

ANNUAL ACTION PLAN, 2022

THEMATIC AREA: ECONOMIC DEVELOPMENT																
Programme (PPB)	Sub-programme (PBB)	Broad Activities	Timeframe				Cost				Programme Status		Implementing Inst./Dept.			
			Q1	Q2	Q3	Q4	GoG	IGF	DACF/DACF-RFG	Others	New	Ongoing	Lead	Coll.		
	Agriculture improvement	Veterinary services						10,000.00					X		Agric. Dpt	ASEM A
		Campaign and vaccination of pet and disease control					2,507.00						X		Agric. Dpt	ASEM A
		Office facilities (Procurement of Laptops)					17,815.00	4,900.00				X			Agric. Dpt	
		Distribution of day-old chicks to farmers						38,100.00				X			Agric. Dpt	
		Increase access to extension services for farmers for the enhancement of value chain productivity within the Mun.					5,015.00						X		Agric. Dpt	
		Organize 38th Mun. Farmers Day's celebration						47,000.00							ASEM A	Agric. Dept
		Maintenance of Official vehicle									5,438.79		X		Agric. Dpt.	

		Running cost of official vehicle								5,438.79		X	Agric. Dpt.	
		Train farmers on improved farming practise								32,632.74		X	Agric. Dpt	
		Train farmers on areas of good agricultural practises on vegetable production								10,877.58		X	Agric. Dpt	
		Train farmers and vendors to increase yield in good hygiene					9,998.00					X	Agric. Dpt	
THEMATIC AREA: SOCIAL DEVELOPMENT														
Programme (PPB)	Sub-programme (PBB)	Broad Activities	Timeframe				Cost				Programme Status		Implementing Inst./Dept.	
			Q1	Q2	Q3	Q4	GoG	IGF	DACF/DACF-RFG	Others	New	Ongoing	Lead	Coll.
	Social Welfare and Community Development	Assist 150 children to receive proper care from their parents through effective casework					2,500.00		6,700.00				SW&C D	ASEM A
		Prevent 150 children from exploitative work through sensitization					2149	5,000			X		SW&C D	ASEM A
		Sensitization on child neglect ,guidance and counseling, career etc.					3,000	4,200.00			X		SW&C D	ASEM A

		Organize social and public education in five communities on the role parents					1,399	5,198			X		SW&C D	ASEM A
		To identify and register 150 Day Care centres									X		SW&C D	ASEM A
		To attend court regularly and write 20 social enquiry report to speed up work at the family tribunal level					200	3,100.00			X		SW&C D	ASEM A
		To register 40 PWDs and support them financially						20,914.89			X		SW&C D	ASEM A
		To identify and screen vulnerable households for LEAP registration and educate the general public on the LEAP problem/mental health mgt.					100	2,420			X		SW&C D	ASEM A
		To help NHIS to register 70 LEAP beneficiaries and other vulnerable groups					1,200	43,000.00			X		SW&C D	ASEM A
		Assist PWD's in income generating activities					225.23	3,541			X		SW&C D	ASEM A
		To sensitize 5 communities on Disability Management						5,500			X		SW&C D	ASEM A

		To sensitize 6 communities on home management					6,400			X		SW&C D	ASEM A
		To sensitize 4 groups on hygiene and sanitation					15,600			X		SW&C D	ASEM A
		To train 6 groups in income generating ventures such as soap making, tie& dye etc					2,890			X		SW&C D	ASEM A
		To promote gender-mainstreaming programmes					4,000			X		SW&C D	ASEM A
		To help 20 patients with pyscho-social problems					1,400			X		SW&C D	ASEM A
		To ensure effective monitoring of 50 CSO's in the municipality						1,500		X		SW&C D	ASEM A
		Capacity building workshop for staff					2,900			X		SW&C D	ASEM A
	Education and Youth Development	Embark on enrolment drive in 30 communities to increase enrolments in our schools.					1,200.00			X		GES	ASEM A
		Support for brilliant but needy students in our schools						99,578.71		X		GES	ASEM A
		Support for Education					10,000.00			X		GES	ASEM A

