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| ngcdf logo**NG-CDF KAPSERET** |  **National Government Constituencies Development Fund** **Kapseret Constituency,** **P.O Box 2449-30100,****Eldoret, Kenya.****Tel: …………… | Cell: 0786328173****Email**: cdfkapseret@ngcdf.go.ke | **Website:** [www.ngcdf.go.ke](http://www.ngcdf.go.ke) |

**MINUTES OF KAPSERET NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD ON 2ND NOVEMBER 2023 AT THE NG-CDF BOADROOM OUTSPAN.**

**MEMBERS PRESENT**

1. Sammy KipchumbaRutto - Chairman
2. Mathew K. Tanui -Fund Account Manager
3. Benter Atieno Ogot -Secretary
4. Caroline Jelimo Kemboi -Member
5. Susan Jeruto Murei -Member
6. Evans Manga -Member
7. John Opondo -Assistant County Commissioner 1
8. Hellen Jepkosgei Meresei -Member
9. Jasper Sammy Kurgat -Member
10. Edwin Kurgat -Member

**AGENDA**

1. Preliminaries.
2. Confirmation of previous minutes.
3. Matters arising.
4. List of ongoing projects for additional funding
5. Project proposal F/Y 2023/2024
6. Adjournment.

**MIN: 11/02/11/2023: PRELIMINARIES.**

The meeting started at 10.46 AM with a word of prayer from Susan Murei. The Chairman then welcomed the members to the meeting.

**MIN: 12/02/11/2023: CONFIRMATION OF PREVIOUS MINUTES.**

The previous minutes dated25th July 2023 were read by the secretary. The minutes were then proposed by Caroline Kemboi and seconded by Edwin Kurgat.

**MIN: 13/02/11/2023: MATTERS ARISING.**

The Chairman informed members that the procurement process of all the projects had been done except for three schools which the tender bidders did not meet the requirements and have been scheduled to be redone. The three schools are;

1. Ack AtureiPrimary School

2. Kosyin NgaraPrimary School

3. St.Josephs Primary School

The Chairman further informed members that there will be handing over of primary school projects to the contractors the coming week and the completed environment projects for water tanks. The tree planting was given to women group and is at the procurement stage.

He also thanked the members Evans Manga and Benter Ogot for visiting Kipkaren Road secondary school to encourage the form four students before they sit for their K.C.S.E exams.

**MIN: 14/02/11/2023: LIST OF ONGOING PROJECTS FOR ADDITIONAL FUNDING**

The members agreed that all ongoing projects will take precedence. The chairperson lead other members in going through the list of all the ongoing projects and after lengthy discussion the report was approved and adopted as follows;

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| **S/NO** | **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT** |
| 1 | Mwiruti Primary School | Additional funds for renovation of 12 classrooms to completion (changing of roof to pre-painted iron sheets to 4 classrooms, flooring of 4 classrooms, fixing of window and door panels to 4 classrooms , painting and labeling) | 1,400,000 |
| 2 | Megun Assistant Chief Office | Additional funding for the completion of a 5 roomed assistance chief's office; tiling of floor @ kshs. 400,000 and celing@ kshs. 600,000 | 1,000,000 |
| 3 | Kapseret NG-CDF Strategic Plan  | Additional funds to facilitate in preparation, facts collection designing, typesetting ,launching and printing of Kapseret Constituency Strategic plan for the period between 2022/2023-2027/2028 | 1,500,000 |

The Fund Account Manager was instructed to resubmit the list of ongoing projects to the NG-CDF Board to include the above projects since the earlier submitted list for the ongoing projects was a Nil report.

**MIN: 15/02/11/2023: PROJECT PROPOSAL F/Y 2023/2024**

The chairman informed the members that the allocation table for constituencies had been released and that the committee is required to budget for KSHS175,391,410 in the financial year 2023/2024.He then invited the Fund Account Manager to highlight a few issues regarding budgeting whereby he took members through the budget ceiling per item and emphasized that ongoing projects should be given the first priority.

The members discussed at length a list of some projects proposal which were not captured in the ward report but according to the members the projects are beneficial to the constituency. Members unanimously resolved to fund the following projects in which in their view cannot wait until the next open forum public meetings in every ward because of the urgent need and the importance of the projects. Members passed to include under listed projects in the project proposal for consideration by the NG-CDF Board.

The members agreed that funds from appropriation in aid (A.I.A) amounting to Kshs14,800 be utilized under bursary secondary school.

The Fund Account Manager further tabled before the members NG-CDF board circular dated 16th October 2023 reference no.NG-CDFB-CEO/MOE/VOL 1(046) on infrastructure development for Junior Secondary Schools. In the circular the NG-CDFC members are required to match a shilling to a shilling to enable the realization of the objective of the programme. Kapseret constituency has been allocated Kshs 6,746,883 by the ministry of education as a conditional grant under the matching fund.

