



REPUBLIC OF ZAMBIA  
**Office of the President**  
SMART ZAMBIA INSTITUTE

**(Property of the Government of Zambia)**

**CDF MANAGEMENT INFORMATION SYSTEM  
BUSINESS REQUIREMENTS DOCUMENT**

**Prepared by:  
Systems Development**

April, 2023

*Source: This document contains the requirements specification for the implementation of a CDF management information system.*

## Table of Contents

<b>Table of Contents .....</b>	<b>ii</b>
<b>Revision History.....</b>	<b>iii</b>
<b>1. Introduction.....</b>	<b>1</b>
1.1. Purpose.....	1
1.2. Project Scope .....	1
<b>2. Overall Description .....</b>	<b>2</b>
2.1. Product Perspective .....	2
2.2. Product Features .....	2
2.3. Scalability.....	2
2.4. Ease of deployment .....	2
2.5. Integrated solution.....	2
2.6. Centralized Access .....	3
2.7. Process Automation.....	3
2.8. Transparency.....	3
2.9. Responsive interface.....	3
2.10. Analytics and insights .....	4
2.11. Secure .....	4
<b>3. CDF Information flow .....</b>	<b>4</b>
<b>4. Users .....</b>	<b>4</b>
<b>5. CDF Processes for different components .....</b>	<b>5</b>
5.1. Community projects – the process .....	5
5.2. Youth and Women grants.....	9
5.3. Secondary school bursary – the process.....	13
5.4. Skills development bursary – the process.....	15
5.5. Disbursement of funds from CDF Account (Grants) .....	18
<b>6. Functional requirements.....</b>	<b>20</b>
6.0. User Accounts.....	20
6.1. Types of projects for funding .....	20
6.2. Application for Community Projects.....	21
6.3. Application/Proposal for youth, women and Community Empowerment Projects (Grants).....	21
6.4. Application for Secondary Boarding School Bursary.....	22
6.5. Application for Skills Development Bursary.....	22
<b>7. CDF Reporting .....</b>	<b>22</b>
7.1. Community projects.....	22
7.1.1. State House .....	22
7.1.2. Parliament (MPs).....	24
7.1.3. Cabinet Office.....	25
7.1.4. Ministry of Finance .....	25
7.1.5. Line Ministries .....	26
7.1.6. Ministry of Local Government.....	26
7.1.7. Local Authorities .....	27
7.1.8. CDF Committee.....	27
7.1.9. Constituency Office .....	28
7.1.10. Ward Development Committee.....	28
7.1.11. Traditional Leaders .....	28
7.1.12. Citizens .....	29
7.1.13. Non-State Actors (NGOs, FBOs, CSOs, Academia) .....	29
7.2. Women Empowerment.....	29
7.2.1. State House .....	29
7.2.2. Parliament / MPS .....	29
7.2.3. Cabinet Office.....	30

7.2.4.	Ministry of Finance .....	30
7.2.5.	Line Ministries .....	31
7.2.6.	Ministry of Local Government.....	31
7.2.7.	Local Authorities .....	31
7.2.8.	CDF Committee.....	32
7.2.9.	Constituency Office .....	33
7.2.10.	Ward Development Committee .....	33
7.2.11.	Traditional leaders .....	33
7.2.12.	Citizens .....	33
7.2.13.	Non-State Actors (NGOs, FBOs, CSOs, Academia) .....	34
7.3.	Secondary School Boarding Bursary.....	34
7.4.	Skills Development Bursary.....	39

## Revision History

Name	Date	Reason For Changes	Version

## **1. Introduction**

### **1.1. Purpose**

The Government of the Republic of Zambia has prioritised Decentralisation as a major driver for attaining development, reducing poverty and supporting job creation through citizen engagement and participation at the local level. To actualise decentralisation in line with the Constitution, Government has decided to take significant resources from the National to the Local Government level. In this regard, the Constituency Development Fund (CDF) has been identified as a major tool to take resources closer to the people.

The CDF was first established in 1995 to support micro-community projects as part of the wider decentralization and local development policy. The fundamental objective was to provide resources to bridge the financing gap arising from non-existence sources of funds to finance micro-community led projects in all the Constituencies across the Country. The first appropriation and disbursement of this fund was done in 1995 by Parliament. From 1995 to 2016, the Fund was provided for under Section 45 of the Local Government Act Cap 281 of the Laws of Zambia. In 2016, the Constitution established the Constituency Development Fund. Subsequently, the Local Government Act was repealed and the Constituency Development Fund Act was enacted in 2018 to provide for the management, disbursement, utilisation and accountability of the Fund. Government developed the first guidelines in 2006 commonly known as the "CDF Guidelines to guide on the Management and Utilisation of the Fund".

The Fund has since evolved with an expanded scope and increased budget allocation with increased emphasis on enhanced community participation in determining local development priorities. In 2021, Government increased the amount of the CDF from K1.6 million to K25.7 million per Constituency. The expanded scope of the CDF covers three (3) specific areas namely; Community Projects; Youth, Women and Community Empowerment and Secondary Boarding School and Skills Development Bursaries

### **1.2. Project Scope**

The Ministry of Local Government and Rural Development requires an End to End Management Information System encompassing the management of the entire CDF process for the different categories of beneficiaries. Having all these modules built into one seamless system will help save time in the provision of information to various stakeholders with different information needs for decision making. Furthermore, the system will make it easy

for applications to be processed and approved; funding from MOF to be received and disbursed; for projects to be continuously monitored and progress reported and for the impact on the livelihood of citizens to be measured, reported and monitored over time.

## **2. Overall Description**

### **2.1. Product Perspective**

Since the establishment of CDF in 1995, management of the processes has largely been manual, except for financial reporting which has been centrally digitized at the Ministry of Local Government and Rural Development. This in itself poses a challenge in that, while the Government of Zambia has decentralized the management of CDF to Local Government level, financial reports are sent to the Ministry of Local Government and Rural Development for capture into the system and reporting. This is because Local Authorities have no access to the system. This makes it difficult and impossible to have real-time reporting.

### **2.2. Product Features**

The CDF Management Information System should include, but not limited to the following features:

### **2.3. Scalability**

The CDF Management Information System should allow for growth in terms of operations and scope, and exceptional service delivery to the beneficiaries and users of the system. Where need arises, the CDF should allow for additional empowerment components and product offerings to be added over the years.

### **2.4. Ease of deployment**

The CDF Management Information System must be easy to deploy to all the levels of users. This should take into consideration that fact that management of CDF has been decentralized to the local Authorities. Every user in the value chain should therefore have access to the system regardless of their geographical spread.

### **2.5. Integrated solution**

The CDF Management Information System will be an End to End system encompassing all operations at various levels of the CDF value chain. This will automate operations for the

identification of projects and beneficiaries and submission to Ward Development Committee (Zonal Assembly meetings), submission of signed applications to Constituency Development Fund Committee (Ward Development Committee), review of applications signed by WDC (Constituency Development Fund Committee), recommendation for approval of successful applicants, notification to unsuccessful applications, submission of approved projects, funding by Ministry of Finance and disbursement of funds.

## **2.6. Centralized Access**

The CDF MIS must allow for storage of all CDF related data throughout the CDF application's lifecycle in a centralized location to ease storage and retrieval of CDF data from one source. This will also help CDF stakeholders to get a 360-degree view of the CDF activities from application through to implementation and monitoring of projects.

## **2.7. Process Automation**

Process automation is a must for the desired CDF MIS to allow for automation of tasks whose fulfilment is dependent on predefined criteria. The system should be able to help users make quick decisions because the system would have already made recommendations based on set criteria for processes requiring approvals.

## **2.8. Transparency**

The CDF MIS should allow for transparency of the entire CDF process, so that all stakeholders have a better view and more trust in the process. Key to this is the provision of automated dashboards giving different views of the different process to enable key stakeholders to make timely decisions.

## **2.9. Responsive interface**

The ability to provide and accommodate a mobile-friendly system is a key feature required for the CDF MIS.

## 2.10. Analytics and insights

The CDF MIS must provide reports at the click of a button in the form of actionable data at different levels of the CDF value chain. Reporting should also allow for raising of red flags where results are outside the boundaries of expected results.

## 2.11. Secure

The CDF MIS must ensure adherence to data security best practices and comply with the law regarding data security and privacy standards. The system must also provide for adequate segregation of duties and sufficient user activity audit trail.

## 3. CDF Information flow

The CDF identifies the following levels for the purpose of information flow in the management of CDF. The flow of information is bidirectional, with applications flowing downwards and approvals being communicated upwards.

- i. Community (Zones)
- ii. Ward Development Committee (WDC)
- iii. Constituency Development Fund Committee (CDFC)
- iv. Local Authority (LA)
- v. Provincial Administration (PLGO)
- vi. Ministry of Local Government and Rural Development (MLGRD)
- vii. Ministry of Finance and National Planning (MoFNP)

## 4. Users

The CDF system will have a number of different users at different levels in the CDF management process in 3. Above. These belong to the management levels which receive, verify and approve applications for CDF.

