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UWEZO FUND OVERSIGHT BOARD SECRETARIAT

Lonrho House,
16th Floor,
Standard Street,
Nairobi

visit our website:
<http://www.uwezo.go.ke>

P O Box 42009-00100,
NAIROBI.

E-MAIL:uwezofund@yahoo.com

Ref: UWZ/2014/CIR/VOL.1(2)

Date: 20th May 2014

All Fund Account Managers

Thro'

**Ag. Chief Executive Officer
Constituencies Development Fund Board**

RE: FURTHER GUIDELINES AND OPERATIONAL TEMPLATES

Uwezo Fund Oversight Board inducted Fund Account Managers and Sub-County Youth Development Officers on the operationalization of Uwezo Fund, held at Multimedia University on 14th – 15th April and 24th - 26th April 2014 respectively equipping you with necessary knowledge and skills to undertake your duties and responsibilities as Secretariat staff and ex-officio members of the Constituency Uwezo Fund Management Committees. During the trainings, officers participated actively by giving ideas and recommendations to documents to be used under this Fund.

Further, various meetings were later held between the Fund Secretariat Officers and other stake holders to review and revise the documents to make them suitable for both youth, women and people living with disability.

The purpose of this letter therefore is to forward the attached copies of revised Business Plan, Coding system, Standard Vetted Groups submission form, Group/Institutional information, checklist of documents attached, Disbursement Report form, disaggregated data form and code list illustration to be used by the CUFMCs under your guidance.

Kindly ensure compliance.

**WILFRED BUYEMA
Ag. CHIEF EXECUTIVE OFFICER**

Copy to: **Eng. Peter O. Mangiti**
Principal Secretary, Planning
Ministry of Devolution and Planning
NAIROBI



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