After the consultation with the Sub-County director of education and the deputy county commissioner members approved the funds to be allocated to Kimalel Primary School (Junior Secondary School) to fund the construction of a single storey building of 12 .NO classrooms at Kshs 13,493,760 for Junior Secondary School section .The NG-CDFC has allocated Kshs 6,746,883 to the programme as a matching fund. The school has got the highest number of enrollment in the constituency at 365 students in Junior Secondary School. Nearly all the other schools with Junior Secondary School section within the constituency have got enough classrooms for junior secondary school.

**List of projects included in the project proposal but not in the ward report**

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| **S/NO** | **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT** |
| 1 | ST.Johns Kabongo Primary School | Construction to completion of 100 capacity girls dormitory | 4,000,000 |
| 2 | SDA Aturei Primary School | Renovation to completion of 4 classrooms (changing of roof to pre-painted iron sheets, floorstiling ; plastering of external walls, fascia board, painting and labelling). |  1,559,954  |
| 3 | Deb Mutwot Secondary School | Construction to completion of kitchen. |  2,300,000  |
| 4 | Gitwe Primary School | Levelling of one acre school field to completion | 1,000,000  |
| 5 | Langas Police Station | Renovation to completion of 15 officces (change of asbestos roofs - changing of roof to pre-painted iron sheets, installation of 4 steel cell doors, floors tiling and paving slab; plastering of external walls, fascia board painting and labeling ). | 3,650,000  |
| 6 | Wareng High School | Construction of a single storey building of 12no. Classrooms. Phase- 1~construction of 6 ground floor (slab, columns, walling and beams.) And first floor slab. | 10,000,000  |
| 7 | Songoliet Primary School | Purchase of 2 acre piece of land @ 2,000,000 per acre | 4,000,000  |

