



NG-CDF BOARD

National Government Constituencies Development Fund Board  
Ronald Ngala Primary School: NG-CDF office  
P.O Box 43258-80100  
Mombasa, Kenya  
Cell: 0722305811  
Email: [cdfmvita@ngcdf.go.ke](mailto:cdfmvita@ngcdf.go.ke)

OUR REF:NG-CDF BOARD/PROPOSAL/2024/2025/001

DATE: 08<sup>TH</sup> NOVEMBER 2024

The CEO,  
NG-CDF BOARD,  
P.O BOX 46682-00100,  
NAIROBI

Dear Sir,

**REF: NG-CDF MVITA CONSTITUENCY PROPOSAL FY 2024/2025**

In reference to the above mentioned subject, please find the following attached documents for the financial Year 2024/2025

- I. Duly signed minutes
- II. Signed schedules
- III. Ward report
- IV. Quotation of 20KW Grid Tied Pv system solar panels
- V. Quotation of 15KW Grid Tied Pv system solar panels

Thanking you for your continuous support and consideration.

Yours Faithfully,

FATMA M. ABUBAKAR

Fund Account Manager-NG CDF MVITA

MINUTES OF THE MEETING OF MVITA NG-CDFC HELD ON 4<sup>TH</sup> NOVEMBER 2024 AT THE NG-CDF OFFICE BOARDROOM AT 2.00PM

**MEMBERS PRESENT**

- |                        |             |
|------------------------|-------------|
| 1. ALI BAFUNDI ALI     | - CHAIRMAN  |
| 2. SERAH MAINGI        | - SECRETARY |
| 3. AHMED MAHMOUD       | -DCC        |
| 4. FATMA ABUBAKAR      | -FAM        |
| 5. HASSAN HIRSI        | -Member     |
| 6. ANN NYAMBURA        | -Member     |
| 7. KHADIJA ABDULREHMAN | -Member     |
| 8. RAWEH SHAMSAN       | -Member     |
| 9. RUTH AKINYI         | -Member     |

**IN ATTENDANCE**

Leonida Atieno - language interpreter

**AGENDA**

1. Preliminaries
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 1/NG-CDFC/11/2024/2025: PRELIMINARIES

The chair called the meeting to order at 2.30pm and requested Mr Raweh Shamsan to offer a word of prayer. The Chairman welcomed all members and thanked them for being punctual.

MIN 2/ NG-CDFC/11/2024/2025: ADOPTION OF 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 Khadija Kassim and seconded by Ann Nyambura


MIN 3/ NG-CDFC/11/2024/2025: DECLARATION OF INTEREST

The members were invited to declare any interest in the agenda of the day. There being no conflict of interest, the meeting commenced.

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1 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman  Date 19<sup>th</sup> NOVEMBER 2024

Secretary  Date 19<sup>th</sup> NOVEMBER 2024

MIN 4/ NG-CDFC/05/2024/2025: READING AND CONFIRMATION OF PREVIOUS MINUTES

The Secretary took the members through the Minutes of the previous meeting held on 11<sup>th</sup> October, 2024. The minutes were confirmed as a true copy of the previous meeting by Khadija Kassim and seconded by Ann Nyambura

MIN 5/ NG-CDFC/05/2024/2025: MATTERS ARISING

There were no matters arising from the previous Minutes.

MIN 6/ NG-CDFC/05/2024/2025: PROJECT PROPOSALS FOR FINANCIAL YEAR 2024/2025

The Fund manager brought to the attention of members the provisions of the Board's circular Ref No: NG-CDFB/CEO/NG-CDF CIRCULARS/VOL III (001) dated 22<sup>nd</sup> October 2024 on the preparation and submission of constituency project proposals for 2024/2025 financial year. She informed members that the constituency had been allocated a total of Kshs. 179,441,954.47 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. Consideration of ongoing projects
3. Funding of social security Programmed and Social Support Programmed
4. Procurement of NG-CDFC Motor vehicle

**a. Deliberation on the Ward Report**

The Chair tabled to members the ward report from ward meetings that were conducted between 15<sup>th</sup> October and 24<sup>th</sup> October 2024. From the report, the communities were guided on types of projects approved for funding under the NG-CDF Act amended in 2023 and the basis of consideration of projects which included the amount allocated to the constituency, constituency's strategic plan, and the National Government guiding policies. Each ward came up with between 9 and 12 projects within the education and security sectors as captured in the ward report (annex 3). Summary of the projects considered from the ward report per ward is as detailed below;

