

AGENCY DEVELOPMENT FUND COMMITTEE MEETING HELD ON 27  
9.00AM IN THE NG-CDF HALL.

|                            |              |
|----------------------------|--------------|
| 1. POWELL WANGILA          | CHAIRPERSON  |
| 2. JOSEPH WATULA           | SECRETARY    |
| 3. PHILIP SIMIYU           | FUND MANAGER |
| 4. SYLEVESTER MAKOKHA      | MEMBER       |
| 5. ANASTANCIA NEKESA       | MEMBER       |
| 6. WILFRED WAMALWA MAYENDE | MEMBER       |
| 7. MARK WELOBA             | MEMBER       |
| 8. ELIZABETH WABOMBA       | MEMBER       |
| 9. SUSAN WASIKE            | MEMBER       |
| 10. HADYA ABDALLAH         | DCC          |

AGENDA

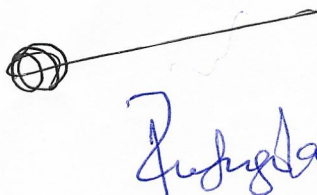
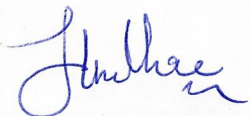
1. Prayer
2. Chairperson's Remarks
3. Reading and Confirmation of the previous minutes
4. Matters arising
5. Resubmission and Reallocation of Project Funds
6. Clarification on Projects Pending Approval: Tulukuyi and Nangata secondary schools
- 7.AOB

BML/ NG-CDFC /27/11/2023/MIN 1: Prayer

The meeting started with an opening prayer from Anastancia Nekesa at 9.00 am.

BML/ NG-CDFC/27/11/2023/MIN 2: Chairperson's Remarks

The chairman welcomed the members and lauded the proper coordination of the NG-CDF operations which he termed as pleasing. He then called upon the secretary to read the minutes of the previous meeting.



**BML/NG-CDFC/27/11/2023/MIN3: Reading and Confirmation of the Previous Minutes**

The previous minutes were read and confirmed as a true record. Sylvester Makokha proposed and Elizabeth Wabomba seconded.

**BML/NG-CDFC/27/11/2023/MIN4: Matters Arising from the Previous Minutes**

- Monitoring and Evaluation Committee to table reports in the next meeting.
- The Fund Account Manager and the chairperson to arrange for relocation of staff to pave way for renovation and extension of the office.

**BML/NG-CDFC/27/11/2023/MIN5: Resubmission and Reallocation of Projects Funds**

The committee was informed that the following projects proposed in the financial year 2022-2023, were not approved by the Board due to different reasons as tabulated below:

| S/n | Project Name       | Activity   | Amount Allocated | Analysis                        | Resolution     | Balance for Reallocation |
|-----|--------------------|--|------------------|---------------------------------|----------------|--------------------------|
| 1   | Khabusi primary    | One off purchase of 1 acre of land for Kshs. 600,000 inclusive of processing title deed at Kshs. 100,000 | 600,000          | No Title deed                   | Resubmit funds | 600,000                  |
| 2   | Kibachenje primary | One off purchase of 1 Acre of land for Ksh.800,000 inclusive of processing title deed for Ksh.100,000    | 800,000          | Owner deceased, title not valid | Resubmit funds | 800,000                  |

*J. Makokha*

*[Signature]*

*[Signature]*

|   |                     |  |           |  |  |           |
|---|---------------------|--|-----------|--|--|-----------|
| 3 | Lubunda primary     | One off purchase of 1 acre of land for Kshs 900,000, inclusive of processing title deed for Kshs.30000 | 900,000   | Caution attached                             | Resubmit funds   | 900,000   |
| 4 | Namaika secondary   | One off purchase of 1 Acre of land for Ksh.2,100,000 inclusive of processing title deed for Ksh.30,000 | 2,100,000 | Under Succession / awaiting valid title deed | Resubmit funds   | 2,100,000 |
| 5 | Syekumulo secondary | One off purchase of 1 Acre of land for Ksh.800,000 inclusive of processing title deed for Ksh.30,000   | 1,000,000 | Caution attached                             | Resubmit funds   | 1,000,000 |
| 6 | Wamunyiri secondary | One off purchase of 1 acre of land for Kshs 800,000, inclusive of processing title deed for            | 800,000   | Valuation report is Kshs.1,600,000           | Resubmit at Kshs. 1,700,000 for purchase and processing Title deed | -900,000  |