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| **KAPSERET NG-CDF PROJECT PROPOSAL FINANCIAL YEAR 2023/2024** |
| **Project Number** | **Project Name** | **Project Activity**  |  **Original Cost**  |  **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
| **ADMINISTRATION AND RECURRENT EXPENDITURE** |  |   |   |   |   |
|  **COMPENSATION OF EMPLOYEES**  |   |
| 4-027-145-2110201-100-2023-2024-1 | Contractual Employees | Payment of 8 staff Basic salaries |  1,737,720  |   |  1,737,720  | New |
| 4-027-145-2110202-100-2023-2024-2 | Casual Labour and Internship | Payment of staff 6 Basic Wages | 1,344,000  |   | 1,344,000  | New |
| 4-027-145-2110301-100-2023-2024-3 |  House Allowance  | Payment of House allowances to NGCDFC staff | 522,000  |   | 522,000  | New |
| 4-027-145-2110314-100-2023-2024-4 |  Transport Allowance  | Payment of Transport allowances to NGCDFC staff |  294,000  |   |  294,000  | New |
| 4-027-145-2110320-100-2023-2024-5 |  Leave Allowance  | Payment of Leave allowances to NGCDFC staff |  24,000  |   |  24,000  | New |
| 4-027-145-2120201-100-2023-2024-6 |  NSSF  | Employer contribution to NSSF |  129,600  |   |  129,600  | New |
| 4-027-145-2710102-100-2023-2024-7 |  Gratuity-Contractual Employees  | Payment of gratuity to NGCDFC staff |  550,151  |   |  550,151  | New |
|   |  Housing Levy  |  Employer Contribution to Housing Levy  |  96,000  |   |  96,000  | New |
| **SUB-TOTAL** |   |   |   |   |  **4,697,471**  |   |
|  **USE OF GOODS AND SERVICES**  |
|  4-027-145-2210101-100-2023-2024-1  |  Electricity  |  Payment of Electricity charges  |  60,000  |   |  60,000  | New |
|  4-027-145-2210201-100-2023-2024-2  |  Telephone, Telex, Facsmile and Mobile Phone Service  |  Payment of Telephone Expenses  |  288,000  |   |  288,000  | New |
|  4-027-145-2210202-100-2023-2024-3  |  Internet Connections  |  Payment of Internet Connections Expenses  |  69,588  |   |  69,588  | New |
|  4-027-145-2210203-100-2023-2024-4  |  Courier and Postal Services  |  Payment of Courier and Postal Services  |  400,000  |   |  400,000  | New |
|  4-027-145-2210301-100-2023-2024-5  |  Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.)  |  Payment of Travel Costs  |  75,000  |   |  75,000  | New |
|  4-027-145-2210302-100-2023-2024-6  |  Accommodation - Domestic Travel  |  Payment of Accommodation - Domestic Travel  |  300,000  |   |  300,000  | New |
|  4-027-145-2210303-100-2023-2024-7  |  Daily Subsistence Allowance  |  Payment of Daily Subsistence Allowance  |  200,000  |   |  200,000  | New |
|  4-027-145-2210502-100-2023-2024-8  |  Publishing and Printing Services  |  Payment of Publishing and Printing Services  |  100,000  |   |  100,000  | New |
|  4-027-145-2210504-100-2023-2024-9  |  Advertising, Awareness and Publicity Campaigns  |  Payment of Advertising, Awareness and Publicity Campaigns  |  200,000  |   |  200,000  | New |
|  4-027-145-2210801-100-2023-2024-10  |  Catering Services (Receptions), Accommodation, Gifts, Food and Drinks  |  Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks  |  441,446  |   |  441,446  | New |
|  4-027-145-2210802-100-2023-2024-11  |  Other Commitee Expenses  |  Payment of Other committee expenses  |  700,000  |   |  700,000  | New |
|  4-027-145-2210811-100-2023-2024-12  |  NGCDFC Allowance  |  Payment of NGCDFC allowances  |  1,248,000  |   |  1,248,000  | New |
|  4-027-145-2210904-100-2023-2024-13  | Motor Vehicle Insurance  |  Payment of Motor Vehicle Insurance  |  50,000  |   |  50,000  | New |
|  4-027-145-2211101-100-2023-2024-14  |  General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.)  |  Purchase of General Office Supplies (papers, pencils, forms, small office equipment)  |  993,980  |   |  993,980  | New |
|  4-027-145-2211103-100-2023-2024-15  |  Sanitary and Cleaning Materials, Supplies and Services  |  Payment of Sanitary and Cleaning Materials, Supplies and Services  |  50,000  |   |  50,000  | New |
|  4-027-145-2211201-100-2023-2024-16  |  Refined Fuels and Lubricants for Transport  |  Purchase of Refined Fuels and Lubricants for Transport  |  100,000  |   |  100,000  | New |
|  4-027-145-2211301-100-2023-2024-17  |  Bank Service Commission and Charges  |  Payment of Bank service commission and charges  |  100,000  |   |  100,000  | New |
|  4-027-145-2211305-100-2023-2024-18  |  Contracted Guards and Cleaning Services  |  Payment of Contracted Guards and Cleaning Services  |  50,000  |   |  50,000  | New |
|  4-027-145-2220101-100-2023-2024-19  |  Maintenance Expenses - Motor Vehicles  |  Payment of Maintenance Expenses - Motor Vehicles  |  300,000  |   |  300,000  | New |
|  4-027-145-2220202-100-2023-2024-20  |  Maintenance of Office Furniture and Equipment  |  Payment of Maintenance of Office Furniture and Equipment  |  100,000  |   |  100,000  | New |
| **SUB-TOTAL** |   |   |   |   |  **5,826,014**  |   |
