

National
Government
Constituency
Development
Fund

Garsen
Constituency

2019

Minutes of the Meeting held on Friday, October
11th, 2019 at Garsen NG-CDF Office Boardroom.

Garsen NG-CDF
Committee



MEMBERS PRESENT

NO	NAMES	DESIGNATION
1.	Daudi Dube Mukulo	Chairman
2.	Warda Mohamed Mbwana	Secretary
3.	Abdullahi Gobu	Member
4.	Zubera Algi Hidi	Member
5.	Kolombo Jillo Cheche	Member
6.	Rose Monje Kiti	Member
7.	Amran Juweria Sheikh	Member
8.	Rashid Athman Dhadho	Member
9.	Josef Kumbatha	Fund Account Manager

APOLOGY

NO	NAMES	DESIGNATION
1.	Paul Wanyonyi - ACC1	Member

AGENDA

1. Opening remarks by Chairperson
2. Reading and Confirmation of Minutes of Previous Meeting
3. Matters Arising from previous Minutes
4. Project Re-allocations
5. Auditor's Report (FY 2017-2018)
6. FY 2019/2020 Project Proposal Budget preparation
7. Any Other Business (A.O.B)

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PRELIMINARIES

The chairman called the meeting to order at 1119 hours with a word of prayer by Rashid Athuman Dhadho. He thanked members for their punctuality despite the current rainy weather that affects all means of transport in the constituency.

He conveyed greetings and a message of good will from the Honorable Member of parliament who was in the know of the day's sitting.

Members were asked to give an overview of the just concluded a weeklong project monitoring exercise based on their expectations and findings.

Generally, all were impressed by the good job done by the project management committees except for a few cases of compromises on quality of work done blamed on political interference which the committee resolved to address it through capacity building sessions for the project management committees before release of projects funds.

The committee agreed that continually project monitoring and evaluation would be done quarterly so as to address project implementation challenges timely.

The chairman tabled the items of agenda as registered.

MIN 01/11/10/2019 - READING AND CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the previous meeting were read, proposed by Rashid Athman Dhadho, seconded by Amran Juweria Sheikh and unanimously adopted by the committee as a true record of that day's deliberation.

MIN 02/11/10/2019 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

The name for Abdullahi Gobu, the NGCDF Board nominee committee member had been erroneously omitted from the list of members present in the minutes

MIN 03/11/10/2019 - PROJECT RE-ALLOCATIONS

Members were informed that of the re-allocations that they had proposed on the 6,000,000.00 Kenya shillings from the Social Security program, the 2,500,000.00 re-allocated to improve a Housing building to cater for an alternative facility for the commissioning of the Garsen Technical Training Institute had been Declined by the NGCDF Board vide Circular ref. NGCDF BOARD/GARSEN/VOL.1/71 - REALLOCATIONS OF FUNDS, dated June 19th, 2019.

Members resolved that the declined funds plus the balance of kshs.1,000,000.00 remaining in the Social Security program kitty be re-allocated to bursaries since the County government of Tanariver was rolling out an equivalent program of providing universal health care cover for all vulnerable families in the county plus the committee was still pressured by bursary appeals, regional imbalances, community discontent and emergency needy cases that called for immediate attention

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Name of Initial Approved Project (where funds are re-allocated from)	Amount to be re-allocated	Name of New Project Proposed to receive funds	Activity	Amount Proposed for Allocation
Social Security Program	3,500,000.00	Bursary Tertiary	Address appeals, imbalances, discontent and emergency needy cases	2,000,000.00
		Bursary Secondary	Address appeals, imbalances, discontent and emergency needy cases	1,500,000.00

MIN 04/11/10/2019 - AUDITORS REPORT (FY 2017-2018)

The Fund Manager tabled the Auditors Report for the financial year 2017/2018 as conducted on the fund by the Office of the Auditor General that made findings on areas that required strengthened internal controls and recommendations applicable to improve on proper management of the fund.

Amongst other findings, the report recommended a review on the compensation of office employees noting that some applicable allowances on their salary scales had not been fully implemented thus resulting into under-remuneration of the office staff.

The committee approved the recommendations of the auditors report and advised the implementation with immediate effect starting the month of September 2019.

The committee also noted that the terms of employment for the driver, MUSA HAJI BODOLE - IDNO.8297928 and Staff Employment No.NGCDF0182019009, Salary scale - Job Group F - kshs.16,890 x 680 - 17,570 x 700 - 18,270 x 780 - 19,050 x 800 - 19,850 x 950 - 20,800 per month whose effective employment date was September 1st, 2019 should also be regularized to take into effect the recommendations of the audit report.