No.	CDF Management Process Level	Users
1	Community (Zones)	Zonal Representative
2	Ward Development Committee (WDC)	WDC Chairperson

3	Constituency Development Fund Committee (CDFC)	CDFC Chairperson
	Constituency Development Fund Committee (CDFC) Technical Appraisal Committee	Technical Committee - DPO
4	Local Authorities (LA)	Principal Officer
		Council Treasurer
		Council Secretary
		Town Clerk
5	Provincial Administration	PLGO
6	Ministry of Local Government and Rural Development (MLGRD)	TBA
7	Ministry of Finance and National Planning (MoFNP)	TBA
8	System Administrators	TBA
9	Public Users	

The following details should be captured for users of the system during account creation.

- i. Surname
- ii. First name
- iii. Gender
- iv. NRC Number
- v. Location (Province, District, Constituency, Ward (where applicable) physical address)
- vi. Password
- vii. Username

## 5. CDF Processes for different components

In addition, the CDF is composed of three major components, namely; Community Projects, Youth, Women and Community Empowerment, and Secondary Boarding School and Skills Development Bursaries.

### 5.1. Community projects – the process

#### a. Announcements for adverts

- i. The process starts with the Constituency Development Fund Committees (CDFC)/ Local Authorities (LA) placing adverts in public places in the communities, running adverts on radio and local media using the administration component of the CDF.
- ii. The adverts are placed annually in December and run for 30 days
- iii. The local Authority is responsible for the process



- iv. The Principal Planning Officer signs off the process
- v. There is no standard prescribed document

**b. Identification of projects and beneficiaries**

- i. The Zonal Assembly meeting identifies projects and submits to the Ward Development Committees (WDC).
- ii. The process runs for one week immediately after the lapse of the advertisement period.
- iii. A Zonal representative is responsible for the process
- iv. A Zonal representative signs off the process
- v. Minutes are generated and submitted to the WDC
- vi. There is no standard prescribed document

**c. Application process (WDC)**

- i. Ward Development Committees submit applications aligned with Ward Development plans, Integrated Development Plan or any Ward Development framework or Zonal Assembly meetings signed by the Chairperson.
- ii. The process starts immediately after minutes are received from the Zonal Assembly and runs until the end of the first quarter.
- iii. The WDC Chairperson is responsible for the process.
- iv. The process is signed off by the WDC Chairperson.
- v. The process prioritizes the project proposals received and makes recommendations to the CDCF.
- vi. The standard prescribed form is at appendix B in the CDF Guidelines manual.

**d. Application process (CDCF)**

- i. The CDCF reviews the applications submitted and signed by the WDC.
- ii. The process starts immediately submissions are received from the WDC and will run until the end of the first quarter.
- vii. The CDCF Chairperson is responsible for the process.
- viii. The process is signed off by the CDCF Chairperson.
- v. The process prioritises the project proposals received and makes recommendations to the Technical Appraisal Committee.
- vi. The standard prescribed form is at appendix B in the CDF Guidelines manual.

**e. Assessment of submissions**

- i. The applications approved at CDCF are submitted to Technical Appraisal team for eligibility appraisal.

- ii. The technical appraisal starts immediately submissions are received from the CDFC and the time limit is unbound.
- iii. The Technical Committee - District Planning Officer (DPO) is responsible for the process.
- iv. The Technical Committee - DPO signs off the process.
- v. Performs eligibility appraisal of project proposals received and makes recommendations to the Technical Appraisal Team.
- vii. The standard prescribed form is at appendix B in the CDF Guidelines manual.

**f. Selection process**

- i. The selection process should be conducted by the technical Appraisal team as per the following criteria:

Technical appraisals, where applicable shall be conducted within 4 weeks of receipt of the proposed projects from the CDFC. The appraisals shall cover the following processes:

- a. Assessment of the proposed projects for viability, relevance and eligibility;
  - b. Preparation and submission of appraisal reports with a list of recommended viable projects to the CDFC for consideration; and
  - c. Designing and costing of proposed projects where necessary.
- ii. The selection process starts immediately submissions are received from the Technical Appraisal Committee.
  - iii. The duration is unbound.
  - iv. The Technical Committee - District Planning Officer (DPO) is responsible for the process.
  - v. The Technical Committee - DPO signs off the process.
  - vi. Appraises the project proposals received and a recommendation is made to the CDFC.
  - vii. The standard prescribed form is at appendix B in the CDF Guidelines manual.

**g. Shortlisting**

- i. Shortlisting is based on the selection process conducted by the CDFC Technical Appraisal Committee as per criteria.
- ii. The process starts immediately submissions are received from the Technical Appraisal Committee.
- iii. The Technical Committee - District Planning Officer (DPO) is responsible for the process.
- iv. The Technical Committee - DPO signs off the process.
- v. The standard prescribed form is at appendix B in the CDF Guidelines manual.

**h. Recommendation**

- i. The CDFC recommends successful applications for approval.
- ii. The process starts immediately a submission of appraised projects proposals is made.
- iii. The time limit is unbound.
- iv. The CDFC Chairperson is responsible for, and signs off the process.
- v. The CDFC recommends for approval to the Provincial Local Government Officer (PLGO) through the Local Authority.
- vi. The standard prescribed form is a Letter.

**i. CDFC unsuccessful applications**

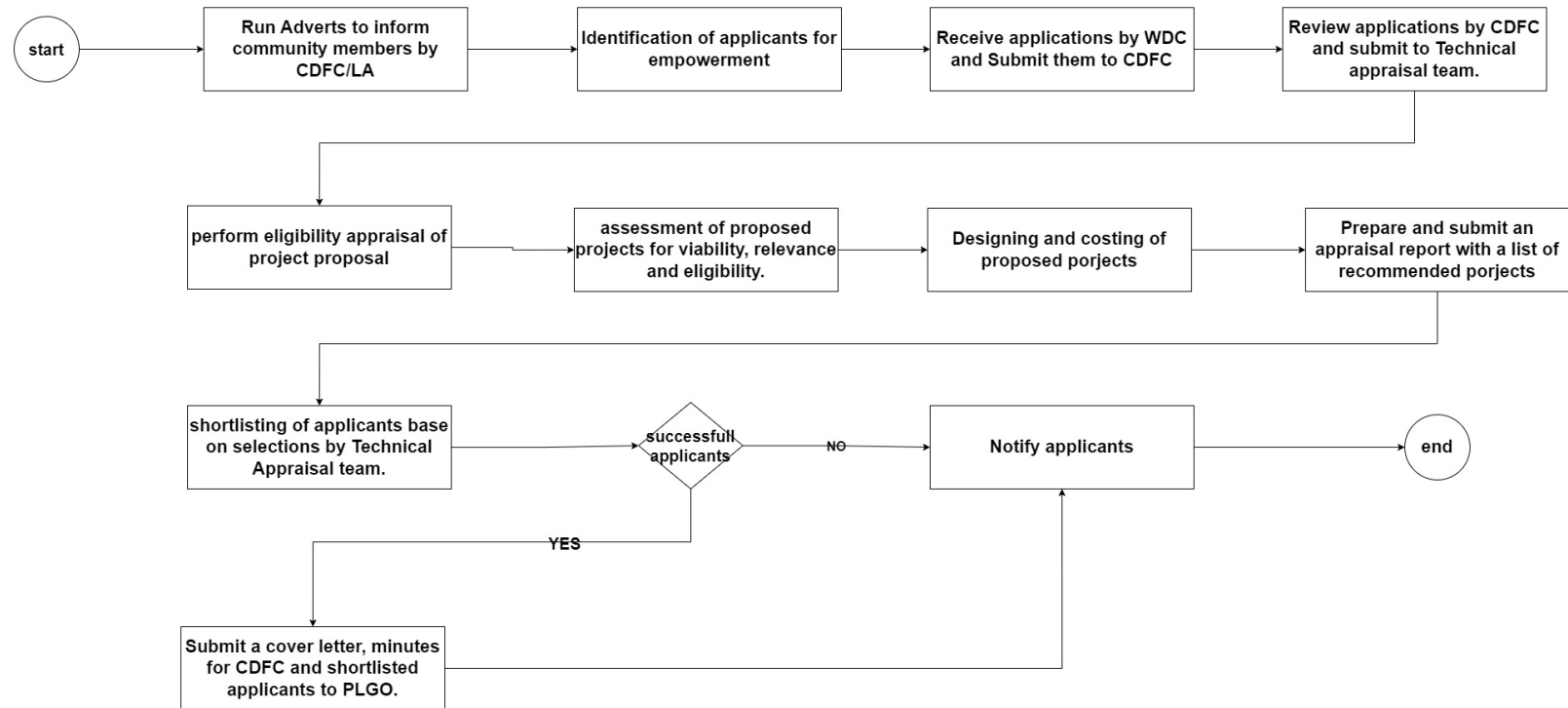
- i. The CDFC/Local Authority notifies unsuccessful applicants.
- ii. The process starts on receipt of unsuccessful applications.
- iii. The period is unbound.
- iv. The Principal Planning Officer is responsible for, and signs off the process.
- v. Letters of regret are generated.

**j. Submission to the provinces**

- i. Approved projects are submitted to the PLGO upon receipt of recommendations from the CDFCs..
- ii. A letter accompanying submission of appraised and recommended documents is submitted to the PLGO.
- iii. The time limit is unbound.
- iv. The Principal Planning Officer is responsible for, and signs off the process.