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|---|--------------------|--|-----------|--|--|----------|
|   |                    | Kshs.30,000  |           |  |  |          |
| 7 | BumulaKMTC         | One off purchase of 1/2 Acre of land for Ksh.2,400,000 inclusive of processing title deed for Ksh.30,000 | 2,400,000 | Valuation report is Kshs.1,500,000 and size of land 0.12Ha | Resubmit at Kshs. 1,600,000 for purchase and processing Title deed | 800,000  |
| 8 | Khayo primary      | One off purchase of 1 Acre of land for Kshs.800,000 inclusive of processing title deed for Kshs. 100,000 | 800,000   | Valuation Report is Kshs. 800,000                          | Resubmit at Kshs. 900,000 for purchase and processing title        | -100,000 |
| 9 | Kimatuni secondary | One off purchase of 1 Acre of land for Ksh.800,000 inclusive of processing title deed for Ksh.30,000     | 800,000   | Valuation Report is Kshs. 800,000                          | Resubmit at Kshs. 900,000 for purchase and processing title        | -100,000 |

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|--------|----------------------|--|---------|--|---|-----------|
| 1<br>0 | Sikinga<br>secondary | One off<br>purchase<br>of 1 Acre<br>of land for<br>Ksh.800,0<br>00<br>inclusive<br>of<br>processin<br>g title<br>deed for<br>Ksh.30,00<br>0  | 800,000 | Valuation<br>Report is<br>0.75 acres,<br>valued at<br>Kshs.<br>600,000 | Resubmit<br>for<br>purchase<br>of 0.75<br>acres at<br>Kshs.700,<br>000 for<br>purchase<br>and Title<br>deed<br>processing | 100,000   |
| 1<br>1 | Khayo<br>secondary   | Co-<br>funding of<br>administr<br>ation<br>block<br>consisting<br>of<br>principal'<br>s office,<br>Deputy<br>Principals<br>office,<br>staff<br>room,<br>senior<br>teachers<br>office and<br>reception<br>flooring<br>and<br>plastering | 500,000 | The<br>activity is<br>not a<br>phase                                   | Resubmit<br>funds   | 500,000   |
|        | Total                |  |         |  |   | 5,700,000 |



The committee after a long discussion resolved to resubmit the funds as follows:





1. Resubmission for 2022-23 FY

| S/NO | Initial projects that were given conditional Approval/deferred/declined   | Proposed Projects  | Activity  | Amount Allocated | Reason for resubmission   |
|------|---|--------------------|---|------------------|---|
| 1    | <p>Khabusi primary: Kshs. 600,000- One off purchase of 1 acre of land @ Kshs. 600,000 inclusive of processing title deed at Kshs. 100,000</p> <p>Khayose secondary: Kshs. 500,000 Co-funding of administration block consisting of principal's office, Deputy Principals office, staff room, senior teacher's office and reception flooring and plastering. Kshs. 500,000</p> | Lukhuna primary    | Construction to completion of 1 classroom   | 1,100,000        | The land available for purchase has no title deed.  |
| 2    | <p>Kibachenje primary: Kshs. 800,000- One off purchase of 1 Acre of land @ Ksh. 800,000 inclusive of processing title deed at Ksh. 100,000</p> <p>Lubunda primary: Kshs. 300,000- One off purchase of 1 acre of land for Kshs 300,000 (The remainder of Kshs. 600,000 to be resubmitted to Nangata Secondary</p>  | Nakholo primary    | Construction of 1 classroom to completion   | 1,100,000        | The available title deed is not valid, the land is under succession   |
| 3    | Sikinga secondary: One off purchase of 1 Acre of land for Ksh. 800,000 inclusive of processing title deed for Ksh. 30,000 (Reminder of Kshs. 100,000 to be resubmitted to Kisawayi primary)   | Sikinga secondary: | One off purchase of 0.75 Acres of land for Ksh. 700,000 inclusive of processing title deed for Ksh. 100,000 | 700,000          | The size of land proposed for purchase was one acre at Kshs. 800,000. However, according to the Valuer's report the land is 0.75 acres valued at Kshs. 600,000. |
| 4    | Syekumulo secondary: Kshs. 500,000- One off purchase of 1 Acre of land @ Ksh. 500,000 inclusive of processing title   | Tulukuyi secondary | Additional funds for completion of construction of  | 500,000          | The land proposed for purchase has caution  |