The approved Office Staff monthly payroll starting September 2019 was as follows;

Job	Staff Num	Name	ID Num	Basic Salary	House Allowance	Hardship Allowance	Extraneous Duty Allowance	Gross Salary
Driver	NGCDF0182019009	MUSA HAJI BODOLE	8297928	16,890	3,200	5,700	4,000	29,790

Records Management Officer	NGCDF0182018008	MADONNAH NAMWETE MADUBI	29374574	17,527	3,200	5,700	0.00	26,427
Security Officer	NGCDF0182018007	ALI CHARERO DIMA	5954732	13,280	2,375	3,300	0.00	18,955
Security Officer	NGCDF0182018006	HUSSEIN DADA GALOLE	21584934	13,280	2,375	3,300	0.00	18,955
Records Management Officer	NGCDF0182018005	ALGI KUNU MOHAMED	27796953	17,527	3,200	5,700	0.00	26,427
Office Secretary	NGCDF0182018004	HADIJA KUNO GORICHA	31012344	17,527	3,200	5,700	0.00	26,427
Accounts Clerk	NGCDF0182018003	ELISHA LUGWE MASHUD	31848896	20,289	4,000	6,600	0.00	30,889
Support Staff	NGCDF0182018002	MADINA MOHAMED GUYO	30967538	17,527	3,200	5,700	0.00	26,427

Total monthly payroll - kshs.212,937.00

MIN 05/11/10/2019 - PREPARATION OF PROJECT PROPOSAL BUDGET FY 2019/2020

The chairman tabled a NG-CDF Board circular ref.NG-CDFB/CEO/BOARD CIRCULARS VOL.II (014) - PREPARATION AND ONLINE SUBMISSION OF CONSTITUENCY PROJECT PROPOSALS FOR THE 2019/2020 FINANCIAL YEAR, dated September 24th 2019 that was informing the committee of FY 2019/2020 Budget allocation of kshs.137,367,724.14 thus requiring the NG-CDF Committee to prepare and forward to the NG-CDF Board a Project Proposal Budget for approval and funding on or before October 31st 2019 in accordance with provisions of the NG-CDF Act, 2015 (as amended in 2016)

The Fund manager went ahead to table the statutory ceilings as a guide to the committee towards allocation of projects as captured below;

S/NO	PROJECT NAME	NATURE OF PROJECT	STATUS	AMOUNT
1.	Administration	To cater for administrative expenses and recurrent expenditure	On-going	8,242,063.14
2.	Monitoring & Evaluation and Capacity Building	To cater for continuous monitoring and capacity building for NG-CDFC operatives	On-going	4,121,031.72
3.	Emergency	To provide funds for unforeseen	New	7,198,241.28

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		emergencies.		
4.	Sports	To provide funds for promotion of sport and sports education activities.	New	2,700,000.00
5.	Environment	To provide funds for environmental conservation and rehabilitation	New	2,700,000.00
6.	Bursary & Social programs		On-going	48,000,000.00
				72,961,336.14
7.	Projects			64,406,388.00
	TOTAL			137,367,724.14

The committee deliberated the various needs of the constituency and guided by the relevant provisions of the laws, strategic plan, circulars and reports from the ward meetings proposed the following projects for funding;

ADMINISTRATION (6%)

Project Name	Project Number	Activity	Amount	STATUS
Employees Salaries	4-004-018-2110000-100-2019/2020-001	Payment of staff salaries and gratuity	3,000,000.00	On going
Goods and Services	4-004-018-2210000-100-2019/2020-002	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea et cetera	3,142,063.14	On going
NSSF	4-004-018-2120101-100-2019/2020-003	Payment of NSSF Deductions	100,000.00	On going
Committee Expenses	4-004-018-2210802-100-2019/2020-004	Payment of Committee sitting allowances, transport, conferences	2,000,000.00	On going
TOTAL			8,242,063.14	

MONITORING (3%)

Project Name	Project Number	Activity	Amount	STATUS
Committee Expenses	4-004-018-2210802-111-2019/2020-001	Payment of Committee sitting allowances, transport, conferences	2,000,000.00	On going
NG-CDFC, PMC & Staff Capacity Building	4-004-018-2210700-111-2019/2020-002	Undertake Training of the PMCs, NG-CDFCs and Office Staff on CDF Related issues	2,121,031.72	On going
TOTAL			4,121,031.72	

