

**WEIJA-GBAWE MUNICIPAL ASSEMBLY
2020 REVISED ANNUAL ACTION PLAN**

N O	DESCRIPTION OF PROJECTS AND PROGRAMME	LOCATION	OUTCOME / IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET GHC			IMPLEMENTING AGENCIES	
				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
ECONOMIC DEVELOPMENT												
1.	Provide business support for youth entrepreneurs - MP	Municipal wide	% increase LED					50,000.00			BAC	WGMA
2.	Conduct bi-annual business counselling and extension services for 50 businesses and 200 clients	WGMA	% increase in the ability to identify needs of SMEs and organize needs-specific programmes to meet these needs						6,000.00		BAC	WGMA
3.	Organise training for 300 SMEs and pig handlers in group dynamics and credit management	Municipal wide	% increase in economic activities in the municipality						9,000.00	30,000.00	BAC	WGMA
4.	Conduct monthly monitoring of registered cooperative societies.	Weija Gbawe	Improvement in productivity of the cooperative societies						315.00		Department of cooperative	
5.	Form groups of youth in Agriculture.	Weija Gbawe Joma	% increase of youth in agriculture						1800.00		Department of cooperative	Department of Agric
6.	Maintain and service official vehicles, printing	WGMA	Improvement in agricultural service delivery					6,460.00		10,000.00	Agric Department	WGMA

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	& photocopy Management & Technical Review /Performance meeting											
7.	Train about 75 poultry and livestock farmers on disease recognition, reporting and prevention by the end of the year (30 poultry farmers, 30 pig farmers and 15 farmers on early detection and control of Fall Army Worm)	Agric Department	Improvement in agricultural growth and production					1,500.00		7,950.00	Agric Department	WGMA
8.	Promote PERD in the municipality by supplying 500 coconut seedlings to farmers, institution and households	Agric Department	Improvement in agricultural growth and production							3,425.00	Agric Department	WGMA
9.	Update database for crops and	Agric Department	Improvement in agricultural						437.50		Agric Department	WGMA

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	livestock farmers in the municipality		service delivery									
10.	Carry out routine disease surveillance in the district throughout the year and vaccinate poultry and livestock against diseases. [New Castle disease for poultry, Rabies for pets dogs, cats, donkeys, Peste De Petite Ruminant for 2,966 sheep and 4,080 goats and 4,266 cattle against Contagious Bovine Pleuro Pneumonia]	Agric Department	% reduction in the outbreak of infection and diseases among farm animals					2,000.00	2,475.00	10,775.00	Agric Department	WGMA
11.	Promote the cultivation of improved cassava varieties in the municipality by	Municipal wide	Improvement in agricultural service delivery					1,700.00			Agric Department	WGMA

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	training AEAs											
12.	Carry out anti-rabbis campaign and sensitization in the municipality	Vet. Dept	% reduction in the outbreak of infection and diseases among farm animals					1,650.00		750.00	Agric Department	WGMA
13.	Establish a demonstration on container grown agriculture and on tree crop nursery establishment under the PERD programme for Staff, NABCO Trainees and Schools	Agric Dept	Improvement in agricultural service delivery					2,085.00	692.50	3,502.00	Agric Department	WGMA
14.	Organize farmer field day on rabbit and grass cutter rearing	Agric Department	Improvement in agricultural growth and production					2,175.00	1,037.50		Agric Department	WGMA
15.	Establish a quarantine and veterinary base and procure vaccines and veterinary logistics	Agric Department	% reduction in loss of farm animals						11,063.00		Agric Department	WGMA
16.	Conduct yield studies on selected	Agric Department	Improvement in agricultural service delivery							1,480.00	Agric Department	WGMA

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	commodities during the major and minor seasons											
17.	Monitor poultry birds (layers, broilers and cockerels) distributed to farmers/ households	Agric Department	Improvement in agricultural service delivery						448.00		Agric Department	WGMA
18.	Train 80 women in alternative livelihood skills G	Municipal wide	% increase in LED						3,000.00		SW&CD	WGMA
19.	Implement EU project on Sustainable Economic Development	WGMA	Improvement in local economy								WGMA	OLIVES & EU
20.	Support PWDs in the area of start-ups, top-ups, apprenticeship, etc –V	Municipal wide	Betterment in the lives of PWDs							146,256.80	DFMC	SW & CD
21.	Build capacity of 35 PWDs V	Municipal wide	Betterment in the lives of PWDs							4,075.00	SW & CD	Business Advisory Centre
SOCIAL DEVELOPMENT												
22.	Organize Arts and Crafts	Mallam Gbawe	Improvement in livelihood of the						6,000.00		Culture	BAC/ Assembly Members

