

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

NO	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
<b>ECONOMIC DEVELOPMENT</b>												
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.	Organize access to funding sensitization on CAPBUSS and MasterCard resilience fund for MSMEs	Municipal wide	% Increase in economic activities in the municipality								BAC	WGMA
5.	Conduct monthly monitoring of registered	Weija Gbawe	Improvement in productivity of the cooperative societies						315.00		Department of cooperative	

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	cooperative societies.											
6.	Form groups of youth in Agriculture.	Weija Gbawe Joma	% Increase of youth in agriculture						1,800.00		Department of cooperative	Department of Agric
7.	Organize Management & Technical Review /Performance meeting	WGMA	Improvement in agricultural service delivery					6,460.00		10,000.00	Agric Department	WGMA
8.	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
9.	Update database for crops and livestock farmers in the Municipality	Agric Department	Improvement in agricultural service delivery						437.50		Agric Department	WGMA

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10.	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
11.	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

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12.	Promote the cultivation of improved cassava varieties in the municipality by training AEAs	Municipal wide	Improvement in agricultural service delivery					1,700.00			Agric Department	WGMA
13.	Carry out anti-rabies campaign and vaccination in the Municipality	Vet. Dept	% Reduction in the outbreak of infection and diseases among farm animals					1,650.00		750.00	Agric Department	WGMA
14.	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
15.	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
16.	Establish a quarantine and veterinary base and procure vaccines and	Agric Department	% Reduction in loss of farm animals						11,063.00		Agric Department	WGMA

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	veterinary logistics											
17.	Conduct yield studies on selected commodities during the major and minor seasons	Agric Department	Improvement in agricultural service delivery							1,480.00	Agric Department	WGMA
18.	Monitor poultry birds (layers, broilers and cockerels) distributed to farmers/ households	Agric Department	Improvement in agricultural service delivery						448.00		Agric Department	WGMA
19.	Organize home and farm visits	Agric Department	% Increase in agricultural service delivery							22,000.00	Agric Department	WGMA
20.	Organize annual stakeholder meeting for all government flagship agricultural programmes- Planting (PFJ, RFJ, PERD, 1D1F, etc)	Agric Department	% Increase in agricultural service delivery					2,150.00		1,800.00	Agric Department	WGMA

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21.	Organize annual RELC review and planning session	Agric Department	% Increase in agricultural service delivery					2,000.00		18,000.00	Agric Department	WGMA
22.	Organize farmers Day celebration	Agric Department	% Increase in agricultural service delivery					40,000.00			Agric Department	WGMA
23.	Organize Monitoring visits by MCE, MCD, Agric Director & Planning Officer	Municipal wide	% Increase in agricultural service delivery							9,457.00	Agric Department	WGMA
24.	Compile, prepare & submit quarterly, midyear & annual technical and financial reports	Agric Department	% Increase in agricultural service delivery							921.50	Agric Department	WGMA
25.	Prepare MAG Annual Work Plan and Programme Budget	Agric Department	% Increase in agricultural service delivery							945.00	Agriculture Department	WGMA
26.	Compile data on all commercial vehicles working within the Municipality	Municipal wide	Updated data on all commercial vehicles						1,000.00		STAT	MPCU/GPRTU

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27.	Train 80 women in alternative livelihood skills	Municipal wide	% Increase in LED						3,000.00		SW&CD	WGMA
28.	Implement EU project on Sustainable Economic Development	WGMA	Improvement in local economy								MPCU	OLIVES & EU
29.	Support PWDs in the area of start-ups, top-ups, apprenticeship, etc	Municipal wide	Betterment in the lives of PWDs							146,256.80	SW & CD	DFMC
30.	Build capacity of 70 PWDs	Municipal wide	Betterment in the lives of PWDs							4,075.00	SW & CD	Business Advisory Centre
31.	Organize quarterly LED meetings	WGMA	% Increase in economic activities					9,100.00			MPCU	BAC
<b>SOCIAL DEVELOPMENT</b>												
32.	Organize Arts and Crafts training programme in nose masks, hand sanitizers and soap making	Mallam Gbawe Weija Oblogo	Improvement in livelihood of the residents						6,000.00		Culture	BAC/ Assembly Members
33.	Educate the public on the importance of cooperative registration	Weija Gbawe Joma	% Increase in community development and employment						1,100.05		Department of cooperative	