EMERGENCY (5%)

Project Name	Project Code	Project Activity	Amount Allocated	STATUS
Emergency	4-004-018-2640200-101-2019/2020-001	To cater for any unforeseen occurrences in the constituency during the financial year	7,198,241.28	On going
Total			7,198,241.28	

BURSARY AND SOCIAL SECURITY PROGRAMS

Project Name	Project Code	Project Activity	Amount Allocated	STATUS
Secondary Schools	4-004-018-2640101-103-2019/2020-001	Cater for bright and needy students in secondary schools	15,000,000.00	On going
Tertiary Institutions	4-004-018-2640102-103-2019/2020-002	Cater for bright and needy students in tertiary institutions	15,000,000.00	On going
TOTAL			30,000,000.00	

PRIMARY SCHOOLS

Project Name	Project Code	Project Activity	Amount Allocated	Status
Lailoni Primary School	4-004-018-2630204-104-2019/2020-001	Construction of 2no classrooms to completion	3,000,000.00	New
		Purchase of 15no wooden fabricated standard desks	60,000.00	New
Marafa Primary School	4-004-018-2630204-104-2019/2020-002	Construction of 2no classrooms to completion	3,000,000.00	New
		Purchase of 15no wooden fabricated standard desks	60,000.00	New
Shirikisho Primary School	4-004-018-2630204-104-2019/2020-003	Fencing of School compound (600 Metre Length perimeter fence – kshs.1,900,000.00) with concrete poles, barbed wire, chain link and metallic gate (kshs.100,000.00) to completion.	2,000,000.00	New
Onkolde Primary School	4-004-018-2630204-104-2019/2020-004	Completion of school compound fence with concrete poles – kshs.500,000, barbed wire – kshs.100,000, chain link – kshs.300,000 and metallic gate – kshs.100,000 to completion	1,000,000.00	On-going
Kibokoni Primary School	4-004-018-2630204-104-2019/2020-005	Renovation of 3no. Classrooms (roof replacement – kshs.600,000, flooring –	2,000,000.00	New

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		kshs.300,000, plastering – kshs.300,000, fitting of doors and windows – kshs.200,000, and painting-kshs.100,000)		
Maua Primary School	4-004-018-2630204-104-2019/2020-006	Renovation of 2no. Classrooms (roof replacement – kshs.400,000, flooring – kshs.100,000, plastering – kshs.200,000, fitting of doors and windows – kshs.200,000, and painting-kshs.100,000)	1,000,000.00	New
Assa Primary School	4-004-018-2630204-104-2019/2020-007	Renovation of 3no. Classrooms (roof replacement – kshs.600,000, flooring – kshs.200,000, plastering – kshs.400,000, fitting of doors and windows – kshs.200,000, and painting-kshs.100,000)	1,500,000.00	New
		Purchase of 10no wooden fabricated standard desks	40,000.00	New
Galili Primary School	4-004-018-2630204-104-2019/2020-008	Renovation of 2no. Classrooms (roof replacement – kshs.400,000, flooring – kshs.200,000, plastering – kshs.200,000, fitting of doors and windows – kshs.100,000, and painting-kshs.100,000)	1,000,000.00	On-going
		Renovation of offices and staffroom (roof replacement – kshs.200,000, flooring – kshs.100,000, plastering – kshs.100,000, fitting of doors and windows – kshs.50,000, and painting-kshs.50,000)	500,000.00	On-going
Rikefa Primary School	4-004-018-2630204-104-2019/2020-009	Purchase of 20no wooden fabricated standard desks	80,000.00	New
Idd Primary School	4-004-018-2630204-104-2019/2020-010	Renovation of 2no. Classrooms (roof replacement – kshs.400,000, flooring – kshs.200,000, plastering – kshs.200,000, fitting of doors and windows – kshs.100,000, and painting-kshs.100,000)	1,000,000.00	New
		Purchase of 10no wooden fabricated standard desks	40,000.00	New
Odoganda Primary	4-004-018-2630204-104-2019/2020-011	Renovation of 2no. Classrooms (roof replacement	1,000,000.00	New

