



National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor
Junction of Haile Selassie Avenue & Uhuru Highway
P.O Box 46682-00100
Nairobi, Kenya
Tel: 020-2230019, 2230027, 2230032 | Cell: 0709894000
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REF: NG-CDFB/CEO/BOARD CIRCULARS Vol. II (015)

27th November 2019

All Fund Account Managers ✓
National Government Constituencies Development Fund Board

RE: BUDGET CEILING FOR EACH CONSTITUENCY - 2019/2020 FINANCIAL YEAR

Reference is made to our Circular REF: NG-CDFB/CEO/BOARD CIRCULARS Vol. II (014) dated 24th September 2019 communicating budget ceilings for each constituency for the 2019/2020 Financial Year (copy attached).

We have since noted an error in the attachment to the Circular summarising the allocation per constituency whereby Suba North and Suba South Constituencies were referred by their previous name i.e. Mbita and Suba respectively. Further, the total allocation for Eldama Ravine Constituency was erroneously captured as Ksh. 224,367,724.14 instead of Ksh. 137,454,724.14

The purpose of this circular therefore is to forward the corrected annex for your record and necessary action.

YUSUF MBUNO
Ag. CHIEF EXECUTIVE OFFICER

Copy to:

Mr. Michael R. Sialai, EBS
Clerk of the National Assembly
NAIROBI

All Regional Coordinators
NG-CDF BOARD

Mr. Saitoti Torome, CBS
Principal Secretary
State Department for Planning
The National Treasury and Planning
NAIROBI

All Heads of Department
NG-CDF BOARD

Vision: Equitable social-economic development countrywide



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BUDEGET CELINGS FOR EVERY CONSTITUENCY – 2019/2020 FINANCIAL YEAR

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
1	CHANGAMWE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
2	JOMVU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
3	KISAUNI	7,198,241.38	130,169,482.76	137,367,724.14	91,000.00	137,458,724.14
4	NYALI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
5	LIKONI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
6	MVITA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
7	MSAMBWENI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
8	LUNGA LUNGA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

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Yusuf Mwangi

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
9	MATUGA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
10	KINANGO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
11	KILIFI NORTH	7,198,241.38	130,169,482.76	137,367,724.14	194,000.00	137,561,724.14
12	KILIFI SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	134,000.00	137,501,724.14
13	KALOLENI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
14	RABAI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
15	GANZE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
16	MALINDI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
17	MAGARINI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
18	GARSEN	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
19	GALOLE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
20	BURA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
21	LAMU EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
22	LAMU WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
23	TAVETA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
24	WUNDANYI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
25	MWATATE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

Vision: Equitable social-economic development countrywide

Jusuf Mbuna

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
26	VOI	7,198,241.38	130,169,482.76	137,367,724.14	14,000.00	137,381,724.14
27	GARISSA TOWNSHIP	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
28	BALAMBALA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
29	LAGDERA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
30	DADAAB	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
31	FAFI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
32	IJARA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
33	WAJIR NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
34	WAJIR EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
35	TARBAJ	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
36	WAJIR WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
37	ELDAS	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
38	WAJIR SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
39	MANDERA WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
40	BANISSA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
41	MANDERA NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

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Yusuf Mburu

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
42	MANDERA SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
43	MANDERA EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
44	LAFEY	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
45	MOYALE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
46	NORTH HERR	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
47	SAKU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
48	LAISAMIS	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
49	ISIOLO NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
50	ISIOLO SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
51	IGEMBE SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
52	IGEMBE CENTRAL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
53	IGEMBE NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
54	TIGANIA WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
55	TIGANIA EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
56	NORTH IMENTI	7,198,241.38	130,169,482.76	137,367,724.14	2,274,270.00	139,641,994.14
57	BUURI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
58	CENTRAL IMENTI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

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Justice Mburu

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
59	SOUTH IMENTI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
60	MAARA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
61	CHUKA/IGAMBANG'OMBE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
62	THARAKA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
63	MANYATTA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
64	RUNYENJES	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
65	MBEERE SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
66	MBEERE NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
67	MWINGI NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
68	MWINGI WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
69	MWINGI CENTRAL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
70	KITUI WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
71	KITUI RURAL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
72	KITUI CENTRAL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
73	KITUI EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
74	KITUI SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