**k. PLGO unsuccessful applications**

- i. The CDFC/Local Authority notifies unsuccessful applicants.
- ii. The process starts on receipt of unsuccessful applications.
- iii. The period is unbound.
- iv. The Principal Planning Officer is responsible for, and signs off the process.
- v. Letters of regret are generated.



## 5.2. Youth and Women grants

### a. Announcements for adverts

- i. The CDFC, working with the Local Authority shall invite Financial Institutions to apply for consideration to manage the CDF Revolving Fund and disburse loans to qualifying applicants in the Constituency.
- ii. The CDFC shall receive and review applications and recommend eligible Financial Institutions for approval by the Minister to disburse loans.
- iii. Cooperatives, Clubs, Associations and Organized Groups shall apply for grants to the WDCs to be used as seed money to establish a revolving fund to support their Members.
- iv. The process starts with the Constituency Development Fund Committees (CDFC)/ Local Authorities (LA) placing adverts in public places in the communities, running adverts on radio and local media using the administration component of the CDF.
- v. The adverts are placed annually in November, December, January and February.
- vi. The District Planning Officer is responsible for the process.
- vii. The Principal Planning Officer signs off the process.
- viii. There standard prescribed form is at appendix D in the CDF guidelines manual.

**b. Identification of applicants for empowerment grants and loans**

- i. The Zonal Assembly meeting identifies projects and submits to the Ward Development Committees (WDC).
- ii. The process runs in November and December.
- iii. A Zonal Leader is responsible for the process
- iv. A Zonal Leader signs off the process
- v. Minutes are generated and submitted to the WDC
- vi. There is no standard prescribed document

**c. Application process (WDC)**

- i. Ward Development Committees submit applications aligned with Ward Development plans, Integrated Development Plan or any Ward Development framework or Zonal Assembly meetings signed by the Chairperson.
- ii. The starts before February and ends before end of February.
- iii. The WDC is responsible for the process.
- iv. The process is signed off by the WDC Chairperson, WDC Vice Chairperson in the absence of the WDC Chairperson or a nominated member in the absence of the two.
- v. Signed minutes by WDC Chairperson and credentials of applicants are submitted to the CDFC.
- vi. The standard prescribed form is at appendix D in the CDF Guidelines manual.

**d. Application process (CDFC)**

- i. The CDFC reviews the applications submitted and signed by the WDC Chairperson.
- ii. The process starts immediately submissions are received from the WDC at the beginning of March and will run until the end of March.
- iii. The DPO is responsible for the process.
- iv. The process is signed off by the CDFC Chairperson.
- v. The process provides for signed off minutes by the CDFC Chairperson.
- vi. The standard prescribed form is at appendix B in the CDF Guidelines manual.

**e. Assessment of submissions**

- i. The applications approved at CDFC are submitted to Technical Appraisal team for eligibility appraisal.
- ii. The technical appraisal starts immediately submissions are received from the CDFC at the beginning of March and ends at the end of March.
- iii. The CDFC Chairperson and the District Planning Officer (DPO) are responsible for the process.
- iv. The CDFC Chairperson signs off the process.

- v. Performs eligibility appraisal of project proposals received and makes recommendations to the CDFC.
- vi. There is no standard prescribed.

**Note:**

1. The eligibility criteria for empowerment grants is set out in section 5.2.4. of the CDF guidelines manual
2. The eligibility criteria for empowerment loans is set out in section 5.2.5 of the CDF guidelines manual.
3. The accompanying documents for empowerment grant and loan application is set out in section 5.2.6 of the CDF guidelines manual.
4. The Coverage, Capital Thresholds and Exemptions are set out in section 5.2.7 of the CDF guidelines manual.

**f. Selection process**

- i. The selection process should be conducted by the technical Appraisal team as per the following criteria:

Technical appraisals, where applicable shall be conducted within 4 weeks of receipt of the proposed projects from the CDFC. The appraisals shall cover the following processes:

- a. Assessment of the proposed projects for viability, relevance and eligibility;
  - b. Preparation and submission of appraisal reports with a list of recommended viable projects to the CDFC for consideration; and
  - c. Designing and costing of proposed projects where necessary.
- ii. The selection process starts immediately submissions are received at the beginning of April until the end of April.
- iii. The District Planning Officer (DPO) / Local Authority is responsible for the process.
- iv. The DPO signs off the process.
- v. Candidates are shortlisted according to priorities and a recommendation is made to the CDFC.
- vi. The standard prescribed form is a checklist of the criteria outlines in (e) above.

**g. Shortlisting**

- i. Shortlisting is based on the selection process conducted by the CDFC Technical Appraisal Committee as per criteria.
- ii. The process starts immediately submissions are received from the Technical Appraisal Committee at the beginning of April and runs until the end of April.
- iii. The Technical Committee - District Planning Officer (DPO) is responsible for the process.

- iv. The Technical Committee - DPO signs off the process.
- v. Candidates are shortlisted according to priorities and a recommendation is made to the CDFC.
- vi. The standard prescribed form is a checklist of the criteria outlines in (e) above.

#### **h. Recommendation**

- i. The CDFC recommends successful applications for approval from submissions made by the WDC.
- ii. The process starts immediately a submission of appraised projects proposals is made.
- iii. The time limit is 1 day.
- iv. The DPO is responsible for the process.
- v. The CDFC Chairperson is responsible for signing off the process.
- vi. The process produces signed off minutes by CDFC, a list of shortlisted applicants and a cover letter to the PLGO.
- vii. The standard prescribed forms are recommendation/ application forms found on pages 59 – 64 of the CDF guidelines manual.

#### **i. CDFC unsuccessful applications**

- i. The CDFC/Local Authority notifies unsuccessful applicants.
- ii. The process starts on receipt of unsuccessful applications.
- iii. The period is two weeks.
- iv. The Principal Planning Officer/ DPO is responsible for, and signs off the process.
- v. Letters of regret are generated.

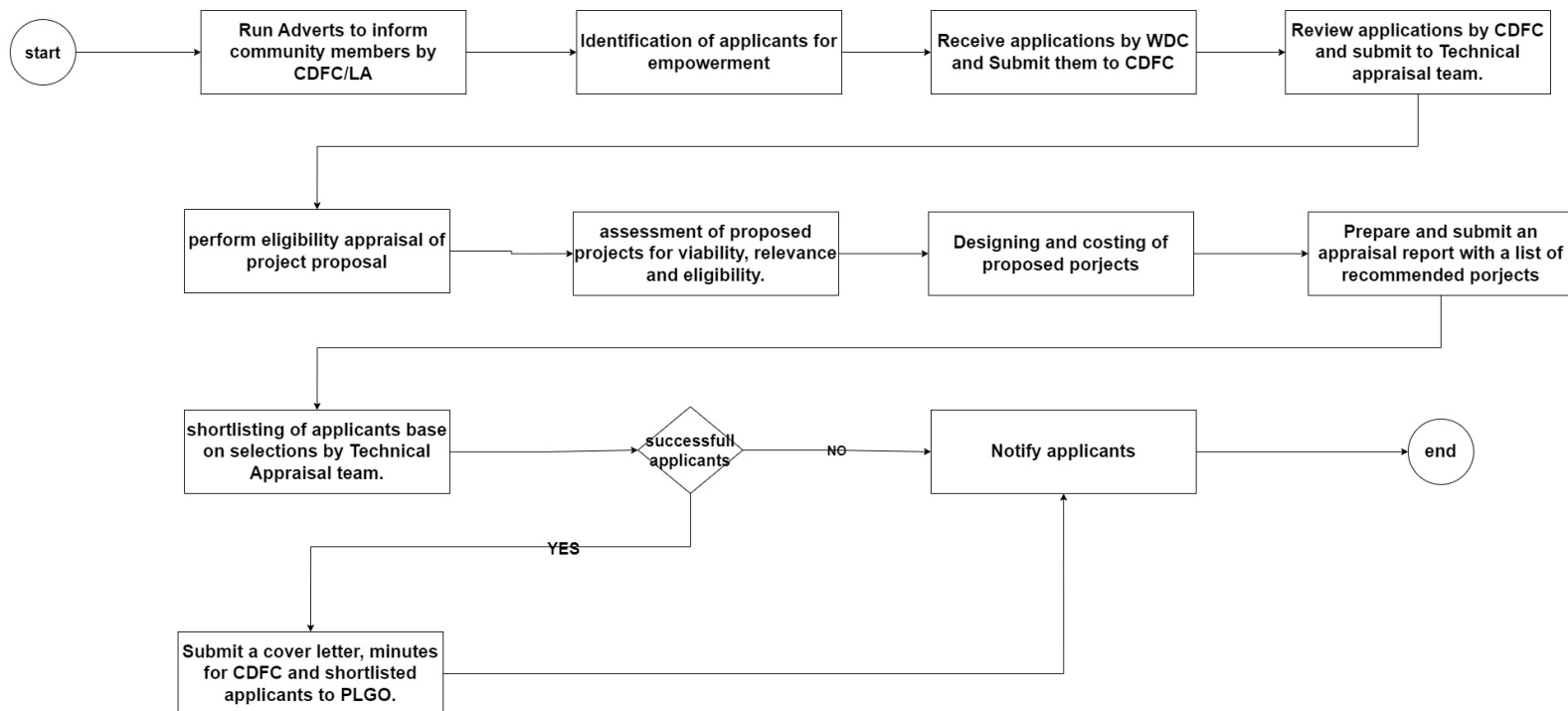
#### **j. Submission to the provinces**

- i. Proposed shortlisted applicants are submitted to the PLGO upon receipt of recommendations from the WDC.
- ii. A Cover Letter from Principal Officer, signed minutes from CDFC are submitted to the PLGO.
- iii. The time limit is two weeks.
- iv. The Principal Planning Officer is responsible for, and signs off the process.