| **MONITORING EVALUATION AND CAPACITY BUILDING** |
| 4-027-145-2210301-111-2023-2024-1 | Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.) | Payment of Travel Costs |  100,000  |   |  100,000  | New |
| 4-027-145-2210302-111-2023-2024-2 | Accommodation - Domestic Travel | Payment of Accommodation - Domestic Travel |  200,000  |   |  200,000  | New |
| 4-027-145-2210303-111-2023-2024-3 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  100,000  |   |  100,000  | New |
| 4-027-145-2210502-111-2023-2024-4 | Publishing and Printing Services | Payment of Publishing and Printing Services |  90,097  |   |  90,097  | New |
| 4-027-145-2210504-111-2023-2024-5 | Advertising, Awareness and Publicity Campaigns | Payment of Advertising, Awareness and Publicity Campaigns |  139,627  |   |  139,627  | New |
| 4-027-145-2210701-111-2023-2024-6 | Travel Allowance | Payment of Travel Allowance for NG-CDF Staff & NG-CDFC |  400,000  |   |  400,000  | New |
| 4-027-145-2210702-111-2023-2024-7 | Remuneration of Instructors and Contract Based Training Services- Drug and HIV trainings are mandatory. | Remuneration of Instructors and Contract Based Training Services during NG-CDF Staff, NG-CDFC and PMCs Training. |  420,000  |   |  420,000  | New |
| 4-027-145-2210703-111-2023-2024-8 | Production and Printing of Training Materials | Payment of Production and Printing of Training Materials |  200,000  |   |  200,000  | New |
| 4-027-145-2210704-111-2023-2024-9 | Hire of Training Facilities and Equipment | Payment of Hire of Training Facilities and Equipment |  412,000  |   |  412,000  | New |
| 4-027-145-2210710-111-2023-2024-10 | Accommodation Allowance | Payment of Accommodation Allowance for NG-CDF Staff & NG-CDFC |  500,000  |   |  500,000  | New |
| 4-027-145-2210801-111-2023-2024-11 | Catering Services (Receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  400,000  |   |  400,000  | New |
| 4-027-145-2210802-111-2023-2024-12 | Other Committee Expenses  | Payment of Other committee expenses  |  400,000  |   |  400,000  | New |
| 4-027-145-2210303-111-2023-2024-13 | NGCDFC Allowance | Payment of NGCDFC allowances  |  1,500,000  |   |  1,500,000  | New |
| 4-027-145-2211101-111-2023-2024-14 | General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  300,000  |   |  300,000  | New |
| 4-027-145-2211201-111-2023-2024-15 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport |  100,000  |   |  100,000  | New |
| **SUB-TOTAL** |   |   |   |   |  **5,261,724**  |   |
| **PRIMARY SCHOOLS PROJECTS** |
| 4-027-145-2630209-104-2023-2024-1 | St Marys Chelabal Primary School | Renovation to completion of 13 classrooms (Reroofing to pre-painted iron sheets on 7no. Classrooms, installation of 4 steel doors. Replacement of window panes, floors tiling; plastering of internal and external walls, fascia board, stanchions, painting and labelling to 13no. Classrooms). |  3,176,252  |  |  3,176,252  | New |
| 4-027-145-2630209-104-2023-2024-2 | Ngara Falls Primary School | Renovation to completion of 12 classrooms (Reroofing to pre-painted iron 28 gauge sheets, installation of 9 steel doors. Replacement of window panes, floors tiling and paving slab; plastering of internal and external walls, fascia board, painting and labelling to 12no. Classrooms). |  3,930,840  |  |  3,930,840  | New |
| 4-027-145-2630209-104-2023-2024-3 | Barnotik Primary School | Renovation to completion of 13 classrooms (Reroofing to pre-painted 28 gauge iron sheets on 11no. Classrooms and administration block, roof painting of remaining 2no. Classrooms, installation of 6 steel doors. Floors tiling and paving slab; plastering of external walls, fascia board , painting and labelling to 13no. Classrooms). |  3,911,248  |  |  3,911,248  | New |
| 4-027-145-2630209-104-2023-2024-4 | Kapkenduiywo Primary School | Renovation to completion of 11 classrooms (Reroofing to pre-painted 28 gauge iron sheets, installation of 4 steel windows, glazing, floors tiling ; plastering of external walls, fascia board, painting and labelling). |  3,712,050  |  |  3,712,050  | New |
| 4-027-145-2630209-104-2023-2024-5 | Sda Aturei Primary School | Renovation to completion of 4 classrooms (Reroofing to pre-painted 28 gauge iron sheets, floors tiling ; plastering of external walls, fascia board, painting and labelling). |  1,559,954  |  |  1,559,954  | New |
| 4-027-145-2630209-104-2023-2024-6 | Sda Aturei Primary School | Construction of 1 classroom to completion @ ksh 1,200,000.00 and purchase of 25, two seater, double wooden desks @ 3000 |  1,275,000  |  |  1,275,000  | New |
| 4-027-145-2630209-104-2023-2024-7 | St Marys Chebarus Primary School | Renovation to completion of 9 classrooms (Reroofing to pre-painted 28 gauge iron sheets, installation of 1 window, replacement of window panes, floors tiling; plastering of internal and external walls, fascia board & stanchions, painting and labelling  |  3,176,252  |  |  3,176,252  | New |