No	Project Name	Proposed activities	Ward	Estimated Amount
1.	Star of the Sea primary school	Proposed construction of 4NO classrooms and stairs with a strong foundation (storey building) from the ground with roof slab for future extension	OLD TOWN	15,097,209.57
2.	St. Augustine preparatory school	Proposed construction of 3NO classrooms and stairs with a strong foundation (storey building) from the ground with roof slab for future extension	TUDOR	10,590,816.20
3.	Serani Primary school	Renovation of 10 classrooms block fixing of ceiling boards, flooring, painting both internal and external, electrical and roofing Proposed Cabro paving 757 square metre of	OLD TOWN	8,805,940.00

2 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman ..... Date 19<sup>th</sup> NOVEMBER 2024

Secretary ..... Date 19<sup>th</sup> Nov

	school	grounds			
4.	Bahari school	Primary	Renovation of the 13no classrooms block, office and staffroom flooring, painting both internal and external, balustrading, electrical and roofing	TUDOR	9,514,840.00
5.	Bahari school	Primary	Proposed Cabro paving 810 square metre of school grounds and Equipping of laboratory	TUDOR	4,189,818.00
6.	Makupa school	Primary	Renovation of the staffroom and 23no toilets. With one cubicle to cater to Persons With Disabilities painting, repair of plumbing and drainage works and terrazzo to floor .	GANJONI SHIMANZI	3,821,805.00
7.	kaloleni school	primary	Renovation of 16no toilets with one cubicle to cater to Persons With Disabilities painting, repair of plumbing and drainage works and terrazzo to floor.	TONONOKA	2,452,975.00

### b. Ongoing Projects

The manager tabled a summary of the Monitoring report that captures the status of all the projects and summary of the ongoing report that was submitted to the Board earlier. From the report, 2 projects were reported as ongoing. The manager reminded members that funding of ongoing projects takes precedence and must be done within three financial years since inception of the project. The NG-CDFC decided to fund the ongoing projects as per the table that follows:

3 | NG CDFC MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman  Date .....

Secretary  Date .....

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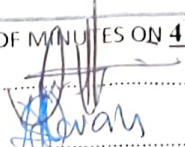
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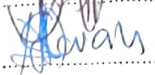
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1 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman .....  ..... Date 19/11/2024

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2 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman ..... Date 19/11/2024  
Secretary ..... Date 19/11/2024

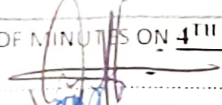
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			TONONOKA	

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NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman  Date 19/11/2024

Secretary  Date 19/11/2024

The tabled list of ongoing projects amounting to Kshs.11,000,000 after deliberation by the committee is as tabulated below

No	Name of the Project	Year(s) Funded	Pending activities	Estimated Cost	Previous allocation(s)	Amount required to complete	Amount allocated in 2024/25	Remarks
1.	Central Girls Primary School	2023-2024	Construction of access ramp	14,216,333	10,012,185	4,204,148	4,204,148	Funding to complete the project
2.	Mbaraki police station	2023-2024	Extra works for construction of Sub County Police Commander's office with storey foundation and a slab roof, armory, report office (reception), conference room, general offices (open work station), 4 door flushable toilets to completion (1. SUBSTRUCTURE WORKS: Extra Excavation and earthworks, Extra Concrete works, Extra Walling and ring beam 2. SUPERSTRUCTURE: Installation of window and painted, Installation of doors and painted, Finishes Plumbing and drainage works, Electrical works Prime costs and provisional sums)	14,000,000	11,000,000	3,000,000	2,833,535	Funding to complete the project

1 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024  
 Chairman:  Date: 19/11/2024  
 Secretary:  Date: 19/11/2024

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c. Funding of Social Security Programme and Social Support Programme

The NG-CDFC members discussed the wind up of the NHIF fund and the impact it would have on the community at large within the constituency. The members opted to register 834 vulnerable families in the SHA under SHIF as per the guidelines that will be provided by the authority. The members set aside Kshs.3,000,000 in the proposal for provision of social security to the vulnerable families.

