

**NG-CDF LAMU WEST**

**National Government Constituencies Development Fund  
Lamu West Constituency  
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Lamu**

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**MINUTES OF LAMU WEST NG-CDFC MEETING HELD ON 06/09/2021 AT  
LAMU WEST CONSTITUENCY – MOKOWE NG-CDFC BOADROOM**

**MEMBERS PRESENT**

- |                     |                              |
|---------------------|------------------------------|
| 1. Geoffrey Charo - | Chairperson                  |
| 2. Julia Njuguna -  | Secretary                    |
| 3. Javan Lewela-    | Fund Account Manager         |
| 4. Michael Yattor-  | DCC Lamu West Sub- County    |
| 5. Charles Kitheka- | DCC Lamu Central Sub- County |
| 6. Ezekiel Jared-   | Member                       |
| 7. Christine Muli-  | Member                       |
| 8. Mary Mburu-      | Member                       |
| 9. Twalib Shakuwe-  | Member                       |
| 10. James Kimemia-  | Member                       |
| 11. Mary Mwaihaki-  | Member                       |

**AGENDA**

1. Reading of the Previous Meeting Minutes
2. Adaption of Ward Consultative Report- 2021/2022 to 2022/2023
3. Project Re- allocation FY 2020/21 and 2018/19
4. Project Proposal 2021/2022 Financial Year

**Preliminaries**

The meeting was called to order at 8.15am with a word of prayer from Javan Mwandawiro.


**1. MIN/LW/NG/CDF/06/09/2021/006- Reading of the Previous Meeting Minutes**

The Secretary read through the minutes of the previous meeting and was seconded by Mary Mburu.

**2. MIN/LW/NG/CDF/06/09/2021/007- Adaption of Ward Consultative Report- 2021/2022 to 2022/2023**

After reading out the report and deliberating on it, members picked the needy projects for implementation and agreed to adopt the Ward Consultative Report for public participation exercise conducted from 28<sup>th</sup> September, 2021 to 06<sup>th</sup> September, 2021. The Ward consultative report is for project proposals falling under financial years 2021/2022 to 2022/2023.

**3. MIN/LW/NG/CDF/06/09/2021/008- Project Re- allocation FY 2020/21 and 2018/19**

Existing Project Name	Project Activities	AMOUNT (KSHS)	New Project Name	Project Activities	AMOUNT (KSHS)
					





Existing Project Name	Project Activities	AMOUNT (KSHS)	New Project Name	Project Activities	AMOUNT (KSHS)
Budhei Junction Primary School	FY 2020/2021: Construction to Completion of 4No. New Classrooms @ Kshs. 1,200,000 per classrooms	4,800,000.00	Maisha Masha Secondary School	FY 2020/2021: Construction to Completion of 3No. New Classrooms @ Kshs. 1,200,000 per classrooms  Purchase of School and Office Furniture @ Kshs. 1,200,000.00 (90 Lockers & Chairs @ Kshs. 10,500, 15 Teachers' Chairs @ Kshs. 6,500/-, 5 Teachers' Tables @ Kshs. 25,000 and 1 Documents Cabinet @ Kshs. 32,500.00)	4,800,000.00

The following concerns and observation were made during the meeting:

- i) School located at the border of Lamu West and Ijara sub- counties where security is rife;
- ii) There's extensive and numerous security check points, inspection and prolonged movement protocol in accessing the project location by the Kenya Defense Force and General Service Unit personnel. While project is located in the midst of Boni Forest, monitoring of the project will be a tall order;
- iii) There has been cases of a disappearance of a contractors working in the same vicinity, increase on attacks by unknown terror groups on contractors' vehicles, increased terror warnings and alerts given by security intelligence, and attack of construction workers by unknown terror group.

Having noted the above, members thought it wise to avoid loss of Government money by implementing the project at this time. It was resolved that the project will be re-allocated to Maisha Masha Secondary School as detailed in the table above. However, if and when the security is restored at the place, members will still implement the project for the benefit of the communities based around Boni Forest.

