**MINUTES OF THE 6TH MEETING OF KANGUNDO NG-CDFC MEETING HELD ON 13TH NOVEMBER, 2024 AT THE NG-CDF OFFICE BOARDROOM AT 9.00AM**

**MEMBERS PRESENT**

1. Mr. John K. Nzuki-Chairman
2. Mrs. Mary Catherine Ngila-Secretary
3. Mr. Harun K. Ndungu-DCC
4. Mr. Wesley K. Ngeno-FAM
5. Ms. Jackline K. Kombo -Member
6. Mr. Stephen W. Mutua-Member
7. Mr. Julius M. Mwangangi-Member
8. Mr. Patrick Kilungu Mweu-Member
9. Mrs. Belita M. Mutie-Member
10. Ms. Maureen Kanini Kivuva-Member

**IN ATTENDANCE**

1. Abdi Salat- Sub-County Director of Education
2. Onesmus Kaluma- Public works officer

**AGENDA**

1. Preliminaries
	1. Prayers
	2. Welcoming remarks from the Chairs
	3. Recognition of in attendance.
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 NO. 001/13TH November, 2024: PRELIMINARIES**

The chair called the meeting to order at 9.00am and requested Mrs. Belita Mutie to offer a word of prayer. The Chairman welcomed all members and thanked them for being punctual. The chairman recognized presence of Sub- County work officer and sub-county director of education.

**MIN NO. 002/13TH November, 2024: 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 Ms. Maureen Kanini and seconded by Mr. Stephen Wambua.

**MIN NO. 003/13TH November, 2024: READING AND CONFRIMATION 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 Mr. Julius Mwangangi and seconded by Mrs. Belita Mutie.

**MIN NO. 004/13TH November, 2024: MATTERS ARISING**

There were no matters arising from the previous Minutes.

**MIN NO. 005/13TH November, 2024: 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.** **170,502,856.74** 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
	1. **Deliberation on the Ward Report**

The Chair tabled to members the ward report that was conducted between 4th November, 2024 and 8th 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 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** |
|  | Kyaaka Primary School | Renovation of 5 no. classrooms, Floor screed with ceramic clay tile finish both inside and verandah, Plaster works both internal and external, Paint Works both internal and external, New roof and roof coverings, Doors and Windows, New verandah and electrical works. | Central |  4,145,600.00  |
|  | Kilalani Primary School | Construction of 2 no. Classrooms to completion | Central |  3,204,082.00  |
|  | Kangundo NG-CDF Office | Rehabilitation of NG-CDF Office,paint work both internal and external for Ksh.418,200.00,Renovation and re-painting of the boundary wall, Grills repair and painting for Ksh.194,000.00.,Alteration and re-design of Registry office,Metallic Shelves installationfor Ksh.200,000.00, 14 No.Windows re-inforcement with 4mm flat bar on the ground floor for Ksh.124,000.00,Security door to the registry at Ksh. 50,000.00,fixing of security lights to the outside for Ksh. 50,000.00,re-installation of 10 no. Asian toilets for Ksh.200,000.00.,10,000 ltrs water tank and masonry base for Ksh.210,000.00. Gate and gate house repair, installation of electricity to the gate and gate house, Security lights to the Gate and plumbing works to the gate house for supply of water for Ksh.150,000.00,roofing of the main gate, Paint work to the gate structure for Ksh.173,000.00,Cabro works to the entrance for Ksh. 438,000.00 and Purchase, supply and installation of Office generator for Ksh.250,000.00 | Central |  2,457,200.00  |
|  | Kangundo DCCs Office | Construction of 4 door pit Latrine | Central |  898,840.00  |
|  | Matetani Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School | Central |  4,654,347.00  |
|  | Mulingana Secondary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Secondary School | Central |  4,654,347.00  |
|  | Kivi Primary School | Renovation of 6 no. classrooms, Floor screed with ceramic clay tile finish both inside and verandah, Plaster works both internal and external, Paint Works both internal and external, New roof and roof coverings, Doors and Windows, New verandah and electrical works. | East |  4,067,960.00  |
|  | Kathome Primary School | Construction of 2 no. Classrooms to completion | East |  3,204,082.00  |
|  | Imilini Secondary School | Solarization of 5.5 Kw borehole pump, Ksh.1,823,291.00, Installation of 7.5 Kw Inverter and 14 no. 340 Watts solar panels at 655,000.00, Fabrication of Solar support structure at 150,000.00,All Plumbing works to the Water Kiosk at Ksh. 300,000.00 and Water meter for Ksh.20,308.00 and Construction of new Water Kiosk size 3m long by 3m wide for Ksh.697,983.00 | East |  1,823,291.00  |
|  | Kinyungu Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School | East |  4,654,347.00  |
|  | Iia Itune Primary school | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School | East |  4,654,347.00  |
|  | Kikambuani Primary School | Renovation of 6 no. classrooms, Floor screed with ceramic clay tile finish both inside and verandah, works both internal and external, Paint Works both internal and external, New roof and roof coverings, Doors and Windows, New verandah and electrical works. | North |  4,285,810.00  |
|  | Kanzalu Hill Primary School | Renovation of 6 no. classrooms, Floor screed with ceramic clay tile finish both inside and verandah, Plaster works both internal and external, Paint Works both internal and external, New roof and roof coverings, Doors and Windows, New verandah and electrical works. | North |  4,418,160.00  |
|  | Mikoikoni Primary School | Solarization of 5.5 Kw borehole pump, Ksh.1,823,291.00, Installation of 7.5 Kw Inverter and 14 no. 340 Watts solar panels at 655,000.00, Fabrication of Solar support structure at 150,000.00,All Plumbing works to the Water Kiosk at Ksh. 300,000.00 and Water meter for Ksh.20,308.00 and Construction of new Water Kiosk size 3m long by 3m wide for Ksh.697,983.00 | North |  1,823,291.00  |
|  | Unyuani Primary School | Solarization of 5.5 Kw borehole pump, Ksh.1,823,291.00, Installation of 7.5 Kw Inverter and 14 no. 340 Watts solar panels at 655,000.00, Fabrication of Solar support structure at 150,000.00, All Plumbing works to the Water Kiosk at Ksh. 300,000.00 and Water meter for Ksh.20,308.00 and Water Kiosk repair, internal plaster, floor works and paint works for Ksh.323,203.00 | North |  1,448,511.00  |
|  | Kathithyamaa Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School | North |  4,654,347.00  |
|  | Kyelendu Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School | North |  4,654,347.00  |
|  | Kawauni Secondary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Secondary School | North |  4,654,347.00  |
|  | Kakuyuni Primary School | Solarization of 5.5 Kw borehole pump, Ksh.1,823,291.00, Installation of 7.5 Kw Inverter and 14 no. 340 Watts solar panels at 655,000.00,Fabrication of Solar support structure at 150,000.00,All Plumbing works to the Water Kiosk at Ksh. 300,000.00 and Water meter for Ksh.20,308.00 and Construction of new Water Kiosk size 3m long by 3m wide for Ksh.697,983.00 | West |  1,823,291.00  |
|  | Kakuyuni Digital Hub | Construction of Digital Hub meeting Hall structure size 105 SQM for Ksh.924,000.00.Rehabilitation of existing structure, alteration, demolitions and extension of Offices and computer Classes at Ksh.623,990.00.Roofing for the whole structure and all other demolitions at Ksh.680,000.00,Internal and External finishes, Tiled floors, Plaster works, Paint works and Ceiling works at Ksh.1,230,300.00. Doors and Windows at Ksh.481,800, and erection of a dwarf wall 30 m long and 0.8 m high to retain soil at Ksh. 100,000.00. | West |  4,040,090.00  |
|  | Syanthi SA Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School | West |  4,654,347.00  |
|  | Kitongi Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School | West |  4,654,347.00  |
|  | Mukunike Secondary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Secondary School | West |  4,654,347.00  |

