MBALA DISTRICT

MINUTES OF THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE (CDFC) HELD ON FRIDAY 24TH FEBRUARY, 2023 IN THE COUNCIL CHAMBER AT 10:00 HOURS.

NAME	POSITION/ INSTITUTION
1. LAURA Y MUNKANTA	TOWN CLERK
2. GRANT SCHAEFER	CDF CHAIRPERSON
3. BURTON SIKAUMBWE	CDF VICE- CHAIRPERSON
4. WILLIAM SINKAMBA	COUNCILLOR - INTALA WARD
5. JACKSON SIMBEYA	COUNCILLOR - MWAMBA WARD
6. AMOS SIMFUKWE	COUNCILLOR - MWAMBEZI WARD
7. STUART SIKAZWE	COMMUNITY REPRESENTATIVE
8. HAWKINS J. FWAMBO	CHIEF REPRESENTATIVE - CHIEF MFWAMBO
9. ALEX SICHILIMA	CHIEF REPRESENTATIVE - CHIEF MWAMBA
10. BOTHA ROWLAND	CIVIL ORGANISATION
11. JEREMIAH NG'UNI	DIRECTOR FINANCE - MMC
12. BRIGHT BANDA	DIRECTOR OF ENGINERING SERVICES
13. WINZA SIMBAYA	PLANNING - MMC
14. DESYLVA D. ZULU	PROFFESSIONAL ASSISTANT
15. FRANCIS MUKOSHA	CHIEF INTERNAL AUDITOR
16. GODFRIDAH MUSONDA	PROCUREMENT OFFICER
17. SUWILANJI SIZIYA	SOCIOECONOMIC PLANNER

AGENDA

1. OPENING PRAYER
2. SELF INTRODUCTIONS
3. OPING REMARKS
4. CLARIFICATION OF SCOPE OF ROAD PROJECT IN KAZIMOLWA WARD
5. CLOSING REMARKS
6. CLOSING PRAYER

OPENING PRAYER

The meeting was called to order at 10:00 hours and the opening prayer was given by the Vice Chairperson

SELF INTRODUCTIONS

Self-introductions were given by members who were present during the meeting.

CDF/05/24/02/2023: OPENING REMARKS

The opening remarks were given by the Constituency Development Fund Committee (CDF) Chairperson. He then thanked everyone for coming AT SUCH SHORT NOTICE to attend such an important meeting that needed to be clarified. He then handed over to the Town Clerk to guide the meeting.

CDF/06/24/02/2023: CLARIFICATION OF SCOPE OF ROAD PROJECT IN KAZIMOLWA WARD

The Town Clerk made mention that the meeting would not take long and that it was called to address one urgent matter which was that of an approved Community Project under CDF 2022, specifically the road project which was President Avenue.

She went on to say that she wanted clarity to be given by the committee regarding:

i. The scope of works for President Avenue
ii. Purchase of the Grader.

The Town Clerk also made mention that she wanted to briefly orient the embers of the committee of who is to constitute the Monitoring Team as well as the Technical Committee. She mentioned that there seemed to be miscommunication around the scope of works regarding the President Avenue road project.

It was then mentioned by Director of Engineering department that when desk appraisals were been held for 2022 CDF, the initial proposed amount of the road project was a K2, 483, 500.00 for the rehabilitation from Chila View / Police to Mpulungu junction for about 3km. he further went on to say that it was realized that the total community project amount was coming to K13, 916, 000.00 that the committee had to work around with. It was then directed by the Ministry that the amount of K1, 200,000.00 should be budgeted for within the community projects component by committees as they make submissions to the Ministry for approval.

It was then realized that the K13 million was not inclusive of the amount for the vehicle so it was decided by the committee to channel funds from the road project amount by half, thereby making it K2, 483,500.00 to K1,200,000.00 and thereby leaving the amount for the vehicle at K1,200,00.00.

The Town Clerk then made mention that the Honorable was no pleased to find out about the advert that was released to the general public regarding the road project. She further went on to state that he had questions as to why the amount on the advert as well as the distance was different from what was brought to the committee during desk appraisal.

The Town clerk made mention that when she requested secretariat to present evidence by way of the minutes that took place during the meeting, secretariat could not do so and therefore clarity needed to be given by the committee and for the minutes to be taken down correctly at that moment.

Director of Engineering Services made mention that the scope of works were seen to have been changed due to the fact that the amount concerned had ben reduced by half in order to cater for the vehicle that all districts were directed to budget for by the Ministry. He further went on to explain that the new scope of works were only able to cater for the bridge portion with a distance of 350m at an amount of K1.2 million.

The chairperson made mention that it seemed there was a communication breakdown between the various departments (i.e. Planning, engineering and Procurement departments) and the CDFC committee.

The Town Clerk then apologized to the committee on behalf of her officers for their inability to communicate the changes that had taken place regarding the project scope and that going forward she would see to it that such communication barriers are overcome and proper right channel and procedures would be followed by her officers.

