*All correspondence should be Addressed to the PLGO*

Tel : 07-221620
Fax : 07-221620

MLGRD/WP/4/7/151

*In Reply please quote*

REPUBLIC OF ZAMBIA

# MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT

## OFFICE OF THE PROVINCIAL LOCAL GOVERNMENT OFFICER

WESTERN PROVINCE
P. O. BOX 910105
MONGU

21st February, 2025

The Council Secretary
Nkeyema Town Council
**NKEYEMA**

**CONVEYANCE OF NOTIFICATION OF APPROVAL FOR COMMUNITY PROJECTS UNDER NKEYEMA CONSTITUENCY IN NKEYEMA LOCAL AUTHORITY**

Reference is made to your letters dated **14th February, 2025** in which you submitted a request for **Community Projects** under **Nkeyema Constituency** for Approval in accordance with **Section 25 (1)** of the Constituency Development Funds **Act No. 1** of **2024**.

Be informed that your request has been approved in conformity with Section **12 (a)** as read with Section **25 (2)** of the Constituency Development Fund **Act No. 1** of **2024** as per attached Notification of Approval.

You are, therefore, advised to notify the Constituency Development Fund Committee **(CDFC)** on the approval.

Be guided accordingly.

Nixon Nkwapu
**Provincial Local Government Officer**
**WESTERN PROVINCE**

Cc: The Hon. Minister of Local Government and Rural Development - **LUSAKA**
**Cc:** The Hon. Provincial Minister – Western Province - **MONGU**
Cc: Hon. Member of Parliament, Nkeyema Constituency, National Assembly Office - **NKEYEMA**
Cc: The Permanent Secretary (A), Ministry of Local Government and Rural Development- **LUSAKA**
Cc: The Permanent Secretary (TS), Ministry of Local Government and Rural Development- **LUSAKA**
**Cc:** The Permanent Secretary, Provincial Administration, Western Province - **MONGU**

MLGRD/WP/4/7/151

**THE CONSTITUENCY DEVELOPMENT FUND ACT NO.1 of 2024**
**NOTIFICATION OF APPROVAL/REFUSAL OF CONSTITUENCY DEVELOPMENT FUND**

**To: The Council Secretary**

**Nkeyema Town Council**

**P.O. BOX 940221**

**NKEYEMA**

Your submission seeking approval of **Community Projects** under **Nkeyema Constituency** in **Nkeyema District** dated **14th February, 2025** and received on **21st February, 2025**, herein, containing the following: -

| | No. | Amount |
|---|---|---|
| (i) **Community Projects (2025)** | 13 | K17,750,444.13 |

has been Approved **pursuant** to **Section 12 (a)** and **25 (2)** of the Constituency Development Fund Act No. 1 of 2024, subject to the following conditions:

(i) **All payments to recipients should be made only through the Banking System to the beneficiary accounts.**
(ii) **Ensure a monitoring and evaluation program is formulated for follow up to ensure timely decisions are made.**
(iii) **Submit quarterly projects implementation reports to the Ministry and share these with the Hon. Member of Parliament, Provincial Local Government Officer, beneficiaries and other stakeholders.**
(iv) **Expedite and increase sensitization on CDF to ensure increased up take of the fund**

REPUBLIC OF ZAMBIA MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT 21 FEB 2025 PROVINCIAL LOCAL GOVERNMENT OFFICER P.O. BOX 910105, MONGU

**Date.....Signed.....**

**NIXON NKWAPU**
**PROVINCIAL LOCAL GOVERNMENT OFFICER**
**WESTERN PROVINCE**

c.c. The Member of Parliament, Nkeyema Constituency, National Assembly Office - **NKEYEMA**

**KEY REFERENCE**

1. In the case of variations to the projects, Authority must be sought from the Ministry in line with section 22 of the Constituency Development Fund Act No. 1 of 2024.
2. The local authority shall only disburse funds from the Constituency account based on projects approved by the Provincial Local Government Officer.
3. Collaborate with appropriate line Government departments and other stakeholders regarding the disbursement of the funds in line with section 24 (2) and 27 (1) of the CDF Act No. 1 of 2024.
4. All procurements shall be subject to the Public Procurement Act No. 8 of 2020.
5. Management and disbursement of funds shall be in subject to the Public Finance Management Act No. 1 of 2018

# CONSTITUENCY DEVELOPMENT FUND APPROVAL CHECKLIST

Date : 21st February, 2023 District: Nkoyema Constituency: Nkoyema
Name of Officer: Pumulo Kalaluka
Checked by: NIXON NKWAPU

| NO. | COMPONENT | CHECK LIST/ GUIDING PRINCIPLE | TICK | COMMENT |
|---|---|---|---|---|
| 1 | COMMUNITY PROJECT | Conveyance letter signed by responsible officer | ✓ | Signed |
| 2 | | Minutes of the CDFC signed by chairperson and secretary and attached schedules or lists of learners signed on each page | ✓ | Signed by the Chair |
| 3 | | The quorum was met by members in attendance during the CDFC meeting. Resolutions provide guidance on the recommendations made | ✓ | Met |
| 4 | | Attached tabular schedule with:<br>• Name of projects | ✓ | Indicated |
| | | • Sector of Project | ✓ | Indicated |
| | | • Type of Project | ✓ | Indicated |
| | | • Proposed Date of Commencement | ✓ | Indicated |
| | | • Designated ward for implementation and location | ✓ | Indicated |
| | | • Summaries of BOQs | ✓ | Indicated |
| | | • Scope of works | ✓ | Indicated |
| | | • Engineers Estimates | ✓ | Indicated |
| 5 | | Number of proposals recommended or proposed for funding | ✓ | 13 |
| 6 | | Number of projects or proposals rejected | ✓ | Nil |
| 7 | | Amount allocated to proposals or projects | ✓ | 17,750,444.13 |
| 8 | | Duration of project | ✓ | Indicated |
| 9 | | Proof of appraisal by the Technical appraisal committee (minutes signed on each page). | ✓ | Signed |

**Recommendation: APPROVED**

**Signature:** _____

REPUBLIC OF ZAMBIA
MINISTRY OF LOCAL GOVERNMENT
AND RURAL DEVELOPMENT
21 FEB 2023
PROVINCIAL LOCAL GOVERNMENT OFFICER
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