



**NG-CDF**

**National Government Constituencies Development Fund**  
**Keiyo North Constituency**  
**Next to KWS Offices,**  
**P.O BOX 640-30700 Iten.**

Cell: 0713-070-115

Email: [cdfkeiyonorth@ng-cdf.go.ke](mailto:cdfkeiyonorth@ng-cdf.go.ke) | Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke)

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**MINUTES OF NG-CDFC MEETING HELD ON MAY 12<sup>TH</sup>, 2021 AT NG-CDF BOARDROOM**

**MEMBERS PRESENT**

- |                     |              |
|---------------------|--------------|
| 1. MILCAH SUGUT     | FUND MANAGER |
| 2. KENNETH CHEROP   | SECRETARY    |
| 3. MAUREEN KEROR    | MEMBER       |
| 4. EVELYNE CHELAL   | MEMBER       |
| 5. DUNCAN KIMAIYO   | MEMBER       |
| 6. TEREZA KIYENG    | MEMBER       |
| 7. JOHN K. CHIRCHIR | MEMBER       |
| 8. PENATETA KWAMBAI | MEMBER       |

**ABSENT WITH APOLOGY**

-PROF.PAUL TARUS- CHAIRMAN

-JULIUS MAIYO- DCC KEIYO NORTH

**IN ATTENDANCE**

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**AGENDA**

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising
4. Approval of fund disbursement
5. Audit report
6. Clerk of works
7. Status of project implementation and Monitoring & Evaluation
8. Update of bursary applications and vetting program
9. Review of strategic plan
10. Emergencies
11. Reallocations

#### **MIN 1/05/2021: PRELIMINARIES**

The meeting started at 11.20am with a word of prayer from Maureen Keror.

The FAM welcomed the members to the meeting and noted that the Chairman had not arrived and there was quorum, she proposed that a session chair be appointed to chair the meeting. The members unanimously appointed Mr. Duncan Kimaiyo as the session chair.

The agenda was read and adopted after being proposed by Tereza Kiyeng and seconded by Penateta Kwambai.

#### **MIN 2/05/2021: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the previous meeting was read and confirmed as true deliberations of that day by Maureen Kerror and seconded by Evelyne Chelal.

#### **MIN 3/05/2021: MATTERS ARISING**

Kapmworiem Electricity Project- the FAM to the PMC and the area Chief for a meeting in her office in a week's time to discuss and finalize on the reallocation of the electricity funds still lying in the PMC account.

All funds received from the board have been disbursed to the PMC accounts and the PMCs are at various stages in project implementation.

Kapkesum Secondary School project-the subcommittee overseeing the St.Alphonsus Girls Sec.Sch. CSR project to visit the school and have a meeting with the PMCs to sort out issues raised by the PMC chairman on the project implementation.

#### **MIN 4/05/2021: APPROVAL OF FUND DISBURSEMENTS**

The FAM informed the members that the board disbursed another Ksh.25m since the last disbursement and are available for release to projects. The committee to prioritize the projects to be funded. She reported that the board has so far released 50% of this financial year's allocation and subsequent disbursement will be on requisition which will be subject to having less than Ksh.10M in the constituency account. She informed the members to put that into considerations while prioritizing the allocation to projects.

The committee after deliberations, and in considerations of the Fund Managers' advice, allocated the funds to the following projects and approved its release to PMC accounts as soon as possible.

The committee approved to disburse the funds received amounting to Kshs.25,000,000 to projects as per the attached list.

### **MIN 5/05/2021: AUDIT REPORT**

FAM informed the members that she had received the Audit report from the external Auditors from the Auditor General. The report gave a Qualified Opinion.

The manager highlighted the key audit matters which included;

1. Unpresented cheques which are mainly bursary cheques
2. Acknowledgement receipts for bursaries disbursed to tertiary institutions
3. Bank reconciliations of PMC accounts
4. Non labelling of 3 projects among sampled projects

The committee after deliberations resolved to take the PMCs though some of the issues raised during the next PMC training for their necessary action to avoid repetition of the same audit queries. On Bursary acknowledgement, the FAM in consultation with her colleagues to come up with a workable system of disbursing bursaries which ensures acknowledgement receipts are received. The beneficiary students to also be engaged to ensure they collect receipts from their colleges.

The FAM informed the members that she has responded to all the issues and is awaiting the audit certificate from the office of the Auditor General. The members thanked the FAM for the good work which earned the constituency a good rating during the audit and urged her to keep it up.