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Yunus Mburu

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
75	MASINGA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
76	YATTA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
77	KANGUNDO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
78	MATUNGULU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
79	KATHIANI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
80	MAVOKO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
81	MACHAKOS TOWN	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
82	MWALA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
83	MBOONI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
84	KILOME	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
85	KAITI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
86	MAKUENI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
87	KIBWEZI WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
88	KIBWEZI EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
89	KINANGOP	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
90	KIPIPIRI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

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Just Mbaria

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
91	OL KALOU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
92	OL JORO OROK	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
93	NDARAGWA	7,198,241.38	130,169,482.76	137,367,724.14	99,000.00	137,466,724.14
94	TETU	7,198,241.38	130,169,482.76	137,367,724.14	10,000.00	137,377,724.14
95	KIENI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
96	MATHIRA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
97	OTHAYA	7,198,241.38	130,169,482.76	137,367,724.14	108,000.00	137,475,724.14
98	MUKURWEINI	7,198,241.38	130,169,482.76	137,367,724.14	1,738,297.00	139,106,021.14
99	NYERI TOWN	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
100	MWEA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
101	GICHUGU	7,198,241.38	130,169,482.76	137,367,724.14	253,000.00	137,620,724.14
102	NDIA	7,198,241.38	130,169,482.76	137,367,724.14	63,000.00	137,430,724.14
103	KIRINYAGA CENTRAL	7,198,241.38	130,169,482.76	137,367,724.14	6,000.00	137,373,724.14
104	KANGEMA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
105	MATHIOYA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
106	KIHARU	7,198,241.38	130,169,482.76	137,367,724.14	143,000.00	137,510,724.14
107	KIGUMO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

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Yusuf Mburu

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
108	MARAGWA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
109	KANDARA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
110	GATANGA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
111	GATUNDU SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
112	GATUNDU NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
113	JUJA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
114	THIKA TOWN	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
115	RUIRU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
116	GITHUNGURI	7,198,241.38	130,169,482.76	137,367,724.14	335,000.00	137,702,724.14
117	KIAMBU TOWN	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
118	KIAMBAA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
119	KABETE	7,198,241.38	130,169,482.76	137,367,724.14	10,000.00	137,377,724.14
120	KIKUYU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
121	LIMURU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
122	LARI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
123	TURKANA NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

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Yusuf Mbusa

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
124	TURKANA WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
125	TURKANA CENTRAL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
126	LOIMA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
127	TURKANA SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	80,000.00	137,447,724.14
128	TURKANA EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
129	KAPENGURIA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
130	SIGOR	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
131	KACHELIBA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
132	POKOT SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
133	SAMBURU WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
134	SAMBURU NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
135	SAMBURU EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
136	KWANZA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
137	ENDEBESS	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
138	SABOTI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
139	KIMININI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

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Just, Mburo

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
140	CHERANGANY	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
141	SOY	7,198,241.38	130,169,482.76	137,367,724.14	12,000.00	137,379,724.14
142	TURBO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
143	MOIBEN	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
144	AINABKOI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
145	KAPSERET	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
146	KESSES	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
147	MARAKWET EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
148	MARAKWET WEST	7,198,241.38	130,169,482.76	137,367,724.14	11,000.00	137,378,724.14
149	KEIYO NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
150	KEIYO SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	85,000.00	137,452,724.14
151	TINDERET	7,198,241.38	130,169,482.76	137,367,724.14	112,000.00	137,479,724.14
152	ALDAI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
153	NANDI HILLS	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
154	CHESUMEI	7,198,241.38	130,169,482.76	137,367,724.14	74,000.00	137,441,724.14
155	EMGWEN	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
156	MOSOP	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

Vision: Equitable social-economic development countrywide

Yusuf Mburu

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
157	TIATY	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
158	BARINGO NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
159	BARINGO CENTRAL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
160	BARINGO SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	11,000.00	137,378,724.14
161	MOGOTIO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
162	ELDAMA RAVINE	7,198,241.38	130,169,482.76	137,367,724.14	87,000.00	137,454,724.14
163	LAIKIPIA WEST	7,198,241.38	130,169,482.76	137,367,724.14	4,000.00	137,371,724.14
164	LAIKIPIA EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
165	LAIKIPIA NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
166	MOLO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
167	NJORO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
168	NAIVASHA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
169	GILGIL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
170	KURESOI SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
171	KURESOI NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
172	SUBUKIA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
173	RONGAI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