| 4-027-145-2630209-104-2023-2024-8 | Ngara Kosyin Primary | Construction to completion of 2 classrooms @ kshs. 1,200,000 and purchase and supply of 50, two seater double wooden desks @ kshs.3000 |  2,550,000  |  |  2,550,000  | New |
| 4-027-145-2630209-104-2023-2024-9 | Kimalel Junior Secondary School | Construction of a single storey building of 12no. Classrooms. Phase-1~construction of 6 ground floor classrooms to completion. | 13,493,760 |  |  6,746,883  | New |
| 4-027-145-2630209-104-2023-2024-10 | Songoliet Primary School | Purchase of 2 acre piece of land @ 2,000,000 per acre |  4,000,000  |  |  4,000,000  | New |
| 4-027-145-2630209-104-2023-2024-11 | St John's Kabongo Primary School | Construction to completion of 100 capacity girls dormitory  |  4,000,000  |  |  4,000,000  | New |
| 4-027-145-2630209-104-2023-2024-12 | Kipkenyo Primary School | Renovation to completion of 13 classrooms (Reroofing to pre-painted 28 gauge iron sheets, painting and labeling) |  2,081,589  |  |  2,081,589  | New |
| 4-027-145-2630209-104-2023-2024-13 | Gitwe Primary School | Levelling of one acre school field to completion |  1,000,000  |  |  1,000,000  | New |
| 4-027-145-2630209-104-2023-2024-14 | Mwiruti Primary School | Additional funds for renovation of 12 classrooms to completion (changing of roof to pre-painted iron sheets to 4 classrooms, flooring of 4 classrooms, fixing of window and door panes to 4 classrooms , painting and labeling) |  5,025,600  | 3,625,600 |  1,400,000  | Ongoing |
| 4-027-145-2630209-104-2023-2024-15 | Ngara Kosyin Primary School | Construction to completion of 3 door teachers' pit latrine with urinal with one door preserved for pwd |  400,000  |  |  400,000  | New |
| **SUB-TOTAL** |   |   |   |  |  **42,920,068**  |   |
| **SECONDARY SCHOOLS PROJECTS** |
| 4-027-145-2630210-104-2023-2024-1 | Tuiyo Secondary School | Construction to completion of 100 capacity boys dormitory @ 4,000,000 equipped with 50 double decker steel beds @ 10,000 per double decker steel bed. |  4,500,000  |   |  4,500,000  | New |
| 4-027-145-2630210-104-2023-2024-2 | Deb Mutwot Secondary School | Construction to completion of kitchen.9.3m by 10m square |  2,300,000  |   |  2,300,000  | New |
| 4-027-145-2630210-104-2023-2024-3 | Wareng High School | Construction of a single storey building of 12no. Classrooms. Phase- 1~construction of 6 ground floor ( slab, columns, walling and beams.) And first floor slab. The project will be funded in two phases |  28,551,740  |   |  10,000,000  | New |
| 4-027-145-2630210-104-2023-2024-4 | Ngeria Girls Secondary School | Construction to completion of a single storey administration block comprising of 14 offices. Phase 1~construction of 8 offices ground floor to completion and first floor slab. The project will be funded in two phases |  24,678,040  |   |  10,000,000  | New |
| **SUB-TOTAL** |   |   |   |   |  **26,800,000**  |   |
| **TERTIARY INSTITUTIONS** |
| 4-027-145-2630211-104-2023-2024-1 |  Ngeria Technical Training Institute | Construction to completion of 5 no. Doors male pit latrine with urinal-Kshs 800,000 (one door preserved for pwd).Construction to completion of 6 no. Doors female pit latrine-Kshs 800,000 (one door preserved for pwd).Construction to completion of 3 no. Doors tutor pit latrine -Kshs 400,000 (one door preserved for pwd). |  2,000,000  |   |  2,000,000  | New |
| **SUB-TOTAL** |   |   |   |   |  **2,000,000**  |   |
|  **EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS**  |
| 4-027-145-2640101-103-2023-2024-1 | Bursary - Secondary Schools | Fees payments for needy students in secondary schools. |  39,903,000  |   |  39,903,000  | New |
| 4-027-145-2640102-103-2023-2024-2 | Bursary -Tertiary Schools | Fees payments for needy students in tertiary institutions. |  21,832,000  |   |  21,832,000  | New |
| 4-027-145-2640106-103-2023-2024-3 | Bursary- Special Schools | Fees payments for needy students in special schools. |  1,553,736  |   |  1,553,736 | New |
| 4-027-145-2710203-103-2023-2024-4 | Social Security Programme | NHIF payment for elderly & vulnerable people(560 persons @ Kshs. 6,000  |  3,360,000  |   |  3,360,000  | New |
| **SUB-TOTAL** |   |   |   |   |  **66,648,736**  |   |
| **EMERGENCY RESERVE** |
| 4-027-145-2640204-101-2023-2024-1 | Emergency Projects | To cater for any unforeseen occurrences in the constituency during the financial year.  |  9,229,569  |   |  9,229,569  | New |
| **SUB-TOTAL** |   |   |   |   |  **9,229,569**  |   |
| **SECURITY PROJECTS** |
| 4-027-145-2640507-113-2023-2024-1 | Langas Police Station | Renovation to completion of 15 officces (change of asbestos roofs - changing of roof to pre-painted iron sheets, installation of 4 steel cell doors, floors tiling and paving slab; plastering of external walls, fascia board painting and labeling ). |  3,650,000  |   |  3,650,000  | New |