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			opportunities in the municipality.									
34.	Organize six TEDMAG trainings for 26 staff	Agric Department	Improvement in agricultural service delivery							5,700.00	Agric Department	WGMA
35.	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
36.	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
37.	Educate 12 participants on greenhouse technology to	Agric Department	% Increase in measures to control climate change								Agric Department	WGMA



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	mitigate climate change by the end of the year.											
38.	Train 26 staff on web-based Monitoring & Evaluation and result oriented reporting by end of 2020	Agric Department	Improvement in agriculture sector					1,220.00		1,220.00	Agric Department	WGMA
39.	Sensitize 10 farmers and 10 staff on climate smart agriculture by December 2020	Agric Department	% Increase in measures to control climate change					730.00		4,752.00	Agric Department	WGMA
40.	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
41.	Organize Independence Day Anniversary celebration	Municipal wide	Inculcation of Ghanaian culture in students					16,000.00			Education	
42.	Monitor the activities of 136 Public & Private schools for 11 weeks	Municipal wide	Improvement in the educational sector					11,800.00			Education	Municipal Assembly

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43.	Organize MEOC Meetings	Municipal wide	Improvement in the educational sector					3,000.00			Education	Municipal Assembly
44.	Organize Municipal Mock	Municipal wide	% Increase in students' preparedness for BECE						26,000.00		Education	MPCU
45.	Conduct 2020 BECE	Municipal wide	Improvement in the educational sector					8520.00			Education	MPCU
46.	Organize Best Teacher & Worker Awards for teachers /workers	Municipal wide	% Increase in productivity and efficiency among teachers					15000.00			Education	MPCU
47.	Monitor School Feeding Programme	Municipal wide	Enhancement in efficiency and effectiveness of service provision								MPCU	WGMA
48.	Supervise Adult literacy classes	WGMA	Enhancement in reading and writing						500.00		NFED	
49.	Organize community entry for batch 10 and Batch 24 learners	Assembly Hall	Enhancement in reading and writing						1,000.00		NFED	
50.	Commemorate International Literacy Day Celebration coupled with	WGMA	Improvement in the educational sector						5,000.00		NFED	

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	graduation of Batch 9 and Batch 23 learners											
51.	Monitor policy implementation/3 Ts	Weija and Mallam	Improvement in health service delivery						500.00		Municipal Health Directorate	WGMA
52.	Monitor stock of vaccines and logistics	Health facilities & outreach centres at Weija and Mallam	Improvement in health service delivery								Municipal Health Directorate	WGMA
53.	Organize quarterly review meetings with all DCOs/CHNs	Weija and Mallam	Improvement in health service delivery						250.00		Municipal Health Directorate	WGMA
54.	Compile data on IPT (quarterly validating of IPT data)	Weija and Mallam	Proportion of IPT data validated.						500.00		Municipal Health Directorate	WGMA
55.	Monitor continuous distribution of LLINs to beneficiaries monthly or quarterly	WGMA	% Reduction in malaria cases recorded						2,000.00		Municipal Health Directorate	WGMA
56.	Conduct quarterly monitoring and supervision	WGMA	% Increase in quality health delivery						4,000.00		Municipal Health Directorate	WGMA

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	exercises in thirty-eight health facilities											
57.	Document and report on AEFI	Weija and Mallam	Enhancement in quality report writing skills						500.00			Municipal Health Directorate WGMA
58.	Organize quarterly officers' meetings on financial validation	WGMA	Enhancement in transparency and accountability						10,000.00			Municipal Health Directorate WGMA
59.	Carry out monthly assessment of A4 sheet, toners, fuel, vehicle maintenance cost, usage, replenishment	WGMA	Enhancement in judicious use resources						82,000.00			Municipal Health Directorate WGMA
60.	Organize 4 HIV/AIDS sensitization within the municipality	WGMA	% Decrease in HIV/AIDS rate					9,000.00				MPCU Health Directorate
61.	Implement on quarterly basis, planned capacity building interventions and submit 4 quarter	HR Office	Improvement in capacity building						127,490			HR Department