#### **k. PLGO unsuccessful applications**

- i. The CDFC/Local Authority notifies unsuccessful applicants.
- ii. The process starts on receipt of unsuccessful applications.
- iii. The period is two weeks.
- iv. The PLGO is responsible for, and signs off the process.
- v. Letters of regret are generated.

### Secondary school bursary – the process



#### a. Announcements for adverts

- i. The process starts with the Constituency Development Fund Committees (CDFC)/ Local Authorities (LA) placing adverts in public places in the communities, running adverts on radio and local media using the administration component of the CDF.
- ii. The adverts are placed annually in November and December and run for 2 months.
- iii. The local Authority/WDC is responsible for the process
- iv. The Council Secretary signs off the process
- v. There is no standard prescribed document

#### b. Identification beneficiaries

- i. The Zonal Assembly meeting identifies beneficiaries and submits to the Ward Development Committees (WDC).
- ii. The process runs from December to the end of the first quarter after the lapse of the advertisement period.
- iii. A Zone is responsible for the process
- iv. A Zonal representative signs off the process
- v. Learner must meet requirements outlined in section 5.3.5.1 in the CDF guidelines manual.



**c. Application process (WDC)**

- i. The application process runs from December to end of quarter. These applications are for the coming year.
- ii. The WDC is responsible for the process.
- iii. The process is signed off by the WDC Chairperson.
- iv. A meeting takes place and minutes are generated and makes recommendations to the CDFC.
- v. The standard forms are prescribed in the CDF guidelines manual on pages 68 – 77.

**d. Application process (CDFC)**

- i. The CDFC reviews the applications submitted and signed by the WDC.
- ii. The process starts immediately submissions are received from the WDC and will run from December until the end of the first quarter.
- iii. The CDFC Chairperson is responsible for the process.
- iv. The process is signed off by the CDFC Chairperson.
- v. The standard forms are prescribed in the CDF guidelines manual on pages 68 – 77.

**e. Recommendation**

- i. The CDFC recommends successful applications for approval from submissions made by the WDC.
- ii. The process starts immediately a submission of is made by the CDFC.
- iii. The time limit is December to end of first quarter.
- iv. The Local Authority is responsible for, and the Council Secretary signs off the process.
- v. There is no standard prescribed form.

**f. CDFC unsuccessful applications**

- i. The CDFC/Local Authority notifies unsuccessful applicants.
- ii. The process starts on receipt of unsuccessful applications from the CDFC.
- iii. The period starts after CDFC processes until the end of the first quarter.
- iv. The Local Authority is responsible for the process, and the Council Secretary signs off the process.
- v. Details are pasted on the notice board.

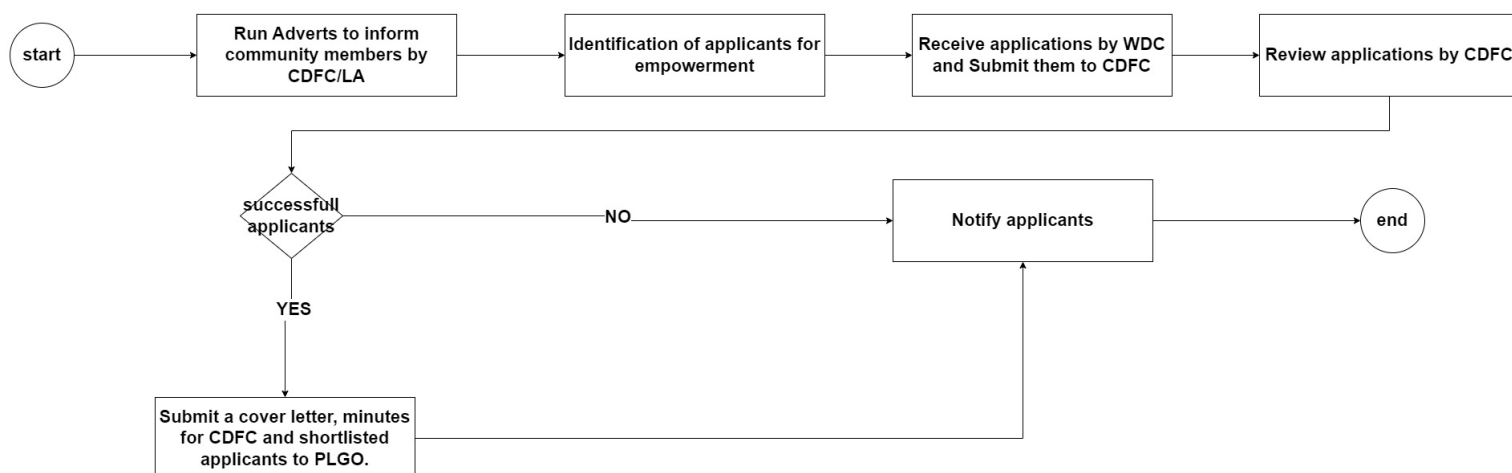
**g. Submission to the provinces**

- i. Approved applications are submitted to the PLGO upon receipt of recommendations from the CDFC.

- ii. A letter accompanying submission of successful learners are submitted to the PLGO.
- iii. The time limit is immediately after the CDFC deliberations.
- iv. The Local Authority is responsible for the process, and the Council Secretary signs off the process.

#### **h. PLGO unsuccessful applications**

- i. The CDFC/Local Authority notifies unsuccessful applicants.
- ii. The process starts on receipt of unsuccessful applications.
- iii. The period is after all deliberations.
- iv. The Local Authority is responsible for the process, and the Council Secretary signs off the process.
- v. Letters of regret are generated, and details are pasted on the notice board.



### **5.3. Skills development bursary – the process**

#### **a. Announcements for adverts**

- i. The process starts with the Constituency Development Fund Committees (CDFC)/ Local Authorities (LA) placing adverts in public places in the communities, running adverts on radio and local media using the administration component of the CDF.
- ii. The adverts are placed annually in December and run for 2 months.
- iii. The local Authority/WDC is responsible for the process
- iv. The Council Secretary signs off the process
- v. There is no standard prescribed document

**b. Identification beneficiaries**

- i. The Zonal Assembly meeting identifies beneficiaries and submits to the Ward Development Committees (WDC).
- ii. The process runs from January to the end of the first quarter after the lapse of the advertisement period.
- iii. A Zone is responsible for the process
- iv. A Zonal representative signs off the process
- v. Learner must meet requirements outlined in section 5.3.4.2 and 5.3.5.2 in the CDF guidelines manual.

**c. Application process (WDC)**

- i. The application process runs from January to end of quarter. These applications are for the coming year.
- ii. The WDC is responsible for the process.
- iii. The process is signed off by the WDC Chairperson.
- iv. A meeting takes place and minutes are generated and recommendations are made to the CDFC.
- v. The standard forms are prescribed in the CDF guidelines manual on pages 78 – 82

**d. Application process (CDFC)**

- i. The CDFC reviews the applications submitted and signed by the WDC.
- ii. The process starts immediately submissions are received from the WDC and will run from January until the end of the first quarter.
- iii. The CDFC is responsible for the process.
- iv. The process is signed off by the CDFC Chairperson.
- v. The standard forms are prescribed in the CDF guidelines manual on pages 78 – 82.

**e. Recommendation**

- i. The CDFC recommends successful applications for approval from submissions made by the WDC.
- ii. The process starts immediately a submission of is made by the CDFC.
- iii. The time limit is January to end of first quarter.
- iv. The CDFC is responsible for the process.
- v. The CDFC Chairperson signs off the process.
- vi. Filled in Application Forms as prescribed in the CDF guidelines manual on pages 78 – 82.