Vision: Equitable social-economic development countrywide

Just, Mbuna

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
174	BAHATI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
175	NAKURU TOWN WEST	7,198,241.38	130,169,482.76	137,367,724.14	36,000.00	137,403,724.14
176	NAKURU TOWN EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
177	KILGORIS	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
178	EMURUA DIKIRR	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
179	NAROK NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
180	NAROK EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
181	NAROK SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
182	NAROK WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
183	KAJIADO NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
184	KAJIADO CENTRAL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
185	KAJIADO EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
186	KAJIADO WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
187	KAJIADO SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
188	KIPKELION EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
189	KIPKELION WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

Vision: Equitable social-economic development countrywide

Yus. Mbuna

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
190	AINAMOI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
191	BURETI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
192	BELGUT	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
193	SIGOWET-SOIN	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
194	SOTIK	7,198,241.38	130,169,482.76	137,367,724.14	72,500.00	137,440,224.14
195	CHEPALUNGU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
196	BOMET EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
197	BOMET CENTRAL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
198	KONON	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
199	LUGARI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
200	LIKUYANI	7,198,241.38	130,169,482.76	137,367,724.14	711,950	138,079,674.14
201	MALAVA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
202	LURAMBI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
203	NAVAKHOLO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
204	MUMIAS WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
205	MUMIAS EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

Vision: Equitable social-economic development countrywide

Justice Mbuna

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
206	MATUNGU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
207	BUTERE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
208	KHWISERO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
209	SHINYALU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
210	IKOLOMANI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
211	VIHIGA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
212	SABATIA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
213	HAMISI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
214	LUANDA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
215	EMUHAYA	7,198,241.38	130,169,482.76	137,367,724.14	4,000.00	137,371,724.14
216	MT. ELGON	7,198,241.38	130,169,482.76	137,367,724.14	12,000.00	137,379,724.14
217	SIRISIA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
218	KABUCHAI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
219	BUMULA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
220	KANDUYI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
221	WEBUYE EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
222	WEBUYE WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

Vision: Equitable social-economic development countrywide

Yuu, Mbuna

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
223	KIMILILI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
224	TONGAREN	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
225	TESO NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
226	TESO SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
227	NAMBALE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
228	MATAYOS	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
229	BUTULA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
230	FUNYULA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
231	BUDALANGI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
232	UGENYA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
233	UGUNJA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
234	ALEGO USONGA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
235	GEM	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
236	BONDO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
237	RARIEDA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
238	KISUMU EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

Vision: Equitable social-economic development countrywide

Yussuf Mburu

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
239	KISUMU WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
240	KISUMU CENTRAL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
241	SEME	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
242	NYANDO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
243	MUHORONI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
244	NYAKACH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
245	KASIPUL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
246	KABONDO KASIPUL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
247	KARACHUONYO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
248	RANGWE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
249	HOMA BAY TOWN	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
250	NDHIWA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
251	SUBA SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
252	SUBA NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
253	RONGO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
254	AWENDO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

Vision: Equitable social-economic development countrywide

Yusuf Mburu

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
255	SUNA EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
256	SUNA WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
257	URIRI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
258	NYATIKE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
259	KURIA WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
260	KURIA EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
261	BONCHARI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
262	SOUTH MUGIRANGO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
263	BOMACHOGE BORABU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
264	BOBASI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
265	BOMACHOGE CHACHE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
266	NYARIBARI MASABA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
267	NYARIBARI CHACHE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
268	KITUTU CHACHE NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
269	KITUTU CHACHE SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
270	KITUTU MASABA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