		Oversight Committee (DEOC).											
		Support for Sports and cultural Development.						20,000		X		GES	ASEM A
		Organise Independence day Celebration					20,000	30,000.00		X		GES	ASEM A
		Organise Best Teacher/Student Awards				4,000				X		GES	ASEM A
		Conduct regular monitoring and supervision of education operations and projects.						20,000.00		X		GES	ASEM A
		Provide adequate office stationery and other logistics.								X		GES	ASEM A
		Organize two mock exams in the municipality for about 4000 students.						30,000.00		X		GES	ASEM A
		Construction of platform for the office 40ft. container and roofing.					10,000/00			X		GES	ASEM A
		Provision of furniture to Basic Schools in the Municipality.						270,000.00		X		ASEM A	GES
		Organize my first day at school					35,000	15,000.00		X		GES	ASEM A
	HEALTH DELIVERY	Conduct a survey on data management					500.00			X		GHS	ASEM A

		needs in all facilities												
		Conduct training on data validation and data verification processes for 15 district Officers and 40 sub district officers					2,000.00						GHS	ASEM A
		Conduct monthly data validation and bi monthly - verification at the district level in selected facilities					1,000.00			X			GHS	ASEM A
		Carry out bi-monthly data verification in selected facilities					500.00			X			GHS	ASEM A
		Conduct refresher training on DHIMS 2 for 45 health staff					2,000.00			X			GHS	ASEM A
		Refresher training on e-Tracker for 45 health staff					1,500.00			X			GHS	ASEM A
		Pick geographic coordinates of all operating facilities and existing communities in the municipality					300.00			X			GHS	ASEM A
		Train 40 Community Health Nurses on nutrition reporting forms and registers					5,000.00			X				

		Conduct an Integrated Supportive Supervision in all facilities					2,000.00			X		GHS	AESMA
		Train 40 relevant health staff on Infant Young and Child Feeding					2,000.00			X		GHS	ASEMA
		Quarterly mop ups to identify malnourished cases					500.00				X	GHS	ASEMA
		Train relevant staff on the use of the stadiometer					800.00			X		GHS	ASEMA
		Train 30 Community Health Nurses on new Family Planning reporting forms and registers					2,000.00				X	GHS	ASEMA
		Establish 3 pregnancy schools in the Sub-Districts					700.00			X		GHS	ASEMA
		Train 24 CHOs on the use of Veropack for Family Planning Home Services					1,000.00			X			
		Train 30 midwives on focused ANC and sharing task to assist the midwives					1,500.00				X		
		Establish 4 nurses review meeting on indicators					1,500.00				X		

		Create 5 adolescent corners in each Sub District and the Senior High School in the district					1,000.00			X		GHS	ASEM A
		Appraisal training for all staff and conduct workshop on promotion for staff who are due					500.00				X	GHS	ASEM A
		Train sub district heads Administrative procedure					2,000.00			X		GHS	ASEM A
		Conduct workshop on code of conduct for all staff					800.00				X	GHS	ASEM A
		Train staff on declaration of internship for further studies and study leave					800.00			X		GHS	ASEM A
		Distribution of health promotion registers to all facilities					500.00				X	GHS	ASEM A
		Train health workers on health promotion registers and report forms					1,500.00				X	GHS	ASEM A
		Provision of HP reporting forms to all facilities including Private facilities					2,000.00			X		GHS	ASEM A