**f. CDFC unsuccessful applications**

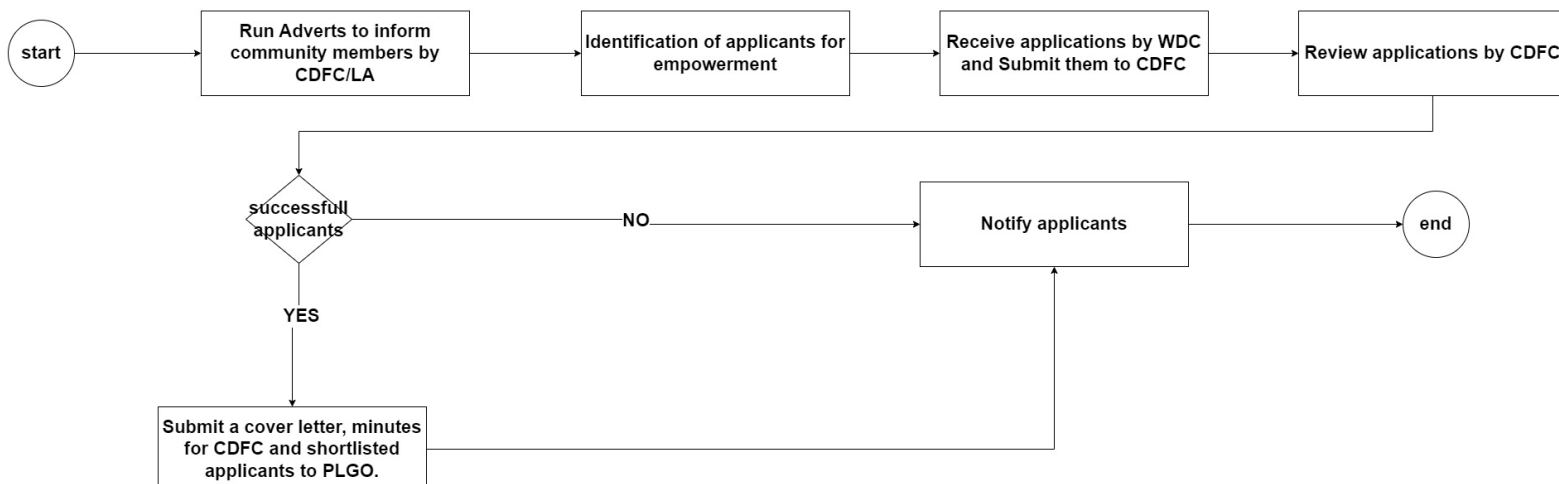
- i. The CDFC/Local Authority notifies unsuccessful applicants.
- ii. The process starts on receipt of unsuccessful applications from the CDFC.
- iii. The period starts after CDFC processes until the end of the first quarter.
- iv. The Local Authority is responsible for the process, and the Council Secretary/Town Clerk signs off the process.
- v. Details of unsuccessful applicants are pasted on the notice board.

**g. Submission to the provinces**

- i. Approved applications are submitted to the PLGO upon receipt of recommendations from the CDFC.
- ii. A letter accompanying submission of successful learners and checklists are submitted to the PLGO.
- iii. The time limit is immediately after the CDFC deliberations within march.
- iv. The Local Authority is responsible for the process, and the Council Secretary/Town Clerk signs off the process.
- v. The standard prescribed form is on page 82 of the CDF guidelines manual.

**h. PLGO unsuccessful applications**

- i. The CDFC/Local Authority notifies unsuccessful applicants.
- ii. The process starts on receipt of unsuccessful applications.
- iii. The period is after all deliberations within march.
- iv. The Local Authority is responsible for the process, and the Council Secretary/Town Clerk signs off the process.
- v. Letters of regret are generated and details of unsuccessful applicants are pasted on the notice board.



#### 5.4. Disbursement of funds from CDF Account (Grants)

##### a. Treasury single account – request process

- i. Requests are initiated immediately after approvals of successful applicants
- ii. The request has a duration of two (2) weeks
- iii. The DPO initiates the process
- iv. The Principal Officer is responsible for the process
- v. The Principal Officer signs off the request for payment
- vi. The requirement is signed minutes of the CDFC/WDC and the list of approved applicants and an approval letter from the PLGO
- vii. There is no standard prescribed form, an internal memo is used.

##### b. Constituency account – approval process

- i. The approval process happens within the two weeks within which the request for funds is done
- ii. The approval process has a duration of two (2) weeks
- iii. The DPO initiates the process
- iv. The Council Treasurer is responsible for the process
- v. The Principal Officer signs off the approval of payment
- vi. The requirement is signed minutes of the CDFC and the list of approved applicants and an approval letter from the PLGO
- vii. There is no standard prescribed form, an internal memo is used.

**c. Disbursement process**

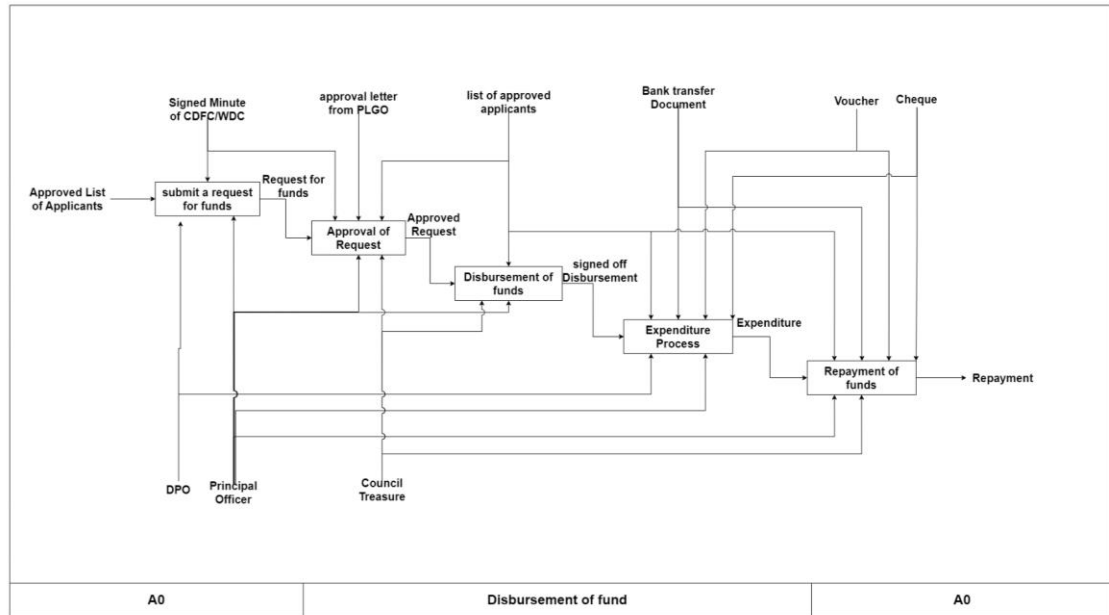
- i. Disbursement of funds happens within the two weeks within which the request for funds is done
- ii. The disbursement process has a duration of two (2) weeks
- iii. The Council Treasurer initiates the process
- iv. The Council Treasurer is responsible for the process
- v. The Principal Officer signs off the disbursement of funds
- vi. The requirement is signed minutes of the CDFC, the list of approved applicants, Bank transfers are effected and/ or Cheques are issued
- vii. The standard report is a bank transfer statement

**d. Expenditure process**

- i. Funds are expended between January to December
- ii. The DPO initiates the process
- iii. The Principal Officer is responsible for the process
- iv. The Principal Officer/ Council Treasurer signs off the process
- v. The requirements are Bank transfer documents, voucher and cheque

**e. Retirement/ repayment**

- i. Repayments take effect beginning first quarter onwards after disbursement
- ii. The duration is three (03) months
- iii. The Council Treasurer initiates the process
- iv. The Council Treasurer/ Principal Officer is responsible for the process
- v. The Council Secretary/ Council Treasurer signs off the process
- vi. The requirements are Bank statements, payment vouchers, and expenditure report



## 6. Functional requirements

### 6.0. User Accounts

The system should allow for creation of user accounts by individual users. The following operations should be allowed;

- Create a new user account
- Reset the password

### 6.1. Types of projects for funding

Examples of projects that can be funded using Constituency Development Fund include the following. The system will preload the projects for selection by the users.

#### 1. Community projects

- Water supply and sanitation
- Roads and construction
- Agriculture projects
- Markets, Bus Shelters and Security
- Education and Health Projects
- Sports and Recreations

## **2. Youth, Women and Community Empowerment**

- i. Empowerment loans
- ii. Empowerment Grants

## **3. Secondary Boarding School Bursaries**

## **4. Skills Development Bursaries**

For a detailed listing of the types of projects for funding, refer to **Appendix A on pages 52 and 53** of the CDF guidelines manual.

### **6.2. Application for Community Projects**

1. The system should allow for application for community projects by the applicants where the system is available
2. Where the system is not available, manual application forms will be received and officers at Ward or Constituency level will use the manual form to fill in the application on the system
3. The detailed application form showing all the required fields for community projects is at **Appendix B on pages 54 to 57** of the CDF guidelines manual.
4. The system shall subject the projects applied for to an appraisal checklist at **Appendix C on page 58** of the CDF guidelines manual.

### **6.3. Application/Proposal for youth, women and Community Empowerment Projects (Grants)**

1. The system should allow for application for Grants for the youths, women and community empowerment by the applicants where the system is available
2. Where the system is not available, manual application forms will be received and officers at Ward or Constituency level will use the manual form to fill in the application on the system
3. The detailed application form showing all the required fields for the youths, women and community empowerment is at **Appendix D on pages 59 to 63** of the CDF guidelines manual.
4. The system shall subject the projects applied for to an appraisal checklist at **Appendix E on page 64** of the CDF guidelines manual.
5. In a case where an applicant is given a LOAN and not a GRANT the system should allow for upload of signed loan agreement form that is scanned in pdf format.



#### **6.4. Application for Secondary Boarding School Bursary.**

1. The system should allow for application for Secondary Boarding School Bursary by the applicants where the system is available
2. Where the system is not available, manual application forms will be received and officers at Ward or Constituency level will use the manual form to fill in the application on the system
3. The detailed application form showing all the required fields for the Secondary Boarding School Bursary is at **Appendix G on pages 68 to 75** of the CDF guidelines manual.
4. The system shall subject the bursary applied for to an appraisal checklist at **Appendix H on pages 76 to 77** of the CDF guidelines manual.

