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# UWEZO FUND OVERSIGHT BOARD SECRETARIAT

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16<sup>th</sup> Floor,  
Standard Street,  
Nairobi

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

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Ref: UWZ/2014/CDFBOARD/VOL.1

Date: 10<sup>th</sup> November 2014

## All CDF Fund Account Managers

Thro'

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

## RE: CONTRACT AGREEMENT BETWEEN CONSTITUENCY UWEZO FUND MANAGEMENT COMMITTEE AND GROUP/INSTITUTION

The Public Finance Management (Uwezo Fund) Regulations, 2014 Article 22(2) and (3) states that: -

- (2) An application for the funds shall be accompanied by a signed guarantee form executed by each member of the women or youth group individually committing to repay the loan requested by the group.
- (3) On behalf of the Government, the Committee shall enter into an agreement with the identified beneficiary groups on the terms of the loan repayment prior to release of funds through signing a prescribed form.

The purpose of this letter therefore is to request you to ensure that each group/institution sign the prescribed form before cheques are issued.

**WILFRED BUYEMA**  
**Ag. CHIEF EXECUTIVE OFFICER**

Encls.

Copy to: **Eng. Peter O. Mangiti**  
Principal Secretary  
Ministry of Devolution & Planning  
Planning Department



# CONSTITUENCY UWEZO FUND MANAGEMENT COMMITTEE

## THE CONTRACT AGREEMENT

BETWEEN

.....CONSTITUENCY UWEZO FUND MANAGEMENT  
COMMITTEE

AND

GROUP/INSTITUTION NAME .....

DATE .....

CHIEF EXECUTIVE OFFICER  
UWEZO FUND  
P. O. Box 41973 - 00100,  
1 KARIAKI

THIS AGREEMENT is made on this.....day of.....20.....

**BETWEEN**

Name of Group/institution.....Group registration no.....of P.O  
Box.....Tel No.....  
Of the County.....County Code.....Constituency  
.....Constituency Code.....Group GFS  
Code.....Conducting business at .....ward  
and.....location(Specific business location)

AND

.....Constituency Uwezo Fund Management Committee of P.O  
Box.....Tel No.....

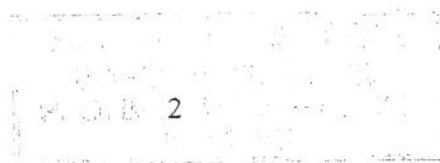
**NOW THEREFORE IT IS HEREBY AGREED as follows:**

**1. The Facility**

The Constituency Uwezo Fund Management Committee with the approval of the Uwezo  
Fund Oversight Board has agreed to lend .....  
Group/Institution Kshs..... (In words).....  
.....  
vide Cheque No.....dated.....under the terms of agreement as set out  
herein.

**2. Commencement**

This Agreement shall be deemed to be made on this.....day of.....having  
been signed by the group/Institution.



### **3. Purpose**

The group/Institution shall use all sums borrowed under this agreement for the purpose for which the loan is granted.

### **4. Monitoring**

The Constituency Uwezo Fund Management Committee has the right to conduct periodic monitoring of the group/institutions business activity without giving prior notification.

### **5. Default**

The Loan shall be deemed defaulted after non-payment of any amounts due for 3 consecutive months from the date on which it is due. Groups/Institutions shall be required to pay accrued defaulted amount which shall attract an interest of 5% of the defaulted amount.

### **6. Repayments**

The duration of the loan amount is.....months. Repayments will begin on the .....day of.....20..... and continue in accordance with this agreement. The monthly repayment amount is Kshs.....and falls due on.....day of every month after the expiry of the grace period of .....months.

### **7. Governing Law and Jurisdiction**

This Agreement shall be governed by, construed and enforced in accordance with the Public Finance Management (Uwezo Fund) Regulations, 2014.

IN WITNESS WHEREOF the parties have executed this agreement on the date indicated above.