d. Procurement of NG-CDFC Motor vehicle

The NG-CDFC was informed that the procurement for the NG-CDFC Vehicle had been initiated and is currently underway.

e. Provision of Gymnasium equipment

The NG-CDFC deliberated on the equipment needed by Technical University of Mombasa for promoting the mental and physical health component. Members resolved to fund this project so that the student's mental and physical health is considered.

f. Infrastructure for Junior Secondary School (JSS)

The manager tabled to members a report by the ministry of education on the need to fund junior secondary school especially construction of Grade 8/9 classrooms. As per the ministry of education, the below schools required additional classrooms

SCHOOL	GRADE 8 ENROLLMENT	CLASSROOMS
BAHARI	96	2
FAHARI	61	1
MAKANDE	56	1
R.G NGALA	55	1
TUDOR	36	1
SUBTOTAL		6

1 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman ..... Date 19/11/2024

Secretary ..... Date 19/11/2024

The committee deliberated on the above matter and after consideration of the availability of funds and other needy projects, it finally agreed to consider funding the school and the remaining to be considered in the subsequent financial years.

SCHOOL	GRADE 8 ENROLLMENT	CLASSROOMS
STAR OF THE SEA	160	4
ST AUGUSTINE	156	3
SERANI PRIMARY	28	10(Renovation)
BAHARI PREPARATORY	115	14(Renovation)
SUBTOTAL		31

### 9. 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.

2 | NG CDF MINUTES ON **4<sup>TH</sup> NOVEMBER 2024**

Chairman ..... Date 19/11/2024

Secretary ..... Date 19/11/2024

**PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**FINANCIAL YEAR 2024/2025**

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	<b>ADMINISTRATION AND RECURRENT EXPENDITURE</b>				<b>10,736,822.34</b>	
	Contractual employees	Payment of 11 NGCDFC staff Basic salaries for	2,947,500		2,947,500	New
	Gratuity-contractual employees	Payment of gratuity for 11 NGCDFC staff	1,096,470		1,096,470	New
	NSSF	Employer contribution to NSSF for 11 NGCDFC staff	225,468		225,468	New
	Commuter Allowance	Payment of commuter allowance for 11 NGCDF staff	480,000		480,000	New
	House allowance	Payment of House allowances for 11 NGCDFC staff	909,480		909,480	New
	Housing Levy	Payment of Housing Levy for 11 NGCDF staff	63,189		63,189	New
	Casual labour and Internship	Payment of staff Basic Wages for 2 casuals and 1 intern	225,000		225,000	New

**1 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024**

Chairman ..... Date 19/11/2024 .....

Secretary ..... Date 19/11/2024 .....

FUND  
Current Status

**PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

FINANCIAL YEAR 2024/2025

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Sanitary and cleaning materials and services	Purchase of sanitary cleaning materials and services	20,000		20,000	New
	Catering Services (receptions),	Payment of catering Services (receptions), Food and Drinks	100,000		100,000	New
	Internet Charges	Payment of internet services	40,000		40000	New
	Courier and Postal Services	Payment of Courier and Postal Services	30,000		30000	New
	Electricity	Payment of Electricity charges	300,000		300000	New
	General Office Supplies	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	1,151,715.34		1151715.34	New
	Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	50,000		50000	New
	Other Fuels	Payment of other fuels (wood, charcoal, cooking gas expenses)	20,000		20000	New

2 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman ..... Date 19/11/2024 .....

Secretary ..... Date 19/11/2024 .....

**PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**FINANCIAL YEAR 2024/2025**

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Publishing and Printing Services	Payment of Publishing and Printing Services	350,000		350000	New
	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	200,000		200000	New
	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	180,000		180000	New
	Bank service commission and charges	Payment of Bank service commission and charges	50,000		50000	New
	NGCDFC allowance	Payment of NGCDFC allowance charges	1,128,000		1128000	New
	Refined fuels and lubricants	Payment of refined fuels and lubricants for GK vehicle	150,000		150000	New
	motor vehicle insurance	Payment of motor vehicle insurance for GK vehicle (yet to be purchased)	400,000		400000	New
	Motor cycle insurance	Payment of motor cycle insurance for	100,000		100,000	NEW