School		- kshs.400,000, flooring – kshs.200,000, plastering – kshs.200,000, fitting of doors and windows – kshs.100,000, and painting-kshs.100,000)		
Imani Primary School	4-004-018-2630204-104-2019/2020-012	Renovation of 7no. Classrooms (roof replacement – kshs.1,500,000, flooring – kshs.500,000, plastering – kshs.800,000, fitting of doors and windows – kshs.400,000, and painting – kshs.300,000)	3,500,000.00	New
		Fencing of School compound (600 Metre Length perimeter fence – kshs.1,900,000.00) with concrete poles, barbed wire, chain link and metallic gate (kshs.100,000.00) to completion.	2,000,000.00	New
		Construction of 3door single compartment pit-latrine	500,000.00	New
		Purchase of 20no wooden fabricated standard desks	80,000.00	New
Nduru Primary School	4-004-018-2630204-104-2019/2020-013	Completion of kitchen (flooring – kshs.150,000, plastering – kshs.150,000, fitting of doors and windows – kshs.100,000, painting – kshs.100,000)	500,000.00	New
Garsen Primary School	4-004-018-2630204-104-2019/2020-014	Renovation of 2no. Classrooms (roof replacement – kshs.400,000, flooring – kshs.100,000, plastering – kshs.200,000, fitting of doors and windows – kshs.200,000, and painting-kshs.100,000	1,000,000.00	On going
		Fencing of School compound (900 Metre Length perimeter fence – kshs.2,900,000.00) with concrete poles, barbed wire, chain link and metallic gate (kshs.100,000.00) to completion.	3,000,000.00	New
Shauri Moyo Primary School	4-004-018-2630204-104-2019/2020-015	Purchase of 20no wooden fabricated standard desks	80,000.00	New

Onwardei Primary School	4-004-018-2630204-104-2019/2020-016	Fencing of School compound (600 Metre Length perimeter fence – kshs.1,900,000.00) with concrete poles, barbed wire, chain link and metallic gate (kshs.100,000.00) to completion.	2,000,000.00	New
Ngumu Primary School	4-004-018-2630204-104-2019/2020-017	Fencing of School compound (600 Metre Length perimeter fence – kshs.1,900,000.00) with concrete poles, barbed wire, chain link and metallic gate (kshs.100,000.00) to completion.	2,000,000.00	New
Bura Kofira Primary School	4-004-018-2630204-104-2019/2020-018	Renovation of 2no. Classrooms (roof replacement – kshs.400,000, flooring – kshs.100,000, plastering – kshs.200,000, fitting of doors and windows – kshs.200,000, and painting-kshs.100,000	1,000,000.00	New
Kilembwani Primary Sch	4-004-018-2630204-104-2019/2020-019	Fencing of School compound (600 Metre Length perimeter fence – kshs.1,900,000.00) with concrete poles, barbed wire, chain link and metallic gate (kshs.100,000.00) to completion.	2,000,000.00	New
Tulu Primary School	4-004-018-2630204-104-2019/2020-020	Construction of 2no classrooms to completion	3,000,000.00	New
		Purchase of 20no wooden fabricated standard desks	80,000.00	New
Sheli Primary School	4-004-018-2630204-104-2019/2020-021	Purchase of 15no wooden fabricated standard desks	60,000.00	New
Furaha Primary School	4-004-018-2630204-104-2019/2020-022	Construction of 48 bed Dormitory to completion	3,200,000.00	New
		Construction of 2 pit-latrines each of 3doors single compartment	1,000,000.00	New
Miticharaka Primary School	4-004-018-2630204-104-2019/2020-023	Construction of 2no classrooms to completion	3,000,000.00	New
		Purchase of 20no wooden fabricated standard desks	80,000.00	New
Katsangani Primary School	4-004-018-2630204-104-2019/2020-024	Purchase of 10no wooden fabricated standard desks	40,000.00	New

Ongonyo Primary School	4-004-018-2630204-104-2019/2020-025	Purchase of 10no wooden fabricated standard desks	40,000.00	New
Maderte Primary School	4-004-018-2630204-104-2019/2020-026	Purchase of 15no wooden fabricated standard desks	60,000.00	New
Total			44,500,000.00	