NG-CDF Lamu West Boat	Purchase office fibre body- boat with 100HP engine and overhead canopy with seats  	3,500,000.00		NG- CDFC Office: Construction to completion of NG-CDF Office Extension (Expansion of FAM Office with Files Store (Internally fixed wooden shelves), Internal	3,500,000.00
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Existing Project Name	Project Activities	AMOUNT (KSHS)	New Project Name	Project Activities	AMOUNT (KSHS)
				Flash Toilet and Boardroom/Community Meeting Room, replacement of Floor tiles in FAM's office and Reception)	

**Note:**

1. The project has taken too long to be implemented due to political influence and exaggerated expectations thus the value for money isn't achieved;
2. The cost of maintaining the Boat will be too high and therefore overstretch the administration budget;
3. The usage will be exposed to missuse by the community leading to shortened life span of the Boat. This has been observed from other Governments departments.
4. Most of our projects are implemented at the Main Land side of the Constituency. Therefore, NG-CDFC do not find the need to buy the Boat.

Therefore, members found it wise to re- allocated the project to the expansion of NG- CDFC Office. The Current Boardroom will be allocated to ICT Hub Room and thus the need for the expansion. Additionally, NG- CDFC suggested to have a store for safe custody of files. Currently we do not have a safe and orderly store for all files.

**4. MIN/LW/NG/CDF/06/09/2021/009- Project Proposal 2021/2022 Financial Year**

With regard to NGCDF Board Circular REF: NG-CDFB/CEO/BOARD CIRCULARS Vol. II (030), Dated 26<sup>th</sup> August, 2021: "CALL FOR SUBMISSION OF CONSTITUENCY PROJECT PROPOSALS FOR EACH CONSTITUENCY FOR THE 2021/2022 FINACIAL YEAR", Lamu West National Government Constituencies Development Fund Committee has proposed the following projects for approval and subsequent implementation as guided by all related circulars, NG- CDF Act 2015, Strategic Plan 2017-2022, Big Four Agenda, Performance Contracting for FY 2021/2022 and the Ward Consultative Report Adopted in minute MIN/LW/NG/CDF/06/09/2021/007.

Additionally, the projects proposal aims to achieve the post COVID- 19 pandemic which has affected largely the education sector, the economic development and social life. The project proposal has aimed at increasing the number of classrooms to support struggling academic institutions in meeting the required social distance guidelines provided by the Ministry of Health.

The Summary Proposal for Financial Year 2021/2022 is as follows:

Administration and Recurrent Costs of NG- CDFC	6%	8,225,332.00
Monitoring and Evaluation	3%	4,112,666.00
Emergency Reserves	5%	7,192,207.00
Sports Activity	2%	2,741,777.00
Environmental Activity	2%	2,700,000.00
Bursary	29%	40,402,897.00
Primary School	26%	36,100,000.00
Secondary School	22%	30,800,000.00
Security Project	4%	4,814,000.00
<b>Total Proposal Amount</b>	<b>100%</b>	<b>137,088,879.00</b>

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Members agreed to implement the following projects:

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD						
PROJECT GFS CODELIST FOR LAMU WEST NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND						
FINANCIAL YEAR 2021/2022						
S/N O	Project Name	Project activity	WARD	Original Cost	Allocation/ Approved Amount (Kshs.)	Status
ADMINISTRATION AND RECCURENT EXPENDITURE						
1	Employees' Salaries	Monthly Staff Salaries for 10 staff members (Monthly Salary of Kshs. 194,217*12 Months)	Constituency	2,330,604.00	2,330,604.00	On-Going
2	Staff Service Gratuity	Service Gratuity for 6 staff members @15% on Basic salary (Monthly Gratuity @ Kshs 20,633*17 Months to November 2022)	Constituency	350,761.00	350,761.00	On-Going
3	PAYE	Monthly PAYE Deductions (Monthly PAYE @8,239*12 Months)	Constituency	98,868.00	98,868.00	On-Going
4	NSSF	Monthly NSSF Deductions (Monthly Contribution @4,400*12 Months)	Constituency	52,800.00	52,800.00	On-Going
5	NHIF	Monthly NHIF Deductions (Monthly Contribution @8,100*12 Months)	Constituency	97,200.00	97,200.00	On-Going
6	Goods and Services	Constituency running expenses: Cost of Developing/Reviewing a service charter, advertisements, publications & public awareness, office utility bills, towing of 10 Old Tractors, stationery, motor vehicle operating costs, legal services, website operation cost, asset tagging, risk management, comprehensive insurance for motor vehicles, postage expenses, travelling and accommodation	Constituency	4,167,099.00	4,167,099.00	On-Going



7	Committee Expenses	NG- CDF Committee sitting Allowances (2 Meetings per months@ Kshs. 47,000*24 Meetings)	Constituency	1,128,000.00	1,128,000.00	On-Going
<b>MONITORY &amp; EVALUATION</b>						
8	Goods and Services	Constituency running expenses: Publications & Public Awareness, stationery, travelling and accommodation	Constituency	350,000.00	350,000.00	On-Going
9	Committee Expenses	NGCDFC Other Committee meeting allowances (Monitoring & Evaluation and Training Allowances)	Constituency	850,000.00	850,000.00	On-Going
10	NG-CDFC/PMC Capacity Building	Undertake PMCs, Staff and NGCDFC Training, Public Participation Forums, Public Awareness Forums and Barazas, Participation in Local Radio Stations, Monitoring and Evaluation, and Youth and PWD Training on Crosscutting issues.	Constituency	2,912,666.00	2,912,666.00	On-Going
<b>EMERGENCY</b>						
11	Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	Constituency	7,192,207.00	7,192,207.00	New
<b>SPORTS</b>						
12	Lake Kenyatta Primary School	Rehabilitation of Sports Pitches: Site Clearance, laying marram and leveling of Football Pitch (Standard pitch- 105 by 68 metres), Site Clearance, laying marram, laying paving slabs and borders and leveling of Volleyball Pitch (Standard pitch- 18 meters by 9 meters) and Site Clearance, laying marram, laying paving slabs and borders and leveling of Basket Ball Pitch (Standard pitch-	Constituency	2,741,777.00	2,741,777.00	New

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		28 by 15 meters) @ Kshs.2,300,000.00				
		Purchase of Football Posts and nets, Volleyball posts and nets, Basketball Rims and Nets. @ Kshs.441,777.00				
	ENVIRONMEN T					
13	Umoja Primary School	Construction to completion of 1No. Block 3-Door Pit Latrine with 1-Door designed for learners with special needs (PWD).  Activities include: Digging Latrine hole, Construction of pit hole, slabbing, walling, roofing and finishes.	Bahari	900,000.00	900,000.00	New
14	Tewe Primary School	Construction to completion of 1No. Block 2-Door Pit Latrine designed for both learners with special needs (PWD) and without special needs.  Activities include: Digging Latrine hole, Construction of pit hole, slabbing, walling, roofing and finishes.	Hongwe	600,000.00	600,000.00	New
15	Kangaja Primary School	Construction to completion of 1No. Block 2-Door Pit Latrine designed for both learners with special needs (PWD) and without special needs.  Activities include: Digging Latrine hole, Construction of pit hole, slabbing, walling, roofing and finishes.	Bahari	600,000.00	600,000.00	New