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	reports on capacity building to OHLGS through RCC by the end of 31st December, 2020											
62.	Validate and work on staff's salaries, both GOG and IGF	HR Office	Improvement in service delivery						600.00		HR Department	
63.	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	
64.	Conduct one promotion interview for staff due for promotions and two other recruitment exercises.	Assembly Hall	Improvement in service delivery						9,000		HR Department	
65.	Organize Retirement ceremony and Awards for staffs	Assembly Hall	Improvement in service delivery						10,500		HR Department	

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	that will be retiring in 2020											
66.	Supervise the execution of performance management tools and monitor effective compliance	WGMA	Enhancement in capacity building						0.00	-	HR Department/ Heads of Department	
67.	Sensitize the public on disability issues	Municipal wide	% Reduction in stigmatization							2,000.00	SW & CD	DFMC
68.	Organize DFMC quarterly meetings	Municipal wide	Improvement in the welfare of PWDs							3,500.00	SW & CD	DFMC
69.	Monitor PWD beneficiaries assisted with funds V	Municipal wide	Betterment in the lives of PWDs							2,000.00	SW & CD	DFMC
70.	Conduct social enquiries on PWDs V	Municipal wide	Adequate data on PWDs							2,400.00	SW & CD	DFMC
71.	Conduct 150 arbitration to address issues on family reconciliation, maintenance,	Municipal wide	% Reduction in gender-based violence interventions						2,000.00		SW & CD	COURT, DOVVSU

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	custody, paternity and access <b>G</b>												
72.	Conduct follow ups on clients	Municipal wide	Improvement in productivity						2,000.00			SW & CD	
73.	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
74.	Organize sensitization on child protection issues like violence, neglect, abuse and discrimination	Municipal wide	% Reduction in child abuse					5,000.00	2,000.00			SW & CD	NCCE
75.	Sensitize the public on foster parenting	Municipal wide	% Reduction in child abuse and child homelessness					6,000.00				SW & CD	
76.	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
77.	Organize women, children and	Municipal wide	% Reduction in child abuse					7,200.00				SW & CD	Committee Members

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	youth committee meeting											
78.	Organize social services sub-committee meeting	Municipal wide	% Improvement in fair justice in court					7,200.00			SW & CD	Committee Members
79.	Undertake sensitisation campaigns on the need for the construction of household toilet to help attain open defecation free (ODF)status	Municipal Wide	% Reduction in ODF							26,000.00	Env. Health	
80.	Procure sanitary tools and cleaning materials	WGMA	% Reduction in improper sanitation in municipality								Env. Health	
81.	Manage and monitor the use waste bins along the ceremonial streets	Municipal Wide	% Reduction in indiscriminate dumping of waste						10800.00		Env. Health	
82.	Organize quarterly clean up exercises	Municipal Wide	Improvement in human health and wellbeing						42000.00		Env. Health	
83.	Organize medical screening and educate food	Municipal Wide	% Reduction in the outbreak communicable diseases						3960.00		Env. Health	



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	vendors / handlers											
84.	Organize sanitation sub-committee meetings	WGMA	Improvement in sanitation						6440.00		Env. Health	
85.	Train Disease Control Officers/Community Health Nurses on proper stock management and vaccine estimation	Health facilities and outreach centres at Weija and Mallam	Improvement in health service delivery						2,000.00		Municipal Health Directorate	WGMA
86.	Provide RDTs and SP throughout the year	Weija and Mallam	% Increase in the response to malaria						2,500.00		Municipal Health Directorate	WGMA
87.	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
88.	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

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89.	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
90.	Conduct two community durbars at Masalachi and Oblogo and quarterly HIV/AIDS monitoring and supervision exercises	Health facilities and outreach centres at Weija and Mallam	% Increase in awareness on HIV/AIDS						2,600.00		Municipal Health Directorate	WGMA
91.	Organize child health promotion week	Weija-Gbawe	Improvement in child health care						2,500.00		Municipal Health Directorate	WGMA
92.	Educate residents on early ANC delivery and PNC services	Weija - Gbawe	% Decrease in child mortality						2,500.00		Municipal Health Directorate	WGMA
93.	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
94.	Embark on active CMAM case search for under	Weija-Gbawe	Improvement in child health care						3,000.00		Municipal Health Directorate	WGMA