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	training programme in nose masks, hand sanitizers and soap making	Weija Oblogo	residents									
23.	Educate the public on the importance of cooperative registration	Weija Gbawe Joma	% increase in community development and employment opportunities in the municipality.						1100.05		Department of cooperative	
24.	Conduct a sensitization exercise with the various cooperative wholesalers and retailers on sanitation /Education on COVID-19	Weija Gbawe Joma Oblogo	Improvement in sanitation practices amongst wholesalers and retailers						1100.00		Department of cooperative	Environmental Health Department
25.	Organize a training program for the monitoring and evaluation unit	ITS	% increase in productivity.						2,550.00		YEA WGMA	Institute Of Technical Supervision (ITS)
26.	Organize Orientation and Training for sanitation	ITS	Improvement in health and wellbeing						1,636.00		YEA WGMA	Zoomlion Ghana

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	module beneficiaries											
27.	Organize six TEDMAG trainings for 26 staff	Agric Department	Improvement in agricultural service delivery							5,700.00	Agric Department	WGMA
28.	Train 15 participants in post-harvest management Train 10 women farmers on processing of seasonal fruits to reduce post-harvest losses by the end of the year	Agric Department	Improvement in agricultural growth and development					2,382.50		1,388.00	Agric Department	WGMA
29.	Educate 12 participants on greenhouse technology to mitigate climate change by the end of the year. C	Agric Department	% increase in measures to control climate change								Agric Department	WGMA
30.	Train 26 staff on Monitoring and Evaluation M&E web base and Result Oriented	Agric Department	Improvement in agriculture sector					1,220.00		1,220.00	Agric Department	WGMA

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	reporting by end of 2020											
31.	Sensitize 10 farmers and 10 staff on HIV/AIDs and climate smart agriculture by December 2020 G & C	Agric Department	% increase in measures to control climate change					730.00		4,752.00	Agric Department	WGMA
32.	Organize a training on food safety practices in pig/pork production	Agric Department	Improvement in agricultural service delivery					1,025.00		1,025.00	Agric Department	WGMA
33.	Organize MEOC Meetings	Municipal wide	Improvement in the educational sector					3,000.00			MDE	Municipal Assembly
34.	Organize Municipal Mock	Municipal wide	% increase in students preparedness for BECE						26,000.00		Statistics and Planning	
35.	Conduct 2020 BECE	Municipal wide	Improvement in the educational sector					8520.00			Statistics and Planning	Municipal Assembly
36.	Organize Best Teacher & Worker Awards for teachers /workers	Municipal wide	% increase in productivity and efficiency among teachers					15000.00			HRMD	Municipal Assembly

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37.	Procure 5 laptops and furniture for office use	Municipal wide	Improvement in the educational department						26,250.00		Finance and Administration	Municipal Assembly
38.	Supervise classes	WGMA	Enhancement in reading and writing						500.00		NFED	
39.	Organize an end of cycle assessment for batch 9 and Batch 23 learners	Assembly Hall	Enhancement in reading and writing						1,000.00		WGMA	
40.	Organize International Literacy Day Celebration coupled with graduation of Batch 9 and Batch 23 learners	WGMA	Improvement in the educational sector						5,000.00		WGMA	
41.	Sensitize the public on disability issues	Municipal wide	% reduction in stigmatization							2,000.00	SW & CD	DFMC
42.	Organize DFMC quarterly meetings	Municipal wide	Improvement in the welfare of PWDs							3,500.00	SW & CD	DFMC
43.	Monitor PWD beneficiaries assisted with funds V	Municipal wide	Betterment in the lives of PWDs							2,000.00	SW & CD	DFMC