* 1. **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.

* 1. **Ongoing Projects**

The manager tabled 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, 8no of projects were reported as ongoing. All of these projects were fully funded hence no cost variations as advised by the public works. Therefore, there was no ongoing project which required additional funds.

* 1. **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**:

* 1. **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 solarization of boreholes drilled at Unyuani Primary school at a cost of Kshs. 1,448,511; Mikoikoni Primary school at a cost of Kshs. 1,823,291; Imilini Secondary school at a cost of Kshs. 1,823,291; and Kakuyuni Primary school at a cost of Kshs. 1,823,291.

* 1. **Constituency Digital Hubs**

The manager tabled a guideline on construction of digital hubs in every ward in the constituency. The Fund account manager informed members that the funded digital hub for Kangundo central ward is at 80 per cent completion level. Mr. Stephen Mutuku requested the members to approve rehabilitation of existing building structure at Kakuyuni Assistant County Commissioner’s office in West ward. The Rehabilitation of existing structure will involve the following activities; alteration and extension of a meeting hall at Ksh.4,040,090.00, Demolitions of 87 square meters of wall, alteration of existing offices to get 2 number Offices and 2 number computer classrooms, extension to get a 100 Square meters meeting hall and erection of a dwarf wall 1.2 m high to retain soil. Members approved construction of a digital hub at Kakuyuni ACC’s office.

* 1. **Funding of Social Security Programme and Social Support Programme**

The manager briefed members on allocation of social security programme fund, in which these projects shall not be allocated more than forty per centum of the total funds allocated for the constituency in the financial year. The committee deliberated and agreed to allocate **Kshs.** **33,209,815** for secondary school students, **Kshs. 28,600,000** tertiary institutions students and **Kshs.1,000,000** for special students. This allocation of bursary funds will target 15,000 beneficiaries for secondary schools, 3,000 beneficiaries for tertiary institutions and short courses and 200 students with special needs.

* 1. **NG-CDFC Office**

Members discussed and agreed to fund renovation of NG-CDF Kangundo office. Rehabilitation of NG-CDF Office will involve the following activities; paint work both internal and external, Renovation and re-painting of the boundary wall, Grills repair and painting for Ksh.612,200.00,Alteration and re-design of Registry, Metallic Shelves installation, Windows re-enforcement on the ground floor, Security door to the registry, fixing of security lights to the outside, re-installation of 10 no. Asian toilets,10,000 litres water tank for 834,000.00. Gate and gate house repair, installation of electricity to the gate and gate house, Security lights to the Gate and plumbing works to the gate house for supply of water, roofing of the main gate, Paint work to the gate structure, Cabro works to the entrance and Purchase and supply of Office generator for Ksh. 1,011,000.00.

* 1. **Projects considered under Appropriation in Aid**

The Fund Account Manager informed members that, the constituency had Kshs. 33,000 collected and banked as Appropriation In Aid in the financial year 2023/24. Therefore, the board has approved and included it in the total allocation. The previous Appropriation in Aid of Kshs. 7,000 was utilized in Bank charges vote successfully. Also, in view of the above the Kshs.33,000 the committee considered to utilize in Administration vote under Bank Service Commission and Charges.

* 1. **Procurement of NG-CDFC Motor vehicle**

The chairman informed members that there is no need to purchase a new motor vehicle for NGCDF Kangundo since the current motor vehicle is still operational and in good condition. He requested members to channel funds to development projects.

* 1. **Proposed establishment of new primary, secondary and tertiary institutions**

The chairperson informed members that taking into consideration the project proposals from ward reports, members of the public proposed improvement of the infrastructure in the current learning institutions including renovations, construction of classrooms, administration blocks, latrines, dormitories and kitchen in the constituency. Therefore, no proposal for establishment of new primary, secondary and tertiary institutions.