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	five children in the population											
95.	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
96.	Provide quarterly screening for inmates at leprosarium and health workers	Weija and Mallam	% Increase in awareness and response to leprosy						2,000.00		Municipal Health Directorate	WGMA
97.	Conduct half yearly training for Data clerks	WGMA	Improvement in health data						8,000.00		Municipal Health Directorate	WGMA
98.	Sensitize and create awareness on the need to register all births and deaths	Weija/Mallam Tetegu	Enhancement of people's knowledge on importance of birth and death certificates						6,000.00		Births and Deaths	Ga Central Births and Deaths Registry
99.	Organize Mass Registration	Gbawe	% Increase registration						3,750.00		Births and Deaths	

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100.	Purchase general cleaning materials	Weija	Improvement in health and wellbeing						1,500.00		ZC	
101.	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
102.	Educate and sensitize residents on political and electoral tolerance.	WGMA (WEIJA SCC)	% Reduction in post-election violence.								NCCE	WGMA
103.	Organize refresher training for Staff on GIFMIS Process	WGMA	% Increase in transparency						4,000.00		Finance (Finance officer)	Internal Audit
<b>ENVIRONMENT INFRASTRUCTURE AND HUMAN SETTLEMENTS</b>												
104.	Engage 7 City guards to manage parking enforcement and assist road users in the Municipality.	Municipal wide	Improvement in road safety						5,000.00		Transport Department	Administration
105.	Educate commercial	Municipal wide	Improvement in road safety						2,000.00		Transport	GPRTU

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	drivers on road safety											
106.	Collect and update MESSAP Data	Assembly	Updated data						15,500.00		Env. Health	
107.	Manage and monitor GAMA projects, policies and programmes.	Municipal Wide	Improved sanitation and good hygiene							74,000.00	Env. Health	
108.	Engage stakeholders of public and private schools on reopening of basic schools	Municipal wide	Improvement in quality of education delivered					1,942.00			Education	
109.	Monitor the activities of Solid Waste Contractors and organize meeting	WGMA	% Reduction in indiscriminate dumping of waste						960.00		Env. Health	
110.	Undertake routine premises inspection and education, monitor Environment Health activities and prosecute offenders	Municipal Wide	Improvement in sanitation and personal hygiene								Env. Health	

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111.	Engage service providers for the maintenance of Assembly vehicles	WGMA	% Reduction in running costs of vehicles						60,000.00		Transport Department	Procurement Unit
112.	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	
113.	Celebrate World Disaster Risk Reduction week	Municipal wide	% Increase in public awareness of disasters					5,600.00	4,000.00		NADMO	MPCU
114.	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
115.	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
116.	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
117.	Organize Disaster Technical	Municipal Wide	Formulation of disaster risk reduction policies					3,000.00	7,000.00		NADMO	MPCU

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	Committee meeting		to manage disasters in the municipality									
118.	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
119.	Dredge major drains/Estuary in the municipality	Municipal wide	% Reduction in flooding					4,000.00	27,000.00		NADMO	MPCU/Works
120.	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	
121.	Plant Trees within the Municipality	Wiaboman	Reduction in the evaporation						4,000.00		NADMO	WGMA
122.	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
123.	Organize 4 Spatial Planning Committee meeting	Municipal wide	Improvement in development control						13,252.00		PPD	Budget Unit, Finance Dept. S.P.C.M

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
124.	Organize 6 Technical Sub /Site inspection Committee meeting	Municipal wide	Improvement in development control						8,800.00		PPD	Budget Unit, Finance Dept. S.P.C.M
125.	Prepare Street Address Maps, Generate Codification and conduct ground trothing	Gbawe	Improvement in development control						100,000		PPD	
126.	Organize 4 S.A.T review meeting	WGMA	Improvement in development control						7,623.00		PPD	Budget Unit, Finance Dept. S.P.C.M
127.	Construct 2 Unit KG classroom Block with Office Store, Toilet Facility and Furniture	Weija	% Increase in educational facilities					479,706.40			Works	Procurement/Development Planning/Education
128.	Construct 2 Unit KG classroom Block with Office Store, Toilet Facility and Furniture	Oblogo	% Increase in educational facilities					481,067.24			Works	Procurement/Development Planning/Education
129.	Construct 6 bed capacity clinic with ancillary facilities	Oblogo	Improvement in the health sector					400,000.00			WORKS	Health