16	Manda Primary School	Construction to completion of 1No. Block 2-Door Pit Latrine designed for both leaners with special needs (PWD) and without special needs.  Activities include: Digging Latrine hole, Construction of pit hole, slabbing, walling, roofing and finishes.	Shella/Manda	600,000.00	600,000.00	New
<b>BURSARY</b>						
17	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	Constituency	19,700,000.00	19,700,000.00	New
18	Bursary Special Schools	Payment of bursary to needy students in special schools	Constituency	1,200,000.00	1,200,000.00	New
19	Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions	Constituency	19,502,897.00	19,502,897.00	New
<b>PRIMARY SCHOOLS</b>						
20	Witu Primary School	Construction of 3 classrooms to completion.	Witu	3,600,000.00	3,600,000.00	New
21	Kakate Primary School	Construction of 2 classrooms to completion.	Witu	2,400,000.00	2,400,000.00	New
22	Maleli Primary School	Construction of 2 classrooms to completion.	Witu	2,400,000.00	2,400,000.00	New
23	Jericho Primary School	Construction of 2 classrooms to completion.	Witu	2,400,000.00	2,400,000.00	New
24	Mikinduni Primary School	Construction of 3 classrooms to completion.	Hongwe	3,600,000.00	3,600,000.00	New
25	Ungu Primary School	Construction of 2 classrooms to completion.	Hindi	2,400,000.00	2,400,000.00	New
26	Kilimani Primary School	Construction of 2 classrooms to completion.	Hindi	2,400,000.00	2,400,000.00	New
27	Mkunguni Primary School	Construction of 2 classrooms to completion.	Hindi	2,400,000.00	2,400,000.00	New
28	Didewaride Primary School	Renovation to completion of a 1 classroom and 24 Teachers' Capacity Administration Office with a staffroom,	Witu	1,000,000.00	1,000,000.00	New



		deputy head teacher's office and head teacher's office (flooring, plastering, painting, roofing, fixing broken windows & doors, Veranda and electrical works).				
29	Koreni Primary School	Renovation to completion of a 8 classrooms and 24 Teachers' Capacity Administration Office with a staffroom, deputy head teacher's office and head teacher's office (flooring, plastering, painting, roofing, fixing broken windows & doors, Veranda and electrical works).	Mkunu mbi	4,000,000.00	4,000,000.00	New
30	Roka Kibiboni Primary School	Renovation to completion of a 8 classrooms and 24 Teachers' Capacity Administration Office with a staffroom, deputy head teacher's office and head teacher's office (flooring, plastering, painting, roofing, fixing broken windows & doors, Veranda and electrical works).	Hindi	4,000,000.00	4,000,000.00	New
31	Soroko Primary School	Renovation to completion of a block of 4 classrooms (Painting, roofing and floor repairs).	Witu	1,500,000.00	1,500,000.00	New
31	Bahari Primary School	Renovation to completion of a 8 classrooms and 24 Teachers' Capacity Administration Office with a staffroom, deputy head teacher's office and head teacher's office (flooring, plastering, painting, roofing, fixing broken windows & doors,	Bahari	4,000,000.00	4,000,000.00	New

 Secretary







		Veranda and electrical works).				
SECONDARY SCHOOLS						
32	Manda Airport Secondary School	<p>Construction to completion of 1 No. Block of 40 students' capacity Laboratory (with preparation store, piping, drainage system and fume chamber) and, construction of an administration block comprising of 15 Teachers' capacity staff room, Principal's Office, Bursar Office, Secretary Office and waiting area.</p> <p>Note: The school requested in writing to have a Laboratory included and scale down on Administration.</p>	Shella/Manda	7,250,000.00	7,250,000.00	New
33	Coast Arid Secondary School	<p>Construction to completion of 1 No. Block of 40 students' capacity Laboratory (with preparation store, piping, drainage system and fume chamber) and, construction of an administration block comprising of 15 Teachers' capacity staff room, Principal's Office, Bursar Office, Secretary Office and waiting area.</p> <p>Note: The school requested in writing to have a Laboratory included and scale down on Administration.</p>	Witu	7,250,000.00	7,250,000.00	New
34	Lake Kenyatta Secondary School	<p>Construction of an Administration Block consisting of Principal's Office, Deputy Principal's Office, Staffroom, Accounts Office,</p>	Bahari	6,500,000.00	6,500,000.00	New