Vision: Equitable social-economic development countrywide

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CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
271	WEST MUGIRANGO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
272	NORTH MUGIRANGO	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
273	BORABU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
274	WESTLANDS	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
275	DAGORETTI NORTH	7,198,241.38	130,169,482.76	137,367,724.14	32,000.00	137,399,724.14
276	DAGORETTI SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
277	LANGATA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
278	KIBRA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
279	ROYSAMBU	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
280	KASARANI	7,198,241.38	130,169,482.76	137,367,724.14	55,000.00	137,422,724.14
281	RUARAKA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
282	EMBAKASI SOUTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
283	EMBAKASI NORTH	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
284	EMBAKASI CENTRAL	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
285	EMBAKASI EAST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
286	EMBAKASI WEST	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14

Vision: Equitable social-economic development countrywide

John Mburu

CODE	CONSTITUENCY	EMERGENCY RESERVE (Ksh.)	EQUAL SHARE (Ksh.)	SUB-TOTAL (Ksh.)	APPROPRIATION IN AID (A-I-A) (Ksh.)	GRAND TOTAL (Ksh.)
287	MAKADARA	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
288	KAMUKUNJI	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
289	STAREHE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
290	MATHARE	7,198,241.38	130,169,482.76	137,367,724.14	-	137,367,724.14
	TOTAL	2,087,490,000.00	37,749,150,000.40	39,836,640,000.60	6,872,017.00	39,843,512,017.60

Vision: Equitable social-economic development countrywide

Just Mbusa



National Government Constituencies Development Fund Board
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REF: NG-CDFB/CEO/BOARD CIRCULARS Vol. II (014)

24th September 2019

All Fund Account Managers
National Government Constituencies Development Fund Board

SUBJECT: PREPARATION AND ONLINE SUBMISSION OF CONSTITUENCY PROJECT PROPOSALS FOR THE 2019/2020 FINANCIAL YEAR

Following approval of the 2019/2020 Budget ceilings for each constituency in line with Section 6, 8, 23 and 34 of the national Government Constituencies Development Fund (NG-CDF) Act 2015 as amended in 2016, each National Government Constituency Development Fund Committee is required to prepare and submit project proposals to the Board for approval in compliance with Sections 27, 28, 29, 30 and 31 of the Act.

In preparing constituency project proposals, NG-CDF Committees' attention is drawn to the following requirements:-

1. Basis of identification of project proposals

Section 27 (1) of the Act requires that, the chairperson of the Constituency Committee shall, within the first year of the commencement of a new Parliament and **at least once every two years thereafter**, convene open forum public meetings in every ward in the constituency to deliberate on development matters in the ward and in the constituency. The last Ward Consultative Fora were held during the 2017/2018 FY. Considering that two years have since lapsed, NG-CDF Committees are required to hold ward consultative forums during the 2019/2020 Financial Year and generate Ward Consultative Reports.

This is also in line with Article 10 of the Constitution of Kenya and it aids in identification of priority projects both immediate and long term. It is further noted that several constituency committees have prepared Strategic Plans to guide development programmes in the medium term. These two documents shall inform the preparation, submission and approval of constituency project proposals for the 2019/2020 financial year.

2. Eligible projects under the Act

As per Section 24 of the NG-CDF Act, eligible projects are only those that are in respect of works and services falling within the functions of the National Government under the Constitution, which must be community based in order to ensure that the benefits are available to a widespread cross-section of the inhabitants of a particular area. In addition, eligible projects shall be those that foster sustainable development, promote human dignity and protection of the marginalized as per Article 10 of the Constitution that outlines national values and principles of governance.

Constituency Committees shall be expected to exclude project proposals that fail to meet the eligibility criteria for NG-CDF funding, such as: -

- Projects supporting political bodies or political activities;
- Projects supporting religious bodies or religious activities;
- Recurrent costs of a completed project;
- Personal awards with the exception of social security programmes and education bursary;
- Projects targeting a specific club or group of people to the exclusion of others; and
- Projects falling under devolved functions as outlined in the Fourth Schedule of the Constitution of Kenya.

Further, NG-CDF Committees are invited to note and take into consideration the provisions of Section 35 of the Act, which states that:

“(1) The types of projects submitted for funding under this Act shall comply with the provisions of this Act.

(2) It shall be the responsibility of the Constituency Committee to ensure that the list of projects submitted for funding comply with the provisions of the Act and their total cost does not exceed the allowable ceiling for the particular constituency or is not below that ceiling.

(3) If the list of projects submitted for funding is in contravention of subsection (2) the same shall be referred back to the Constituency Committee for amendment and re-submission”.