* 1. **Proposed establishment of Security projects**

The secretary, Madam Mary Ngila informed members that during ward barazas there was a proposal to construct Deputy County commissioner’s a four door pit latrine. Members approved the above security project to be included in the budget under security project.

* 1. **Junior Secondary School Laboratory Equipment**

Through the contribution of SCDE Mr. Abdi Salat, members were asked to further support the JSS School through purchasing and supplying of Laboratory Equipment. He added that the laboratory equipment supplied in the last financial year were of great help for learners comprehensive study. Therefore, there is need to equip laboratories in Junior secondary schools and the secondary schools in the constituency. Members approved the support towards equipping seven Junior Secondary Schools and three senior secondary schools laboratories in the constituency for 2024/25 financial year budget.

1. **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 staff Basic Salaries to 7 NG-CDFC staff |  3,910,560.00  |   |  3,910,560.00  | New |
| Gratuity-contractual employees | Payment of gratuity to 7 NG-CDFC staff |  1,212,274.00  |   |  1,212,274.00  | New |
| Casual Labor and Internship | Payment of staff Basic Wages |  96,000.00  |   |  96,000.00  | New |
|  House Allowance  | Payment of House allowances to NG-CDFC Seven(7) staff.  |  600,000.00  |   |  600,000.00  | New |
|  Transport Allowance  | Payment of Transport allowances to NG--CDFC staff |  458,400.00  |   |  458,400.00  | New |
|  Medical Insurance (SHIF)  | Payment of Medical insurance to NG-CDFC Seven (7) staff ( SHIF) at the rate of 2.75% gross payment of each staff. |  136,646.00  |   |  136,646.00  | New |
|  NSSF | Employer contribution to NSSF. for Seven (7) NG-CDFC Staffs, each Kes 2,160 per month. |  181,440.00  |   |  181,440.00  | New |
|  Housing Levy  | Employer contribution for housing Levy for seven (7) NG CDFC Staff |  74,534.00  |   |  74,534.00  | New |
| NG-CDF allowances | Payment of NG-CDF Allowances |  1,128,000.00  |   |  1,128,000.00  | New |
| Other committee Expenses | Payment of other committee expenses |  420,000.00  |   |  420,000.00  | New |
|  Electricity charges | Payment of Payment of Electricity charges |  60,000.00  |   |  60,000.00  | New |
| Water & sewerage charges | Payment of Water & sewerage charges |  60,000.00  |   |  60,000.00  | New |
| Telephone, Telex, Facsimile and Mobile Phone Service | Payment of Telephone, Telex, Facsimile and Mobile Phone Service |  36,000.00  |   |  36,000.00  | New |
| Internet Connections | Payment of Internet Connections |  48,000.00  |   |  48,000.00  | New |
| Courier and Postal Services | Payment of Courier and Postal Services |  15,000.00  |   |  15,000.00  | New |
| Travel Costs (Airlines, Bus, Railway and Mileage Allowances) | Payment of Travel Costs for employees |  42,500.00  |   |  42,500.00  | New |
| Accommodation - Domestic Travel | Payment of Accommodation - Domestic Travel |  127,500.00  |   |  127,500.00  | New |
| Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  100,000.00  |   |  100,000.00  | New |
| Publishing and Printing Services |  Payment of Publishing and Printing Services |  150,000.00  |   |  150,000.00  | New |
| Catering Services (Receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  150,000.00  |   |  150,000.00  | New |
| General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  100,000.00  |   |  100,000.00  | New |
| Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers |  150,000.00  |   |  150,000.00  | New |
| Sanitary and Cleaning Materials, Supplies and Services | Payment of Sanitary and Cleaning Materials, Supplies and Services |  160,000.00  |   |  160,000.00  | New |
| Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport |  100,000.00  |   |  100,000.00  | New |
| Other Fuels(wood, charcoal, cooking gas etc…) | Payment of Other Fuels(wood, charcoal, cooking gas etc) |  10,000.00  |   |  10,000.00  | New |
| Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - Motor Vehicles |  100,000.00  |   |  100,000.00  | New |
| Maintenance of Office Furniture and Equipment | Payment of Maintenance of Office Furniture and Equipment |  31,990.00  |   |  31,990.00  | New |
| **SUBTOTAL** |  | **9,658,844.00** |  | **9,658,844.00** |  |
| **MONITORING AND EVALUATION AND CAPACITY BUILDING** |   |
| Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone Expenses |  36,000.00  |   |  36,000.00  | New |
| Daily Subsistence Allowance | Payment of Daily Subsistence Allowance for staff and NG-CDF Committee |  572,000.00  |   |  572,000.00  | New |
| Publishing and Printing Services |  Payment of Publishing and Printing Services |  210,000.00  |   |  210,000.00  | New |
| Travel Allowance  | Payment of Travel Allowance for staff and NG-CDF Committee |  160,000.00  |   |  160,000.00  | New |
| Remuneration of Instructors and Contract Based Training Services | Remuneration of Instructors and Contract Based Training Services during NG-CDF Staff, NG-CDFC and PMCs Training: Procurement, Public finance management, Audit and accountability, HIV and Drugs abuse, Project management |  100,000.00  |   |  100,000.00  | New |
| Hire of Training Facilities and Equipment | Payment of Hire of Training Facilities and Equipment |  300,000.00  |   |  300,000.00  | New |
| Accommodation Allowance | Payment of Accommodation Allowance for NG-CDF Staff & NG-CDFC |  280,000.00  |   |  280,000.00  | New |
| Catering Services (Receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  200,000.00  |   |  200,000.00  | New |
| Other Committee Expenses  | Payment of Other committee expenses  |  771,000.00  |   |  771,000.00  | New |
| NGCDFC Allowance | Payment of NGCDFC allowances  |  940,000.00  |   |  940,000.00  | New |
| General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  200,000.00  |   |  200,000.00  | New |
| Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers |  250,000.00  |   |  250,000.00  | New |
| Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport |  626,422.00  |   |  626,422.00  | New |
| Maintenance Expenses- Motor Vehicles | Payment of Maintenance Expenses- Motor Vehicles-NGCDFC Motor Vehicles |  200,000.00  |   |  200,000.00  | New |
| **SUBTOTAL** |  |  **4,845,422.00**  |  |  **4,845,422.00**  |  |
| **EMERGENCY**  |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year  |  8,972,097.74  |   |  8,972,097.74  | New |