| 4-027-145-2640507-113-2023-2024-2 | Pioneer Chief`S Office | Fencing 0.5 acres of land using concrete posts and barbed wire @ kshs.200,000 to completion and power connection @ kshs. 200,000 |  400,000  |   |  400,000  | New |
| 4-027-145-2640507-113-2023-2024-3 | Megun Assistant Chief | Additional funding for the completion of a 5 roomed assistance chief's office; tiling of floor @ kshs. 400,000 and ceiling@ kshs. 600,000 |  4,690,750  | 3,690,750 | 1,000,000  | Ongoing |
| 4-027-145-2640507-113-2023-2024-4 | Megun Assistant Chief | Construction to completion of 4door pit latrine with urinal (one door preserved for pwd) |  650,000  |   |  650,000  | New |
| 4-027-145-2640507-113-2023-2024-5 | Ngeria Chiefs Office | Construction to completion of 4door pit latrine with urinal (one door preserved for pwd) |  650,000  |   |  650,000  | New |
| 4-027-145-2640507-113-2023-2024-6 | Kaplelach Police Station | Construction to completion of 4door pit latrine with urinal (one door preserved for pwd) |  650,000  |   |  650,000  | New |
| **SUB-TOTAL** |   |   |   |   |  **7,000,000**  |   |
| **ENVIRONMENTAL PROJECTS**  |
| 4-027-145-2640510-110-2023-2024-1 | Environment | Purchase Of 3000 Tree Seedlings At Kshs 150,000 For Each Of The Following Institutions:1.Kamuzee Primary School  2.Aic Ngeria Girls Secondary School |  300,000  |   |  300,000  | New |
| 4-027-145-2640510-110-2023-2024-2 | Environment | Purchase Of 1500 Tree Seedlings At Kshs 75,000 For Each Of The Following Institutions:1.Ngeria Primary School2.Deb Momoniat Primary School3.Davis Secondary School |  225,000  |   |  225,000  | New |
| 4-027-145-2640510-110-2023-2024-3 | Environment | Purchase Of 1000 Tree Seedlings At Kshs 50,000 For Each Of The Following Institutions:1.Ngarafalls Primary School2.Chepyakwai Primary School3.Gitwe Primary School4.Kingwal Primary School5.Davis Primary School6.Wareng High School7.Kaplelach Police Post |  350,000  |   |  350,000  | New |
| 4-027-145-2640510-110-2023-2024-4 | Environment | Purchase Of 600 Tree Seedlings At Kshs 30,000 For Each Of The Following Institutions:1.Langas Primary School2.Kanetik Primary School3.Kapseret Primary School4.Lemook Primary School5.Boarderlands Primary School6.St Marys Chelabal Primary School7.Koibasui Primary School8.Legetet Primary School9.Kipkaren Airport Primary School10.St John Kabongo Primary School11.A.I.C Kosirai Primary School12.Ngarafalls Secondary School13.Kipkaren Road Secondary School14.A.I.C Lemook Secondary School15.Jasho Secondary School16.Koros Secondary School Chemina17.Megun Assistant Chiefs Office18.Kapseret Sub County Dcc's Office |  540,000  |   |  540,000  | New |
| 4-027-145-2640510-110-2023-2024-5 | Environment | Purchase Of 400 Tree Seedlings AtKshs 20,000 For Each Of The Following Institutions:1.Kermetio Ngeny Primary School2.Belekenya Primary School3.Nandi Gaa Primary School4.Tuiyo Primary School5.Barnotik Primary School6.Kapkenduiywo Primary School7.Kaptinga Primary School8.Kimuri Primary School9.Inder Primary School10.Kapkagaron Primary School11.ACK Aturei Primary School12.St JosephsKapseret Primary School13.ACK St Barnabas Kipkenyo Secondary School14.ACK.Aturei Secondary School15.Simat High School16.ST. Josephs Kapseret Secondary School17.Mwiruti Secondary School18.St Georges Girls Secondary School |  360,000  |   |  360,000  | New |
| 4-027-145-2640510-110-2023-2024-6 |  | Purchase Of 300 Tree Seedlings At Kshs15,000 For Each Of The Following Institutions:1.Aturei Adventist Day And Boarding Primary School2.St. Anne Primary School Simat3.Nairiri Primary School4.St Marys Chebarus Primary School5.Pmca Chepkongi Primary School6.Koyit Primary School7.Kiambaa Police Station8.Megun Location Chiefs Office9.Langas Police Station10.Ngeria Location Chiefs Office11.Chepkatet Chiefs Office |  165,000  |   |  165,000  | New |
| 4-027-145-2640510-110-2023-2024-7 | Environment | Purchase And Installation Of 10,000 Litres Water Tanks AtKshs 95,000 Construction Of Tank Base, Fitting Of Gutters, Piping And Tap Connection At 79,203.11 For Each Of The Following Institutions:1.Aturei Adventist Day And Boarding Primary School2. Tuiyo Primary School 3.Kipkenyo Primary School4. Boarderlands Primary School5.Jasho Secondary School6.Wareng High School7.Ng-Cdf Kapseret Office8.Simat Secondary School9.Aic Mutwot Primary School |  1,567,828  |   |  1,567,828  | New |
| **SUB-TOTAL** |   |   |   |   |  **3,507,828**  |   |
| **KAPSERET NG-CDF STRATEGIC PLAN** |
| 4-027-145-2211310-108-2023-2024-1 | Kapseret NG-CDF Strategic Plan  | To facilitate in preparation, facts collection designing, typesetting ,launching and printing of Kapseret Constituency Strategic plan for the period between 2022/2023-2027/2028 |  3,500,000  | 2,000,000 |  1,500,000  | Ongoing |
| **SUB-TOTAL** |   |   |   |   |  **1,500,000**  |   |
| **GRAND TOTAL** |   |   |   |   |  **175,391,410**  |   |