The Chairperson mentioned that minutes once written by secretariat were no circulated t which he suggested that even by way of posting the soft copy on the whatsapp group form, members can be kept in the loop and matters can be settled there as well as timely updates. It was also brought to the attention of the Town Clerk that minutes are not confirmed by the entire committee. Only the Chairperson or Vice are called to read and sign the minutes before they are submitted to the Ministry for any approvals but that the members would not have any idea of what was going on regarding submissions.

It was then agreed by the committee that before any meeting is held, minutes should be circulated in the whatsapp group for members to read and make any corrections where necessary and after which the minutes can be confirmed once a meeting is called for.

The Chairperson raised his concerns with regards to the how the Procurement department was carrying out their duties. He made mention that when he was asked to be a part of the team to travel to Lusaka for due diligence of the grader, he had noticed that it was a Chinese machine and not what was agreed upon by the committee of settling for a Caterpillar grader by Balloworld or Delta.

The Town Clerk responded by saying that although the decision of what type of grader to purchase was agreed upon in the committee, the procurement procedures resulted in different outcomes, she made mention that Balloworld was one of the bidders that did bid for the same project but that the outcome of such can't be discussed because the

procurement stage is still on-going but that once it's done, communication would be made to the committee on the outcome of who has been awarded the contract of the grader.

The Town Clerk further went on to say that the Director Finance and the Procurement officer should have guided the committee on what is to be expected during Procurement procedures as they have a better understanding by virtue of been Technocrats.

The Chairperson wanted to hear from the Director of Finance regarding the K3million that was still outstanding under 2022 CDF which the Ministry had no yet disbursed to which he responded that no disbursement of the said funds had been made yet. The community representative made mention that other districts were in receipt of the outstanding balances so why was it that Mbala Constituency's case was different o which the Town Clerk tasked the Director of Finance to make a follow up on the am and update the house of the status regarding the outstanding balance.

The Community Representative wanted to find out from the Director of Engineering what the status was regarding Road Development Agency (RDA) in regards to the Zombe Kasesha Border Post to which he responded by saying that RDA Regional Director had mentioned that crossing points within the district would be considered but that it was communicated by way of verbal.

He was tasked by the Town Clerk to make a follow up with the RDA Regional Director to urgently make a follow up and find out whether Mbala district is still been considered with regards to the crossing points because the feedback that would be given would then determine the way forward regarding the Advert for the President Avenue road project (bridge portion) of whether to have the advert cancelled or proceed with the advert by letting it run.

The chairperson wanted to find out what the legal implications would be if the committee decided to leave the advert running and go ahead with funding the project while at the same time have RDA include Mbala in their plans to which the procurement officer responded by saying that as it stands, no formal communication has been made by RDA

and that if I did so happen that RDA decided to begin their projects, what they could do was to do an addendum if feedback would be provided before the advert were to close.

Director of Engineering made mention that the scopes of the bridge were to do an elevation, installation of culverts, cheap and sprays which was going to be covered under the K1.2million.

The Area Ward Councillor from Mwambezi made mention that it would be best to do a proper permanent job on the bridge because he had concerns as to whether the K1.2million would be able to do such a work. The Chairperson added on by saying that it would be a waste of finances to do a work that would not last and that it was better to channel the funds to another type of project to which Director of Engineering responded by saying that such works should be left to the Technical team and hat it will be communicated to the committee. It was mentioned that maybe another allocation can be considered to complete the road project under 2023.

The Chairperson wanted to find out what the current status was regarding Chila View community school to which the District Planning Officer made mention that the project would need to be cancelled because the site falls within a forest reserve which s against the laws to do any construction in a reserve that has not been gazetteer especially using Government resources.

The Area Ward Councillor for Intala wanted to find out the way forward regarding the electrification project that his WDCs had applied for which was deffered during the desk appraisal because he was advised to inquire from REA about any plans of his ward been considered. He was then advised by the Town clerk that the project can be looked into by the Technical appraisal committee during field appraisal and they themselves would find out from REA. The DPO made mention also that solar power as well can be looke into to cater for places tht are for off the grid line

The Town Clerk then read the house through the 2022 CDF Guidelines on the functions of the Technical Committee as well as that of the Monitoring Team and then explained to the

committee that the reason why members of the CDF committee were not going to be incorporated in the field appraisals is because that was to be done by the composition as stated in the guidelines but that they would be included in the Monitoring team.

It was then brought up by the Chairperson that he had understood the explanation of the guidelines and the composition of who is to carry out the field appraisals as presented by the Town clerk. He however mentioned that members of the Technical team been Technocrats who are either new in the district and do not have sound information or no how of the district as well as proper geographical locations and routes the way some members of the CDFC do. He further went on to say that it would be necessary to include them in the field appraisal team because they help in terms of getting in touch with community in distant wards for example the Vice chairperson because he has contacts there and this helps the planning department be able to do the work they've been doing efficiently but that he does understand why we are to go by the guidelines.

The Town Clerk also made mention that he ministry wrote a circular inviting submissions from various stakeholders on the CDF Act and that submissions can be made to the DPO who will compile a list of those submissions and forward the to the ministry for consideration.

CLOSING REMARKS

The chairperson thanked everyone for coming as well as for their time and effort to attend such a short notice meeting.

CLOSING PRAYER

A closing prayer was given at 12:42 hours by Mrs. Banda and a meeting was called to a close.