| **SUB-TOTAL** |  | **8,972,097.74** |  | **8,972,097.74** |  |
| **BURSARY AND SOCIAL SECURITY PROGRAMS**  |
| Bursary Secondary Schools | Payments of bursary to needy students in secondary schools |  33,209,815.00 |   |  33,209,815.00 | New |
| Bursary Tertiary Institutions | Payments of bursary to needy students in Tertiary schools |  28,600,000.00  |   |  28,600,000.00  | New |
| Bursary Special Schools | Payments of bursary to needy students in Special schools |  1,000,000.00  |   |  1,000,000.00  | New |
| **SUBTOTAL** |   |  **62,809,815.00** |   |  **62,809,815.00**  |  |
| **PRIMARY SCHOOLS PROJECTS** |
| Kyaaka Primary School | Renovation of 5 no. classrooms: Floor screed with ceramic clay tile finish both inside and verandah, Plaster works both internal and external, Paint Works both internal and external, new roof and roof coverings, Doors and Windows, New verandah and electrical works. Are we renovating to completion? Were works valued by the Public Works. Attach forwarding letter from the public works certifying the renovation works, Finally, why are works valued lower than last year financial year renovation works while the activities proposed for funding are more than those of last year. Will funds be enough?**RESPONSE*** **All renovation works to be done to completion**
* **Works were valued and certified by the works officer and BoQs Prepared, Fowarding letter from works officer attached.**
* **Renovation works varies from one project to another and even precisely from one classroom to another due to varying conditions such as; level and percentage of damage to the structure, Varying sizes of the structures, Quantity of works to be undertaken i.e existing or non existing floors, others require ringbeam while others don’t among others.**
* **Last year renovation works for 6 No. Classrooms varied from 4,900,000 in kinyungu primary down to 4,200,000 in matithini primary school.**
* **Funds will be sufficient for the projects.**
 |  4,145,600.00  |  |  4,145,600.00  | New |
| Kivi Primary School | Renovation of 6 no. classrooms, Floor screed with ceramic clay tile finish both inside and verandah, Plaster works both internal and external, Paint Works both internal and external, New roof and roof coverings, Doors and Windows, New verandah and electrical works. Are we renovating to completion? Were works valued by the Public Works. Attach forwarding letter from the public works certifying the renovation works, Finally, why are works valued lower than last year financial year renovation works while the activities proposed for funding are more than those of last year. Will funds be enough?**RESPONSE*** **All renovation works to be done to completion**
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 |  4,067,960.00  |  |  4,067,960.00  | New |
| Kikambuani Primary School | Renovation of 6 no. classrooms, Floor screed with ceramic clay tile finish both inside and verandah, Plaster works both internal and external, Paint Works both internal and external, New roof and roof coverings, Doors and Windows, New verandah and electrical works. Are we renovating to completion? Were works valued by the Public Works. Attach forwarding letter from the public works certifying the renovation works, Finally, why are works valued lower than last year financial year renovation works while the activities proposed for funding are more than those of last year. Will funds be enough?**RESPONSE*** **All renovation works to be done to completion**
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* **Funds will be sufficient for the projects.**
 |  4,285,810.00  |  |  4,285,810.00  | New |
| Kanzalu Hill Primary School | Renovation of 6 no. classrooms, Floor screed with ceramic clay tile finish both inside and verandah, Plaster works both internal and external, Works both internal and external, new roof and roof coverings, Doors and Windows, New verandah and electrical works. Are we renovating to completion? Were works valued by the Public Works. Attach forwarding letter from the public works certifying the renovation works, Finally, why are works valued lower than last year financial year renovation works while the activities proposed for funding are more than those of last year. Will funds be enough?**RESPONSE*** **All renovation works to be done to completion**
* **Works were valued and certified by the works officer and BoQs Prepared, Fowarding letter from works officer attached.**
* **Renovation works varies from one project to another and even precisely from one classroom to another due to varying conditions such as; level and percentage of damage to the structure, Varying sizes of the structures, Quantity of works to be undertaken i.e existing or non existing floors, others require ringbeam while others don’t among others.**
* **Last year renovation works for 6 No. Classrooms varied from 4,900,000 in kinyungu primary down to 4,200,000 in matithini primary school.**
* **Funds will be sufficient for the projects.**
 |  4,418,160.00  |  |  4,418,160.00  | New |
| Kathome Primary School | Construction of 2 no. Classrooms to completion |  3,204,082.00  |  |  3,204,082.00  | New |
| Kilalani Primary School | Construction of 2 no. Classrooms to completion |  3,204,082.00  |  |  3,204,082.00  | New |
| Kathithyamaa Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School. Attach the request letter from the school and quotation for proposed equipment’s…Please note that equipment’s recurrent in nature will affect the approval of the respective project |  4,654,347.00  |  |  4,654,347.00  | New |
| Kinyungu Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School. Attach the request letter from the school and quotation for proposed equipment’s…Please note that equipment’s recurrent in nature will affect the approval of the respective project |  4,654,347.00  |  |  4,654,347.00  | New |
| Kyelendu Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School. Attach the request letter from the school and quotation for proposed equipment’s…Please note that equipment’s recurrent in nature will affect the approval of the respective project |  4,654,347.00  |  |  4,654,347.00  | New |
| Iia Itune Primary school | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School. Attach the request letter from the school and quotation for proposed equipment’s…Please note that equipment’s recurrent in nature will affect the approval of the respective project |  4,654,347.00  |  |  4,654,347.00  | New |
