

## ANNUAL ACTION PLAN 2022

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
<b>ECONOMIC DEVELOPMENT</b>														
1.	Organize tailor made activities to boost SMEs in the municipality	Weija	Improvement in operations productivity, sales					5,000.00					WBRC	
2.	Organize association Strengthening sessions for 10 MSE Associations	ICGC Hall	% increase in productivity of associations					8,400.00					BAC	WGMA
3.	Train 30 MSMEs in E-Commerce and Digitization, Innovation and Creativity	ICGC Hall	% increase in productivity of associations					6,300.00					BAC	MPCU
4.	Organize Business Management and Financial Literacy training for 150 EU Revolving Fund Beneficiaries	ICGC Hall	Increase in productivity and efficiency of beneficiaries					6,700.00					BAC	Development Planning
5.	Organize regulatory Standards training for 30 MSMEs	WGMA	Enhancement in efficiency of agro processors					5,500.00					BAC	WGMA

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6.	Organise 4 LED/1D1F/ MSEs Sub-Committee Meetings	Assembly Hall	% increase in service delivery					9,140.00					BAC	WGMA
7.	Conduct 4 Business Counselling and Extension services for 200 SMEs	WGMA	Improvement in productivity and efficiency of businesses					6,000.00					BAC	WGMA
8.	Sensitize and educate communities on the formation of groups	Weija Gbawe Mallam Joma, SCC Tetegu	Improvement in community development					4,500.00					Department of cooperatives	BAC/AGRIC
9.	Register groups into cooperatives	Weija Gbawe Mallam Joma, SCC Tetegu	% increase in the accessibility to credit facilities and employment generation					1,700.00					Department of cooperatives	
10.	Identify and form groups in agriculture	Weija Gbawe Mallam Joma, SCC Tetegu	% increase of youth in agriculture					3,700.00					Department of cooperatives	AGRIC

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11.	Train executives on leadership skills and financial management	Weija Gbawe Mallam Joma, SCC	Viability and growth of the societies					3,500.00					Department of cooperatives	BAC / CUA
12.	Renew contracts of Community police assistants	WGMA	% reduction in crime rates										YEA	Ghana Police Service
13.	Recruit beneficiaries into the Community Health Workers module												YEA WGMA	
14.	Orient and train sanitation module beneficiaries on 'Modern waste Management techniques for effective Natural Resource Conservation and Management'.	ITS	Improvement in Sanitation					2,300.00					YEA WGMA	Zoomlion
15.	Train all NABCo Trainees	Hope Generation Ministry (Computer Man's Church)	Capacity of staff improved					7,950.00					NABCO	Nabco Regional Secretariat - WGMA

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16.	Organize NSTA Training for all NABCO Trainees	Hope Generation Ministry (Computer Man's Church)	Enhanced entrepreneurship capacity of Trainees					3,170.00					NABCO	Nabco Regional Secretariat
17.	Organize one RELC Planning Sessions	Municipal Assembly	Improved Agricultural delivery within the Municipality								3,750.00		Agric Dept	CSIR, WGMA, MoFA
18.	Organize stakeholder engagement for the creation of agricultural lands within the Assembly	Municipal Assembly	Improvement in agricultural growth and production					1,300.00			3,000.00		Agric Dept	Traditional authorities, Physical Planning Dept., Works Department,
19.	Organize sensitization programs on Urban and Peri-Urban agriculture (home/school/market churches gardening)	Municipal wide	% change in production					1,000.00		967.00	2,000.00		Agric Dept	Education WGMA

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20.	Conduct yield studies on commodities during the major and minor seasons	Municipal wide	% increase or decrease in production figures							2,800.00	8,500.00	Agric Dept	WGMA
21.	Organize stakeholder meetings between actors along the value chain and financiers	Municipal wide	Number of farmers along the chain who have been able to access funds							1,800.00	3,000.00	Agric Dept	Financial Institutions, Cooperative, BAC,BRC
22.	Train, form and strengthen FBOs	Municipal wide	% increase in number of FBOs formed, registered, functional and are accessing funds					1,200.00		1,000.00	2,000.00	Agric Dept	Cooperative, BAC,BRC
23.	Train actors on post-production management.	Municipal wide	% increase in actors along the chain ensuring standards /compliance.					1,200.00		1,300.00	3,000.00	Agric Dept	AESD- Post Harvest Unit, GLOBAL GAP, Ghana Standard Authority
24.	Organize food bazaar to promote sales and consumption of fruits,	Municipal wide	Improvement in food security and nutrition					4,000.00				Agric Dept	WGMA

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	vegetables, livestock and poultry products.		Change(+,-) in farmers income level										
25.	Establish ten (10) demonstrations.	Municipal wide	Number of farmers practicing technology introduced and have improved yield.							2,700.00	4,000.00	Agric Dept	CSIR, Crop Services Directorate VSD, Agric Extension Services Directorate
26.	Build capacity of staff and farmers on Good Agricultural Practices (GAP).	Municipal wide	Improve knowledge in GAP for staff and farmers  % increase in production of farmers					1,400.00		3,500.00		Agric Dept	MoFA(all National Directorate)
27.	Vaccinate Dogs, Cats, livestock and Intensify disease surveillance	Municipal wide	% reduction in the outbreak of infection and diseases among farm animals					5,000.00		2,500.00	5,000.00	Vet Dept.	VET, WGMA