3 | NGCDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman ..... Date 19/11/2024

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**PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**FINANCIAL YEAR 2024/2025**

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Daily subsistence allowance	Payment of Daily subsistence allowance to NG-CDFC Staff, FAM and other National Government officers on training	37,556.64		37556.64	New
	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	350,000		350000	New
	Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services for NG-CDFC, staff and PMC training	150,000		150000	New
	Daily subsistence allowance on Benchmarking	Payment of Daily subsistence allowance to NG-CDFC Staff, FAM and other National Government officers on Benchmarking	1,429,129		1429129	New
	Travel Allowance on training	Payment of Travel Allowance of NG-CDFC Staff, FAM and National Government officers on training	527,500		527500	New

5 | NG CDF MINUTES ON **4<sup>TH</sup> NOVEMBER 2024**

Chairman ..... Date 19/11/2024

Secretary ..... Date 19/11/2024

**PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**FINANCIAL YEAR 2024/2025**

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	<b>EDUCATION BURSARY AND SOCIAL SECURITY PROGRAM</b>					
	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	37,078,815.58		71,578,815.58	New
	Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions and driving schools	30,000,000		30,000,000	New
	Bursary Special Institutions	Payment of bursary to needy students in special Institutions	1,500,000		1500000	New
	NG-CDFC Social Security Programmes (S.H.I.F)	Provision of annual medical insurance cover for Mvita (specify the number) vulnerable families including Orphans and Vulnerable Children (OVCs), poor older persons, Persons with Disabilities (PWDs) and destitute families in partnership with SHA as shall be identified within the Constituency.	3,000,000		3000000	New

6 NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

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19/11/2024

Secretary

Date

19/11/2024



**PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**FINANCIAL YEAR 2024/2025**

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	<b>EMERGENCY RESERVE</b>					
	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	9,444,313.39		9,444,313.39	
	<b>CLIMATE CHANGE MITIGATION AND ADAPTATION ACTIVITIES</b>					
	<b>NGCDF OFFICE</b>					
		Installation of 20kW Grid Tied Pv system solar panels	1,708,440.00		1,708,440.00	
	<b>MAJENGO PRIMARY</b>					
		Installation of 15kW Grid Tied Pv System solar panels	1,160,121.75		1,160,121.75	New

7 | NGCDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

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PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

FINANCIAL YEAR 2024/2025

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
<b>PRIMARY SCHOOL PROJECTS</b>						
	Star of the Sea primary school	Construction to completion of 4 classrooms on the ground floor of a single storey building with a slab and stair case to the first floor	14,332,209.57		14,332,209.57	New
	St. Augustine preparatory school	Construction to completion of 3 classrooms on the ground floor of a single storey building with a slab and stair case to the first floor	10,590,816.20		10,590,816.2	New
	Serani Primary school	Proposed Renovation to completion of 9 classrooms block and 1 office; demolition, floor finishes(terrazzo), painting both internal and external, installation of new ceiling, roofing and electrical	5,160,890.00		5,160,890.00	New

8 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

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	Serani Primary school	Proposed cabro paving 757 square metres and storm water drainage of junior secondary school assembly grounds	3,465,050.00		3,465,050.00	
	Bahari Primary school	Proposed Renovation to completion of 13 classrooms block, accountant's office and staffroom; flooring, painting both internal and external, balustrading, electrical and roofing	9,514,840.00		9,514,840.00	New
	Bahari Primary school	Proposed Cabro paving 810 square metre of school assembly grounds	2,951,200.00		2,951,200.00	New

9 NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

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	Bahari Primary school	Equipping of laboratory by gas pipping, plumbing and drainage installation works	1,193,618.00		1,193,618.00	
	Makupa Primary school	Renovation to completion of the staffroom and 23 door toilets. With one cubicle to cater to Persons with Disabilities; painting, repair of plumbing and drainage works, door, windows and terrazzo to floor.	3,821,805.00		3,821,805.00	New
	Kaloleni primary school	Renovation to completion of 16 door toilets With one cubicle to cater to Persons with Disabilities; painting, repair of plumbing and drainage works, door, windows and terrazzo to floor	2,075,475.00		2,452,975	New
	Kaa Chonjo Primary School	Purchase of 50 laboratory stools each Kshs.5.000	250,000.00		250,000	New