| Syanthi SA Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School. Attach the request letter from the school and quotation for proposed equipment’s…Please note that equipment’s recurrent in nature will affect the approval of the respective project |  4,654,347.00  |  |  4,654,347.00  | New |
| Kitongi Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School. Attach the request letter from the school and quotation for proposed equipment’s…Please note that equipment’s recurrent in nature will affect the approval of the respective project |  4,654,347.00  |  |  4,654,347.00  | New |
| Matetani AIC Primary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Junior Secondary School. Attach the request letter from the school and quotation for proposed equipment’s…Please note that equipment’s recurrent in nature will affect the approval of the respective project |  4,654,347.00  |  |  4,654,347.00  | New |
| **SUB-TOTAL** |  | **55,906,123.00** |  | **55,906,123.00** |  |
| **SECONDARY SCHOOLS PROJECTS** |
| St Mary’s Mukunike Secondary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Secondary School. Attach the request letter from the school and quotation for proposed equipment’s…Please note that equipment’s recurrent in nature will affect the approval of the respective project |  4,654,347.00  |   |  4,654,347.00  |  New  |
| Mulingana Secondary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Secondary School. Attach the request letter from the school and quotation for proposed equipment’s…Please note that equipment’s recurrent in nature will affect the approval of the respective project |  4,654,347.00  |   |  4,654,347.00  |  New  |
| Kawauni Secondary School | Purchase and supply of Approved Chemistry, Biology and Physics Laboratory Equipment for the Secondary School. Attach the request letter from the school and quotation for proposed equipment’s…Please note that equipment’s recurrent in nature will affect the approval of the respective project |  4,654,347.00  |   |  4,654,347.00  |  New  |
| **SUB-TOTAL** |  | **13,963,041.00** |  | **13,963,041.00** |  |
|   |   |  |  |  |   |
| **SECURITY PROJECTS** |
| Kangundo DCCs Office | Construction of 4 door pit Latrine |  898,840.00  |   |  898,840.00  | New |
| **SUB-TOTAL** |  | **898,840.00** |  | **898,840.00** |  |
| **CLIMATE CHANGE MITIGATION AND ADAPTATION ACTIVITIES** |
| Kakuyuni Primary School | Solarization of 5.5 Kw borehole pump, Ksh.1,823,291.00, Installation of 7.5 Kw Inverter and 14 no. 340 Watts solar panels at 655,000.00,Fabrication of Solar support structure at 150,000.00,All Plumbing works to the Water Kiosk at Ksh. 300,000.00 and Water meter for Ksh.20,308.00 and Construction of new Water Kiosk size 3m long by 3m wide for Ksh.697,983.00 | 1,823,291.00 |   |  1,823,291.00  | New |
| Mikoikoni Primary School | Solarization of 5.5 Kw borehole pump, Ksh.1,823,291.00, Installation of 7.5 Kw Inverter and 14 no. 340 Watts solar panels at 655,000.00,Fabrication of Solar support structure at 150,000.00,All Plumbing works to the Water Kiosk at Ksh. 300,000.00 and Water meter for Ksh.20,308.00 and Construction of new Water Kiosk size 3m long by 3m wide for Ksh.697,983.00 | 1,823,291.00 |   |  1,823,291.00  | New |
| Imilini Secondary School | Solarization of 5.5 Kw borehole pump, Ksh.1,823,291.00, Installation of 7.5 Kw Inverter and 14 no. 340 Watts solar panels at 655,000.00,Fabrication of Solar support structure at 150,000.00,All Plumbing works to the Water Kiosk at Ksh. 300,000.00 and Water meter for Ksh.20,308.00 and Construction of new Water Kiosk size 3m long by 3m wide for Ksh.697,983.00 | 1,823,291.00 |   |  1,823,291.00  | New |
| Unyuani Primary School | Solarization of 5.5 Kw borehole pump, Ksh.1,823,291.00, Installation of 7.5 Kw Inverter and 14 no. 340 Watts solar panels at 655,000.00,Fabrication of Solar support structure at 150,000.00,All Plumbing works to the Water Kiosk at Ksh. 300,000.00 and Water meter for Ksh.20,308.00 and Water Kiosk repair, internal plaster, floor works and paint works for Ksh.323,203.00 | 1,448,511.00 |   |  1,448,511.00  | New |
| **SUB-TOTAL** |  | **6,918,384.00** |  | **6,918,384.00** |  |
| **DIGITAL HUB** |
| Kakuyuni Digital Hub | Construction of Digital Hub meeting Hall structure size 105 SQM for Ksh.924,000.00.Rehabilitation of existing structure, alteration, demolitions and extension of Offices and computer Classes at Ksh.623,990.00.Roofing for the whole structure and all other demolitions at Ksh.680,000.00,Internal and External finishes, Tiled floors, Plaster works, Paint works and Ceiling works at Ksh.1,230,300.00. Doors and Windows at Ksh.481,800, and erection of a dwarf wall 30 m long and 0.8 m high to retain soil at Ksh. 100,000.00.**Are we constructing or renovating?****Please clarify** |  4,040,090.00  |   |  4,040,090.00  | New |
| **SUB-TOTAL** |  | **4,040,090.00** |  |  **4,040,090.00**  |  |
| **OTHER PROJECTS** |
| **NG-CDF OFFICE** |
| Kangundo NG-CDF Office | Rehabilitation of NG-CDF Office, paint work both internal and external for Ksh.418,200.00,Renovation and re-painting of the boundary wall, Grills repair and painting for Ksh.194,000.00.,Alteration and re-design of Registry office, Metallic Shelves installation for Ksh.200,000.00, 14 No. Windows re-inforcement with 4mm flat bar on the ground floor for Ksh.124,000.00,Security door to the registry at Ksh. 50,000.00,fixing of security lights to the outside for Ksh. 50,000.00,re-installation of 10 no. asian toilets for Ksh.200,000.00.,10,000 ltrs water tank and masonry base for Ksh.210,000.00. Gate and gate house repair, installation of electricity to the gate and gate house, Security lights to the Gate and plumbing works to the gate house for supply of water for Ksh.150,000.00,roofing of the main gate, Paint work to the gate structure for Ksh.173,000.00,Cabro works to the entrance for Ksh. 438,000.00 and Purchase, supply and installation of Office generator for Ksh.250,000.00 |  2,207,200.00 |   |  2,207,200.00 | New |
| NG-CDF Office Generator | Purchase, supply and installation of Office generator at Kshs.250,000( 4.5KVA Diesel generator, Advanced Noise reduction technology and portable design with 24months warranty, 4 stroke single cylinder OHV engine with 2x230V AC output, 12V DC output, electric start with will kit). |  250,000.00  |   |  250,000.00  | **New** |
| **SUB-TOTAL** |  | **2,457,200.00** |  |  **2,457,200.00**  |  |
| **TOTAL ALLOCATION FOR THE YEAR** |  |  |  **170,469,856.72**  |   |