In this regard, Fund Account Managers are required to guide NG-CDF Committees in submitting project proposals that are in conformity with the Act to facilitate expeditious approval with minimal referrals back to the constituency.

3. Project proposals co-funded with other agencies

As provided for in Section 49 of the NG-CDF Act, the Board may consider part funding of a project financed from sources other than the Fund, so long as the other financiers of the project have no objection and provided that the part funding for the project availed through NG-CDF shall go to a defined unit or any part thereof or phase of the project in order to ensure that the particular portion defined in the allocation is completed with the funds allocated under the Act.

Before preparing project proposals for co-funding, the NG-CDF Committee shall be expected to first enter into a formal agreement with providers of counterpart funding, clearly indicating the phase to be financed by each party.

4. Completion of on-going projects before embarking on new ones

In conformity with Article 201 of the constitution and Section 46 (2) of the NG-CDF Act, Constituencies are required to focus on completion of ongoing projects before embarking on new ones.

In line with an earlier directive of the Board, each NG-CDF committee compiled and submitted a detailed report on all on-going projects including estimated cost of completion of an entire project or a defined phase that can be put to productive use upon completion. Based on the reports, some constituencies allocated funds for completion of the projects while others made allocations for a few projects but gave a written commitment to the Board to allocate adequate funds in the subsequent financial years.

Constituencies with ongoing projects are therefore reminded to allocate funds towards completion of the projects in line with their commitments.

5. Labelling/branding of constituency projects

Constituency Committees are required to ensure that cost of project labelling/branding is incorporated in the Bill of Quantities for each project.

While labelling completed projects, NG-CDFCs shall adhere to the Board's guidelines on labelling/branding of projects.

6. Adherence to statutory ceilings

While preparing project proposals, NG-CDF Committees are required to adhere to the statutory ceilings of the following category of projects as provided for in the NG-CDF Act: -

	Project category	Statutory ceiling (percentage of constituency annual allocation)	Eligible project activities/costs
1.	Administration and recurrent costs of NG-CDFC	6%	<p>Section 25(6) of the Act outlines the requirements for projects under this category, which entails the administration, recurrent expenses of vehicles, equipment and machinery.</p> <p>Eligible expenditures under this project type shall therefore include costs of running constituency office (paying NG-CDFC staff salaries, employer's contribution to NSSF, staff gratuity, cost of developing/reviewing a service charter, NG-CDFC members sitting allowance, advertisements, publications & public awareness, office utility bills, office rental expenses, stationery, motor vehicle operating costs, legal services, website operation cost, asset tagging, risk management, comprehensive insurance for motor vehicles, postage expenses, travelling and accommodation etc.).</p> <p>Expenditure under this vote must be supported by a work plan, a procurement plan and a budget approved by the local NG-CDF Committee.</p>
2.	Emergency Reserve	5%	<p>Section 8 of the Act sets aside an Emergency Reserve as an unallocated amount to be available for emergencies that may occur within the constituency. The amount is predetermined and tabulated by the Board as per the attached budget ceilings for each constituency.</p>

	Project category	Statutory ceiling (percentage of constituency annual allocation)	Eligible project activities/costs
			<p>Expenditures on Emergency activities must meet the eligibility criteria for projects as outlined in Section 24 of the NG-CDF Act, and in line with section 25(2) of the Act, shall not entail expenditures of recurrent nature.</p> <p>Further, in compliance with Section 47 of the Act, a project or any part thereof which involves personal awards to any person whether in cash or in kind shall be excluded from the list of emergency projects.</p>
3.	Sports activities	2%	<p>Section 25(8) of the Act provides for Sports activities as eligible development projects, provided that:-</p> <ul style="list-style-type: none"> a) the expenditures exclude cash awards; b) The allocation to such activities shall not exceed two per centum of the total constituency allocation for that financial year. <p>Further, NG-CDF Committees are invited to note that in line with the Fourth Schedule of the Constitution, sports activities are a function shared between County and National Government, whereby the latter is responsible for promotion of sports and sports education, while the County Governments are charged with the responsibility of sports, cultural activities and facilities.</p>
4.	Environmental activities	2%	<p>As outlined in Section 25(10) of the NG-CDF Act, environmental activities may be considered as development projects for purposes of the Act, provided that the allocation to such activities does not exceed two per centum of the total allocation of the constituency in that financial year.</p> <p>Further, the Fourth Schedule of the</p>