		To appoint community health workers as health promotion focal persons to ensure high coverage of promotional activities					200.00				X	GHS	ASEM A
		Organize screening and management programs for diabetes, hypertension, sickle cell and asthma in the municipality.					1,700.00				X	GHS	ASEM A
		Train health workers staff on national Behaviour change communication strategy for lifestyle change, regenerative health & essential nutrition					1,200.00				X	GHS	ASEM A
		Conduct health education in schools, church & mosques on healthy lifestyle and regenerative health					2,000.00				X	GHS	ASEM A
		Organise a stakeholders meeting and 96 community durbars in the ASE Municipal on					2,000.00				X	GHS	ASEM A

		cholera and other diarrhoea diseases												
		Radio programmes on Cholera, Ebola, Meningitis and other diseases of public health importance/key health issues						2,447.34			X		GHS	ASEM A
		Promotion of world malaria day						20,435.93				X	GHS	ASEM A
		Regular monitoring and supportive visit to all facilities						1,000.00				X	GHS	ASEM A
		Public education and sensitization on HIV/AIDS						12,447.34				X	ASEM A	GHS
		Organize CoViD-19 related activities						8,000.00				X	GHS	ASEM A
THEMATIC AREA: ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENT														
Programme (PPB)	Sub-programme (PBB)	Broad Activities	Timeframe				Cost				Programme Status		Implementing Inst./Dept.	
			Q1	Q2	Q3	Q4	GoG	IGF	DACF/DACF-RFG	Others	New	Ongoing	Lead	Coll.
Environmental and Sanitation Management		Acquisition of Sanitary tools.						12,000.00	200,000.00		X		MEHU	ASEM A

		Clearing of existing heap of refuse sites.					100,000.00				X	ASEM A	MEHU
		Disinfection & Disinfestation of Final Disposal Site, Markets and Public Toilets.					150,000.00			X		ASEM A	MEHU
		Enforcement of Environmental sanitation bye-laws					10,000			X		ASEM A	MEHU
		Organize household refuse collection.					10,000			X		ASEM A	MEHU
		Enforcement of bye-laws on the construction of household latrines.					2,000				X	EHSD	NCCE, ISD,
		Promotion of household latrine construction.					15,000				X	MA	EHSD
		Public education on bathhouses construction and sullage disposal in the municipality					12,000				X	EHSD	NCCE, ISD
		Intensify house to house inspection and education.					3,000				X	ASEM A	MEHU
		Organise WASH activities in collaboration with MSHAT					3,000			X		ASEM A	MEHU

		Organise learning and sharing program with MSHAT and Awutu Senya District Assembly (ASDA)					4,000			X		ASEM A	MEHU
		Organise regular clean-up exercise in communities					21,000			X		ASEM A	MEHU
		Registration, health screening and certification of food vendors in the Municipality					35,000			X		ASEM A	MEHU
	Disaster Prevention and Management												
		Sensitization on Disaster Management						10,000.00		X		NADMO	ASEM A
		Support for resettlement of disaster victims and relief items					50,000.00	30,000.00		X		NADMO	ASEM A
		World Disaster Day celebration					5,000.00	7,000.00		X		NADMO	ASEM A
		Support to climate change					10,000.00	12,000.00		X		NADMO	ASEM A
		Green Ghana					8,000.00	10,000.00		X		NADMO	ASEM A

		Training on Disaster Management						13,000.00		X		NADMO	ASEMA
Infrastructure Delivery and Management	INFRASTRUCTURE DELIVERY-WORKS	Construction of MCD's bungalow at Ofaakor						400,246.00		X		ASEMA	
		Construction of 6No. water closet(WC) visitors toilet at ASEMA office at Ofaakor						100,000.00		X		ASEMA	
		Purchase and installation of streetlights in communities					350,000.00	200,000.00		X		ASEMA	
		Construction of 2 No. CHPS compound at Peace town and Rockcity/Cross river						520,000		X		ASEMA	
		Construction of 2No. bedrooms Semi-detached senior Staff bungalow at Ofaakor					1,000,000.00	401,563.00		X		ASEMA	
		Construction of office accommodation for works, Urban Roads, Stores Unit and physical planning department at Ofaakor					280,000.00			X		ASEMA	