#### **6.5. Application for Skills Development Bursary.**

1. The system should allow for application for Skills Development Bursary by the applicants where the system is available
2. Where the system is not available, manual application forms will be received and officers at Ward or Constituency level will use the manual form to fill in the application on the system
3. The detailed application form showing all the required fields for the youths, women and community empowerment is at **Appendix I on pages 78 to 81** of the CDF guidelines manual.
4. The system shall subject the bursary applied for to an appraisal checklist at **Appendix J on page 82** of the CDF guidelines manual.

### **7. CDF Reporting**

The CDF system will have the reports listed below for different stakeholders. The reports will be in both printable format and displayable format using such tools as Power BI.

#### **7.1. Community projects**

##### **7.1.1. State House**

##### **a) Education**

- i. Number of Primary & Secondary school classroom blocks constructed
- ii. Number of Primary & Secondary school of classroom block rehabilitated

- iii. Number of desks procured at Primary & Secondary school
- iv. Number of staff houses constructed and rehabilitated at Primary & Secondary school
- v. Number of pupils accessing
- vi. Number of CDF education facilities

**b) Health**

- i. Number of clinics, maternity wings & health posts constructed
- ii. Number of clinics, maternity wings, health posts and hospitals rehabilitated
- iii. Number of staff houses constructed and rehabilitated at clinics, health posts and hospitals
- iv. Number of maternity annexes constructed in constituency and wards
- v. Number of maternity annexes rehabilitated in constituency and wards
- vi. Number of people accessing CDF health facilities

**c) Public Infrastructure**

- i. Number of bus stations constructed in constituency and wards
- ii. Number of market shelters constructed in constituency and wards
- iii. Number of chief palaces constructed in constituency and wards
- iv. Number of radio stations constructed
- v. Number of community halls constructed in constituency and wards
- vi. Number of Police Posts and staff houses constructed in constituency and wards
- vii. Number of Police Posts and staff houses rehabilitated in constituency and wards
- viii. Number of people accessing CDF public facilities

**d) Agriculture**

- ix. Number of dams and dip tanks constructed in Constituency and wards
- x. Number of storage facilities constructed in constituency wards

**e) Roads**

- i. Number of culverts constructed in constituency and wards
- ii. KMs of roads maintained in constituency and wards
- iii. KMs of roads rehabilitated in constituency and wards

- iv. KMs of roads constructed in constituency and wards
- v. Number of bridges constructed in constituency and wards
- vi. Number of bridges rehabilitated in constituency and wards

**f) Water supply and Sanitation**

- i. Number of boreholes drilled in constituency and wards
- ii. Number of boreholes rehabilitated in constituency and wards
- iii. Number of water reticulation schemes constructed in constituency and wards
- iv. Number of water reticulation schemes rehabilitated in constituency and wards
- v. Number of ablution blocks constructed in constituency and wards
- vi. Number of ablution blocks rehabilitated in constituency and wards

**g) Asset Acquisitions**

- i. Number of vehicles (ambulances, police and CDF monitoring) procured
- ii. Number of road equipment procured
- iii. Number of marine equipment procured

**7.1.2. Parliament (MPs)**

**a) Projects**

- i. Number of health facilities constructed and rehabilitated in constituencies
- ii. Number of education facilities constructed and rehabilitated in constituencies
- iii. Number of public facilities constructed and rehabilitated in constituencies
- iv. Number of water and sanitation facilities constructed and rehabilitated in constituencies
- v. Number of road facilities constructed and rehabilitated in constituencies
- vi. Number of agriculture facilities constructed and rehabilitated
- vii. Number of assets acquired in constituencies

### **7.1.3. Cabinet Office**

#### **a) Projects**

- i. Number of health facilities constructed and rehabilitated in constituencies
- ii. Number of education facilities constructed and rehabilitated in constituencies
- iii. Number of public facilities constructed and rehabilitated in constituencies
- iv. Number of water and sanitation facilities constructed and rehabilitated in constituencies
- v. Number of water and sanitation facilities constructed and rehabilitated in constituencies
- vi. Number of road facilities constructed and rehabilitated in constituencies
- vii. Number of agriculture facilities constructed and rehabilitated
- viii. Number of assets acquired in constituencies
- ix. Number of people assessing CDF community projects

#### **b) Funds**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on community projects
- iii. Total amounts of funds varied from other components to community projects
- iv. Total amounts of funds varied from community projects to other components
- v. Total amounts of funds approved on community projects
- vi. Total amounts of funds disbursed on community projects

### **7.1.4. Ministry of Finance**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on community projects
- iii. Total amounts of funds varied from other components to community projects
- iv. Total amounts of funds varied from community projects to other components
- v. Total amounts of funds approved on community projects
- vi. Total amounts of funds disbursed on community projects

- vii. Total amount of funds expended on disasters

#### **7.1.5. Line Ministries**

- i. Number of CDF community projects disaggregated by sectors
- ii. Number of people accessing CDF community projects

#### **7.1.6. Ministry of Local Government**

##### **a) Projects**

- i. Number of health facilities constructed and rehabilitated in constituencies
- ii. Number of education facilities constructed and rehabilitated in constituencies
- iii. Number of public facilities constructed and rehabilitated in constituencies
- iv. Number of water and sanitation facilities constructed and rehabilitated in constituencies
- v. Number of water and sanitation facilities constructed and rehabilitated in constituencies
- vi. Number of road facilities constructed and rehabilitated in constituencies
- vii. Number of agriculture facilities constructed and rehabilitated
- viii. Number of assets acquired in constituencies

##### **b) Funds**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on community projects
- iii. Total amounts of funds varied from other components to community projects
- iv. Total amounts of funds varied from community projects to other components
- v. Total amounts of funds approved on community projects
- vi. Total amounts of funds disbursed on community projects
- vii. Total amount of funds expended on disasters

### **7.1.7. Local Authorities**

#### **a) Projects**

- i. Number of health facilities constructed and rehabilitated in constituencies
- ii. Number of education facilities constructed and rehabilitated in constituencies
- iii. Number of public facilities constructed and rehabilitated in constituencies
- iv. Number of water and sanitation facilities constructed and rehabilitated in constituencies
- v. Number of water and sanitation facilities constructed and rehabilitated in constituencies
- vi. Number of road facilities constructed and rehabilitated in constituencies
- vii. Number of agriculture facilities constructed and rehabilitated
- viii. Number of assets acquired in constituencies
- ix. Number of community projects submitted for approval by CDFC
- x. Total number of projects rejected at CDFC and PLGO levels respectively

#### **b) Funds**

- i. Total amounts of funds submitted for approval by CDFC to PLGO
- ii. Total amounts of funds varied from other components to community projects
- iii. Total amounts of funds varied from community projects to other components
- iv. other components
- v. Total amounts of funds approved by PLGOs office on community projects
- vi. Total amounts of funds disbursed on community projects
- vii. Total amount of funds disbursed for disasters

### **7.1.8. CDF Committee**

- i. Number of CDF community projects disaggregated by sectors
- ii. Number of community projects submitted by WDCs
- iii. Number of rejected community projects
- iv. Number of rejected submissions
- v. Number of community projects submitted for approval to PLGO

- vi. Number of community projects allocated funds according to technical advice
- vii. Total amount of funds allocated to community projects
- viii. Number of disaster projects submitted for approval

**7.1.9. Constituency Office**

- i. Number of CDF community projects disaggregated by sectors
- ii. Number of people accessing CDF community projects within the constituency
- iii. Number of infrastructure projects constructed and rehabilitated through the disaster component

**7.1.10. Ward Development Committee**

- i. Number of CDF submitted community projects disaggregated by sectors
- ii. Number of CDF submissions rejected by the CDFC
- iii. Number of approved community projects within the wards
- iv. Level of completion of community projects within the wards
- v. Number of people accessing CDF community projects within the ward
- vi. Number of local contractors awarded community project contracts with the ward
- vii. Number of assets acquired within the ward
- viii. Number of disaster projects submitted to CDFC within ward
- ix. Number of disaster projects approved within the ward

**7.1.11. Traditional Leaders**

- i. Number of approved community projects within the chiefdom
- ii. Level of completion of community projects within the chiefdom
- iii. Number of people accessing CDF community projects within the chiefdom
- iv. Number of local contractors awarded community project contracts with the chiefdom
- v. Number of assets acquired within their chiefdom
- vi. Number of disaster projects constructed and rehabilitated within the chiefdom

**7.1.12. Citizens**

- i. Number of CDF community projects disaggregated by sectors
- ii. Number of people accessing CDF community projects
- iii. % of local contractors awarded community project contracts
- iv. Total amounts of funds expended on community projects

**7.1.13. Non-State Actors (NGOs, FBOs, CSOs, Academia)**

- i. Number of CDF community projects disaggregated by sectors
- ii. Number of people accessing CDF community projects
- iii. Total amounts of funds expended on community projects

**7.2. Women Empowerment**

**7.2.1. State House**

- i. Number of youths and women accessing grants
- ii. Number of people and businesses entities accessing loans
- iii. Number of grants and loans beneficiaries starting successful businesses
- iv. Number of loans beneficiaries defaulting
- v. Number of grants beneficiaries not starting the proposed businesses
- vi. Number increase of loans and grants beneficiaries sustaining their businesses
- vii. Number new businesses started within constituencies from CDF loans and grants beneficiaries
- viii. Number of new jobs being created by loans and grants beneficiaries