**MIN: 22/02/11/2023: ADJOURNMENT**

There being no any other business the meeting ended at 2.00pm with a word of prayer from John Opondo.

**PREPARED BY:**

SECRETARY: ……………………………………… SIGN…………………….

DATE………………………………………………

**CONFIRMED BY:**

CHAIRPERSON …………………………………… SIGN…………………….

 DATE ………………………………………………

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ANNEX1** | **ADMINISTRATION EXPENSES** |  |  |  |  |  |
|   | **EXPENDITURE ITEMS** |   |   |   |   |   |
| **Item** | **Description** | **Scale** | **Number** | **Rate** | **Total Amount pm** |  **Total Amount pa**  |
|   |  **Contractual Employees**  |   |   |   |   |   |
|   |  Accounts Assistant  | CSG 11 | 1 | 30,170 | 30,170 |  362,040  |
|   |  Clerk of Works  | CSG 11 | 1 | 30,170 | 30,170 |  362,040  |
|   |  Records Management Assistant  | CSG 12 | 1 | 24,580 | 24,580 |  294,960  |
|   |  Driver  | CSG 13 | 1 | 21,500 | 21,500 |  258,000  |
|   |  Clerk  | CSG 12 | 1 | 21,500 | 21,500 |  258,000  |
|   |  Office Assistant  | CSG 14 | 1 | 16,890 | 16,890 |  202,680  |
| **Sub Total** |  |  | **6** |  |  |  **1,737,720**  |
|   |  **House Allowance**  |   |   |   |   |  |
|   |  Accounts Assistant  | CSG 11 | 1 | 10,000 | 10,000 |  120,000  |
|   |  Clerk of Works  | CSG 11 | 1 | 10,000 | 10,000 |  120,000  |
|   |  Records Management Assistant  | CSG 12 | 1 | 10,000 | 10,000 |  120,000  |
|   |  Driver  | CSG 13 | 1 | 4,500 | 4,500 |  54,000  |
|   |  Clerk  | CSG 12 | 1 | 4,500 | 4,500 |  54,000  |
|   |  Office Assistant  | CSG 14 | 1 | 4,500 | 4,500 |  54,000  |
| **Sub Total** |  |  | **6** |  |  |  **522,000**  |
|   |  **Transport Allowance**  |   | 6 |   |   |   |
|   |  Accounts Assistant  | CSG 11 | 1 | 4,500 | 4,500 |  54,000  |
|   |  Clerk of Works  | CSG 11 | 1 | 4,500 | 4,500 |  54,000  |
|   |  Records Management Assistant  | CSG 12 | 1 | 4,500 | 4,500 |  54,000  |
|   |  Driver  | CSG 13 | 1 | 4,000 | 4,000 |  48,000  |
|   |  Clerk  | CSG 12 | 1 | 4,000 | 4,000 |  48,000  |
|   |  Office Assistant  | CSG 14 | 1 | 3,000 | 3,000 |  36,000  |
| **Sub Total** |  |  | **7** |  |  |  **294,000**  |
|   |  **Leave Allowance**  |   |   |   |   |   |
|   |  Accounts Assistant  | CSG 11 | 1 | 4,000 | 4,000 |  4,000  |
|   |  Clerk of Works  | CSG 11 | 1 | 4,000 | 4,000 |  4,000  |
|   |  Records Management Assistant  | CSG 12 | 1 | 4,000 | 4,000 |  4,000  |
|   |  Driver  | CSG 13 | 1 | 4,000 | 4,000 |  4,000  |
|   |  Clerk  | CSG 12 | 1 | 4,000 | 4,000 |  4,000  |
|   |  Office Assistant  | CSG 14 | 1 | 4,000 | 4,000 |  4,000  |
| **Sub Total** |   |   | 7 |   |   |  **24,000**  |
|   | **Gratuity-Contractual Employees** |   |   |   |   |   |
|   |  Accounts Assistant  | CSG 11 | 1 | 9,353 | 9,353 |  112,232  |
|   |  Clerk of Works  | CSG 11 | 1 | 9,353 | 9,353 |  112,232  |
|   |  Records Management Assistant  | CSG 12 | 1 | 7,620 | 7,620 |  91,438  |
|   |  Driver  | CSG 13 | 1 | 6,665 | 6,665 |  79,980  |
|   |  Projects Clerk  | CSG 12 | 1 | 7,620 | 7,620 |  91,438  |
|   |  Office Assistant  | CSG 14 | 1 | 5,236 | 5,236 |  62,831  |
| **Sub Total** |  |  |  |  |  |  **550,151**  |
|   |  Employer Contribution to NSSF  |   | 10 | 1080 | 10,800 |  129,600  |
|   |  Employer Contribution to Housing Levy  |   | 10 | 800 | 8,000 |  96,000  |
| **Sub Total** |  |   |   |   |   |  **225,600**  |
|  |  **Casual Labour** |   | 2 | 20,000 | 40,000 |  480,000  |
|  |  **Internship**  |   | 4 | 18,000 | 72,000 |  864,000  |
| **Sub Total** |  |   |   |   |   |  **1,344,000**  |
|   |  **USE OF GOODS AND SERVICES**  |   |   |   |   |   |
|   | **Utilities, Supplies and Services** |   |   |   |   |   |
| 2210101 | Electricity |   |   |   | 5000 |  60,000  |
|   | **Communication, Supplies and Services** |   |   |   |   |   |
| 2210201 | Telephone, Telex, Facsmile and Mobile Phone Service |   |   |   | 24,000 |  288,000  |
| 2210202 | Internet Connections |   |   |   | 5799 |  69,588  |
| 2210203 | Courier and Postal Services |   |   |   |   |  400,000  |
|   | **Domestic Travel and Subsistence & Other Transport Costs** |   |   |   |   |   |
| 2210301 | Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.) | Persons | 5 |  5,000.00  |  25,000.00  |  75,000  |
| 2210302 | Accommodation - Domestic Travel | Persons | 10 |  10,000.00  |  100,000.00  |  300,000  |
| 2210303 | Daily Subsistence Allowance | Persons | 10 |  2,500.00  |  25,000.00  |  200,000  |
|   | **Printing, Advertising and Information Supplies & Services** |   |   |   |   |   |
| 2210502 | Publishing and Printing Services |   |   |   |   |  100,000  |
| 2210504 | Advertising, Awareness and Publicity Campaigns |   |   |   |   |  200,000  |
|   | **Hospitality Supplies and Services** |   |   |   |   |   |
| 2210801 | Catering Services (Receptions), Accommodation, Gifts, Food and Drinks |   |   |   |   |  441,446  |
| **Sub Total** |   |   |   |   |   |  **2,134,034**  |
|   | **Commitee Expenses**  |   |   |   |   |   |
| 2210802 | Other Commitee Expenses  |   |   |   |   |  700,000  |
| 2210811 | NGCDFC Allowance | Members | 9 | 10,000 | 90,000 |  1,080,000  |
| Chair | 1 | 14,000 | 14,000 |  168,000  |
| **Sub Total** |   |   |   |   |   |  **1,948,000**  |
|   | **Insurance Costs** |   |   |   |   |   |
| 2210904 | Motor Vehicle Insurance |   |   |   |   |  50,000  |
|   | **Specialised Materials and Services** |   |   |   |   |   |
|   | **Office and General Supplies and Services** |   |   |   |   |   |
| 2211101 | General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) |   |   |   |   |  993,980  |
| 2211103 | Sanitary and Cleaning Materials, Supplies and Services |   |   |   |   |  50,000  |
|   | **Fuel , Oil & Lubricants** |   |   |   |   |   |
| 2211201 | Refined Fuels and Lubricants for Transport |   |   |   |   |  100,000  |
|   | **Other Operating Expenses** |   |   |   |   |   |
| 2211301 | Bank Service Commission and Charges |   |   |   |   |  100,000  |
| 2211305 | Contracted Guards and Cleaning Services |   |   |   |   |  50,000  |
| 2211310 | Contracted Professional Services - e.g. Strategic Plan |   |   |   |   |   |
| 2211311 | ICT Hubs |   |   |   |   |   |
|   | **Routine Maintenance - Vehicles and Other Transport Equipment** |   |   |   |   |   |
| 2220101 | Maintenance Expenses - Motor Vehicles |   |   |   |   |  300,000  |
|   | **Routine Maintenance - Other Assets** |   |   |   |   |   |
| 2220202 | Maintenance of Office Furniture and Equipment |   |   |   |   |  100,000  |
| **Sub Total** |   |   |   |   |   |  **1,743,980**  |
| **TOTAL** |   |  |   |   |   | **10,523,485**  |