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28.	Carry out home and farm visits	Municipal wide	<p>Number of AEA's at post.</p> <p>Number of actors reached with extension services.</p> <p>Number of visits made by AEA's and DDO's.</p> <p>Number of communities covered with extension services.</p> <p>Number of AEA's and DDO's with running motorbike</p>							4,000.00	12,000.00	Agric Dept.	
29.	Facilitate the adoption of improved and climate change resistant varieties of crop	Municipal wide	% increase in the number of farmers adopting climate smart agriculture					1,500.00		2,500.00		Agric Dept.	
30.	Collect data on farm gate and market prices.	Municipal wide	Farm gate and market prices of commodities					1,000.00		1,800.00		Agric Dept.	MoFA (SRID)

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			collated and documented.										
31.	Office administration (Utilities, vehicle running, maintenance, stationeries and other office consumables)	Assembly	Improvement in productivity and efficiency					4,000.00		3,000.00	21,436.00	Agric Dept.	Procurement Unit, Budget Unit, Transport
32.	Sensitize farmers and staff on HIV/AIDS, COVID 19 and Child labour related issues	Municipal wide	Enhance in awareness creation							2,000.00		Agric Dept.	
<b>SOCIAL DEVELOPMENT</b>													
33.	Organize my first day @ school	22 KGs	Improvement in age appropriate enrolment					2,145.00				S&M (Education)	Municipal Assembly
34.	Organize inter schools U13/U15 games and sports/Cultural Festival	Gbawe Cluster	% increase in socialization amongst students					7,000.00				S&M (Education)	Municipal Assembly



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35.	Organize School Performance Appraisal Meeting (SPAM)	Weija Presby Auditorium	Improvement in the educational sector						1,000.00				Statistics and Planning (Education)	Municipal Assembly
36.	Sensitize parents in some communities on right age enrolment	24 communities in municipality	Improvement in age appropriate enrolment					1,250.00					S&M (Education)	Municipality Assembly
37.	Organize STMIE Clinics in the Municipality	Municipal wide	Improvement in the wellbeing of students						12,000.00				S&M (Education)	Municipal Assembly
38.	Load and cart Textbooks, TLMs and PPEs from Regional Office	Regional Education Office	Improvement in the educational sector						7,200.00				F&A (Education)	Municipal Assembly
39.	Conduct 2022 BECE (4,200 students to take part in exam)	26 public & 220 private schools	Assessment of students					14,400.00					Statistics and Planning (Education)	Municipal Assembly
40.	Organize Teacher Prize/Awards (17 awardees)	Municipal wide	% increase in teacher's desire to perform well						42,450.00				HRMD (Education)	Municipal Assembly
41.	Organize comprehensive school inspection	18 public schools	Improvement in the educational sector						11,800.00				S&M (Education)	Municipal Assembly

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42.	Provide office consumable and stationery	Municipal Education Office	% increase in productivity and efficiency							6,000.00		ACCOUNT (Education)	Municipal Assembly
43.	Organize Independence Day Anniversary celebrations (400 pupils)	Municipal wide	Inculcate of Ghanaian culture in students					19,066.00				S&M (Education)	Municipal Assembly
44.	Undertake in house orientation for twenty (20) national service personnel	Weija – Gbawe Assembly Hall	Productivity among NSPs					500.00				NFED	WGMA
45.	Organize an end of cycle assessment for Batch 11 and Batch 25 learners	Weija – Gbawe municipal hall	Improvement in the educational sector					500.00				NFED	WGMA
46.	Commemorate International Literacy Day coupled with graduation of Batch 11 and Batch 25 learners	Weija – Gbawe Municipality	Improvement in the educational sector					7,000.00				NFED	WGMA
47.	Undertake Community Entry to open classes for Batch 12 English and Batch 26 local language	Weija – Gbawe Municipality	Improvement in the educational sector									NFED	WGMA

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	class cycles within the municipality													
48.	Form Income Generating Activity (IGA) Groups	Weija-Gbawe Municipality	% increase in livelihood for learners					7,500.00					NFED	WGMA
49.	Build the capacity of organisations of persons with disability (OPWDs)	Municipal wide	Betterment in the lives of PWDs						3,000.00				DSW&CD	NCPD, GFD, DFMC Members
50.	Sensitize the public on disability issues	Municipal wide	% reduction in stigmatization					3,000.00	3,000.00				DSW&CD	WGMA
51.	Conduct social enquiries on PWDs	Municipal wide	Adequate data on PWDs					3,000.00	5,000.00				DSW&CD	WGMA
52.	Support PWDs in the area of assistive devices, start-ups, top-ups apprenticeship, etc.	Municipal wide	Improved livelihood of PWDs						135,600.00				DSW&CD	BAC
53.	Build capacity of 30 PWDs V	Municipal wide	Betterment in the lives of PWDs					2,000.00	5,000.00				DSW&CD	BAC
54.	Organize DFMC quarterly meetings	Assembly	Improvement in livelihood of PWDs						6,000.00				DSW&CD	DFMC