**MIN NO. 006/13TH November, 2024: BUDGET APPROVALS**

1. **NG CDFC Meeting 13th Nov, 2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO:**  | **Item name** | **Pax** | **Qnty** | **Amount in Kes** |
| 1. | NG CDFC Members Allowances | 9 | 5 | 45,000.00 |
| 2. | NG CDFC Chair Allowances | 1 | 7 | 7,000.00 |
| 3. | Member in Attendance-Sub County Works Officer, Sub-County Education Officer | 2 | 5 | 10,000.00 |
|  |  |  |  |  **62,000.00** |

**MIN NO. 007/13TH November, 2024: ANY OTHER BUSINESS ADJOURNMENT**

There being no other business to transact the meeting adjourned at 1.20 p.m with prayers led by Mr. Patrick Mweu.

**Prepared by;**

**Name: Catherine Mary Ngila Sign …………… Date ……….…...…**

**(NG CDFC Secretary)**

**Signed for Approvals & circulation by;**

**Name: John K. Kituku Sign ………………. Date ……..………**

**(NG CDFC Chairperson)**

**Signed for confirmation by;**

**Name: Wesley Kibet Ng’eno Sign ………….….…Date……….……...**

**(Fund Account Manager)**

**Annex 1**

**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 |  54,680.00  |  54,680.00  |  656,160.00  | * Preparation of budget for office Administration and recurrent expenditures, Monitoring and evaluation.
* Maintaining a duplicate of cash book, Vote book and other accounting books and records.
* Receive and file financial returns from project Management committees
* Analyze PMC returns vis-à-vis work plan and budget and advice the Fund Account Manager on subsequent release of funds to PMC.
* Assist in compilation of monthly expenditure returns and Bank reconciliation statement monthly Expenditure returns, financial statements and other adhoc reports for submission to the NG CDF Board.
* Prepare and file all Statutory deductions and taxes in timely manner.
* Liaise with Fund Account Manager on record keeping for all projects
* Maintaining an up-to-date asset register.
* Assisting the Fund Account Manager in answering audit queries and timely response of audit reports.
* Perform any other duty as may be assigned by the Fund Account Manager.
 |
| Clerk of Works | CSG 11 | 1 |  54,680.00  |  54,680.00  |  656,160.00  | * Ensures that correct materials and workmanship are used as per the client's standards, specification and schedule.
* Familiarizes with all the relevant drawings and written instructions, checks and uses them as a yardstick for inspection of works.
* Make regular inspection visits to project sites to monitor progress of ongoing works.
* Takes measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards.
* familiarize with legal requirements and ensures that the works complies with the law.
* Keeps detailed records on progress and any delays, the number and type of workers employed, visitors to the site, drawings received deliveries, instructions and any serious deficiencies in health or safety requirements observed on site.
* Prepare and update Project Implementation Status reports, Climate mitigation, Emergency and Bursary reports.
* Perform other duty as may be assigned by the Fund Account Manager,
 |
| Records Management Officer | CSG 11 | 1 |  54,680.00  |  54,680.00  |  656,160.00  | * Updating and maintaining NG CDF MIS System.
* Responding to Key Risk Indicators (KRI, compliance questions, actions implementation, incidence on weekly, monthly, quarterly, Semi-annual & yearly through the Enterprises risk management system (ERMS)
* Preparing and submitting to the Board on quarterly basis reports on Bursary award.
* Handling Bursary data, issuing of bursary award cheques, bursary complaints and receiving payment acknowledgement and or receipts.
* Assist in Constituency Annual Performance Contract, defence, evidence collection and document preparation.
* Ensuring the PMCs projects files are updated and preparing of PMC returns.
* Work closely with other departments to ensure timely submission of other prescribed reports to respective departments.
* Updating the Risk register as per auditors recommendation.
* Receiving, updating and compiling Public Complaints reports.
* Perform any other duty as may be assigned by the Fund Account Manager.
 |
| Administrative Assistant/ Secretary | CSG 11 | 1 |  54,680.00  |  54,680.00  |  656,160.00  | * Assisting the Manager in performing human resources functions like keeping records of employees and interns
* Receiving and directing calls as well as taking messages.
* Preparing new employee contracts and issuing copies of the same to the particular staff
* Ensuring that BQS are well kept and filed in respective files
* Taking part in site handover of projects
* Receiving and updating project proposals
* Filing of tender documents (Tender opening registers and minutes, tender evaluation register minutes, Winning bill of quantities, professional opinion, award letters, regret letters, acceptance letters, agreements, official site handover report forms.)
* Give PMC feedback in the absence of the Fund Account Manager.
 |
| Office Assistant | CSG 13 | 1 |  35,720.00  |  35,720.00  |  428,640.00  | * Ensure that the office cleanliness is maintained.
* Arranging the office furniture appropriately
* Preparing the hall for NG CDFC meetings
* Perform office messenger services.
* Prepare and serving office tea and refreshments.
