

MLGRD/WP/4/7/275

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

15<sup>th</sup> May, 2025

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

**CONVEYANCE OF NOTIFICATION OF APPROVAL FOR GRANT EMPOWERMENT  
 UNDER NALOLO CONSTITUENCY IN NALOLO LOCAL AUTHORITY**

Reference is made to your letter dated 7<sup>th</sup> May, 2025 in which you submitted a request for **Grant Empowerment** 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.

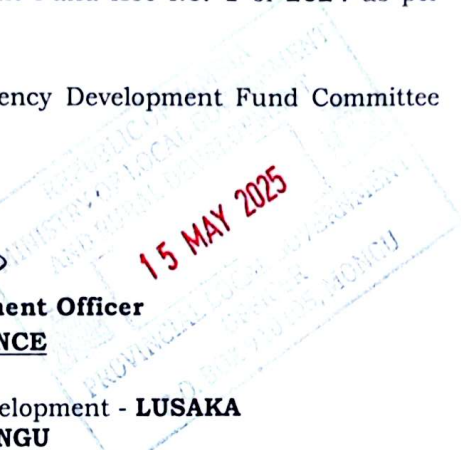
You are, therefore, advised to notify the Constituency Development Fund Committee (CDFC) on the approval.

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 Grant Empowerment under Nalolo Constituency in Nalolo District dated 7<sup>th</sup> May, 2025 and received on 14<sup>th</sup> May, 2025, herein, containing the following: -

	No.	Amount
(i) Grant Empowerment (2025) .....	165 .....	K2,545,699.34
has been <u>Approved</u> 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		

Date.....  
 15 MAY 2025  
 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: 15<sup>th</sup> May, 2025

District: Nalolo

Constituency: Nalolo

Name of Officer: Namakando Silishebo

Checked by: NIXON NKWAPU

### EMPOWERMENT GRANT

NO	CHECK LIST/ GUIDING PRINCIPLE	TICK	COMMENT
1	Is the conveyance letter signed by Responsible Officer?	✓	Signed
2	Are the minutes of the CDFC signed by Chairperson and Secretary?	✓	Signed
3	Was the quorum met during the CDFC meeting?	✓	Met
4	Was the resolution made to recommend this group/project?	✓	Indicated
5	Is the name of group indicated?	✓	Indicated
6	Is type of group (Club, Cooperative, SME etc.) indicated?	✓	Indicated
7	Is the number of beneficiaries indicated?	✓	Indicated
8	Is the amount requested indicated	✓	Indicated
9	Has the amount recommended for approval been indicated?	✓	Indicated
10	Contact person details (Name and NRC #)	✓	Indicated
11	Is the proposed date of commencement for approval been indicated?	✓	Indicated
12	Has the name of the Ward where the project will be implemented been indicated?	✓	Indicated
13	Has the date of commencement of the project indicated?	✓	Indicated
14	Has the technical appraisal committee report been attached?	✓	Indicated
15	Is the technical appraisal committee report signed on each page?	✓	Signed
16	Has the Data Submission report been attached?	✓	Indicated

Recommendation: ~~Approved~~/Not Approved

Reason/s: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