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55.	Promote economic empowerment of women	Municipal wide	150 women trained in alternative livelihood skills					8,000.00					DSW&CD	BAC
56.	Organize study group and mass meetings for information dissemination and campaign drives	Municipal wide	% increase in social intervention programmes					3,000.00		8,000.00			DSW&CD	GHS
57.	Sensitize the public on child protection issues like violence, neglect, abuse, discrimination, teenage pregnancy, crimes and other social vices- <b>V</b>	Municipal wide	% reduction in child abuse					3,000.00			26,000.00		DSW&CD	NCCE, GHS, GES, DOVVSU
58.	Offer extension services to Governmental and Non-Governmental Organization	Municipal wide	Enhancement in the coordination of the activities of NGOs					1,500.00					DSW&CD	GOVERNMENT AGENCIES & NGOS
59.	Engage communities to promote and recruit foster parenting	Municipal wide	Enhancement in the lives of children					2,000.00		1,000.00	6,000.00		DSW&CD	Assembly Members, Opinion Leaders, Traditional Leaders, Religious Leaders

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60.	Trace and re-unite missing children and abandoned babies with families, or place them in children's homes - V	Municipal wide	% reduction in child abuse and child homelessness					1,300.00		1,000.00	3,000.00	DSW&CD	DOVVSU
61.	Sensitization on sexual and gender based violence, breast /cervical cancer, prostate cancer and stroke	Municipal wide	% reduction in violence and breast/cervical cancer cases					27,300.00				DSW&CD	DOVVSU, GHS
62.	Organize quarterly coordination meetings among implementers of social protection programmes	Assembly Hall	Improvement in services to the vulnerable					6,500.00			6,500.00	DSW&CD	NHIS, GHS, DOVVSU, NCCE, GES
63.	Provide case management services to strained families, tracing reunification of children with families, etc	Municipal wide	Improve family relations, reduction in abused cases and child homelessness					2,000.00		1,000.00	6,000.00	DSW&CD	DOVVSU, COURT
64.	Conduct follow-up on clients and case management	Municipal wide	Improvement in case management					1,000.00		1,000.00	7,000.00	DSW&CD	NHIS, GHS, DOVVSU, LAW COURT
65.	Conduct social investigations on request from court	Municipal wide	Improvement in fair justice in court								2,000.00	DSW&CD	COURT, DOVVSU

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66.	Organize social services Sub-committee meeting	Assembly Hall	Improvement in social services					10,128.00					DSW&CD	Committee Members
67.	Organize women, children and youth committee meeting	Assembly Hall	Improvement in the welfare of women, children and youth					10,128.00					DSW&CD	Committee Members
68.	Procure office equipment and furniture	DSWCD Office	Improvement in productivity							5,000.00	14,500.00		DSW&CD	Procurement Unit
69.	Organise quarterly Municipal Health management meetings	Municipal wide	Improvement in productivity					2,700.00					Municipal Health Directorate	Municipal Assembly
70.	Organise monthly data quality and validation meetings	Municipal wide	Improvement in productivity					9,600.00					Municipal Health Directorate	Municipal Assembly
71.	Conduct District response initiative on Malaria prevention and treatment	Municipal wide	Reduction in malaria related to 0%					1,000.00					Municipal Health Directorate	Municipal Assembly
72.	Sensitize selected Communities in the two Sub-Municipalities on HIV/AIDS and STIs infections	Municipal wide	%increase in awareness HIV/AIDS and STIs					1,000.00					Municipal Health Directorate	Municipal Assembly

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73.	Carry out daily registration of residents unto the NHIS at the District office	District office	Improvement in quality health service delivery					-					NHIS	-
74.	Conduct field registration in communities	Communities	Improvement in quality health service delivery					-					NHIS	Assembly members
75.	Undertake indigent registration/LEAP	Communities	Improvement in quality health service delivery					-					NHIS	DSWCD
76.	Sensitize the public on NHIS policies	15 Communities in the Districts	Improvement in quality health service delivery					-					NHIS	Assembly members
77.	Sensitize and educate citizens on births and death registration	Ayigbe Town (SSCC DVLA Park) New Weija	Credible data on births & deaths					4,950.00					Birth & Death Registry	WGMA
78.	Conduct 2 Mass Registration exercise	Weija Township Last stop	Credible data on births & deaths					4,950.00					Birth & Death Registry	WGMA

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79.	Prosecute recalcitrant sanitation offenders	Municipal wide	Improvement in human health and wellbeing					7,200.00					GPS Judiciary Service	GPS Judiciary Service
80.	Organize sensitization sessions on household toilet construction and acquisition to attain open defecation free (ODF)	Municipal wide	15% reduction in ODF by December, 2022								288,000.00		EHU	MPCU, Assembly members, unit committee members, residents association, GAMA/ GASSLIP
81.	Organize One (1) sensitization session quarterly on pollution of water bodies, air and noise	Municipal wide	15% reduction in water, air and noise pollution					10,000.00					EHU	MPCU, GPS, WRC, GWCL
82.	Procure sanitary items, tools, Health certificates and office equipment	Weija- Gbawe municipal office	% reduction in improper sanitation in the Municipality					97,002.73					EHU	Procurement Unit