10 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

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FINANCIAL YEAR 2024/2025

S.No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Star of the Sea primary school	Purchase of 90 lockers and chairs each Kshs.10,000	900,000.00		900,000	New
	St. Augustine preparatory school	Purchase of 90 lockers and chairs each Kshs.10,000	900,000.00		900,000	New
	Central Girls Primary School	Purchase of 80 lockers and chairs each Kshs.10,000	800,000.00		800,000	New
	Tom Mboya Primary School	Purchase of 50 lockers and chairs each Kshs.10,000	500,000.00		500,000	New
	Spark primary School	Purchase of 90 lockers and chairs each Kshs.10,000	900,000.00		900,000	New
	Central Girls Primary School	Construction of access ramp to completion on junior secondary school classroom block	4,510,245		4,510,245	
	SECONDARY SCHOOL PROJECTS					

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Chairman

Secretary

Date 19/11/2024

Date 19/11/2024

## FINANCIAL YEAR 2024/2025

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Sharif Nassir Girls Secondary	Purchase of 20 computer work stations each Kshs.10,000 ,20 desktop computers ( 8GB RAM, 256 SSD, 2.1ghz Processor) each Kshs.90,000 , 300 Plastic chairs each Kshs.1,200 , 30 banquet chairs each Kshs.6,000 , 55" Flat smart TV Kshs.80,000 for the school computer laboratory	2,620,000.00		2,620,000	New
<b>TERTIARY INSTITUTION PROJECT</b>						
	Technical University of Mombasa	Purchase of Gymnasium Equipment; Treadmill each Kshs.435,165, stationary bike each kshs.95,200, elliptical trainer each Kshs 109,200, rowing machine each Kshs 212,464, spine bike each Kshs 91,000, dumbbells each Kshs 532,000, barbells each Kshs 10,179, 2 kettle bells each Kshs 9180, adjustable bench each Kshs118,800, flat bench each	3,000,000.00		3,000,000	New

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Chairman ..... Date 19/11/2024 .....

Secretary ..... Date 19/11/2024 .....

**PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**FINANCIAL YEAR 2024/2025**

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
		Kshs 112,000, leg press each Kshs 341,040, cable cross over each Kshs 400,400, 5 weightlifting gloves each Kshs 3780, 5wrist wraps each Kshs 3132, 4 foam rollers each Kshs 5,508, push up steam each Kshs 277,200, Olympic barbells rack and plates each Kshs 190,400				
	Shimanzi Chief's Office	Construction to completion of a chief's office Kshs.2,657,818 and 2 door toilets one for person with disability Kshs.1,480,574	4,138,392.00		4,138,392	New
	Mvita Sub-County Accountant Office	Renovation to completion of the District Accountant office comprising of the DA office, audit office, votebook office, hall, secretary office, reception area, district cashier office and supply management office.	2,000,000.00		2,000,000	New

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Chairman ..... Date 19/11/2024

Secretary ..... Date 19/11/2024

**PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**FINANCIAL YEAR 2024/2025**

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
		Painting, flooring, ceiling and electrical work				
	Mbaraki Police Station	Purchase of 2 desktop computers (CORE i3 8GB RAM, 256 GB SSD) each Kshs.100,000, 2 Printer/scanner/copier each Kshs.90,000	380,000.00		380,000	New
	Mbaraki Police Station	Extra works for construction of Sub County Police Commander's office with storey foundation and a slab roof, armory, report office (reception), conference room, general offices (open work station), 4 door flushable toilets to completion	2,833,535.00		2,833,535	Ongoing

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Chairman ..... Date 19/11/2024 .....

Secretary ..... Date 19/11/2024 .....



**PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**FINANCIAL YEAR 2024/2025**

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	<b>OTHERS</b>					
	Mvita NG-CDF Office	Purchase of 100 bouquet chairs each Kshs.6,000 Purchase of 15 executive conference chairs kshs.30,000 Purchase of 1 desktop computers (CORE i5 8GB RAM, 512 GB SSD) @Kshs. 180,000, 2.4Metre table each kshs.124,000	1,479,000		1,479,000	New
	Mvita NG-CDF Office (ICT HUB)	Purchase of Conference table each kshs 87,954 ,10 executive conference chair each kshs.30,000 ,4 executive chairs each kshs35,000 ,4 executive tables each kshs.55,000 ,8 visitors chair each Ksh30,000 ,4 metallic cabinet each Kshs35,000	1,127,954.00		1,127,954	New

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Chairman ..... Date 19/11/2024

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**PROJECT PROPOSALS FOR MVITA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**FINANCIAL YEAR 2024/2025**

S/No.	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
			179,441,954.47		82,313,591.52	
					179,441,954.47	

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

Members were informed of the conclusion of the days agenda and requested to submit any other business not included in the day's agenda. There was no A.O.B reported.

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

The meeting was adjourned at 4:pm with a word of prayer from Ann Nyambura.

**Budget on administration and recurrent expenditure**

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Chairman ..... Date 19/11/2024 .....

Secretary ..... Date 19/11/2024 .....

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
Basic salary	Accountant Assistant	CSG 11	1	38,270	38,270	382,700	
	Clerk of Works/Works Assistant	CSG 11	1	38,270	38,270	382,700	
	Information Communication Technology Assistant	CSG 12	1	31,270	31,270	312,700	
	Records Management Assistant	CSG 12	1	31,270	31,270	312,700	
	Project clerk	CSG 12	1	23,310	23,310	233,100	
	Front Office/ Receptionist	CSG 13	1	31,270	31,270	312,700	
	Driver	CSG 13	1	30,170	30,170	301,700	
	Office Assistant	CSG 14	1	22,500	22,500	225,000	
	Security Officers	CSG 14	2	17,570	35,140	351,400	
	cleaner	CSG	1				
		14		13,280		132,800	
House Allowance	Accountant Assistant	CSG 11	1	12800	12800	153,600	
	Clerk of Works/Works Assistant	CSG 11	1	12800	12800	153,600	


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Chairman ..... Date 19/11/2024

Secretary ..... Date 19/11/2024

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Information Communication Technology Assistant	CSG 12	1	7500	7500	90,000	
	Records Management Assistant	CSG 12	1	7500	7500	90,000	
	Project clerk	CSG 12	1	4500	4500	54,000	
	Front Office/ Receptionist	CSG 13	1	7500	7500	90,000	
	Driver	CSG 13	1	7500	7500	90,000	
	Office Assistant	CSG 14	1	4500	4500	54,000	
	Security Officers	CSG 14	2	3730	3730	89520	
	cleaner		1	3730	7,460	44,760	
Sub-Total						3,856,980	
Transport Allowances	Accountant Assistant	CSG 11	1	4000	4000	48,000	
	Clerk of Works/Works Assistant	CSG 11	1	4000	4000	48,000	
	Information Communication Technology Assistant	CSG 12	1	4000	4000	48,000	

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Chairman  Date 19/11/2024

Secretary  Date 19/11/2024

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Records Management Assistant	CSG 12	1	4000	4000	48,000	
	Project clerk	CSG 12	1	4000	4000	48,000	
	Front Office/ Receptionist	CSG 13	1	4000	4000	48,000	
	Driver	CSG 13	1	4000	4000	48,000	
	Office Assistant	CSG 14	1	3000	3000	36,000	
	Cleaner		1	3000	3000	36,000	
	Security Officers	CSG 14	1	3000	6000	72,000	
	<b>Sub-Total</b>					<b>480,000</b>	
	Payment of Staff Gratuity (31% of basic salary)	CSG 11	1	11864	11864	142,364.40	
	Clerk of Works/Works Assistant	CSG 11	1	11864	11864	142,364.40	
	Information Communication Technology Assistant	CSG 12	1	9694	9694	116,324.40	


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Chairman  Date 19/11/2024

Secretary  Date 19/11/2024

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa) Staff Responsibility
	Records Management Assistant	CSG 12	1	9694	9694	116,324.40
	Project clerk	CSG 12	1	7226	7226	86,713.20
	Front Office/ Receptionist	CSG 13	1	9694	9694	116,324.40
	Driver	CSG 13	1	9353	9353	112,232.40
	Office Assistant	CSG 14	1	6975	6975	83,700
	Security Officers	CSG 14	2	5447	10893	130,720.80
	cleaner		1	4117	4117	49,401.60
<b>Sub-Total</b>			<b>11</b>			<b>864,379.20</b>
Employer's contribution towards affordable housing	Accountant Assistant	CSG 11	1	808	808	9697
	Clerk of Works/Works Assistant	CSG 11	1	808	808	9697
	Information Communication Technology Assistant	CSG 12	1	625	625	7501
	Records Management Assistant	CSG 12	1	625	625	7501