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44.	Conduct social inquiries on PWDs V	Municipal wide	Adequate data on PWDs							2,400.00		DFMC
45.	Conduct 150 arbitration to address issues on family reconciliation, maintenance, custody, paternity and access G	Municipal wide	% reduction in gender based violence interventions						2,000.00		SW & CD	COURT, DOVVSU
46.	Conduct follow ups on clients	Municipal wide	Improvement in productivity						2,000.00		SW & CD	
47.	Organize study group and mass meetings for awareness/education ,information dissemination and campaign drivers	Municipal wide	% improvement in need-base social intervention					6,000.00			SW&CD	WGMA
48.	Organize sensitization on child protection issues like violence, neglect,	Municipal wide	% reduction in child abuse					5,000.00	2,000.00		SW&CD	NCCE

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	abuse and discrimination V												
49.	Sensitize community on foster parenting	Municipal wide	% reduction in child abuse and child homelessness					6,000.00				SW&CD	
50.	Re-unite missing children and abandoned babies with families and children's homes	Municipal wide	% reduction in child abuse and increase child safety						1,000.00			SW&CD	DOVVSU, Court
51.	Organize women, children and youth committee meeting	Municipal wide	% reduction in child abuse					7,200.00				SW&CD	Committee Members
52.	Organize social services sub- committee meeting	Municipal wide	% improvement in fair justice in court					7,200.00				SW&CD	Committee Members
53.	Organize workshop for day care attendants	Municipal wide	% increase in child safety							3,000.00		SW&CD	WGMA
54.	Undertake sensitisation campaigns on the need for the construction of	Municipal Wide	% reduction in ODF							26,000.00		Env. Health	

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	household toilet to help attain open defecation free (ODF)status											
55.	Procure sanitary tools and cleaning materials	WGMA	% reduction in improper sanitation in municipality									
56.	Manage and monitor the use waste bins along the ceremonial streets	Municipal Wide	% reduction in indiscriminate dumping of waste						10800.00		Env. Health	
57.	Organize clean up exercises thrice in every quarter	Municipal Wide	Improvement in human health and wellbeing						42000.00		Env. Health	
58.	Organize medical screening and educate food vendors / handlers	Municipal Wide	% reduction in the outbreak communicable diseases						3960.00		Env. Health	
59.	Organize sanitation sub-committee meetings	WGMA	Improvement in sanitation						6440.00		Env. Health	
60.	Train Disease Control Officers/Community Health Nurses on proper stock	Health facilities and outreach centres at Weija and Mallam	Improvement in health service delivery						2,000.00		Municipal Health Directorate	WGMA

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	management and vaccine estimation											
61.	Provide RDTs and SP throughout the year	Weija and Mallam	% increase in the response to malaria						2,500.00		Municipal Health Directorate	WGMA
62.	Counsel and test for TB/HIV at 3 urban slums and screen all diabetic patients and relatives of index clients for TB	Weija and Mallam	% increase in the awareness of TB and HIV						2,000.00		Municipal Health Directorate	WGMA
63.	Train 50 staff on HIV/AIDS campaign and management	Weija and Mallam	% increase in the awareness of HIV/AIDS						2,000.00		Municipal Health Directorate	WGMA
64.	Sensitize leaders of prayer camps and fetish homes on TB	Weija and Mallam	% increase in the awareness of TB						2,000.00		Municipal Health Directorate	WGMA
65.	Conduct two community durbars at Masalachi and Oblogo and quarterly HIV/AIDS monitoring and	Health facilities and outreach centres at Weija and Mallam	% increase in awareness on HIV/AIDS						2,600.00		Municipal Health Directorate	WGMA

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	supervision exercises											
66.	Organize child health promotion week	Weija-Gbawe	Improvement in child health care						2,500.00		Municipal Health Directorate	WGMA
67.	Educate residents on early ANC delivery and PNC services	Weija - Gbawe	% decrease in child mortality						2,500.00		Municipal Health Directorate	WGMA
68.	Intensify Adolescent health services on family planning services for women in fertility age	Weija-Gbawe	% reduction in teenage pregnancy						2,500.00		Municipal Health Directorate	WGMA
69.	Embark on active CMAM case search for under five children in the population	Weija-Gbawe	Improvement in child health care						3,000.00		Municipal Health Directorate	WGMA
70.	Embark on active case search on communicable diseases conditions(AFP, Meningitis, Pertussis, fever , Measles, yellow, tetanus)	WGMA	% reduction in the outbreak of communicable diseases.						6,000.00		Municipal Health Directorate	WGMA
71.	Provide quarterly screening for	Weija and Mallam	% increase in awareness and						2,000.00		Municipal Health	WGMA