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83.	Facilitate the screening of all food handlers/vendors	Municipal wide	% reduction in the outbreak of communicable diseases					9,600.00					EHU	Municipal Health Directorate
84.	Organize monthly clean-up exercises	Municipal wide	Improvement in human health and wellbeing					102,960.00		2,000.00			EHU	NYEP (Zoomlion) workers, NFED, Social Welfare WGMA
85.	Collect and Update on MESSAP	Municipal wide	Updated data by July 2022					14,400.00					EHU	MPCU
86.	Renew all franchised contracts of waste contractors	Municipal Assembly	% reduction in improper waste disposal					5,000.00					EHU	Procurement Department, All solid waste contractors
87.	Arrest and impound stray animals	Municipal Assembly	Improving aesthetic of the environment					12,000.00					EHU	Municipal guards

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88.	Removal and burial of pauper (dead bodies)	Municipal wide	Prevention of communicable disease and offensive odour					10,800					EHU	Ghana Police Service
89.	Evacuation of waste	Municipal wide	Maintaining the aesthetic beauty of the environment and the spread of communicable diseases					84,000					EHU	Zoomlion Ghana Limited
<b>ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENTS</b>														
90.	Organize twelve (12) Spatial Planning Committee Meetings and get 95% of the total Development Applications submitted approved by the end of December	Municipal wide	Improvement in spatial development control						39,480.00				PPD	SPC MEMB.

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91.	Organize Twelve (12) Technical Planning Inspection Sub/Site Inspection Committee Meetings by the end of December	Municipal wide	Improvement in spatial development control					32,400.00					PPD	TSM
92.	Prepare one Planning scheme for Tetegu by December 2022 and get it approved	Tetegu	Enhancement in local land use plan					40,000.00					PPD	SPC MEMB
93.	Revise and update existing 2 Local Plans into an approved upgraded Address Map	Gbawe McCarthy	Enhancement in local land use plan					18,000.00					PPD	SPC MEMB
94.	Organize consultations and validation of street names	Weija	% increase in the number of streets named and properties addressed					5,000.00					PPD	SAT/LO
95.	Facilitate the installation of property address and street plates	Weija and S.C.C	% increase in the number of streets named and										PPD / Procurement	ASS

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			properties addressed											
96.	Organize four (4) S.A.T Review Meetings by the end of December 2021	Municipal wide	Improvement in street naming and property addressing					8,400.00					PPD	SAT
97.	Sensitize 100 developers on the need to plant trees	Municipal wide	Improvement in the municipal micro-climate					700.00					Forestry	PPD, NADMO, Assembly
98.	Procure two (2) Desktops, 6 tablet and fuel coupons	PPD Office	% increase in productivity and efficiency						15,000.00				PDD	Procurement Unit, Assembly
99.	Facilitate the weekly maintenance of trees planted under the Green Ghana Project	Road maiden from Tetegu junction to Regent junction  WGMA Office compound & outside	Improvement in aesthetics of the Municipality					10,120.00					Parks & Gardens Unit	PPD WGMA

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100.	Landscape 2 areas within the Municipality	WGMA Office compound Gbawe Piggery (EU project)	Improvement in aesthetics of the Municipality					25,360.00					Parks & Gardens Unit	PPD WGMA
101.	Establish a nursery for landscaping works	WGMA Office premises	Improvement in aesthetics of the Municipality					9,315.00					Parks & Gardens Unit	PPD WGMA
102.	Procure tools and equipment for landscaping works (lawn mowers, brush cutters, shears, hand forks and trowel etc)	WGMA	Improvement in aesthetics of the Municipality					15,205.00					Parks & Gardens Unit	PPD WGMA
103.	Construct School buildings within the Municipality	Joma Gbawe	% increase in educational facilities						1,000,000.00				Works Department	Planning, Budget
104.	Procure School furniture	Municipal wide	% increase in educational facilities						100,000.00				Works Department	Planning, Budget

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<b>105.</b>	Construct Fire Station	Gbawe	Improvement Safety						1,000,000.00				Works Department	Planning, Budget
<b>106.</b>	Construct CHPS Compound	Gonse	Improvement in the health sector						450,000.00				Works Department	Planning, Budget
<b>107.</b>	Construct health Centre	Gbawe	Improvement in the health sector						1,000,000.00				Works Department	Planning, Budget
<b>108.</b>	Complete 1 <sup>st</sup> Floor Weija Gbawe Municipal Assembly office Block	Weija	Improvement in productivity of the assembly						1,000,000.00				Works Department	Budget
<b>109.</b>	Construct Police Post	Gonse	Improvement in security of the municipality						650,000.00				Works Department	Planning, Budget
<b>110.</b>	Install and maintain street lights in the Municipality	Municipal wide	Improvement in security of the municipality						700,000.00				Works Department	Procurement
<b>111.</b>	Rehabilitate of Roads within the Municipality	Municipal wide	First class access road leading to improved transportation							15,000,000.00			Roads Department	WGMA