		Supply and installation of 300No. 10m length galvanized street light poles with single arm luminaries complete with 2No. 50kva, 33kvpm transformers							300,000.00	X		ASEM A	MLGR D
		Construction of staff canteen at Kasoa Ofaakor					250,000			X		ASEM A	
		Completion of 1No. 3unit classroom block at CP						120,000			X	ASEM A	
		Completion of 1No. Zonal Council office at Ofaakor					100,000	90,000			X	ASEM A	
		Construction of MCE bungalow at Ofaakor						403,281.31			X	ASEM A	
		Completion of 1No. CHPS compound at Amuzuko						50,000			X	ASEM A	
		Completion of precast paving of Kasoa New Market(8,740 sq.m)								1,098,324.24		MLGR D	ASEM A
		Completion of bitumen surfacing of old HFC-Timber market road (0.875km)								2,095,810.15		MLGR D	ASEM A

		and timber market-main new market road (0.351)											
		Supply and installation of 164 No. streetlights poles with 2 no. transformers form Kasoa Roundabout – Kasoa Ofaakor								140,711.00		MLGRD	ASEMA
	Road Infrastructure												
		Grading of roads within the Municipality					133,040.92	221,734.87		X		MURD	ASEMA
		Dredging of storm water channels within the Municipality						159,191.35			X	MURD	ASEMA
		Cleaning of Open drains and Culverts					49,097.47				X	MURD	ASEMA
		Traffic Signal Maintenance					20,157.72				X	MURD	ASEMA
		Shoulder Cleaning and Green Area Maintenance					25,322.28				X	MURD	ASEMA

		Gravelling of Culvert Approaches on selected roads in Kasoa					133,040.92			X		MURD	ASEM A
		Opening up of selected roads in Kasoa					60,473.15				X	MURD	ASEM A
		Construction of Pipe Culverts on selected roads in Kasoa						221,516.48		X		MURD	ASEM A
		Construction of Speed humps on selected roads in Kasoa					60,473.15		GSCSP	X		MURD	ASEM A
		Construction of Ofaakor-Jei River Road (3.6km)							5,148,777.27	X		MURD	ASEM A
Infrastructure Delivery and Management	Physical and Spatial Planning	Procurement of Orthophotos, Ground Truthing, Digitizing and Community Consultation							90,000.00	X		PPD	ASEM A/SAT
		Preparation of Street Address Map and Property Address Map						41,000.00		X		PPD	ASEM A
		Conduct as built Survey, Cadastral Survey and Designing of layout					3,000.00	30,000.00		X		PPD	ASEM A

		Design and Revision of Spatial Development Framework, Structure Plan & Local Plan							40,000.00	42,000.00	X		Consultant	PPD/A SEMA
		Educate the General Public on Land use and permitting issues								60,000.00	X		Consultant	PPD/A SEMA
		Consideration and recommendation of development applications							70,320.00		X		PPD	ASEM A
		Consideration and recommendation of development applications							58,320.00		X		PPD	ASEM A
		Data Collection on Temporary Structures							60,000.00		X		PPD	ASEM A
		Procure stationery for Office use (A4 Sheet,A3 Sheet, Tonner Pens, Drawing Instruments)							10,000.00		X		PPD	ASEM A
THEMATIC AREA: GOVERNANCE, CORRUPTION AND ACCOUNTABILITY														
Programme (PPB)	Sub-programme (PBB)	Broad Activities	Timeframe				Cost				Programme Status		Implementing Inst./Dept.	
			Q1	Q2	Q3	Q4	GoG	IGF	DACF/DACF-RFG	Others	New	Ongoing	Lead	Coll.