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	inmates at leprosarium and health workers		response to leprosy								Directorate	
72.	Conduct half yearly training for Data clerks	WGMA	Improvement in health data						8,000.00		Municipal Health Directorate	WGMA
73.	Sensitize and create awareness on the need to register all births and deaths	Weija/Mallam Tetegu	Enhancement of peoples knowledge on importance of birth and death certificates						6,000.00		Births and Deaths	Ga Central Births and Deaths Registry
74.	Organize Mass Registration	Gbawe	% increase registration						3,750.00		Births and Deaths	
75.	Organize training for staff and councillors	Weija	Enhancement of staff capacity						1,338.00		Assembly	ZC
76.	Organize training for revenue collectors	Weija	% increase in internally mobilised funds						473.00		Assembly	ZC
77.	Purchase general cleaning materials	Weija	Improvement in health and wellbeing						1,500.00		ZC	
78.	Conduct capacity building education on post-election violence and other topical issues for commission.	WGMA (WEIJA SCC)	% increase in strategies to promote peace.								NCCE	WGMA

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79.	Educate and sensitize residents on political and electoral tolerance.	WGMA (WEIJA SCC)	% reduction in post-election violence.								NCCE	WGMA
80.	Educate and sensitize residents on tax and rate payments	WGMA (WEIJA SCC)	% increase in internal revenue mobilized by the Municipal Assembly.								NCCE	WGMA
81.	Organize refresher training for Staff on GIFMIS Process	WGMA	% increase in transparency						4,000.00		Finance (Finance officer)	Internal Audit
82.	Construct a wall fence and supply of 23 office furniture and 4 conditioners at the Zonal office	Zonal Office	% increase in productivity and efficiency of work					33,000.00			Procurement	Zonal Council
ENVIRONMENT INFRASTRUCTURE AND HUMAN SETTLEMENTS												
83.	Engage City guards to manage parking enforcement services to Weija-Gbawe municipal Assembly	Municipal wide	Improvement in service delivery								Transport Department	Administration
84.	Engage service providers for	WGMA	% reduction in running costs of						60,000.00		Transport Department	Procurement Unit

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	maintenance of Assembly vehicles		vehicles									
85.	Educate and sensitize the public on disaster prevention and mitigation	Municipal wide	% reduction in the occurrence of public disasters					13,000.00	3,400.00		NADMO	
86.	Celebrate World Disaster Risk Reduction week	Municipal wide	% increase in public awareness of disasters					5,600.00	4,000.00		NADMO	MPCU
87.	Organize one capacity building training for 43 NADMO staff	NADMO staffs	% increase in positive response to disasters					6,880.00	2,000.00		NADMO	HR
88.	Undertake emergency response, assess the impact of disasters and provide relief	Municipal Wide	% increase in the number of disaster victims of rescued and relieved					13,750.00	18,000.00		NADMO	MPCU/Procurement
89.	Organize one training for five (5) Disaster Volunteer Groups (DVGs)	Municipal wide	Improvement in the response to disasters					8,000.00	2,000.00		NADMO	HR
90.	Organize Disaster Technical Committee meeting	Municipal Wide	Formulation of disaster risk reduction policies to manage disasters in the municipality					3,000.00	7,000.00		NADMO	MPCU

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91.	Organize public durbar to create awareness on climate change effects on society	Municipal wide	% increase in awareness on climate change					3,600.00	5,000.00		NADMO	MPCU
92.	Dredge major drains/Estuary in the municipality	Municipal wide	% reduction in flooding					4,000.00	27,000.00		NADMO	MPCU/Works
93.	Prepare Disaster Preparedness Plan for the Municipality	Municipal wide	Formulation of disaster risk reduction policies to manage disasters in the municipality						7,000.00		NADMO	
94.	Prepare One Planning Scheme for a fast developing area.	Tetegu	Enhancement in local land use plan								PPD	Budget Unit, Finance Dept. S.P.C.M
95.	Organize 4 Spatial Planning Committee meeting	Municipal wide	Improvement in development control						13,252.00		PPD	Budget Unit, Finance Dept. S.P.C.M
96.	Organize four Technical Sub /Site inspection Committee meeting	Municipal wide	Improvement in development control						8,800.00		PPD	Budget Unit, Finance Dept. S.P.C.M
97.	Prepare Street Address Maps, Generate Codification and	Gbawe	Improvement in development control						100,000			