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112.	Construct of drains within the Municipality	Municipal wide	% reduction in flooding							15,000,000.00			Roads Department	WGMA
113.	Reshape/re-gravel selected roads within municipality	Municipal wide	Improvement in road surface conditions					300,000.00		760,000.00			Roads Department	MPCU
114.	Desilt/Dredge of selected drains within the Municipality	Municipal wide	% reduction in flooding					150,000.00		310,000.00			Roads Department	
<b>GOVERNANCE CORRUPTION AND PUBLIC ACCOUNTABILITY</b>														
115.	Visit and meet with cultural groups and artisans in the municipality	Municipal wide	% increase in unity between cultural groups and artisans					1,000.00					Centre for National Culture	Assembly members
116.	Organize arts and crafts training program in beads making	Tetegu Ayigbe Town	Improvement in livelihood of the people					4,500.00					Centre for National Culture	Assembly members
117.	Exhibit various crafts and artefacts produced by the artisans in the	Mallam	Enlargement and boosting of their market					5,000.00					Centre for National Culture	Assembly members

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
	Communities within the Municipality													
118.	Organize annual town hall meeting to educate people on government flagship policies and programmes	Weija/Gbawe	% increase in social accountability							8,000.00			Information Services Department	Planning, Budget
119.	Sensitize all heads of departments on RTI bill.	Assembly hall	% increase in information accessibility					2,000.00					Information Services Department	NCCE
120.	Organize public education on sanitation and health	Weija/Gbawe Municipality	% reduction in the outbreak of cholera in the municipality					2,500.00					Information Services Department	Environmental Health Unit, municipal Health Directorate
121.	Hold public education and sensitization to improve the internally generated fund base at WGMA with Van, radio and Community Information Centres	Weija Gbawe Municipality	Improvement in internally generated fund					8,000.00					Information Services Department	Accounts
122.	Update existing data on properties and businesses	Municipal wide	% increase in the number of rate payers					10,000.00					Finance	MIS & Budget



NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
123.	Organize two (2) rate payer sensitization	Municipal wide	% increase in the number of rate payers					25,000.00					Finance	ISD, PRO, Audit, works
124.	Prepare monthly Financial Reports	Assembly	% increase in transparency in public procurement					0.00					Finance	Budget
125.	Prepare and publish Annual Financial Reports	Municipal wide	% increase in transparency in public procurement					25,000.00					Finance	Budget
126.	Organize monthly Finance and Administration subcommittee meetings	Assembly	Enhancement in Financial management					78,500.00					Finance	Budget Audit
127.	Prepare Quarterly Financial Report	Municipal Wide	Enhancement Financial management					0.00					Finance	Budget
128.	Report monthly on IGF performance on divisional basis and revenue items	Municipal wide	%increase in internally generated funds					12,000.00					Finance	Planning Unit

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
129.	Organize 2022 Quarterly Budget Committee Meetings and report on budget performance.	Assembly Office	% increase in IGF mobilized					12,000.00					Budget	Budget Committee Members
130.	Prepare 2023 Program Based Budget	Assembly Office	% increase in Assembly's resources over the previous years.						30,000.00				Budget	All Department and units of the Assembly and other Agencies
131.	Review fees and prepare FFR in consultation with ratepayers, secure approval and gazette it.	Assembly Office/ Market Square	% increase in the number of rate payers.					17,000.00					Budget	All Stakeholders in the Municipality
132.	Organize training for departments of the Assembly on Programmed Based Budgeting	Municipal Assembly	Organize training for departments of the Assembly on Programmed Based Budgeting					5,000.00					Budget	All departments of the Assembly
133.	Prepare and implement 2023 Revenue Improvement Action Plan	Assembly Office	% change in IGF growth					36,000.00					Budget	Budget Committee and Revenue Management Team

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
134.	Organize quarterly MPCU meetings	WGMA	Improvement in the quality of service delivered.					33,780.00					MPCU	WGMA
135.	Organize 2No. Town hall meetings	WGMA	% increase in social accountability					31,690.00					MPCU	WGMA
136.	Prepare Composite AAP for 2023 by mid-September 2022 and review MTDP	WGMA	Enhanced efficiency effectiveness in service provision					10,500.00					MPCU	WGMA
137.	Conduct six General Assembly Meetings	Assembly hall	% increase in accountability and transparency					33,780.00					Admin	Assembly Members
138.	Conduct two Inter-sectoral meetings	Municipal wide	% increase in accountability and transparency					14,000.00					Admin	Government Agencies
139.	Conduct quarterly Audit committee meetings	Assembly	% increase in accountability and transparency					32,000.00					Admin	All departments