* Assist in office photocopying, filing, and archiving of official documents.
* Perform any other duty as may be assigned by the Fund Account Manager from time to time.
 |
| Driver | CSG 13 | 1 |  35,720.00  |  35,720.00  |  428,640.00  | * Driving NG CDF GK vehicle as authorized
* Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc
* Detecting & reporting malfunctioning of vehicle systems
* Maintenance of work tickets for vehicle assigned
* Ensuring security & safety for the vehicle on and off the road
* Safety of the passengers and/or goods therein
* Maintaining cleanliness of the vehicle
* Perform any other duty as may be assigned by the Fund Account Manager from time to time.
 |
| Security Officers | CSG 13 | 1 |  35,720.00  |  35,720.00  |  428,640.00  | * Ensure that the office compound cleanliness is maintained
* Perform office messenger services.
* Provide guarding services to Kangundo ING CDF office during the night and sometimes at day time
* Assist in office photocopying, filing, and archiving of official documents.
* Perform duties of a grounds man, like compound gardening, weeding and bush cheering around the main office.
* Perform any other duty as may be assigned by the Fund Account Manager from time to time
 |
| Sub-Total |  |  |  |  |  |  **3,910,560.00**  |  |
| House Allowance | Accountant Assistant | CSG 11 | 1 |  8,500.00  |  8,500.00  |  102,000.00  |  |
| Clerk of Works | CSG 11 | 1 |  8,500.00  |  8,500.00  |  102,000.00  |  |
| Records Management Officer | CSG 11 | 1 |  8,500.00  |  8,500.00  |  102,000.00  |  |
| Administrative Assistant/ Secretary | CSG 11 | 1 |  8,500.00  |  8,500.00  |  102,000.00  |  |
| Office Assistant | CSG 13 | 1 |  5,500.00  |  5,500.00  |  66,000.00  |  |
| Driver | CSG 13 | 1 |  5,000.00  |  5,000.00  |  60,000.00  |  |
| Security Officers | CSG 13 | 1 |  5,500.00  |  5,500.00  |  66,000.00  |  |
| Sub-Total |  |  |  |  |  |  **600,000.00**  |  |
| Transport Allowances | Accountant Assistant | CSG 11 | 1 |  6,000.00  |  6,000.00  |  72,000.00  |  |
| Clerk of Works | CSG 11 | 1 |  6,000.00  |  6,000.00  |  72,000.00  |  |
| Records Management Officer | CSG 11 | 1 |  6,000.00  |  6,000.00  |  72,000.00  |  |
| Administrative Assistant/ Secretary | CSG 11 | 1 |  6,000.00  |  6,000.00  |  72,000.00  |  |
| Office Assistant | CSG 13 | 1 |  5,000.00  |  5,000.00  |  60,000.00  |  |
| Driver | CSG 13 | 1 |  4,200.00  |  4,200.00  |  50,400.00  |  |
| Security Officers | CSG 13 | 1 |  5,000.00  |  5,000.00  |  60,000.00  |  |
| Sub-Total |  |  |  |  |  |  **458,400.00**  |  |
| Payment of Staff Gratuity (31% of basic salary) | Accountant Assistant | CSG 11 | 1 |  16,950.80  |  16,950.80  |  203,409.60  |  |
| Clerk of Works | CSG 11 | 1 |  16,950.80  |  16,950.80  |  203,409.60  |  |
| Records Management Officer | CSG 11 | 1 |  16,950.80  |  16,950.80  |  203,409.60  |  |
| Administrative Assistant/ Secretary | CSG 11 | 1 |  16,950.80  |  16,950.80  |  203,409.60  |  |
| Office Assistant | CSG 13 | 1 |  11,073.20  |  11,073.20  |  132,878.40  |  |
| Driver | CSG 13 | 1 |  11,073.20  |  11,073.20  |  132,878.40  |  |
| Security Officers | CSG 13 | 1 |  11,073.20  |  11,073.20  |  132,878.40  |  |
| **Sub –Total** |  |  |  |  |  |  **1,212,273.60**  |  |
| Employer’s contribution towards affordable housing  | Accountant Assistant | CSG 11 | 1 |  1,037.70  |  1,037.70  |  **12,452.40**  |  |
| Clerk of Works | CSG 11 | 1 |  1,037.70  |  1,037.70  |  **12,452.40**  |  |
| Records Management Officer | CSG 11 | 1 |  1,037.70  |  1,037.70  |  **12,452.40**  |  |
| Administrative Assistant/ Secretary | CSG 11 | 1 |  1,037.70  |  1,037.70  |  **12,452.40**  |  |
| Office Assistant | CSG 13 | 1 |  693.30  |  693.30  |  **8,319.60**  |  |
| Driver | CSG 13 | 1 |  673.80  |  673.80  |  **8,085.60**  |  |
| Security Officers | CSG 13 | 1 |  693.30  |  693.30  |  **8,319.60**  |  |
|  | **Sub- Total**  |  |  |  |  |  **74,534.40**  |  |
| Employer’s contribution towards NSSF  | Accountant Assistant | CSG 11 | 1 | 2,160 | 2,160 | **25,920.00** |  |
| Clerk of Works | CSG 11 | 1 | 2,160 | 2,160 | **25,920.00** |  |
| Records Management Officer | CSG 11 | 1 | 2,160 | 2,160 | **25,920.00** |  |
| Administrative Assistant/ Secretary | CSG 11 | 1 | 2,160 | 2,160 | **25,920.00** |  |
| Office Assistant | CSG 13 | 1 | 2,160 | 2,160 | **25,920.00** |  |
| Driver | CSG 13 | 1 | 2,160 | 2,160 | **25,920.00** |  |
| Security Officers | CSG 13 | 1 | 2,160 | 2,160 | **25,920.00** |  |
|  | **Sub- Total**  |  |  |  |  | **181,440.00** |  |
| Employee’s contribution towards SHIF  | Accountant Assistant | CSG 11 | 1 |  1,902.45  |  1,902.45  |  22,829.40  |  |
| Clerk of Works | CSG 11 | 1 |  1,902.45  |  1,902.45  |  22,829.40  |  |
| Records Management Officer | CSG 11 | 1 |  1,902.45  |  1,902.45  |  22,829.40  |  |
| Administrative Assistant/ Secretary | CSG 11 | 1 |  1,902.45  |  1,902.45  |  22,829.40  |  |
| Office Assistant | CSG 13 | 1 |  1,271.05  |  1,271.05  |  15,252.60  |  |
| Driver | CSG 13 | 1 |  1,235.30  |  1,235.30  |  14,823.60  |  |
| Security Officers | CSG 13 | 1 |  1,271.05  |  1,271.05  |  15,252.60  |  |
|  | **Sub- Total**  |  |  |  |  |  **136,646.40**  |  |