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	conduct ground trothing											
98.	Organize four S.A.T review meeting	WGMA	Improvement in development control						7,623.00		Procurement	Budget Unit, Finance Dept. S.P.C.M
99.	Construct Ground Floor of 2 Unit KG classroom Block with Office Store, Toilet Facility and Furniture	Oblogo Weija	% increase in educational facilities					48,067.24 479,706.40			Work	Procurement/Devel opment Planning/Education
100.	Construct Modern ICT Centre at Weija Presby School	Weija	% increase in general knowledge of ICT					850,000.00			Works	Procurement/ Development Planning/ Education
101.	Construct 6 bed capacity clinic with ancillary facilities	Oblogo	Improvement in the health sector					400,000.00			WORKS	Health
102.	Construct Ground floor 8 Unit Class room Block with Ancillary facilities at Tetegu Phase 1 (Construct 4 - Unit Classroom Block with, Store and Toilet	Tetegu	% increase in educational facilities					779,229.50			Works	Procurement/ Development Planning/ Education

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	Facilities)											
103.	Construct Piggery Structures	Gbawe	Improvement in LED					500,000.00			Works	Procurement/Development planning/Agric
104.	Beautify the immediate environs of Weija Zonal Council Office	Weija	% reduction in erosion					90,000.00			Works	Procurement/Development planning
105.	Construct a Slaughter House under the EU project	Gbawe	Enhancement in hygienic meat consumption					500,000.00			Works	Procurement/Development planning/Agric
106.	Organize routine Decongestion and Demolition exercises.	Municipal wide	Improvement in settlement pattern									
107.	Renovate and wall Mallam Demonstration Clinic	Mallam	Enhancement in health service delivery					450,000.00			Works	Procurement/Development planning / Health
108.	Support self-help projects	Municipal wide	Availability of infrastructural facilities					300,000.00	150,000.00		Works	Budget
109.	Acquire lands in the Municipality	Municipal wide	Availability of lands for infrastructural facilities						60,000.00		Works	Procurement/Development planning
110.	Rehabilitate Tetegu main road Phase 1 (1.00km)-LOT 4	Tetegu	Improvement in road surface condition					1,473,239.12			Urban Roads	

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111.	Reconstruct selected roads in the municipality partially, phase 2 (2.25 km)	Mallam	Improvement in road surface condition					3,458,317.47			Urban Roads	
112.	Rehabilitate Agape High-street and selected roads in Gbawe Top Base(4.20 km)	Weija-Top Base Agape-Gonse	Improvement in road surface condition					14,495,683.64			Urban Roads	
113.	Rehabilitate selected roads in Gbawe area (8.60)km	Gbawe	Improvement in road surface condition					21,143,149.11			Urban Roads	
114.	De-silt selected drains within the Municipality	Municipality wide	% reduction in flooding					310,000.00	70,000.00		Urban Roads	
115.	Reshape/ re-gravelling of selected roads within the Municipality	Municipal wide	Improvement in road surface conditions					760,000.00	200,000.00		Urban Roads	MPCU
116.	Construct 3 pedestrian bridges in selected areas MP	Municipal wide	Improvement in the transport sector					180,000.00			Urban Roads	MPCU
117.	Procure one wooden office cabinet by December 2020	WGMA	Improvement in productivity and efficiency of work						2,000.00		Procurement	Entity Tender Committee