|   |   |                     |  |           |   |
|---|---|---------------------|--|-----------|---|
|   | deed. (Remainder of Kshs.500,000 to be resubmitted to Namatelema primary Kshs.100,000, Khayo primary Kshs.100,000, Kimatuni secondary Ksh100,000, Kisawayi primary Kshs. 100,000, Wamunyiri secondary Kshs. 100,000                                 |                     | 4 classrooms by plastering, shuttering, glazing, and painting  |           | attached.   |
| 5 | Sikingasecondary:Kshs 100,000- One off purchase of 1 Acre of land for Ksh.100,000 inclusive of processing title deed.<br>Syekumulo secondary: Kshs. 100,000- One off purchase of 1 Acre of land @Ksh.100,000 inclusive of processing title deed.    | Kisawayi primary    | Additional funds for the completion of construction of 1 classroom: plastering, shuttering, glazing and painting.          | 200,000   | The land proposed for purchase has caution attached.  |
| 6 | Namaikasecondary:Kshs.1,100,000- one off purchase of 1 Acre of land @ Ksh.1,100,000 (The remainder of Kshs. 1,000,000 to be resubmitted to Namatelema primary)<br>Lubundapprimary:Kshs.600,000- One off purchase of 1 acre of land for Kshs 600,000 | Nangata secondary   | Additional funds for completion of construction of 4 classrooms by plastering, flooring, glazing, shuttering, and painting | 1,700,000 | The land proposed for purchase is still under succession  |
| 7 | Namaikasecondary:Kshs.1,000,000- One off purchase of 1 Acre of land @ Ksh.1,000,000<br>Syekumulo secondary: Kshs. 100,000- One off purchase of 1 Acre of land @Ksh.100,000 inclusive of processing title deed.                                      | Namatelem a primary | Construction of 1 classroom to completion  | 1,100,000 | The activity proposed for funding was not a phase, contrary to the NG-CDF Regulations   |
| 8 | BumulaKMTC,Kshs.2,400,000 - One off purchase of 1/2 Acre of land for Ksh.2,400,000 inclusive of processing title deed for Ksh.30,000( The remainder Kshs. 800,000 to be resubmitted to Wamunyiri secondary)   | BumulaKM TC:        | One off purchase of 0.12 Ha of land for Ksh.1,600,000 inclusive of processing title deed for Ksh.100,000                   | 1,600,000 | The land proposed for purchase was 1/2 acres at Kshs.2,400,000 However, according to the valuation report the land is 0.12 Ha valued at |



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|    |  |                      |   |           | Kshs.1,500,000.  |
| 9  | Wamunyiri secondary, Kshs.800,000 - One off purchase of 1 acre of land for Kshs 800,000, inclusive of processing title deed for Kshs.30,000<br>Bumula KMTTC: Kshs.800,000 - One off purchase of 1/2 Acre of land @ Ksh.800,000 inclusive of processing title deed<br>Syekumulo secondary: Kshs.100,000 - One off purchase of 1 Acre of land @Ksh.100,000 inclusive of processing title deed. | Wamunyiri secondary: | One off purchase of 1 acre of land for Kshs.1,700,000 , inclusive of processing title deed for Kshs.100,000 | 1,700,000 | The NG-CDFC had allocated Kshs.800,000, while the valuer's report is Kshs.1,600,000 for purchase |
| 10 | Khayo primary: One off purchase of 1 Acre of land for Kshs.800,000 inclusive of processing title deed for Kshs.100,000<br>Syekumulo secondary: Kshs.100,000 - One off purchase of 1 Acre of land @Ksh.100,000 inclusive of processing title deed.  | Khayo primary:       | One off purchase of 1 Acre of land for Kshs.900,000 inclusive of processing title deed for Kshs.100,000     | 900,000   | The funds that had earlier been proposed were not adequate for purchase of the land.             |
| 11 | Kimatuni secondary: One off purchase of 1 Acre of land for Ksh.800,000 inclusive of processing title deed for Ksh.30,000<br>Syekumulo secondary: Kshs.100,000 - One off purchase of 1 Acre of land @Ksh.100,000 inclusive of processing title deed.  | Kimatuni secondary:  | One off purchase of 1 Acre of land for Ksh.900,000 inclusive of processing title deed for Ksh.100,000       | 900,000   |  |