		Clerk's Office, Book Store and Waiting Veranda to completion				
35	Maisha Masha Secondary School	Construction to completion of 3No. Block 3-Door Pit Latrine with 1-Door designed for learners with special needs (PWD) @ Kshs. 1,800,000  Activities include: Digging Latrine hole, Construction of pit hole, slabbing, walling, roofing and finishes.	Witu	1,800,000.00	1,800,000.00	New
36	Hindi Secondary School	Construction to completion of 40 students' capacity, 1No. Laboratory (with preparation store, piping, drainage system and fume chamber) @ Kshs. 4,500,000.00.	Hindi	4,500,000.00	4,500,000.00	New
37	Mpeketoni Girls Secondary School	Purchase of School and Office Furniture @ Kshs. 874,000 (70 Lockers @ Kshs. 6,500 & Chairs @ Kshs. 4,000, 6 Teachers' Chairs @ Kshs. 6,500 and 4 Teachers' Tables @ Kshs. 25,000), Purchase of Laboratory Equipment @ Kshs. 500,000 (as per the attached schedule), Purchase of School Printer @ Kshs. 171,000 and Purchase of Dormitory Beds and Mattresses @ Kshs. 1,955,000 (80 pieces, 3x6 Double Decker Steel Beds @ Kshs. 18,500 and 190 pieces, 3x6 Mattresses @ Kshs. 2,500)  Note: Mpeketoni Girls Secondary School has a Twin Laboratory constructed using MoE	Bahari	3,500,000.00	3,500,000.00	New



		<p>Infrastructure Fund and therefore the need to equip it. Additionally, the school plans to utilize one wing of the tuition block to accommodate the School Administration and 2 temporary Dormitory of 200 Students Capacity.</p>				
SECURITY						
38	Kibaoni Police Station	<p>Electricity connection @ Kshs. 164,000 and Construction to completion of steel galvanized elevated water stand (to support 2,500 litres water tank) @ Kshs. 150,000.00</p>	Mkunu mbi	314,000.00	314,000.00	New
39	Hindi Police Station	<p>Construction to completion of 3 Acre perimeter chain link fence (374 Meters perimeter) @Kshs. 900,000 (Concrete pillars- 6ft intervals, Chain Link wire, hooks)</p> <p>Construction to completion of 1No. Block 2 Door Pit Latrine designed for both leaners with special needs (PWD) and without special needs. Activities include: Digging Latrine hole, Construction of pit hole, slabbing, walling, roofing and finishes @ Kshs. 600,000.00</p> <p>Construction to completion of additional Cells with Concrete Ceiling (Male Adults, Female Adults, 2 Juvenile Cells of Both Genders) @ Kshs. 1,600,000.00, Electricity Connection</p>	Hindi	3,500,000.00	3,500,000.00	New
						

		@ Kshs. 164,000 and Water Connection @ Kshs. 226,000.00				
40	Pangani Police Station	Additional funds for completion of 5 Acres perimeter (567 Meters perimeter) chain link fence (Additional Concrete Poles and Chain link wires- 1.5 Acres perimeter fence (189 Meters perimeter) @ Kshs.350,000 and a Gate @ Kshs. 650,000)  <i>The Public Works Officer advised additional funds to enable the construction to completion of a well reinforced fence for the Police Station, located at security threatened area. The fence was allocated Kshs. 1,000,000.00 in 2020/21 financial year.</i>	Witu	2,000,000.00	1,000,000.00	On-Going
	<b>TOTAL</b>			<b>138,088,879.00</b>	<b>137,088,879.00</b>	

There being no other business, the meeting ended at 5.30 pm with a word of prayer from Mary Mwhaki.

**MINUTES CONFIRMATION:**

Julia Njuguna      Designation    CDFC Secretary      Sign:  Date: 06/09/21

Geoffrey Charo      Designation    CDFC Chairperson      Sign:  Date: 06/09/21