SECONDARY SCHOOLS

Project Name	Project Code	Project Activity	Amount Allocated	Status
Gadeni Secondary School	4-004-018-2630205-104-2019/2020-001	Purchase of 51 sitter school bus under the government negotiated contract terms with authorised dealers	6,500,000.00	New
Hashaka Secondary School	4-004-018-2630205-104-2019/2020-002	Construction of 2no classrooms to completion	3,000,000.00	New
		Completion of school compound fence with concrete poles – kshs.200,000, barbed wire – kshs.100,000, chain link – kshs.100,000 and metallic gate – kshs.100,000 to completion	500,000.00	On-going
		Purchase of 90 pieces wooden fabricated standard Lockers and Chairs	540,000.00	New
Kipao Secondary School	4-004-018-2630205-104-2019/2020-003	Construction of 1no. Classroom to completion	1,500,000.00	New
		Completion of school compound fence with concrete poles – kshs.200,000, barbed wire – kshs.100,000, chain link – kshs.100,000 and metallic gate – kshs.100,000 to completion	500,000.00	On-going
		Purchase of 60 pieces wooden fabricated standard Lockers and Chairs	360,000.00	New
Mapunga Secondary School	4-004-018-2630205-104-2018/2019-004	Fencing of School compound (600 Metre Length perimeter fence – kshs.1,900,000.00) with concrete poles, barbed wire, chain link and metallic gate (kshs.100,000.00) to completion.	2,000,000.00	New
Dalu Secondary	4-004-018-2630205-104-2019/2020-005	Construction of 2no classrooms to completion	3,000,000.00	New

School				
Oda Secondary School	4-004-018-2630205-104-2019/2020-006	Purchase of 51 sitter school bus under the government negotiated contract terms with authorised dealers	6,500,000.00	New
Kipini Girls Secondary School	4-004-018-2630204-104-2019/2020-007	Construction of 2no classrooms to completion	3,000,000.00	New
Marifano Secondary School	4-004-018-2630204-104-2019/2020-008	Fencing of School compound (600 Metre Length perimeter fence – kshs.1,900,000.00) with concrete poles, barbed wire, chain link and metallic gate (kshs.100,000.00) to completion.	2,000,000.00	New
Hurara Secondary School	4-004-018-2630204-104-2019/2020-009	Purchase of 50 pieces wooden fabricated standard Lockers and Chairs	300,000.00	New
Total			29,700,000.00	

ENVIRONMENT (2%)

Project Name	Project Code	Project Activity	Amount Allocated	Status
Shaurimoyo Primary School	4-04-018-2640510-110-2019/2020-001	Construction of single compartment two door pit-latrines to completion	300,000	New
Garsen AP Station	4-04-018-2640507-113-2019/2020-002	Construction of three pit-latrines each of single compartment with two doors to completion	900,000	New
Gadeni Secondary School	4-04-018-2640510-110-2019/2020-003	Construction of Sanitation Block to completion	1,500,000	New
TOTAL			2,700,000.00	

SPORTS (2%)

Project Name	Project Code	Project Activity	Amount Allocated	Status
Garsen Constituency Sports Tournament	4-04-018-2640508-112-2019/2020-001	To carry out Sports Tournaments and award winning teams with trophies, balls and uniforms	2,700,000.00	New
Total			2,700,000.00	

SECURITY

Project Name	Project Number	Activity	Amount Allocated	Status
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Kone AP Post	4-04-018-2640507-113-2019/2020-001	Construction of a single compartment two door pit-latrines – kshs.300,000 and Fencing of station compound (500 Metre Length perimeter fence – kshs.1,606,388.00) with concrete poles, barbed wire, chain link and metallic gate (shs.100,000) to completion	2,006,388.00	New
		Construction of station office building with cells and armoury	3,000,000.00	New
Tana Delta Sub-county Deputy County Commissioner's Residence	4-04-018-2640507-113-2019/2020-002	Construction of an official residential quarters for Tana Delta Sub-county Deputy County Commissioner	3,200,000.00	New
Total			8,206,388.00	


MIN 06/11/10/2019 - ANY OTHER BUSINESS (A.O.B)


Members were informed of an NGCDF Board letter dated August 4th 2017 that had demanded an explanation on an alleged misuse of tractors bought by Garsen CDF in the parliamentary term – 2003 to 2013 that were under the management of Chara Farmers and Kilelengwani Farmers respectively. Committee members privy with information on the status of the tractors reported that the assets are in vandalized state currently as the Farmers Associations managing them had failed to maintain them accordingly.

It was resolved that the tractors be towed from their current locations back to the NGCDF Garsen Offices compound as soon as the office is in a position to facilitate the towing expenses.

Members again reiterated their earlier resolution of bench marking trip by December 2019

There being no other business for deliberation, the meeting adjourned at 1411 hours with a word of prayer by Rashid Athman Dhadho

Minutes taken by Secretary  Date 15th /10/2019

Minutes confirmed by Chairman  Date 15th Oct. 19