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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
130.	Implement Assembly member area project	Municipal wide	Improvement in service delivery						280,000.00		WORKS	URBAN ROADS
131.	Construct Ground floor 8 Unit Classroom Block with Ancillary facilities at Tetegu- Phase 1 (Construct 4 Unit Classroom Block with, Store and Toilet Facilities)	Tetegu	% Increase in educational facilities					779,229.50			Works	Procurement/ Development Planning/ Education
132.	Construct Feed mill	Gbawe	Improvement in LED							132,256.50	Works	Procurement/Development planning/Agric
133.	Construct EU Office Block and Storage	Gbawe	Improvement in LED							184,806.40	Works	Procurement/Development planning/Agric
134.	Construct Breeding Centre for Pigs	Gbawe	Improvement in LED							323,511.00	Works	Procurement/Development planning/Agric
135.	Beautify the immediate environs of Weija Zonal Council Office	Weija	% Reduction in erosion					90,000.00			Works	Procurement/Development planning
136.	Construct a Modern Abattoir	Gbawe	Enhancement in hygienic meat consumption					500,000.00			Works	Procurement Development planning/Agric

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	with Ancillary Facilities											
137.	Erect 6no 10,000 Litres Water Tank on Concrete Platform with Two (2) Months Water Supply	Weija Djaman Gonse Gbawe Sunny Coast Azuma Dam site	% Increase in water supply in the municipality					162,500.00			Works	Procurement Development planning
138.	Supply 6no 10,000 Litres Water Tank on Concrete Platform for 4 months	Weija Djaman Gonse Gbawe Sunny Coast Azuma Dam site	% Increase in water supply in the municipality						50,000.00		Works	Procurement Development planning
139.	Construction of 11-unit classroom block with offices, library, kitchen and toilet at Gonse	Gonse	% Increase in educational facilities					1,500,000.00			Works	Procurement Development planning and Agric Department
140.	Organize routine Decongestion and Demolition exercises.	Municipal wide	Improvement in settlement pattern								Works	
141.	Renovate and wall Mallam	Mallam	Enhancement in health service delivery					450,000.00			Works	Procurement/ Development planning / Health

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	Demonstration Clinic											
142.	Support self-help projects	Municipal wide	Availability of infrastructural facilities					300,000.00	150,000.00		Works	Budget
143.	Acquire lands in the Municipality	Municipal wide	Availability of lands for infrastructural facilities						60,000.00		Works	Procurement/ Development planning
144.	Supervise the rehabilitation of 18.8km of selected roads within the Municipality	Tetegu Gbawe Mallam Top Base SCC	% Reduction in road accidents and conditions.							45,847,200.71	Urban Roads	
145.	Road clearance at Mayas - Sunny Coast Road	Ayigbe Town	Improvement in road surface condition					75,787.71			Urban Roads	
146.	De-silt selected drains within the Municipality	Municipal wide	% Reduction in flooding					310,000.00	70,000.00		Urban Roads	
147.	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
148.	Procure and install streetlights within the Municipality	Municipal wide	Improvement in security					100,000.00			Works	MPCU

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
<b>GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY</b>												
149.	Procure one wooden office cabinet by December 2020	WGMA	Improvement in productivity and efficiency of work						2,000.00		Procurement	Entity Tender Committee
150.	Undertake IT resource maintenance (minor & major)	WGMA	Improvement in productivity and efficiency of work						15,000.00		MIS	WGMA
151.	Print Bills (BOP, Property Rate, Signage)	WGMA	% In internally generated funds of the Assembly						3,000.00		MIS	Revenue unit
152.	Maintain and Update Assembly's Website regularly	WGMA	Improvement in I.T service delivery						2,000.00		MIS	WGMA
153.	Design and develop an Inventory Management System	WGMA	Improvement in I.T service delivery						5,000.00		MIS	WGMA
154.	Design and develop WGMA web portal	WGMA	Improvement in I.T service delivery						7,000.00		MIS	WGMA
155.	Renew antivirus licenses annually	WGMA	Improvement in I.T service delivery								MIS	WGMA
156.	Organize Quarterly Field monitoring on beneficiary's	Municipality wide	Enhancement in productivity						10,800.00		YEA	WGMA

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	work performance and timesheets											
157.	Collect institutional data for quarterly and annual progress reports	Municipality wide	Updated institutional data						2000.00		STAT	MPCU
158.	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	
159.	Organize staff meeting / durbar at least twice in the year to provide direct interface between staffs and Management	ITS Hall	Improvement in capacity building						4,800		HR Department Central Admin	
160.	Prepare composite Capacity Building Plan and Budget and Submit to OHLGS through RCC	Assembly	Enhancement in capacity building								HR Department	

