



MLGRD/WP/4/7/258

All correspondence should be
Addressed to the PLGO

Tel : 07-221620
Fax : 07-221620

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

12th February, 2024

The Council Secretary
Sikongo Town Council
P.O. BOX 930067
SIKONGO

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

Reference is made to your letter dated **5th January, 2024** in which you submitted a request for Community Projects under Sikongo Constituency for Ministerial Approval in accordance with Section **4 (c)** of the Constituency Development Funds Act No. **11** of **2018**.

Be informed that the Hon. Minister of Local Government and Rural Development has approved your request as per attached Notification of approval. Therefore, you are advised to notify the Constituency Development Fund Committee (**CDFC**) on the approval.

Be guided accordingly.

Nixon Nkwapu
Provincial Local Government Officer
WESTERN PROVINCE

14 FEB 2024

- Cc: The Hon. Minister of Local Government and Rural Development-**LUSAKA**
Cc: The Hon. Provincial Minister, Western Province- **MONGU**
Cc: Hon. Member of Parliament, Sikongo Constituency, National Assembly Office - **SIKONGO**
Cc: The Permanent Secretary (Admin), 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/4/7/258

THE CONSTITUENCY DEVELOPMENT FUND ACT NO.11 of 2018

NOTIFICATION OF APPROVAL/REFUSAL OF CONSTITUENCY DEVELOPMENT FUND

To: The Council Secretary
.....
Sikongo Town Council
.....
P.O. BOX 930067
.....
SIKONGO
.....

Your submission seeking approval of Community Projects under Sikongo Constituency in Sikongo District dated 5th January, 2024 and received on 16th January, 2024, herein, contained the following: -

	No.	Amount
(i) Community Projects (2024)	21.....	K16,589,200.12

has been Approved by the Hon. Minister of Local Government and Rural Development subject, pursuant to Gazette Notice NO. 1683, 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, beneficiaries and other stakeholders.
- (iv) Expedite and increase sensitization on CDF to ensure increased up take of the fund
- (v) The funds for the additional funds for 2022 CDF Allocation

Date..... Signed.....


NIXON NKWAPU
PROVINCIAL LOCAL GOVERNMENT OFFICER
WESTERN PROVINCE

c.c. The Member of Parliament, Sikongo Constituency, National Assembly Office - SIKONGO

KEY REFERENCE

1. In the case of variations to the projects, Authority must be sought from the Ministry in line with section 16 of the Constituency Development Fund Act No. 11 of 2018.
2. The local authority shall only disburse funds from the Constituency account based on projects approved by the Minister.
3. Collaborate with appropriate line Government departments and other stakeholders regarding the disbursement of the funds in line with PART IV section 21 of the CDF Act No. 11 of 2018.
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 : 12th February, 2024

District: Sikongo

Constituency: Sikongo

Name of Officer: Namakando Silishebo

Checked by: NIXON NKWAPU

NO.	COMPONENT	CHECK LIST/ GUIDING PRINCIPLE	TICK	COMMENT
1	COMMUNITY PROJECTS	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:	✓	Indicated
		• 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	
5	• Scope of works	✓	Indicated	
	• Engineers Estimates	✓	Indicated	
6	Number of proposals recommended or proposed for funding	✓	Indicated	
7	Number of projects or proposals rejected	✓	Indicated	
8	Amount allocated to proposals or projects	✓	K16,589,200.12	
9	Duration of project	✓	Indicated	
9	Proof of appraisal by the Technical appraisal committee (minutes signed on each page).	✓	Signed	

Recommendation: **APPROVED**

Signature: _____



14 FEB 2024