#### CHANGE OF ACTIVITY

| No. | Initial Approved Projects (Where funds are reallocated from) | Financial Year | Amount requested for Re-allocation (Kshs.) | Re-allocation Projects and amount | Reasons for reallocation |
|-----|--|----------------|--|-----------------------------------|--------------------------|
|     |  |                |  |                                   |                          |



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|---|--|------------------|----------------|--|---|
| 1 | <b>Kisawayi primary school</b> -Construction to completion of 4- door exhaustible pit latrines with one chamber( Girls) to cater for Persons with Disabilities ( Kshs.800,000) | <b>2022-2023</b> | <b>800,000</b> | Kisawayi primary school- Construction up to roofing level of one classroom; foundation works, substructure, raining of columns, walling and roofing. | The toilets earmarked for construction were constructed to completion by 'Every child Counts, USA' Through, " Kila mtoto afaidike Programme' (KMAP) |
|---|--|------------------|----------------|--|---|

**BML/NG-CDFC/27/11/2023/MIN6: Clarification on Projects Pending Approval: Tulukuyi and Nangata secondary schools**

The committee was informed thatTulukuyi and Nangata secondary schools proposals for the financial year 2020-21 were still pending approval after having been reviewed by the Board.

The two schools had been funded as follows;

| Financial year     | 2017/18 (Kshs.) | 2019/20 (Kshs.) | 2020/21 (Kshs.) | Accumulated Allocation | Contract Sum(Kshs.) | Balance (Kshs.) |
|--------------------|-----------------|-----------------|-----------------|------------------------|---------------------|-----------------|
| Nangata secondary  | 1,000,000       | 1,300,000       | 2,300,000       | 4,600,000              | 6,300,000           | 1,700,000       |
| Tulukuyi secondary | 1,500,000       | 2,000,000       | 2,100,000       | 5,600,000              | 6,100,000           | 500,000         |

The approval was deferred for reasons and comments outlined below, to which the committee discussed at length and made the following clarifications as follows:

| Bumula | 25 <sup>th</sup> July 2022  |          |           |  |   |   |   |
|--------|---|----------|-----------|--|---|---|---|
|        | Tulukuyi Secondary School- Construction of 2 new classrooms up to roofing | 2017 /18 | 1,500,000 | St. Anthony Tulukuyi Secondary School- Constructio n of 4 classrooms | The school, without notifying the NG-CDFC prepared a BoQ and further contracted for construction of the 4 | <b>Recommended for deferral</b><br><br>NG-CDFC to explain why it signed a contract for construction of 4 classrooms at Kshs.6,131,533.80 while the Board had approved | <b>NG-CDFC Response</b><br><br><i>The committee had initially planned to fund the project 4 classrooms in phases.</i> |