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				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
140.	Organize meetings between MCE and Traditional leaders	Municipal wide	Improvement in local governance					50,000.00					Admin	GPS, TA's,
141.	Conduct quarterly Sub Committee Meetings	Assembly hall	% increase in accountability and transparency					60,000.00					Admin	Secretaries of Sub-Committees
142.	Conduct quarterly Executive committee meetings	Assembly Hall	% increase in accountability and transparency					16,000.00					Admin	Departments
143.	Organize programmes to celebrate National Holidays	Sector wide	Improvement in local governance					140,000.00					Admin	Stakeholders
144.	Conduct monthly MUSEC meetings	Assembly	Improvement in Security					60,000.00					Admin	MUSEC
145.	Conduct monthly Management meetings	Assembly	Improvement in productivity and efficiency					32,000.00					Admin	Departmental
146.	Conduct quarterly Municipal Education and Oversight Committee meetings	Assembly	Improvement in the educational sector					24,600.00					Admin	All sectors

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
147.	Strengthen the Zonal Council	Weija	Increased efficiency of Zonal Office					20,000.00					Zonal Council	WGMA
148.	Prepare Composite Capacity Building Plan and Budget and Submit to OHLGS through RCC	Weija/ RCC and OHLGS	Improvement in Service delivery					2,000.00					Human Resource Dep't	All Departments Assembly members
149.	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, 2022	WGMA	At least 92% of Planned Capacity Building Interventions implemented					60,000.00	100,000.00				Human Resource Dep't	WGMA
150.	Prepare and submit 4 quarterly reports on HRM activities and submit HRMIS database backups to RCC every month	HR Office	Improvement in Staff Database					1,200.00					Human Resource Dep't	

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
151.	Validate Staff salaries, both GOG and IGF on timely basis	HR Office	Prompt salary payment and resolution of salary related issues.					600.00					Human Resource Dep't	Finance
152.	Conduct one IGF Promotional Interview and process GOG staff for 1st and 2nd batches of 2022 promotions	Assembly Hall	Staffs promoted and recruitment made.					9,000.00					Human Resource Dep't	WGMA
153.	Provide support for staff each year to pursue a programme of study at the ILGS/GIMPA for academic development	ILGS/Training Centre	Capacity of staff improved					30,000.00					Human Resource Dep't/ RCC/ ILGS/ OHLGS	WGMA
154.	Organise Retirement ceremony and Awards for staffs that retired in 2021	Assembly Hall	Staffs appreciated and honored					10,000.00					Human Resource Dep't	WGMA
155.	Organise 2 staff meeting / durbar	ITS Hall	Improvement in harmony and					5,184.00					Human Resource Dep't/ CAD	WGMA/ADMIN

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
			grievance resolution.											
156.	Organize 6no. Entity Tender Committee meetings	WGMA	% increase in transparency in public procurement					12,690.00					Procurement Unit	Entity Tender committee Members
157.	Prepare 2023 annual Procurement Plan by Nov 2022	WGMA	Improvement in service delivery					2,500.00					Procurement Unit	Budget Committee Members
158.	Facilitate 2no. Regional Entity tender Review Committee meeting	WGMA	% increase in transparency and accountability in public procurement					10,000.00					Procurement Unit	MCE/MCD
159.	Undertake quarterly update of 2022 Procurement Plan	WGMA	Improvement in service delivery					-					Procurement Unit	Entity Tender committee Members
160.	Undertake quarterly update of Contract/Suppliers/ Consultant database	WGMA	Improvement in service delivery					-					Procurement Unit	MCD

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
161.	Prepare 25 No. Tender and Contract documents for the procurement of goods, works & services	WGMA	Improvement in service delivery & value for money for projects					-					Procurement Unit	MCE, MCD, WORKS, Roads Department
162.	Facilitate 4No. public advertisement for the procurement of goods, services & works	WGMA	Improvement in transparency and accountable governance					12,000.00					Procurement Unit	MCE, MCD, MFO, MBO
163.	Organize 6No. Ad-hoc Tender Evaluation exercise for the procurement of goods, services & works	WGMA	Value for money for projects					10,000.00					Procurement Unit	MCE, MCD
164.	Procure two (2) vehicles	Municipal Wide	Improvement in revenue mobilisation					-					Procurement	Finance/ Transport
165.	Support the implementation of MP initiated programmes/projects	WGMA	Improvement in development					-	600,000.00				MPCU	WGMA



NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
166.	Support the implementation of Assembly Member led electoral area projects	Municipal Wide	Improvement in development						280,000.00				WGMA	Assembly Members, Unit Committee
167.	Prepare and submit Internal Audit Reports	Municipal Assembly	% increase in accountability and transparency					10,800.00					Internal Audit	Budget, Finance and other Auditees
168.	Prepare and submit Annual Action Plan	Assembly Hall	% increase in accountability and transparency					200.00					Internal Audit	Finance , MCD
169.	Prepare and submit quarterly audit report	Assembly Hall	% increase in accountability and transparency					10,800.00					Internal Audit	MCD and MFO
170.	Staff certification and development		% increase in accountability and transparency					15,000.00					Internal Audit	MCD, MFO, Budget
171.	Prepare and implement O&M plan	Education Department						431,120.00					Transport	WGMA
172.	Procure Vehicle spare parts	WGMA	Improvement in service delivery					79,200.00					Transport	Procurement