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
118.	Undertake IT resource maintenance (minor & major)	WGMA	Improvement in productivity and efficiency of work						15,000.00		MIS	WGMA
119.	Print Bills(BOP, Property Rate, Signage)	WGMA	% in internally generated funds of the Assembly						3,000.00		MIS	Revenue unit
120.	Maintain and Update Assembly's Website regularly	WGMA	Improvement in I.T service delivery						2,000.00		MIS	WGMA
121.	Design and develop an Inventory Management System	WGMA	Improvement in I.T service delivery						5,000.00		MIS	WGMA
122.	Design and develop WGMA web portal	WGMA	Improvement in I.T service delivery						7,000.00		MIS	WGMA
123.	Complete LAN and install intercom at the new office building	WGMA	Improvement in I.T service delivery								MIS	WGMA
124.	Renew antivirus licenses annually	WGMA	Improvement in I.T service delivery								MIS	WGMA
GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY												
125.	Organize home and farm visits	Agric Department	% increase in agricultural service delivery							22,000.00	Agric Department	WGMA

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
126.	Organize annual stakeholder meeting for all government flagship programmes- Planting (PFJ, RFJ, PERD, 1D1F, etc)	Agric Department	% increase in agricultural service delivery					2,150.00		1,800.00	Agric Department	WGMA
127.	Conduct weekly field monitoring of beneficiaries.	Gbawe , Mallam, Weija, SCC, etc.	Enhancement in productivity						10,800.00		YEA WGMA	
128.	Organize annual RELC review and planning session	Agric Department	% increase in agricultural service delivery					2,000.00		18,000.00	Agric Department	WGMA
129.	Organize farmers Day celebration	Agric Department	% increase in agricultural service delivery					40,000.00			Agric Department	WGMA
130.	Organize Monitoring visits by MCE, MCD, Agric Director & Planning Officer	Municipal wide	% increase in agricultural service delivery							9,457.00	Agric Department	WGMA
131.	Collect and update MESSAP Data	Assembly	Updated data						15500.00		Env. Health	
132.	Compile, prepare & submit quarterly,	Agric Department	% increase in agricultural service delivery							921.50	Agric Department	WGMA

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	midyear & annual technical and financial reports											
133.	Prepare MAG Annual Work Plan and Programme Budget	Agric Department	% increase in agricultural service delivery							945.00	Agriculture Department	WGMA
134.	Collect institutional data for quarterly and annual progress reports	Municipal wide	Updated institutional data						2000.00		STAT	MPCU
135.	Compile data on all commercial vehicles working within the municipality	Municipal wide	Updated data on all commercial vehicles						1000.00		STAT	MPCU/GPRTU
136.	Organize Independence Day Anniversary celebration	Municipal wide	Inculcation of Ghanaian culture in students					16,000.00			Supervision and Monitoring (S&M)	
137.	Manage and monitor GAMA projects, policies and programmes.	Municipal Wide	Improved sanitation and good hygiene							74,000.00	Env. Health	
138.	Engage stakeholders of public & private heads, Environmental	Municipal wide	Improvement in quality of education delivered					1942.00			Supervision and Monitoring (S&M)	

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	Health and Assembly											
139.	Monitor the activities of 136 Public & Private schools for 11 weeks	Municipal wide	Improvement in the educational sector					11,800.00			Supervision and Monitoring (S&M)	Municipal Assembly
140.	Monitor the activities of Solid Waste Contractors and organize meeting	WGMA	% reduction in indiscriminate dumping of waste						960.00		Env. Health	
141.	Undertake routine premises inspection and education, monitor Environment Health activities and prosecute offenders	Municipal Wide	Improvement in sanitation and personal hygiene								Env. Health	
142.	Monitor policy implementation/3 Ts	Weija and Mallam	Improvement in health service delivery						500.00		Municipal Health Directorate	WGMA
143.	Monitor stock of vaccines and logistics	Health facilities & outreach centres at Weija and Mallam	Improvement in health service delivery								Municipal Health Directorate	WGMA
144.	Organize quarterly review	Weija and Mallam	Improvement in health service						250.00		Municipal Health	WGMA