*J. J. J.*

*[Signature]*

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|  |  |  |  |  | <p>classrooms.</p> <p>construction of two classrooms at a cost of Kshs. 1,500,000</p> <p>NG-CDFC to further explain why the project was not captured in the report on ongoing projects submitted in 2021/22 Financial Year</p> <p>The NG-CDFC submitted contract documents indicating that the project was contracted at Kshs.6,131,533.80</p> <p>The contract was signed between Bumula NG-CDFC as the client and Abesija Construction &amp; General Supplies Ltd on 21<sup>st</sup> September, 2018. The contract was expected to lapse after 150 days.</p> <p>Based on the photos submitted, the project has been done up to roofing level.</p> <p>NG-CDFC to submit minuted resolution committing to allocate the balance in 2022/23 Financial Year</p> <p>NG-CDFC to further specify the</p> | <p><i>However, due to high rate of enrolment and the lack of any other nearby secondary school, the contractor was compelled to start 4 classrooms instead of two hence the signing of the contract. This, the committee acknowledges was gross misconduct and is remorseful. The committee further pleads with the Board to approve the proposal to enable the completion of the project and to settle with the contractor who has already raised a complaint on the same. The committee has also been capacity</i></p> |
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|  |   |          |           |  |   | <p>activities that were undertaken with the initial allocation of Kshs.1.5 million</p> <p>The project was allocated additional Kshs.2 million in 2019/20 financial year</p>  | <p><i>build and commits not to repeat the same mistake. In show of commitment to complete the project the committee has also committed funds from the projects that were rejected to ensure the project is complete. Omitting the project from the projects ongoing report was an error during the projects appraisal exercise.</i></p> |
|  | Nangata Secondary School- Construction of a new classroom to completion | 2017 /18 | 1,000,000 | St. Paul's Nangata Secondary - Construction of 4 classrooms. | The school without notifying NG-CDFC prepared a BoQ and further contracted for the construction of 4 classrooms. Contract | <p><b>Recommended for deferral</b></p> <p>NG-CDFC to explain why it signed a contract for construction of 4 classrooms at Kshs. 6,395,300 while the Board had approved construction of one classroom at a cost of Kshs. 1,000,000</p> <p>NG-CDFC to further explain why the project was not captured</p> | <p><i>The committee had initially planned to fund the project 4 classrooms in phases. However, due to high rate of enrolment and the lack of any other nearby secondary school, the</i></p>   |

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|  |  |  |  |  | <p>in the report on ongoing projects submitted in 2021/22 Financial Year</p> <p>NG-CDFC to submit minuted resolution committing to allocate the balance in 2022/23 Financial Year</p> <p>The NG-CDFC has submitted contracted documents indicating that the project was contracted at Kshs. 6,395,300</p> <p>The contract was signed between Bumula NG-CDFC as the client and Jaro Contractors Ltd on 24<sup>th</sup> September, 2018. The contract was expected to end on 24<sup>th</sup> December, 2019</p> <p>Based on the photos submitted, the project has been done up to roofing level.</p> <p>NG-CDFC to further specify the activities that were undertaken with the initial allocation of Kshs.1.5 million</p> <p>The project was allocated additional</p> | <p>contractor was compelled to start 4 classrooms instead of two hence the signing of the contract.</p> <p>This, the committee acknowledges was gross misconduct and is remorseful. The committee further pleads with the Board to approve the proposal to enable the completion of the project and to settle with the contractor who has already raised a complaint on the same. The committee has also been capacity build and commits not to repeat the same mistake. In show of commitment to complete</p> |
|--|--|--|--|--|--|--|

*J. Mwangi*



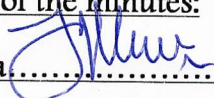
*J. Mwangi*

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|--|--|--|--|--|--|--|---|
|  |  |  |  |  |  | <p>Kshs.1,300,000 in 2019/20 financial year and Kshs.2,300,000 in 2020/21 financial year</p> <p>SENT TO FAM DERERRAL LETTER DONE</p> | <p><i>the project the committee has also committed funds from the projects that were rejected to ensure the project is complete. Omitting the project from the projects ongoing report was an error during the projects appraisal exercise.</i></p> |
|--|--|--|--|--|--|--|---|


**BML/NG-CDFC/27/11/2023/MIN7: AOB**

There being no any other business, the meeting ended at 11.00 am with a word of prayer from Joseph Watula.

**Confirmation of the minutes:**

Joseph Watula  Date 29/11/2023

**Secretary**

Powell Wangila  Date 29/11/2023

**Chairperson**