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
161.	Facilitate one Regional Entity Tender Review Meeting by December 2020	WGMA	% Increase in accountability and transparency of public procurement								Procurement	MCE/MCD/MFO
162.	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
163.	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
164.	Facilitate 4 Public Advertisements of Procurement Notices in 2 National Daily papers by December 2020	WGMA	% Increase in accountability and transparency of public procurement								Procurement	MCD/MFO

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
165.	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
166.	Organise 4 No Adhoc Tender Opening by December 2020	WGMA	% Increase in accountability and transparency of public procurement						10,000.00		Procurement	MCD/MCE
167.	Prepare 2021 Annual Procurement Plan by Nov 2020	WGMA	% Increase in accountability and transparency of public procurement								Procurement	Entity Tender Committee
168.	Undertake the Quarterly update of 2020 Annual Procurement Plan	WGMA	% Increase in accountability and transparency of public procurement methods					16,000,00			Procurement	
169.	Organize 4 No. monitoring visits to projects sites and follow up interface sessions	Municipal wide	Enhancement in efficiency and effectiveness of service provision					30,000.00			MPCU	WGMA
170.	Prepare 2021 Action Plan by	WGMA	Enhancement in efficiency and					20,000.00			MPCU	WGMA

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	end of August 2020		effectiveness of service provision									
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			Admin	WGMA
175.	Carry out 20No. community level MCE engagement with residents	Municipality wide	Enhancement in participation at the local level						12,000.00		PRO	Admin
176.	Organize 2 Town hall meetings	WGMA	Enhancement in efficiency and effectiveness of service provision					15,100.00			MPCU	WGMA



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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
177.	Organize Quarterly Budget Committee meetings	Assembly Office	Judicious use of Assembly's finances						18,180.00		Budget	Budget Committee Members
178.	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
179.	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
180.	Submit Quarterly report on budget performance to management	Budget Unit	Judicious use of public funds								Budget	All departments of the Assembly
181.	Prepare and Implement Revenue Mobilization Action Plan	Assembly Office	% Increase in revenue mobilised by the Assembly						5,820.00		Finance	Revenue/ MIS / Physical Planning/ Budget
182.	Prepare and submit quarterly reports	Weija	Enhancement in efficiency and effectiveness of service provision						500.00		ZC	
183.	Carry out revenue	Weija	% Increase in revenue mobilised						500.00		ZC	

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	mobilization activities											
184.	Prepare internal audit reports	Municipal Assembly	% Increase in accountability and transparency								Internal Audit	Budget, Finance and other auditors
185.	Facilitate in the organisation of audit committee meetings	Assembly Hall	Effective and efficient use of resources						17,600.00		Internal Audit	Finance MCD
186.	Organize education on good governance for Assembly and Unit Committee members and also promote good governance and the local government system among citizens	WGMA (WEIJA SCC)	Improvement in Local Government System								NCCE	WGMA
187.	Prepare monthly Financial Reports	WGMA	Enhancement in transparency and accountability						5,000.00		Finance	MPCU
188.	Prepare Public Revenue & Expenditure Reports Annually	Municipal Wide	Enhancement in transparency and accountability								Finance	Budget Internal Audit
189.	Organize quarterly meetings with	Assembly	% Increase in internally						6,000.00		Finance Revenue Accountant	Budget Internal Audit

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				1 Q	2 Q	3 Q	4 Q	GoG	IGF	Donor	Lead	Collaborating agencies
	Revenue Collectors		generated funds mobilised									
190.	Establish Revenue Monitoring Desk	Assembly	% Increase in internally generated funds mobilised						8,000.00		Finance	Budget
191.	Secure Municipal Education Office stores	MEO	Efficient and effective use of municipal resources						2,500.00		Finance and Administration	Municipal Assembly
192.	Organize monthly Finance and Administration Sub-committee meetings	Assembly	Enhancement in financial management						16,020.00		Finance	Budget Unit
193.	Renew insurance policy on all Assembly vehicles	WGMA	Improvement service delivery						20,000.00		Transport Department	Administration
194.	Support implementation of MP initiated programmes/projects	WGMA	Enhancement in development					130,000.00			MPCU	WGMA