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	meetings with all DCOs/CHNs		delivery								Directorate	
145.	Compile data on IPT(quarterly validating of IPT data)	Weija and Mallam	Proportion of IPT data validated.						500.00		Municipal Health Directorate	WGMA
146.	Monitor continuous distribution of LLINs to beneficiaries monthly or quarterly	WGMA	% reduction in malaria cases recorded						2,000.00		Municipal Health Directorate	WGMA
147.	Conduct quarterly monitoring and supervision exercises in thirty eight health facilities	WGMA	% increase in quality health delivery						4,000.00		Municipal Health Directorate	WGMA
148.	Document and report on AEFI	Weija and Mallam	Enhancement in quality report writing skills						500.00		Municipal Health Directorate	WGMA
149.	Organize quarterly officers meetings on financial validation	WGMA	Enhancement in transparency and accountability						10,000.00		Municipal Health Directorate	WGMA
150.	Carry out monthly assessment of A4 sheet,	WGMA	Enhancement in judicious use resources						82,000.00		Municipal Health Directorate	WGMA

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	toners ,fuel, vehicle maintenance cost, usage, replenishment											
151.	Implement on quarterly basis, planned capacity building interventions and submit 4 quarter reports on capacity building to OHLGS through RCC by the end of 31st December, 2020	HR Office	Improvement in capacity building						127,490		HR Department	
152.	Validate and work on staffs salaries, both GOG and IGF	HR Office	Improvement in service delivery						600.00		HR Department	
153.	Prepare and submit 4 quarterly reports on HRM activities and submit HRMIS database backups to RCC every month	HR Office	Improvement in service delivery								HR Department	
154.	Conduct one promotion	Assembly Hall	Improvement in service delivery						9,000		HR Department	

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	interview for staff due for promotions and two other recruitment exercises.											
155.	Organize Retirement ceremony and Awards for staffs that will be retiring in 2020	Assembly Hall	Improvement in service delivery						10,500		HR Department	
156.	Supervise the execution of performance management tools and monitor effective compliance	WGMA	Enhancement in capacity building						0.00	-	HR Department/ Heads of Department	
157.	Prepare promotion register and other documentation in respect of GOG staffs due for promotion in 2020	HR Office	Improvement in capacity building						0.00	-	HR Department	
158.	Organize staff meeting / durbar at least twice in the year to provide direct	ITS Hall	Improvement in capacity building						4,800		HR Department Central Admin	

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	interface between staffs and Management											
159.	Prepare composite Capacity Building Plan and Budget and Submit to OHLGS through RCC	Assembly	Enhancement in capacity building								HR Department	
160.	Facilitate one Regional Entity Tender Review Meeting by December 2020	WGMA	% increase in accountability and transparency of public procurement								Procurement	MCE/MCD/MFO
161.	Prepare and submit all duty roster for 12 no. Assembly vehicles by January 15, 2020 and 3 No. Motor bikes and tricycles	WGMA	Improvement in capacity building								Transport Department	Administration
162.	Organize 4 Statutory Entity Tender Committee meetings by Dec. 2020	WGMA	% increase in accountability and transparency of public procurement						10,000.00		Procurement	Entity Tender Committee
163.	Facilitate 4	WGMA	% increase in								Procurement	MCD/MFO

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	Public Advertisements of Procurement Notices IN 2 National Daily papers by December 2020		accountability and transparency of public procurement									
164.	Prepare 25 Tender Document & Contract Document For Goods and Works by Dec 2020	WGMA	% increase in accountability and transparency of public procurement								Procurement	Entity Tender Committee , MCE / MCD
165.	Organise 6No Adhoc Tender Opening by December 2020	WGMA	% increase in accountability and transparency of public procurement						10,000.00		MPO	MCD/MCE
166.	Prepare 2021 Annual Procurement Plan by Nov 2020	WGMA	% increase in accountability and transparency of public procurement								Procurement	Entity Tender Committee
167.	Undertake the Quarterly update of 2020 Annual Procurement Plan	WGMA	% increase in accountability and transparency of public procurement methods					16,000,00			Procurement	
168.	Organize 4 No.	Municipal	Enhancement in					28,800.00			MPCU	WGMA