Project category	Statutory ceiling (percentage of constituency annual allocation)	Eligible project activities/costs
		<p>Constitution assigns to the National Government the function of Protection of environment and natural resources with a view to establishing a durable and sustainable system of development.</p> <p>NG-CDF Committees in liaison with local environment agencies and stakeholders are required to prepare a comprehensive State of Environment report, Environmental action plan on implementation and sustenance of environmental projects to ensure best use of funds set aside for environmental activities.</p> <p>This will ensure that funds set aside for environmental activities are utilised in addressing environmental needs peculiar to the constituency.</p>
5.	Monitoring and evaluation of ongoing projects and capacity building of various operatives.	<p>3%</p> <p>Section 25(9) of the Act provides for monitoring and evaluation and capacity building of NG-CDF operatives as an eligible development project. The targeted entities as envisaged in the Act include NG-CDF Committees, Constituency Oversight Committees, Project Management Committees, relevant Government Agencies, employees of the NG-CDF Committee, and Development partners.</p> <p>The Fund Manager shall prepare a detailed work plan/budget for Monitoring and evaluation of ongoing projects and capacity building for NGCDF Committee approval, on the basis of which the activities shall be undertaken.</p>
6.	Social security programmes, education bursary schemes, mock examinations and continuous	<p>35%</p> <p>Section 48 of the Act recognises Social security programmes, education bursary schemes, <i>mock examinations and continuous assessment tests</i> as development projects, provided that they are not allocated more than 35% of the total funds allocated to the constituency in a particular financial year.</p>

Project category	Statutory ceiling (percentage of constituency annual allocation)	Eligible project activities/costs
assessment tests.		<p>NG-CDF Committees are informed that these funds are meant for supporting medical insurance cover for vulnerable families as per the guidelines developed by the Board in consultation with the National Hospital Insurance Fund (NHIF).</p> <p>Further note that funding of mock examinations and continuous assessment tests will be based on the prevailing government guidelines issued by the ministry responsible for education.</p>

7. Preparation of Constituency Strategic Plan

All the constituencies are expected to have a five (5) year strategic for the period 2018-2022, synchronised with government Third Medium Term Plan period.

The strategic plan is an important tool for NG-CDF Committees' forward planning. It also aligns constituency interventions with the Sustainable Development Goals, the Kenya Vision 2030 and the Government's Big Four agenda. So far 73% of the constituencies have finalised preparation of strategic plans while 21% are still being prepared, which means 6% are yet to commence. The remaining constituencies are required to complete preparation of their strategic plans by 31st December, 2019 to pave way for their implementation in the remaining period.

8. Budgetary provision for employment of NG-CDFC Staff

In line with Section 45 of NG-CDF Act, the Constituency Committee may engage such staff as may be necessary for execution of its functions, including persons with knowledge in Information and Communication Technology, construction and basic accounting to assist the committee in project monitoring, evaluation, coordination and proper keeping of records. Such staff shall be remunerated from the funds allocated for administration and recurrent expenses of the Constituency Committee.

Pursuant to the above provisions, NG-CDF Committees are required to plan and budget for necessary number of employees based on a clear organisation structure backed by a

job description for each employee approved by the committee. The critical staff must include a Clerk of Works with skills in construction Technology, a Record Management Assistant, and an Accounts Assistant. The Constituency Committee may also engage a driver vetted by the Mechanical Department of the Ministry responsible for Public Works and approved by the NG-CDF Board.

The NG-CDF Committee shall make a separate budgetary provision for Monthly Staff gratuity for employees on contract, in addition to the provision for monthly salaries and remunerative allowances.

9. Construction of NG-CDF Committee Office

Section 25(5) of the NG-CDF Act, 2015 as amended in 2016 provides for the construction of NG-CDFC office as an eligible project under the Act. Constituencies that are yet to construct NG-CDF Committee offices are advised to incorporate the project among their 2019/2020 priorities.