Management and Administration	Human Resource Management	Training of Assembly Members/Unit Committee Members						50,000		X		ASEM A	
		Training of Heads of Dept/management staff/junior staff								X		ASEM A	
		Organize statutory meetings								X		ASEM A	
		Procure stationary/office equipment/office furniture						80,000		X		Procurement Unit	ASEM A
		Sponsorship offer to the brilliant and needy children				150,000				X		ASEM A	
		Maintenance of vehicles, office equipment and office block					15,000	25,000			X	ASEM A	
		Conduct M&E activities					5,000	20,000		X			
		Procure sanitary tools								X			
		Procure 3 no. pickups								X			
		Participate in Internal Audit Annual Conference-2021								X			
		Conduct quality assurance and improvement-(Internal Assessment)					1,000.00			X		Internal Audit Unit	
Setting up spatial databases through the		Capturing aerial images with drones (in					2,500			X		MMPO	

completion of the SNPA exercise		collaboration with RLUSPA)											
		Editing aerial imagery (in collaboration with RLUSPA)											
		Training to use building footprints to collect business data (increase tax base)					2,500			X		MPPD	ASEM A
Develop and roll-out e-billing and e-payment functionalities		Training officers responsible for e-billing and e-payments in all MMDAs using dLRev					2,000.00			X		MPPD	ASEM A
		Implement information campaigns for the public on electronic billing and payments					3,000.00			X		ASEM A	
Collection of BOP / Property Rate		Procure tablets to speed up revenue collection					20,000			X		ASEM A	
		Develop and implement bill printing plan					1,000.00			X		ASEM A	
		Develop and implement revenue collection plan					1,000.00			X		ASEM A	
Include other revenue items (rents, markets, lorry parks etc.) in dLRev		Support mapping / addressing & GIS work for markets, rents, lorry parks etc.					10,000.00			X		MPPD	ASEM A

		Data collection for markets, rents, lorry parks etc.					2,500.00			X		MPPD	
Implementations of Audit Recommendations at Covered Entities		Support to Audit Committees and Heads of Department through Capacity Building					7,000.00			X		Internal Audit	ASEM A
		Organize Dissemination Workshop to share the findings of the Municipal Accountability Index with citizens					15,000.00			X		Internal Audit Unit	
		Support Internal Audit field monitoring whereby Social Audit committee member joins the Internal Audit Unit to conduct field Audits/monitoring of projects					5,000			X		Internal Audit Unit	ASEM A
		Support the audit of Disability Fund which subjects the 3% disability fund to scrutiny through special audits. Audit outcomes then form basis for dialogue between the disability community and MMDA officials					1,500.00				X	Internal Audit Unit	

		towards efficient utilization of the fund.												
Support for Accountability Mechanism		Dissemination of summarized Auditor General Reports (Media, Audit committee meetings, General Assembly Meeting, MPCU, etc.)					1,500.00	66,579.85		X		Internal Audit Unit	ASEM A	
		Support to Social Audit Committees					3,000.00				X	Internal Audit		
To Improve and strengthen budget preparation and implementation process		Organize stakeholders meeting on RFF and Composite Budget					55,000	40,000		X		ASEM A		
Determine expenditure on social services		Develop a Public Expenditure Tracking (PET) tool					10,200			X				
	Statistics	Compile and analyze data collected from department, units and agencies within the Municipality					5,000			X		Statistics		
		Conduct weekly and monthly market reading exercise at Kasoa New Market					5,500			X		Statistics		
		Compile and analyze socio-					3,000			X		ASEM A		

		economic data in the Municipality												
		Compile and analyze data on temporary structures and business operations in the Municipality						7,000				X		Statistics
		Discuss on FM station findings from activities undertaken twice in a year at Pink fm						10,000				X		Statistics
		Train staff on the use of statistical software in ASEMA						10,000				X		Statistics
		Capacity building on legal relations and performance improvement tools in ASEMA						3,500.00				X		ASEMA
THEMATIC AREA: GHANA'S ROLE IN INTERNATIONAL AFFAIRS														
Programme (PPB)	Sub-programme (PBB)	Broad Activities	Timeframe				Cost				Programme Status		Implementing Inst./Dept.	
			Q1	Q2	Q3	Q4	GoG	IGF	DACF/DACF-RFG	Others	New	Ongoing	Lead	Coll.
	Promote Ghana's political and economic interests abroad	Engage in sister city relationship with two cities						20,000	50,000.00			X		ASEMA

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