### **MIN 6/05/2021: CLERK OF WORKS**

The FAM informed the members that the clerk of works Mr. Robert Korir resigned as per his employment contract for greener pastures and has handed over after serving the one month notice.

She informed the members that she requested the public works officer Mr. Langat who has been supporting NGCDF projects to step in as the recruitment process continues.

The works officer will be requested in writing to assist in taking up the responsibilities of the clerk of works until the new clerk of works is recruited. The committee approved to pay him meal allowances according to the rates provided by the public service commission.

The committee after deliberations approved the recruitment of a Clerk of Works and the process to start immediately having been considered that the notice for vacancy was declared on 5<sup>th</sup> May 2021.

The committee further approved the payment of his gratuity as per his employment contract.

The committee went ahead and nominated the following to shortlist the applicants to be interviewed:-

- Fund Account Manager
- Human Resource Officer from Keiyo North Sub county
- Public Works Officer
- Maureen Keror
- Duncan Kimaiyo

The interviews will be conducted by the committee and to be attended by the HR officer from the sub county and a public Works Officer.

**MIN 7/05/2021:- STATUS OF PROJECT IMPLEMENTATION AND MONITORING & EVALUATION**

**St.Alphonsus Mutei Girls- CSR project**

The subcommittee visited the project to kick off its implementation. The CSR project delayed as the NGCDF board was still in consultation on varying it to a storey as per the school request. The request could not be considered as it could lead to varying the contract above the recommended 25% of the contract sum.

The subcommittee advised the contractor to apply for time extension of 75 day which has since lapses from the contract date so that they will be within the contract period.

The subcommittee advised the PMC to strictly supervise the project as the contractor is not cooperative as witnessed in other projects in the constituency.

**ACCs office Tambach KSh.600, 000/-**

The project was allocated Ksh. 600,000/= for renovation. The scope of works included re-roofing, plastering and re-flooring. The project is uneconomical to renovate as per the recommendation from the public works.

The Fund Manager to schedule a meeting with the PMC the way forward.

**OCS Office Tambach**

Project implementation ongoing, at the foundation slap. Poor workmanship noted and the PMC complained of the contractor for poor workmanship, waste of materials and non-cooperative.

FAM to schedule a site meeting with the contractor, PMC and the project manager.

### **Msekekwa Primary School renovation**

The project funded in FY 2020/2021, the activity in the code list was indicated renovation of 6 classrooms instead of 3 classrooms. The committee ratified the error to reflect the intended scope of works which is renovation of 3 classrooms-Re roofing.

### **School buses**

Iten Day and Chebonet Secondary Schools were each allocated KSh.7M for purchase of 51 seater school buses. Currently Isuzu East Africa has phased out the old model and the new model costs higher by Kshs.452, 250 according to the government contract.

The committee resolved to top up the funds for the buses before the new prices are adopted in the new contract.

### **Monitoring & Evaluation exercise**

The Fund manager informed the members that several projects are at different stages of implementation and that the committee needs to conduct a monitoring exercise of these projects.

The committee after deliberations mandated the M & e subcommittee to plan for an M & E exercise to start on 20<sup>th</sup> May for 5 days.

### **MIN 8/05/2021:- UPDATE OF BURSARY APPLICATION AND VETTING PROGRAM**

FAM reported that so far a total of 1,400 applications for bursaries from those in colleges and universities have been received. She further informed the members that there's a lot of pressure from the community in her office and that of the MP on when the bursaries will be disbursed. She proposed that the committee needs to plan for the vetting exercise to identify the needy beneficiaries in readiness for disbursement in the next allocation.

The committee mandated the Bursary subcommittee to plan for the vetting exercise and the FAM to issue a notice for the applications dateline as 31<sup>st</sup> May, 2021 and vetting to start immediately.

### **MIN 9/05/2021: REVIEW OF STRATEGIC PLAN.**

The committee deliberated on the need to review the strategic plan being one of the performance target for FY 2020/2021.

The committee resolved to conduct a workshop with the objective of review the strategic plan and the status of the performance contract targets.

The participants to include the committee, staff and the steering committee. A sub -committee was constituted with the following members;

Fund Account Manager, Kenneth Cherop, Duncan Kimaiyo John Chirchir and Teresa Kiyeng.

Their role will be to plan on the budget and logistics which include procuring of services and facilitation of the participants.

#### **MIN 10/05/2021:- EMERGENCY REQUESTS**

1. St. Peters Kimuron Secondary School- request for Ksh.700, 000/- emergency funds to construct modern toilets at the school.

