 14	1	313	313	3,756	
Ward Coordinator	CSG 14	1	313	313	3,756	
Ward Coordinator	CSG 14	1	313	313	3,756	
Sub- Total			12		55,500	
Employer's contribution towards NSSF	CSG 11	1	2,160	2,160	25,920	
Clerk of Works/Works Assistant	CSG 11	1	2,160	2,160	25,920	
Administrative Assistant/Secretary	CSG 12	1	1,907	1,907	22,884	
Driver	CSG 13	1	1,692	1,692	20,304	
Security Officer	CSG 14	1	1,388	1,388	16,656	
Security Officer	CSG 14	1	1,388	1,388	16,656	
Ward Coordinator	CSG 14	1	1,253	1,253	16,656	
Ward Coordinator	CSG 14	1	1,253	1,253	16,656	

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Ward Coordinator	CSG 14	1	1,253	1,253	16,656	
	Ward Coordinator	CSG 14	1	1,253	1,253	16,656	
	Ward Coordinator	CSG 14	1	1,253	1,253	16,656	
	Ward Coordinator	CSG 14	1	1,253	1,253	16,656	
	Sub- Total		12			228,276	
Employee's contribution towards SHIF	Accountant Assistant	CSG 11	11	950	950	11,400	
	Clerk of Works/Works Assistant	CSG 11	1	950	950	11,400	
	Administrative Assistant/Secretary	CSG 12	1	900	900	10,800	
	Driver	CSG 13	1	850	850	10,200	
	Security Officer	CSG 14	1	750	750	9,000	
	Security Officer	CSG 14	1	750	750	9,000	
	Ward Coordinator	CSG 14	1	750	750	9,000	
	Ward Coordinator	CSG 14	1	750	750	9,000	
	Ward Coordinator	CSG 14	1	750	750	9,000	
	Ward Coordinator	CSG 14	1	750	750	9,000	
	Ward Coordinator	CSG 14	1	750	750	9,000	
	Ward Coordinator	CSG 14	1	750	750	9,000	
	Sub- Total					115,800	

Item	Description	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)
NG-CDF Office					
Committee Expenses					
Payment of allowances	NG-CDFC Members	8	5,000	5,000	960,000
	NG-CDFC Chair	1	7,000	7,000	168,000
	Other National Government Officers	2	1,000	1,000	48,000
	NG-CDFC Staff	12	1,000	1,000	288,000
Sub-Total		11			1,464,000
TOTAL					

Budget for Monitoring and Evaluation/Capacity Building

Item	Description	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)
NG-CDF Office					
Committee Expenses					
Payment of allowances	NG-CDFC Members	8	5,000	5,000	960,000
	NG-CDFC Chair	1	7,000	7,000	168,000
	Other National Government Officers	4	1,000	1,000	96,000
	NG-CDFC Staff	12	1,000	1,000	288,000
Sub-Total		25			1,512,000
TOTAL					



**KITUI SOUTH
NG-CDF**

WARD REPORT

2024/2025 FINANCIAL YEAR

IEBC NUMBER 074

SUBMITTED

Date: 4TH NOVEMBER 2024

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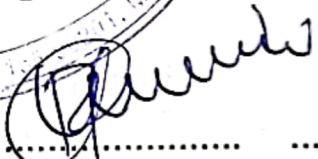
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3.6 CONCLUSION

Florence Martin	NG-CDFC Chairman	Chair Person		31/11/2024
Name		Designation	Sign. - CDFC	Date
George Jim	Fund Account Manager	Fund Account Manager		31/11/2024
Name		Designation	Sign.	Date
PETER MUMU	DCC Sub-County	DCC		31/11/2024
Name		Designation	Sign.	Date