**7.2.2. Parliament / MPS**

- i. Number of youths and women accessing grants
- ii. Number of people and businesses entities accessing loans
- iii. Number of grants and loans beneficiaries starting successful businesses
- iv. Number of loans beneficiaries defaulting
- v. Number of grants beneficiaries not starting the proposed businesses
- vi. Number increase of loans and grants beneficiaries sustaining their businesses



- vii. Number new businesses started within constituencies from CDF loans and grants beneficiaries
- viii. Number of new jobs being created by loans and grants beneficiaries

**7.2.3. Cabinet Office**

- i. Number of youths and women accessing grants
- ii. Number of people and businesses entities accessing loans
- iii. Number of grants and loans beneficiaries starting successful businesses
- iv. Number of loans beneficiaries defaulting
- v. Number of grants beneficiaries not starting the proposed businesses
- vi. Number increase of loans and grants beneficiaries sustaining their businesses
- vii. Number new businesses started within constituencies from CDF loans and grants beneficiaries
- viii. Number of new jobs being created by loans and grants beneficiaries

**7.2.3.1. Funds**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on loans and grants
- iii. Total amounts of funds varied from other components to loans and grants
- iv. Total amounts of funds varied loans and grants to other components
- v. Total amounts of funds approved on loans and grants
- vi. Total amounts of funds disbursed on loans and grants

**7.2.4. Ministry of Finance**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on loans and grants
- iii. Total amounts of funds varied from other components to loans and grants
- iv. Total amounts of funds varied loans and grants to other components
- v. Total amounts of funds approved on loans and grants
- vi. Total amounts of funds disbursed on loans and grants

**7.2.5. Line Ministries**

- i. Number of youth and women accessing grants
- ii. Number of people and businesses entities accessing loans
- iii. Number of grants and loans beneficiaries starting successful businesses
- iv. Total amounts of funds disbursed on grants and loans

**7.2.6. Ministry of Local Government**

- i. Number of youths and women accessing grants
- ii. Number of people and businesses entities accessing loans
- iii. Number of grants and loans beneficiaries starting successful businesses
- iv. Number of loans beneficiaries defaulting
- v. Number of grants beneficiaries not starting the proposed businesses
- vi. Number increase of loans and grants beneficiaries sustaining their businesses
- vii. Number new businesses started within constituencies from CDF loans and grants beneficiaries
- viii. Number of new jobs being created by loans and grants beneficiaries

**7.2.6.1. Funds**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on loans and grants
- iii. Total amounts of funds varied from other components to loans and grants
- iv. Total amounts of funds varied loans and grants to other components
- v. Total amounts of funds approved on loans and grants
- vi. Total amounts of funds disbursed on loans and grants

**7.2.7. Local Authorities**

- i. Number of youths and women accessing grants
- ii. Number of people and businesses entities accessing loans
- iii. Number of grants and loans beneficiaries starting successful businesses

- iv. Number of loans beneficiaries defaulting
- v. Number of grants beneficiaries not starting the proposed businesses
- vi. Number increase of loans and grants beneficiaries sustaining their businesses
- vii. Number new businesses started within constituencies from CDF loans and grants beneficiaries
- viii. Number of new jobs being created by loans and grants beneficiaries

**7.2.7.1. Funds**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on loans and grants
- iii. Total amounts of funds varied from other components to loans and grants
- iv. Total amounts of funds varied loans and grants to other components
- v. Total amounts of funds approved on loans and grants
- vi. Total amounts of funds disbursed on loans and grants

**7.2.8. CDF Committee**

- i. Number of submissions received by WDC's
- ii. Number of approved submissions to PLGOs office
- iii. Number of rejected submissions
- iv. Number of people and businesses entities accessing loans
- v. Number of grants and loans beneficiaries starting successful businesses
- vi. Number of loans beneficiaries defaulting
- vii. Number of grants beneficiaries not starting the proposed businesses
- viii. Number increase of loans and grants beneficiaries sustaining their businesses
- ix. Total amounts of funds disbursed on empowerment
- x. Total amounts of funds varied from other components to empowerment
- xi. Total amounts of funds varied from empowerment to other components
- xii. Total amounts of funds approved on empowerment

**7.2.9. Constituency Office**

- i. Number of people and business entities accessing loans
- ii. Number of grants and loans beneficiaries starting successful businesses
- iii. Number of loans beneficiaries defaulting
- iv. Number of grants beneficiaries not starting the proposed businesses
- v. Number increase of loans and grants beneficiaries sustaining their businesses

**7.2.10. Ward Development Committee**

- i. Number of applications submitted for grants and loans
- ii. Number of grants and loans submissions approved
- iii. Number of grants and loans beneficiaries defaulting # of youths and women accessing grants
- iv. Number of people and businesses entities accessing loans
- v. Number of grants and loans beneficiaries starting successful businesses
- vi. Number of loans beneficiaries defaulting
- vii. Number of grants beneficiaries not starting the proposed businesses
- viii. Number increase of loans and grants beneficiaries sustaining their businesses

**7.2.11. Traditional leaders**

- i. Number of youths and women accessing grants within the chieftdom
- ii. Number of people and businesses entities accessing loans within the chieftdom
- iii. Number of grants and loans beneficiaries starting successful businesses within the chieftdom

**7.2.12. Citizens**

- i. Number of youths and women accessing grants
- ii. Number of people and businesses entities accessing loans
- iii. Number of grants and loans beneficiaries starting successful businesses

**7.2.13. Non-State Actors (NGOs, FBOs, CSOs, Academia)**

- i. Number of youths and women accessing grants
- ii. Number of people and businesses entities accessing loans
- iii. Number of grants and loans beneficiaries starting successful businesses

**7.3. Secondary School Boarding Bursary**

**7.3.1 State House  
Education**

- i. Number of pupils on bursary completing grade 12
- ii. Number of pupils sponsored starting a skills development course
- iii. Number of sponsored pupils proceeding to the next grade
- iv. Number of sponsored pupils dropping out
- v. Increase number of vulnerable pupils on secondary school bursary
- vi. Number of boarding schools within constituencies
- vii. Number of sponsored pupils not reporting to respective schools
- viii. Number of sponsored pupils disaggregated by gender

**7.3.2 Parliament/MPs  
Education**

- i. Number of pupils on bursary completing grade 12
- ii. Number of pupils sponsored starting a skills development course
- iii. Number of sponsored pupils proceeding to the next grade
- iv. Number of sponsored pupils dropping out
- v. Increase number of vulnerable pupils on secondary school bursary
- vi. Number of boarding schools within constituencies
- vii. Number of sponsored pupils not reporting to respective schools
- viii. Number of sponsored pupils disaggregated by gender

**7.3.4 Cabinet Office**

**a) Education**

- i. Number of pupils on bursary completing grade 12
- ii. Number of pupils sponsored starting a skills development course
- iii. Number of sponsored pupils proceeding to the next grade

- iv. Number of sponsored pupils dropping out
- v. Increase number of vulnerable pupils on secondary school bursary
- vi. Number of boarding schools within constituencies
- vii. Number of sponsored pupils not reporting to respective schools
- viii. Number of sponsored pupils disaggregated by gender

**b) Funds**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on secondary school bursary
- iii. Total amounts of funds varied from other components to secondary school bursary
- iv. Total amounts of funds varied from secondary school bursary to other components
- v. Total amounts of funds approved on secondary school bursary
- vi. Total amounts of funds disbursed on secondary school bursary

**7.3.5 Ministry of Finance & National Planning**  
**Funds**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on secondary school bursary
- iii. Total amounts of funds varied from other components to secondary school bursary
- iv. Total amounts of funds varied from secondary school bursary to other components
- v. Total amounts of funds approved on secondary school bursary
- vi. Total amounts of funds disbursed on secondary school bursary

**7.3.6 Line Ministries**

**a) Education**

- i. Number of pupils on secondary school boarding bursary
- ii. Number of sponsored pupils disaggregated by gender
- iii. Increase number of vulnerable pupils on secondary school bursary

**b) Funds**

- i. Total amounts of funds disbursed on secondary school bursary

**7.3.7 Ministry of Local Government**

**a) Education**

- i. Number of pupils on bursary completing grade 12
- ii. Number of pupils sponsored starting a skills development course
- iii. Number of sponsored pupils proceeding to the next grade
- iv. Number of sponsored pupils dropping out
- v. Increase number of vulnerable pupils on secondary school bursary
- vi. Number of boarding schools within constituencies
- vii. Number of sponsored pupils not reporting to respective schools
- viii. Number of sponsored pupils disaggregated by gender

**b) Funds**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on secondary school bursary
- iii. Total amounts of funds varied from other components to secondary school bursary
- iv. Total amounts of funds varied from secondary school bursary to other components
- v. Total amounts of funds approved on secondary school bursary
- vi. Total amounts of funds disbursed on secondary school bursary

**7.3.8 Local Authorities**

**a) Education**

- i. Number of pupils on bursary completing grade 12
- ii. Number of pupils sponsored starting a skills development course
- iii. Number of sponsored pupils proceeding to the next grade
- iv. Number of sponsored pupils dropping out
- v. Increase number of vulnerable pupils on secondary school bursary
- vi. Number of boarding schools within constituencies
- vii. Number of sponsored pupils not reporting to respective schools
- viii. Number of sponsored pupils disaggregated by gender