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	monitoring visits to projects sites and follow up interface sessions	wide	efficiency and effectiveness of service provision									
169.	Organize quarterly LED meetings	WGMA	% increase in economic activities					9,100.00				MPCU BAC
170.	Prepare 2021 Action Plan by end of August 2020	WGMA	Enhancement in efficiency and effectiveness of service provision					20,000.00				MPCU WGMA
171.	Organize 4 MPCU meetings	WGMA	Enhancement in efficiency and effectiveness of service provision					15,280.00				MPCU WGMA
172.	Prepare and submit 4 quarterly progress reports and 1 annual progress report	WGMA	Enhancement in efficiency and effectiveness of service provision					5,000.00				MPCU WGMA
173.	Organize 2 Departmental Review meetings	WGMA	Enhancement in efficiency and effectiveness of service provision					15,280.00				MPCU WGMA
174.	Organize statutory meetings	WGMA	Enhancement in efficiency and effectiveness of service provision					7,340.00				CA WGMA
175.	Monitor School Feeding Programme	Municipal wide	Enhancement in efficiency and effectiveness of									MPCU WGMA

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
			service provision									
176.	Organize 2 Town hall meetings	WGMA	Enhancement in efficiency and effectiveness of service provision					15,100.00			MPCU	WGMA
177.	Organize 4 HIV/AIDS sensitization within the municipality	WGMA	% decrease in HIV/AIDS rate					9,000.00			MPCU	Health Directorate
178.	Organize Quarterly Budget Committee meetings	Assembly Office	Judicious use of Assembly's finances						18,180.00		Budget	Budget Committee Members
179.	Prepare 2021 Program Based Budget	Assembly Office	Enhancement in efficiency and effectiveness in service provision						40,000.00		Budget	All Units of the Assembly and other Agencies
180.	Review 2021 fees in consultation with rate payers and secure approval	Assembly Office/Market square	Improvement in IGF collection						5,000.00		Budget	All Stakeholders in the Municipality
181.	Submit Quarterly report on budget performance to management	Budget Unit	Judicious use of public funds								Budget	All departments of the Assembly
182.	Prepare and Implement Revenue Mobilization Action Plan	Assembly Office	% increase in revenue mobilised by the Assembly						5,820.00		Budget	Revenue/ MIS / Physical Planning/ Finance

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
183.	Prepare and submit quarterly reports	Weija	Enhancement in efficiency and effectiveness of service provision						500.00		ZC	
184.	Organize 2 councillors meetings	Weija	Enhancement in efficiency and effectiveness of service provision						3,000.00		ZC	
185.	Organize quarterly committee meetings	Weija	Enhancement in efficiency and effectiveness of service provision						8,984.00		ZC	
186.	Carry out revenue mobilization activities	Weija	% increase in revenue mobilised						500.00		ZC	
187.	Prepare internal audit reports	Municipal Assembly	% increase in accountability and transparency								Internal Audit	Budget, Finance and other auditors
188.	Attend Annual Internal Audit Conference	Conference Centre	Effective and efficient use of resources						2,400.00		Internal Audit	Budget, Finance and Central Administration
189.	Facilitate in the organisation of audit committee meetings	Assembly Hall	Effective and efficient use of resources						17,600.00		Internal Audit	Finance MCD
190.	Organize education on good governance for Assembly	WGMA (WEIJA SCC)	Improvement in Local Government System								NCCE	WGMA

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	and Unit Committee members and also promote good governance and the local government system among citizens											
191.	Prepare monthly Financial Reports	WGMA	Enhancement in transparency and accountability						5,000.00		Finance(Finance officer)	MPCU
192.	Prepare Public Revenue & Expenditure Reports Annually	Municipal Wide	Enhancement in transparency and accountability								Finance Dept.	Budget Internal Audit
193.	Organize quarterly meetings with Revenue Collectors	Assembly	% increase in internally generated funds mobilised						6,000.00		Finance Dept. Revenue Accountant	Budget Internal Audit
194.	Establish Revenue Monitoring Desk	Assembly	% increase in internally generated funds mobilised						8,000.00		Finance(Finance officer)	Budget
195.	Secure municipal office stores	MEO	Efficient and effective use of municipal resources						2,500.00		Finance and Administration	Municipal Assembly

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
196.	Organize monthly Finance and Administration Sub-committee meetings	Assembly	Enhancement in financial management						16,020.00		Finance Dept.	Budget Unit
197.	Renew insurance policy on all Assembly vehicles	WGMA	Improvement service delivery						20,000.00		Transport Department	Administration
198.	Support implementation of MP initiated programmes/projects	WGMA	Enhancement in development					130,000.00			MPCU	WGMA