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
<b>EMERGENCY PLANNING AND RESPONSE (INCLUDING COVID-19 RECOVERY PLAN)</b>														
173.	Educate the public on climate change impact and adaptation	Municipal wide	Increase public awareness on climate change					8,148.00					NADMO	GFS, GFC, MPCU,EPA
174.	Dredge six (6) major drains /Estuary and promote construction of storm drains to prevent flooding in six communities	Municipal wide	Allow free flow of run-off and reduce flooding					6,620.00	50,000.00				NADMO	WGMA, Roads Department
175.	Undertake emergency response, assess and provide relief to disaster victims	Municipal wide	Maintain community resilience					27,600.00					NADMO	GAF,GFS, GPS, CSOs, WGMA, Residents and Traditional leaders
176.	Organize Disaster Management Committee meeting	Assembly hall	Develop plans to management disaster in the municipality					11,100.00					NADMO	WGMA

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
177.	Conduct public sensitization on various disaster types	Municipal wide	Maintain resilience and build community capacity					7,252.00					NADMO	MPCU, WGMA
178.	Promote household tree planting to reduce the impact of climate change on the communities	Municipal wide	Improvement in the municipal micro-climate					5,600.00					NADMO	GFC,GFS, PPD,MOFA
179.	Celebrate world disaster risk reduction (DRR) week.	Municipal wide	Maintain resilience and build community capacity					6,550.00					NADMO	WGMA,
180.	Form five (5) DVGs and give them preparedness orientation on disasters	Municipal wide	Improve on management of disaster					7,130.00					NADMO	
<b>IMPLEMENTATION, COORDINATION, MONITORING AND EVALUATION</b>														
181.	Monitor developmental projects (IGF, DACF and Self-Help Projects)	Municipality wide	Improved developmental projects					6,000.00	50,040.00				MPCU	WGMA

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
182.	Prepare and submit 4 quarterly and Annual progress report	WGMA	Enhanced productivity					2,100.00					MPCU	WGMA
183.	Monitor School Feeding program	Municipality	Improvement in service delivery					4,200.00					MPCU	WGMA
184.	Coordinate the District Response to HIV/AIDs	WGMA	% reduction in HIV/AIDs prevalence rate					20,000.00					MPCU	Health Directorate
185.	Conduct weekly field monitoring of YEA beneficiaries	Gbawe, Mallam, Weija SCC	Improvement in the performance of beneficiaries					16,200.00					YEA WGMA	
186.	Conduct 4 quarterly monitoring of NABCO trainees	Municipal Wide	Ensure all trainees are at post and working efficiently					6,000.00					NABCO	All departmental heads
187.	Organize bi-annual meeting with Module Implementing Partner's (MIPs)	Municipal Assembly Hall	Ensuring all MIPs are satisfied with the trainees and also					2,880.00					NABCO	BAC, BRC, GHS, WGMA,

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
			knowing the working environment of the trainees											GRA, GES, AGRIC
<b>188.</b>	Train staff and farmers on data collection, reporting, results -based monitoring and evaluation		Improvement in agricultural growth and development							2,600.00			Agric. Dept.	MOFA (M&E), RAD
<b>189.</b>	Organize four (4) quarterly and one (1) annual performance review meeting.	Assembly	Improvement in agricultural growth and development					2,000.00		2,500.00	6,000.00		Agric. Dept.	MOFA (M&E), RAD
<b>190.</b>	Monitor agric activities in the Municipality	Assembly	Improvement in agricultural growth and development					1,400.00		2,000.00	4,728.00		Agric Dept.	WGMA
<b>191.</b>	Train day care attendants, supervise and monitor day care centres	Municipal wide	Enhancement in the safety of pre-school children							1,000.00	7,000.00		DSW&CD	DAY CARE CENTERS
<b>192.</b>	Monitor PWD beneficiaries assisted with funds	Municipal wide	Betterment in the lives of PWDs					2,000.00	5,000.00				DSW&CD	DFMC

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES	
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating
193.	Monitor integrated social services interventions	Municipal wide	Improvement in social services interventions					3,000.00			2,000.00	DSW&CD	MPCU
194.	Form 14 child protection committees within the Municipality	Municipal wide	Child protection enhanced					11,200.00				DSW&CD	Assembly Members/ Unit Committee Members
195.	Conduct Municipal Mid-year and Annual Health performance review meetings	Municipal wide	Improvement in health service performance					3,760.00				Municipal Health Directorate	Municipal Assembly
196.	Embark on quarterly integrated supportive supervision and monitoring of facilities	Municipal wide	Improvement in health service performance					2,144.00				Municipal Health Directorate	Municipal Assembly
197.	Continue COVID-19 contact tracing and monitoring	Municipal wide	Improvement in health service performance					1,800.00				Municipal Health Directorate	Municipal Assembly
198.	Organise immunization supportive supervision, training and monitoring	Municipal wide	Increase immunization coverage to 95%					5,000.00				Municipal Health Directorate	Municipal Assembly

