



MLGRD/WP/4/7/275

*If correspondence should be
addressed to the PLGO*

tel : 07-221620
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In Reply please quote:

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REPUBLIC OF ZAMBIA
**MINISTRY OF LOCAL GOVERNMENT AND
RURAL DEVELOPMENT**

**OFFICE OF THE PROVINCIAL LOCAL GOVERNMENT OFFICER
WESTERN PROVINCE
P. O. BOX 910105
MONGU**

15th May, 2025

The Council Secretary
Nalolo Town Council
P.O Box 920098
NALOLO

**CONVEYANCE OF NOTIFICATION OF APPROVAL FOR COMMUNITY PROJECTS
AND DISASTER MANAGEMENT UNDER NALOLO CONSTITUENCY IN NALOLO
LOCAL AUTHORITY**

Reference is made to your letter dated **7th May, 2025** in which you submitted a request for **Community Projects and Disaster Management** under **Nalolo 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, Nalolo Constituency, National Assembly Office - **NALOLO**
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**

THE CONSTITUENCY DEVELOPMENT FUND ACT NO.1 of 2024

NOTIFICATION OF APPROVAL/REFUSAL OF CONSTITUENCY DEVELOPMENT FUND

To: The Council Secretary

 Nalolo Town Council

 P.O. BOX 920098

 NALOLO

Your submission seeking approval of Community Projects and Disaster Management under Nalolo Constituency in Nalolo District dated 7th May, 2025 and received on 14th May, 2025, herein, containing the following: -

	No.	Amount
(i) Community Projects (2025)	19	K17,750,444.14
(ii) Construction of a 1X3 CRB Phase 1 at Namabunga (2025)	01	K954,637.25
(iii) Roads Project (2025)	9Km	K3,278.013.00

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) Make sure to adhere to the bill of quantity
- (ii) All payments to recipients should be made only through the Banking System to the beneficiary accounts.
- (iii) Ensure a monitoring and evaluation program is formulated for follow up to ensure timely decisions are made.
- (iv) 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.
- (v) Expedite and increase sensitization on CDF to ensure increased up take of the fund

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


 NIXON NKWAPU
 PROVINCIAL LOCAL GOVERNMENT OFFICER
 WESTERN PROVINCE

c.c. The Member of Parliament, Nalolo Constituency, National Assembly Office – Nalolo

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: 15th May, 2025

District: Nalolo

Constituency: Nalolo

Name of Officer: Namakando Silishebo

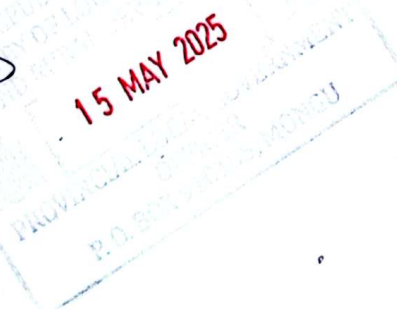
Checked by: NIXON NKWAPU

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	
5	Number of proposals recommended or proposed for funding	✓	19	
6	Number of projects or proposals rejected	✓	Indicated	
7	Amount allocated to proposals or projects	✓	K17,750,444.14	
8	Duration of project	✓	Indicated	
9	Proof of appraisal by the Technical appraisal committee (minutes signed on each page).	✓	Signed	

Recommendation: APPROVED Signature: _____



15 MAY 2025



CONSTITUENCY DEVELOPMENT FUND APPROVAL CHECKLIST

Date: 15th May, 2025

District: Nalolo

Constituency: Nalolo


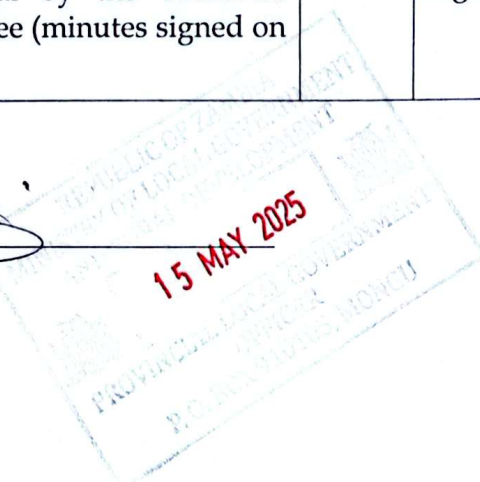
Name of Officer: Namakando Silishebo

Checked by: NIXON NKWAPU

NO.	COMPONENT	CHECK LIST/ GUIDING PRINCIPLE	TICK	COMMENT
1	COMMUNITY PROJECTS (ROAD PROJECT 9KMs)	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	✓	01	
7	Number of projects or proposals rejected	✓	Indicated	
8	Amount allocated to proposals or projects	✓	K3,278.013.00	
9	Duration of project	✓	Indicated	
9	Proof of appraisal by the Technical appraisal committee (minutes signed on each page).	✓	Signed	

Recommendation: APPROVED

Signature: _____

CONSTITUENCY DEVELOPMENT FUND APPROVAL CHECKLIST

Date: 15th May, 2025

District: Nalolo

Constituency: Nalolo

Name of Officer: Namakando Silishebo

Checked by: NIXON NKWAPU

NO.	COMPONENT	CHECK LIST/ GUIDING PRINCIPLE	TICK	COMMENT
1	COMMUNITY PROJECTS (DISASTER)	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	✓	01	
7	Number of projects or proposals rejected	✓	Indicated	
8	Amount allocated to proposals or projects	✓	K954,637.25	
9	Duration of project	✓	Indicated	
9	Proof of appraisal by the Technical appraisal committee (minutes signed on each page).	✓	Signed	

Recommendation: **APPROVED**

Signature: _____



15 MAY 2025