Committee recommends to be considered as a project in the next project prioritization since it did not qualify as an emergency.

2. St.Gabriel Kapchelal Sec. School- request for VIP toilets for teachers at the school.

Committee recommends M & E committee to visit the school to ascertain the request as it's not clearly documented.

3. Kenya Police GSU Camp Rimoi- request for funds to construct 2 door pit latrine each for men and women and 2 door bath rooms for both men and women officers at the camp. The existing facilities collapsed during the heavy rains. Request approved and allocated Kshs, 400,000.

4. KMTCC Iten Campus- request for funds to construct 4 classrooms to accommodate the huge student population currently studying in tents. Request is a project and to be considered in the next project prioritization'

5. Kewapsos primary school- The school requested for additional funding to complete 4 door pit latrine, The project was allocated Kshs.150,000,however due to the nature of the soil and the water table the pit was excavated and built from the foundation level hence causing variation. In view of this the committee approved additional funding amounting to Kshs.100, 000

#### **MIN 11/05/2021:- REALLOCATIONS**

The Fund Account Manager reported that the emergency vote had unutilized funds amounting to Kshs. 4,973 198 for the financial year 2019/2020.

In view of this, the committee resolve to reallocate the funds since funds for the current year had been voted. In consideration of the needs and proposals made by the PMC's, the committee approved for reallocation to the to the following projects;

Name of the initial approved project	Financial year	Amount to be reallocated	Name of the new approved project, amount and activity
Emergency	2019/2020	4,972,500	<p>1.Tambach secondary school Kshs.1,500,000 Construction of 45 student capacity laboratory in co-funding with the school(foundation, slab and walling)</p> <p>The projects estimate is Kshs, 4,000,000.The school will co-fund Kshs.2,500,000</p>
			<p>2.St.Peter's Iten Day Secondary School Kshs. 452,250 Additional funding to purchase 46 seater Isuzu FSR 90N(new model) bus as per the government contract and specifications NO.SB/9/0079/19-21 Initially allocated Kshs.7, 000,000 for the model FRR33 but currently the model has been phased out based on the new government contract</p>
			<p>3.Chebonet Day Secondary School Kshs. 452,250 Additional funding to purchase 46 seater Isuzu FSR 90N new model) bus as per the government contract and specifications NO.SB/9/0079/19-21.  Initially allocated Kshs.7, 000,000 for the model FRR33 but currently the model has been phased out based on the new government contract</p>
			<p>4. St. Paul Muno secondary school Kshs.750,000 Completion of 40 student capacity laboratory- Tiling of floor and concrete tables, wiring, painting and glazing.  The project was initially allocated Kshs. 3, 000,000 but did not include installation.</p>
			<p>5. Iten Primary School Kshs.650,000 Construction of 800 student capacity septic tank –Kshs.600.000 and additional funding for toilet fittings for 2 door flash toilet-Kshs.50, 000. The project was allocated initially allocated Kshs.150, 000 to construct 2 door pit latrine but the committee approved for change of activity as per the request of the PMC.</p>
			<p>6.Chebonet primary school</p>

			<p>Kshs.350,000 Renovation of 3 classrooms –Re-roofing</p> <p>7. Kipsoen assistant chief's office Kshs.150,000 Completion of the assistant chief's office comprising of 3 rooms-Wiring-Ksh.50,000 and purchase of furniture(2 tables,1 executive chair and 10 visitor chairs) at Kshs100,000</p> <p>8.Mindililwo Special school Kshs.168,000 Completion of 10 door pit latrine-plastering, flooring, fitting of doors and painting. The project was initially allocated Kshs.400,000 in the current financial year and started in March 2021 but did not complete due to construction of the 10 door pit latrine was done separately for the i.e 4 door for boys,4 door for girls and 2 door for the teachers.</p> <p>9.Kabulwo secondary school Kshs.500,000 Completion of dormitory-painting and glazing The project was initially allocated 3,000,000 in the current financial year and started in March 2021 but did not complete due to the variation owing to the current inflation.</p>
Iten primary school Construction of 2 door pit latrine.	2020/2021	150,000	Construction of 2 door flash toilet to completion (with one door being accessible and user friendly to PWDs)

### Adjournment

The meeting ended with a word of prayer from Penateta Kwambai at 1530 hrs

Minutes prepared by

Name : Kenneth Cherop

Designation: Secretary

Sign: 

Date:....2/6/2021

Confirmed for circulation

Name 

Designation *Session chair*

Sign 

Date.....2/6/2021