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
199.	Organise malaria prevention and treatment training and monitoring activities	Municipal wide	Increase in Malaria testing rate to 95%					5,500.00					Municipal Health Directorate	Municipal Assembly
200.	Organise TB case detection training, screening exercises and monitoring	Municipal wide	60% increase in TB case detection					6,000.00					Municipal Health Directorate	Municipal Assembly
201.	Embark on quarterly integrated supportive supervision and monitoring to all Child Welfare Clinics (CWCs) and outreach sites)	Municipal wide	Improvement in health service delivery					13,196.00					Municipal Health Directorate	Municipal Assembly
202.	Pilot management and monitoring of waste segregation	Two school and one selected community	5% reduction in improper waste disposal					10,800.00					EHU	Ghana Education service, Assembly members, Unit

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
													committee members	
203.	Undertake routine premises inspection and education, monitor Environmental Health activities	Municipal wide	% reduction in sanitation issues in the Municipality					55,200.00					EHU	Assembly members, unit committee members, residents association, Judicial service, Ghana police service
204.	Organize monthly review meetings and monitor the activities of Solid waste contractors	Municipal Wide	20% reduction in indiscriminate dumping of waste					1,200.00					EHU	Waste Management Team
205.	Carry out monitoring to identify and prosecute unauthorised land developers	Improvement in spatial development control	Improvement in spatial development control					1,500.00					PPD	Municipal Assembly



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				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
206.	Carry out quarterly monitoring exercise on properties, collectors and businesses	Municipal Wide	% increase in internally generated funds					15,000.00					Finance	Audit & Budget
207.	Monitor revenue collection points		% increase in accountability and transparency					4,000.00					Internal Audit	MCD, MFO, Budget
208.	Conduct monthly monitoring and audits for registered societies	Weija, Gbawe and Joma	% increase in the sustainability of viable business enterprises					1,600.00					Department of cooperative	Credit Union Association
209.	Undertake class Supervision	Weija – Gbawe Municipality	Enhancement in teaching and learning activities										NFED	WGMA
210.	Monitor re-opening days in schools in the Municipality (Public & Private)	Weija Gbawe and Weija-Gbawe circuits.	Improvement in the activities of the schools						1,800.00				S&M (MED)	Municipal Assembly
211.	Monitor teaching and learning in schools by GES staff	28 public and 220 private schools	Improvement in the activities of the schools					24,855.00					S&M (MED)	Municipal Assembly

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
212.	Monitor work of officers and Head Teachers by Management	Municipal wide	% increase in productivity and efficiency among teachers						5,000.00				S&M (MED)	Municipal Assembly
213.	Monitor safety protocols by GES & GHS staff	28 public schools and 220 private schools.	Improvement in the educational sector					8,725.00					Education GHS	Municipal Assembly
214.	Support SISOs monitor 30 schools	Weija Gbawe Weija-Gbawe	Improvement in the educational sector							10,000.00			S & M (MED)	Municipal Assembly
215.	Conduct district quality monitoring in education	Municipal wide	Improvement in the educational sector						4,150.00				S & M stats & Planning (Education)	Municipal Assembly
216.	Supervise the execution of performance management tools and monitor effective compliance	WGMA	Improved performance										Human Resource Dep't/ HODs	WGMA
217.	Facilitate IT resource maintenance (minor & major)	WGMA	% increase in IT resource lifespan					20,000.00					MIS	WGMA

NO	DESCRIPTION OF PROJECTS OR ACTIVITIES	LOCATION	OUTCOME OR IMPACT INDICATOR	TIME FRAME				INDICATIVE BUDGET				IMPLEMENTING AGENCIES		
				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating	
218.	Print BOP, Property Rate, Signage and sewage bills by 30 <sup>th</sup> March, 2022	WGMA	% increase in revenue mobilisation					5,000.00					MIS	WGMA
219.	Update and maintain the Assembly website monthly	WGMA	% increase in information accessibility					1,500.00					MIS	WGMA
220.	Design and develop a Human resource Management system for the HR Department	WGMA	% increase in enhanced employee data					10,000.00					MIS	WGMA
221.	Facilitate the installation of Internet connectivity by 30 <sup>th</sup> June, 2022	WGMA	% increase in information delivery					10,000.00					MIS	WGMA
222.	Facilitate the installation of Server and attendant logistics by 30 <sup>th</sup> September 2022	WGMA	% increase in data storage					25,000.00					MIS	WGMA
223.	Facilitate the renewal of antivirus licenses	WGMA	% increase in IT assets longevity					10,000.00					MIS	

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				1 Q	2 Q	3 Q	4 Q	IGF	DACF	GoG	Donor	Lead	Collaborating
224.	Compile and update socio-economic database of the Assembly	Municipal Wide	% Increase in revenue generation within the municipality					5,000.00		3,300.00		Statistics	Dev't Planning/ Budget / MIS / Revenue
225.	Data collection on market prices of goods and services	Municipal Wide	% Increase in revenue generation within the municipality					4,000.00		4,400.00		Statistics	Procurement/ MPCU