**b) Funds**

- i. Total amount of disbursed CDFs not utilized
- ii. Total amounts of funds expended on secondary school bursary
- iii. Total amounts of funds varied from other components to secondary school bursary
- iv. Total amounts of funds varied from secondary school bursary to other components
- v. Total amounts of funds approved on secondary school bursary
- vi. Total amounts of funds disbursed on secondary school bursary

**7.3.9 CDF Committee**

**a) Education**

- vii. Increase number of vulnerable pupils on secondary school bursary
- viii. Number of boarding schools within constituencies
- ix. Number of sponsored pupils dropping out
- x. Number of sponsored pupils disaggregated by gender
- xi. Number of submissions received by WDCs
- xii. Number of rejected submissions
- xiii. Number of approved submissions to PLGOs office

**b) Funds**

- i. Total amounts of funds disbursed on secondary school bursary
- ii. Total amounts of funds varied from other components to secondary school bursary
- iii. Total amounts of funds varied from secondary school bursary to other components
- iv. Total amounts of funds approved on secondary school bursary

**7.3.10 Constituency Office**

**a) Education**

- i. Number of pupils on secondary school boarding bursary within the constituency
- ii. Number of sponsored pupils disaggregated by gender within the constituency
- iii. Number of sponsored pupils dropping out



- iv. Number increase of vulnerable pupils on secondary school bursary

**b) Funds**

- i. Total amounts of funds disbursed on secondary school bursary within the constituency

**7.3.11 Ward Development Committee**

**Education**

- i. Number of applications submitted for secondary boarding bursary
- ii. Number of secondary school boarding submissions approved of sponsored pupils proceeding to the next grade
- iii. Number of sponsored pupils dropping out
- iv. Increase number of vulnerable pupils on secondary school bursary
- v. Number of boarding schools within the wards of sponsored pupils disaggregated by gender

**7.3.12 Traditional Leaders**

**Education**

- i. Number of pupils on secondary school boarding bursary within the chieftdom
- ii. Number of sponsored pupils disaggregated by gender within the chieftdom
- iii. Number of sponsored pupils dropping out within the chieftdom
- iv. Increase number of vulnerable pupils on secondary school bursary within the chieftdom

**7.3.13 Citizens**

**a) Education**

- i. Number of pupils on secondary school boarding bursary
- ii. Number of sponsored pupils disaggregated by gender

**b) Funds**

- i. Total amounts of funds disbursed on secondary school bursary

### **7.3.14 Non-State Actors (NGOs, FBOs, CSOs, Academia)**

#### **a) Education**

- i. Number of pupils on secondary school boarding bursary
- ii. Number of sponsored pupils disaggregated by gender

#### **b) Funds**

- i. Total amounts of funds disbursed on secondary school bursary

## **7.4. Skills Development Bursary**

### **7.4.1 State House**

#### **Education**

- i. Number of youths on bursary completing their skills course
- ii. Number of youths sponsored starting a skills business or being employed within the constituencies under a CDF project
- iii. Number of sponsored youths dropping out
- iv. Increase number of vulnerable youths applying for skills courses needed in their constituencies
- v. Number of TEVET institutions within constituencies
- vi. Number of sponsored youths not reporting to respective institutions
- vii. Number of sponsored youths disaggregated by gender

### **7.4.2 Parliament/MPs**

#### **Education**

- i. Number of youths on bursary completing their skills course
- ii. Number of youths sponsored starting a skills business or being employed within the constituencies under a CDF project
- iii. Number of sponsored youths dropping out
- iv. Increase number of vulnerable youths applying for skills courses needed in their constituencies
- v. Number of TEVET institutions within constituencies

- vi. Number of sponsored youths not reporting to respective institutions
- vii. Number of sponsored youths disaggregated by gender

### **7.4.3 Cabinet Office**

#### **a) Education**

- i. Number of youths on bursary completing their skills course
- ii. Number of youths sponsored starting a skills business or being employed within the constituencies under a CDF project
- iii. Number of sponsored youths dropping out
- iv. Increase number of vulnerable youths applying for skills courses needed in their constituencies
- v. Number of TEVET institutions within constituencies
- vi. Number of sponsored youths not reporting to respective institutions
- vii. Number of sponsored youths disaggregated by gender

#### **b) Funds**

- i. Total amount of disbursed CDFs not utilized under this component
- ii. Total amounts of funds expended on skills development bursary
- iii. Total amounts of funds varied from other components to skills development bursary
- iv. Total amounts of funds varied from skills development bursary to other components
- v. Total amounts of funds approved on skills development bursary

### **7.4.4 Ministry of Finance & National Planning**

#### **Funds**

- i. Total amount of disbursed CDFs not utilized under this component
- ii. Total amounts of funds expended on skills development bursary
- iii. Total amounts of funds varied from other components to skills development bursary
- iv. Total amounts of funds varied from skills development bursary to other components

- v. Total amounts of funds approved on skills development bursary

#### **7.4.5 Line Ministries**

##### **a) Education**

- i. Number of youths on skills development boarding bursary
- ii. Number of sponsored youths disaggregated by gender
- iii. Increase number of vulnerable youths on skills development bursary

##### **b) Funds**

- i. Total amounts of funds disbursed on skills development bursary

#### **7.4.6 Ministry of Local Government**

##### **a) Education**

- i. Number of youths on bursary completing their skills course
- ii. Number of youths sponsored starting a skills business or being employed within the constituencies under a CDF project of sponsored youths dropping out
- iii. Increase number of vulnerable youths applying for skills courses needed in
- iv. their constituencies
- v. Number TEVET institutions within constituencies
- vi. Number of sponsored youths not reporting to respective institutions
- vii. Number of sponsored youths disaggregated by gender

##### **b) Funds**

- i. Total amount of disbursed CDFs not utilized under this component
- ii. Total amounts of funds expended on skills development bursary
- iii. Total amounts of funds varied from other components to skills development bursary
- iv. Total amounts of funds varied from skills development bursary to other components
- v. Total amounts of funds approved on skills development bursary

#### **7.4.7 Local Authorities**

##### **a) Education**

- i. Number of youths on bursary completing their skills course
- ii. Number of youths sponsored starting a skills business or being employed within the constituencies under a CDF project
- iii. Number of sponsored youths dropping out
- iv. Increase number of vulnerable youths applying for skills courses needed in their constituencies
- v. Number TEVET institutions within constituencies
- vi. Number of sponsored youths not reporting to respective institutions
- vii. Number of sponsored youths disaggregated by gender

##### **b) Funds**

- i. Total amount of disbursed CDFs not utilized under this component
- ii. Total amounts of funds expended on skills development bursary
- iii. Total amounts of funds varied from other components to skills development bursary
- iv. Total amounts of funds varied from skills development bursary to other components
- v. Total amounts of funds approved on skills development bursary

#### **7.4.8 CDF Committee**

##### **a) Education**

- i. Increase number of vulnerable youths on skills development bursary
- ii. Number of TEVET institutions within constituencies
- iii. Number of sponsored youths dropping out
- iv. Number of sponsored youths disaggregated by gender
- v. Number of submissions received by WDCs
- vi. Number of approved submissions to PLGOs office
- vii. Number of rejected submissions

**b) Funds**

- i. Total amounts of funds disbursed on skills development bursary
- ii. Total amounts of funds varied from other components to skills development bursary
- iii. Total amounts of funds varied from skills development bursary to other components
- iv. Total amounts of funds approved on skills development bursary

**7.4.9 Constituency Office**

**Education**

- i. Number of sponsored youths starting a business or being employed within the constituency
- ii. Number of sponsored youths dropping out
- iii. Increase number of vulnerable youths on for skills development bursar
- iv. Number TEVET institutions within the constituency
- v. Number of sponsored youths disaggregated by gender
- vi. Number of graduated youths been given a CDF skills contract within the constituency

**7.4.9.1 Ward Development Committee**

**Education**

- i. Number of applications submitted for skills development bursary
- ii. Number of skills development bursary submissions approved
- iii. Number of sponsored youths starting a business or being employed within the ward
- iv. Number of sponsored youths dropping out
- v. Increase number of vulnerable youths on for skills development bursary
- vi. Number of TEVET institutions within the wards
- vii. Number of sponsored youths disaggregated by gender
- viii. Number of graduated youths been given a CDF skills contract within the ward

#### **7.4.9.2 Traditional Leaders**

##### **Education**

- i. Number of youths on skills development bursary
- ii. within the chieftdom
- iii. Number of sponsored youths disaggregated by gender
- iv. within the chieftdom
- v. Number of sponsored youths dropping out within the chieftdom
- vi. Increase number of vulnerable youths on skills development bursary within the chieftdom
- vii. Number of graduated youths been given a CDF skills

#### **7.4.9.3 Citizens**

##### **a) Education**

- i. Number of youths on secondary skills development bursary
- ii. Number of sponsored youths disaggregated by gender

##### **b) Funds**

- i. Total amounts of funds disbursed on skills development bursary

#### **7.4.9.4 Non-State Actors (NGOs, FBOs, CSOs, Academia)**

##### **a) Education**

- i. Number of youths on secondary skills development bursary
- ii. Number of sponsored youths disaggregated by gender

##### **b) Funds**

- i. Total amounts of funds disbursed on skills development bursary