| **Item**  |  **Description**  |  **Number**  |  **Rate (Kshs.)**  | **Total Amount (Pm)**  | **Total Amount (Pa)**  |
| --- | --- | --- | --- | --- | --- |
| **NG-CDF Office**  |
| **Committee Expenses**  |
| Payment of allowances  | NG-CDFC Members  | 8 |  10,000.00  |  80,000.00  |  960,000.00  |
| NG-CDFC Chair  | 1 |  14,000.00  |  14,000.00  |  168,000.00  |
| Other National Government Officers | 4 |  5,000.00 | 20,000.00 | 240,000.00 |
| NG-CDFC Staff | 6 |  2,500.00 | 15,000.00 | 180,000.00 |
| **Sub-Total** |  |  |  |  |  **1,548,000.00**  |
|  **TOTAL**  |  |  |  |  | **8,217,854.00** |

**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 | 5,000.00 | 40,000.00 | 600,000.00 |
| NG-CDFC Chair  | 1 | 7,000.00 | 7,000.00 | 340,000.00 |
| Other National Government Officers | 4 | 5,000.00 | 20,000.00 | 621,000.00 |
| NG-CDFC Staff | 4 | 2,500 | 10,000.00 | 150,000.00 |
| **Sub-Total** |  |  |  |  |  **1,711,000.00**  |
| Remuneration of Instructors and Contract Based Training Services  | 10 INSTRUCTORS/ TRAINERS | 10 | 10,000.00 | 100,000.00 | 100,000.00 |
| **Sub-Total** |  |  |  |  | **100,000.00**  |
| Accommodation - Domestic Travel( 20pax for 4 days) | NG-CDFC Members  | 8 | 3,500.00 | 28,000.00 | 112,000.00 |
| NG-CDFC Chair  | 1 | 3,500.00 | 3,500.00 | 14,000.00 |
| Other National Government Officers | 4 | 3,500.00 | 14,000.00 | 56,000.00 |
| NG-CDFC Staff | 7 | 3,500.00 | 24,500 | 98,000.00 |
| **Sub-Total** |  |  |  |  | **280,000.00**  |
| Travel Costs (Airlines, Bus, Railway, Mileage Allowances.) | NG-CDFC Members  | 8 | 8,000.00 | 64,000.00 | 64,000.00 |
| NG-CDFC Chair  | 1 | 8,000.00 | 8,000.00 | 8,000.00 |
| Other National Government Officers | 4 | 8,000.00 | 32,000.00 | 32,000.00 |
| NG-CDFC Staff | 7 | 8,000.00 | 56,000.00 | 56,000.00 |
| **Sub-Total** |  |  |  |  | **160,000.00**  |
| Hire of Training Facilities and Equipment for 5 days | NG-CDFC Members  | 8 |  3,000  | 24,000.00 | 120,000.00 |
| NG-CDFC Chair  | 1 |  3,000  | 3,000.00 | 15,000.00 |
| Other National Government Officers | 4 |  3,000  | 12,000.00 | 60,000.00 |
| NG-CDFC Staff | **7** |  3,000  | 21,000 | 105,000 |
| **Sub-Total** |  |  |  |  | **300,000.00** |
| Daily Subsistence Allowance for 5 days during capacity building | NG-CDFC Members  | 8 |  5,000.00  | 40,000.00 | 200,000.00 |
| NG-CDFC Chair  | 1 |  7,000.00  | 7,000.00 | 35,000.00 |
| Other National Government Officers | 4 | 5,000.00 | 20,000.00 | 100,000.00 |
| NG-CDFC Staff | 7 |  2,500.00 | 17,500.00 | 87,500.00 |
| PMC TRAINING Expenses | PMC Members | 30 | 5,000 | 150,000.00 | 150,000.00 |
| **Sub-Total** |  |  |  |  | **572,500.00** |
| **TOTAL** |  |  |  |  | **3,123,500.00** |