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Chairman  Date 19/11/2024

Secretary  Date 19/11/2024

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Project clerk	CSG 12	1	465	465	5580	
	Front Office/ Receptionist	CSG 13	1	465	465	5580	
	Driver	CSG 13	1	625	625	7501	
	Office Assistant	CSG 14	1	376	376	4513	
	Security Officers	CSG 14	1	729	729	8748	
	Cleaner		1	199	199	2390	
	<b>Sub- Total</b>					<b>62,708</b>	
Employer's contribution towards NSSF	Accountant Assistant	CSG 11	1	2160	2160	25920	
	Clerk of Works/Works Assistant	CSG 11	1	2160	2160	25920	
	Information Communication Technology Assistant	CSG 12	1	2160	2160	25920	
	Records Management Assistant	CSG 12	1	2160	2160	25920	
	Project clerk	CSG 12	1	2049	2049	24588	

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Chairman ..... Date 19/11/2024

Secretary ..... Date 19/11/2024

Responsibility

Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Front Office/ Receptionist	CSG 13	1	2160	2160	25920	
	Driver	CSG 13	1	2160	2160	25920	
	Office Assistant	CSG 14	1	1860	1860	22320	
	Security Officers	CSG 14	2	1164	2916	34992	
	cleaner		1	1164	1164	13968	
	<b>Sub- Total</b>					<b>251,388</b>	
Employee's contribution towards SHIF	Accountant Assistant	CSG 11	1	1482	1482	17784	
	Clerk of Works/Works Assistant	CSG 11	1	1482	1482	17784	
	Information Communication Technology Assistant	CSG 12	1	1146	1146	13752	
	Records Management Assistant	CSG 12	1	1146	1146	13752	
	Project clerk	CSG 12	1	940	940	11280	

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Chairman ..... Date 19/11/2024

Secretary ..... Date 19/11/2024



Item	Description	Scale	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibility
	Front Office/ Receptionist	CSG 13	1	1146	1146	13752	
	Driver	CSG 13	1	1146	1146	13752	
	Office Assistant	CSG 14	1	853	853	10236	
	Security Officers	CSG 14	2	1338	1338	16056	
	cleaner		1	534	534	6408	
	<b>Sub- Total</b>					<b>192,236</b>	

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	Months	Quantity	Amount
Casual accounts	5	1	30,000
Casual Security	3	1	10,000
Intern	3	1	45,000
<b>Sub- Total</b>			<b>225,000</b>

23 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman .....

Date .....

Secretary .....

Date .....

Item	Description	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)
NG-CDF Office					
Committee Expenses					
Payment of allowances	NG-CDFC Members	8	5000	40,000	480,000
	NG-CDFC Chair	1	7000	7000	84,000
	Other National Government Officers				
	NG-CDFC Staff				
Sub-Total					
TOTAL					

Budget for Monitoring and Evaluation/Capacity Building

24 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024

Chairman ..... Date 19/11/2024 .....

Secretary ..... Date 19/11/2024 .....


Item	Description	Number	Rate (Kshs.)	Total Amount (Pm)	Total Amount (Pa)
<b>NG-CDF Office</b>					
<b>Committee Expenses</b>					
Payment of allowances	NG-CDFC Members	8	5000	40000	480,000
	NG-CDFC Chair	1	7000	7000	84,000
	Other National Government Officers				
	NG-CDFC Staff				
Sub-Total					
<b>TOTAL</b>					

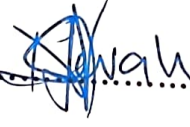
25 | NG CDF MINUTES ON 4<sup>TH</sup> NOVEMBER 2024


Chairman ..... Date 19/11/2024


Secretary ..... Date 19/11/2024

**CONFIRMED BY:**

CHAIRMAN..........DATE: 19/11/2024

SECRETARY..........DATE: 19/11/2024

Chairman..........Date 19/11/2024

Secretary..........Date 19/11/2024