10. Procurement of NG-CDF Committee Motor Vehicles

It is a policy of the Board that each NG-CDF Committee procures and maintains one Four Wheel Drive (4WD) motor vehicle suitable for rough road terrain, with a capacity of at least 4 passengers to ensure mobility of the Fund Manager, NG-CDF Staff and committee members for effective administration of the Fund, including regular monitoring of projects.

Further, each NG-CDF Committee is required to purchase a motorcycle of an engine capacity of at least 125CC to enhance mobility of the Clerk of Works for day to day tracking of the progress of implementation of projects entailing building and construction.

Constituencies without a serviceable motor vehicle and motorcycle are therefore advised to make necessary budgetary provision in their 2019/2020 project proposal. For avoidance of doubt, Constituency project proposals shall be submitted to the Board attached with a forwarding letter from the Fund Manager confirming the status of constituency motor vehicle and motorcycle, including nil return, where applicable.

11. Declaration of Appropriation In Aid

In compliance with Section 12(9) and 36(6) of the NG-CDF Act, the Board has incorporated revenues collected as Appropriation-In-Aid (A.I.A) by each constituency in its allocation for 2019/2020 financial year. Fund Account Managers are reminded to collect A.I.A and ensure that all accruals are declared to the Board for incorporation as part of the next year's constituency fund.

12. Projects envisaged in 2019/2020 NG-CDFC Performance contract

NG-CDF Committees signed Performance Contracts for 2019/2020 financial year with the Board and committed to a number of targets, including five projects that demonstrate best practices. NG-CDFCs are therefore required to ensure projects envisaged in the performance contract form part of the project proposals.

13. Clearance of outstanding issues with regard to previous financial years' Project Proposals

It has been observed that some Constituencies are yet to address issues raised by the Board that led to deferral of approval of project proposals submitted in previous years.

Fund Managers are required to prioritise clearance of such outstanding issues to facilitate approval and release of funds for the pending project proposals. Disbursement of funds to Constituencies with respect to new project proposals will be conditional on clearance of such outstanding issues.

14. Project proposal submission

The list of project proposals prioritised by the NG-CDF Committee shall be submitted to the Board through the National Government Constituencies Development Fund Management Information System (NG-CDFMIS). The format for submission should be as provided for in the system.

NG-CDF Committees are required to provide clear description/breakdown of the activities for each of the proposed project, clearly expounded in both the NG-CDF Committee minutes and the project submission form. The ward consultative reports, the approved constituency's strategic plan and NG-CDF Committee minutes recommending the projects shall be attached.

15. Project proposal coding

Once the project proposals have been approved by the Board through the NG-CDFMIS, the system shall automatically generate project codes pursuant to Section 33 of the NG-CDF Act. For this to be effectively done, the Fund Account Manager shall be expected to keenly input the project details, specifically project name and activities by properly describing in a language that is SMART (Specific, Measurable, Attainable, Realistic and Time bound). For example, a constituency intending to finance construction of a block of toilet for a school should clearly make SMART description by stating Specific type of toilet (e.g. Is it pit latrine or flush toilet?); Measurable narrative (e.g. 8 door pit latrine); Time bound explanation (e.g. Shall the project be completed in the current year or is it a precursor to a subsequent phase to be financed in the following year?)

16. Authentication of NG-CDFC minutes

In preparing the NG-CDF Committee minutes, the Fund Manager shall work closely with the Committee Secretary to ensure that the detailed project proposal is properly captured in the minutes. Each page of the minute shall be numbered, duly signed and stamped by the Chairman and Secretary.

17. Timeline for submission of project proposals

NG-CDF Committees are required to submit their Project Proposals in the shortest time possible, and in any case not later than 31st October, 2019.

By a copy of this circular, Regional Coordinators (RCs) are required to ensure that all Fund Account Managers in their respective regions have received a copy of this communication. Further, the RCs, shall monitor compliance status and submit fortnightly briefs to the Board.

Annexed herewith please find the approved 2019/2020 budget ceilings for each constituency to facilitate preparation and submission of constituency project proposals.

Yours

Sincerely



YUSUF MBUNO
AG. CHIEF EXECUTIVE OFFICER

Encls.

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All Regional Coordinators
NG-CDF BOARD

All Heads of Department
NG-CDF BOARD