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| **ANNEX2.MONITORING EVALUATION AND CAPACITY BUILDING** |
|   |  | **Scale** | **Number** |  **Rate**  |  **Total Amount pm**  |  **Total Amount pa**  |
|   | **Domestic Travel and Subsistence & Other Transport Costs** |  |  |  |  |   |
| 2210301 | Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.) | Persons | 10 |  5,000  |  50,000  |  100,000  |
| 2210302 | Accommodation - Domestic Travel | Persons | 10 |  10,000  |  100,000  |  200,000  |
| 2210303 | Daily Subsistence Allowance | Persons | 10 |  2,500  |  25,000  |  100,000  |
|   | **Printing, Advertising and Information Supplies & Services** |  |  |  |  |   |
| 2210502 | Publishing and Printing Services |   |   |   |   |  90,097  |
| 2210504 | Advertising, Awareness and Publicity Campaigns |   |   |   |   |  139,627  |
|   | **Training Expenses** |  |  |  |  |   |
| 2210701 | Travel Allowance | Persons | 20 |  5,000  |  100,000  |  400,000  |
| 2210702 | Remuneration of Instructors and Contract Based Training Services |   |   |   |   |  420,000  |
| 2210703 | Production and Printing of Training Materials |   |   |   |   |  200,000  |
| 2210704 | Hire of Training Facilities and Equipment |   |   |   |   |  412,000  |
| 2210710 | Accomodation Allowance | Persons | 20 |  10,000  |  200,000  |  500,000  |
|   | **Hospitality Supplies and Services** |  |  |  |  |   |
| 2210801 | Catering Services (Receptions), Accommodation, Gifts, Food and Drinks |   |   |   |   |  400,000  |
|   | **Commitee Expenses**  |  |  |  |  |   |
| 2210802 | Other Commitee Expenses  |   |   |   |   |  400,000  |
| 2210811 | NGCDFC Allowance |   |   |   |   |  1,500,000  |
|   | **Office and General Supplies and Services** |  |  |  |  |   |
| 2211101 | General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) |   |   |   |   |  300,000  |
|   | **Fuel , Oil & Lubricants** |  |  |  |  |   |
| 2211201 | Refined Fuels and Lubricants for Transport |   |   |   |   |  100,000  |
| **TOTAL** |   |   |   |   |   |  **5,261,724**  |

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| **ANNEX3 .STRATEGIC PLAN BUDGET**  |
| **SNO.** | **ITEM**  | **NO. OF PAX** | **NO.OF WARDS**  | **RATES (KSHS)** | **TOTAL** |
| 1 | Refreshment and facilitation for stakeholders consultations | 40 | 5 | 500 | 100,000 |
| 2 | Technical and support team facilitation & logistics |   |   |   | 50,000 |
| 3 | Consultation fee |   |   |   | 1,000,000 |
| 4 | Refreshment and facilitation for validation forums | 20 | 5 | 1000 | 100,000 |
| 5 | F act sheet data collection |   |   |   | 50,000 |
| 6 | Printing of final document |   |   |   | 50,000 |
| 7 | Launching |   |   |   | 150,000 |
|   | **Total** |  |  |  | **1,500,000** |