

OFFINSO MUNICIPAL ASSEMBLY



2020 Annual Action Plan

Prepared by:
Municipal Planning and Coordinating Unit (MPCU)

September 2019

Composite Annual Action Plan for 2020

MDA Programmes And Sub-programmes	Project/Activities	Location	Time Schedule				Output Indicators	Indicative Budget			Implementing Agency	
			1 st	2 nd	3 rd	4 th		GoG	IGF	Donors	Lead	Collaborating
ADMINISTRATION/GOVERNANCE												
	Support Community Initiated Projects	Municipal Wide	←	→			- No. of Communities supported	100,000.00	43,000.00		Central Adm.	Works. Dept. Procurement Unit.
	Conduct HIV/AIDS M&E Activities	Offinso					HIV/AIDS Activities supported	10,000.00			Central Adm.	MAC

	Train Assembly Members and build capacity of staff	Offinso	←	→			Assembly members and	80,000.00			Central Adm.	HR Dept.
	Conduct Planning and Budget activities	Municipal Assembly	←	→			Activities conducted		45,000.00		Central Adm.	MPCU, Budget Commt'
	Conduct M&E activities	Municipal Wide	←	→			Activities conducted		25,000.00		MPCU	Central Adm, Assembly Members
	Organize Social Accountability	Offinso	←	→			No. Accountability fora conducted		17,000.00		Central Adm, Ass. Members	MPCU

	Maintain Official Building and other facilities	Offinso	←			→	No. of building and other facilities Maintained	100,000.00			Central Adm.	Works, Procurement Unit
	Procure & update accounting software	Offinso				↔	Software procured and installed	44,000.00			Finance Dept.	Proc. Unit, OMA
	Acquire and legalize Assembly land	Central Adm.	←			→	Land legalization conducted	15,000.00			Central Adm.	Physical Planning
	Procure Office Equipment & Furniture	Central Adm.	←			→	No. equipment	30,000.00			Proc. Unit	Central Adm.
	Prepare Medium Term Development Plan (2022-2025)	Central Admin.	↔				Plan prepared	60,000.00			MPCU, Central Admin	NDPC, RCC
	Undertake recurrent activities	Mun. Assembly	←			→	No. of Activities		50,000.00		Central Adm.	MPCU,
HEALTH												
	Provide 2No. Washroom and toilet facilities for COVID-19 Holding Centre	Offinso				↔	Support provided	52,000.00			Mun. Ass., MLG&RD	Health Directorate
	Complete the payment of additional works on 3-Bedroom Semi-detached bungalow at Adukro	Offinso	↔				Payment completed	70,000.00			OMA	Contractor, Health Directorate

	Complete the payment of construction of fence wall at Offinso Health Centre	Offinso	←	→			Payment completed	30,000.00			OMA	Health Directorate
	Conduct Immunization Programme	Municipal Wide				←	→	Num. of Immunization conducted	20,000.00	10,000.00	Offinso Health Directorate	Central Adm. MOH
	Provide equipment to health centres/ CHPS	Offinso	←	→			No. equipment provided	20,000.00			Mun. Assembly, Procurement	Offinso Health Directorate, MOH
	Organise Child Health Promotion week	Selected communities				←	→	Health promotion conducted		9,000.00	GHS	SW&CD,
	Provide counterpart support for 20 bed capacity ward	Offinso Health Centre	←	→			Support provided	30,000.00			Central Adm.	Offinso Health Directorate

Education												
	Support School Feeding Programme	Municipal Wide	←	→			No. of schools supported	20,000.00			Central Adm.	GES
	Support sports, culture & Scholarship	Municipal Wide	←	→			No. of schools supported		36,000.00		Central Adm.	GES
Promote the achievement of universal basic education	Support Mock exams & School debate		←	→			No. of schools supported		25,000.00		Central Adm.	GES
	Monitor and supervise	Municipal Wide	←	→			No. of schools monitored		10,000.00		GES	Central Adm

	activities in schools											
	Build capacity of 15 SMCs	Selected Schools	←								GES, Min. of Education	Central Adm.
	Provide support for brilliant but needy students and my first day at school	Municipal Wide	←								GES, Consultants	Gen. Assembly
	Complete 1No.3 Unit classroom block	Apotosu	↔								Works Dept.	Central Adm., GES
	Complete the payment of 1No. 6-Unit Classroom block	Samproso	↔								Central Adm.	GES
	Construct 1No 6-bedroom Teachers Bungalow	Wawase		↔						320,000.0	Mun. Assembly	GES
	Complete 1No. 3 Unit Classroom Block	OCE, Ampabame	↔								Works Dept.	Central Adm.
	Supply Mono & Dual desk to schools	Selected schools			↔					120,000	Proc. Unit	GES
	Maintain and rehabilitate classroom	Selected school	←							76,000	Works	

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ENVIRONMENT/SANITATION												
Acquisition of sanitary tools and equipment	Procure 5No.refuse containers	Offinso	↔				No. of containers purchased			45,000.00	Procurement Unit	MOH, OMA
	Acquire sanitary Equipment and monitor sanitary facilities	Offinso	←	→			No. equipment provided	15,000.00			Procurement Unit	MEHU
Solid/Liquid waste managements	Maintain final disposal site and evacuate refuse dump (environmental restoration)	Sikaman, Kokote, Nanong	←	→			Site maintained		120,000.00		OMA, Works Dept.	MEHU
	Support waste management and fumigation of communities (environmental education/Climate change)	Municipal Wide	←	→			No. of fumigation done	30,000.00			MEHU, OMA	MLG&RD
	Conduct medical screening for food vendors	Municipal wide	↔				Number of vendors screened	5,000			MEHO	OMA, Consultants

	Undertake WASH activities	Municipal Wide					No. of activities undertaken		8,000.00		MWST, MEHU	OMA,
	Conduct Public Hygiene education						No. of Education conducted		10,000.00		MEHO	OMA
	Support the maintenance of Abattoir	Tutuase					Support provided		6,000		OMA	MEHO
	Undertake other environmental activities	Offinso					Activities conducted	9,000.00			MEHU	OMA

SOCIAL ISSUE												
	Support and Monitor LEAP & PWD Programmes						No. of monitoring conducted	2,000.00	1,000		Soc. Welfare & commt. Dev't	OMA
	Form Children Protection Committee	Selected schools					No. of committees formed		1,000.00		Soc. Welfare & commt. Dev't	CSOs/NGOs
	Organise workshop on importance of communal labour and income generating activities	Offinso					Workshop organized	9,000			Soc. Welfare & commt. Dev't	Central Adm.

	<i>Support programmes on Teenage pregnancy, early marriage and monitor activities of , orphanages Daycare centres and NGO's</i>	Offinso					Workshop organized	10,000			Soc. Welfare & commt. Dev't	NGOs
	<i>Build Capacity of staff and procure stationeries</i>	Offinso					No. capacities built		13,500		HRM, Proc. Unit	Soc. Welfare & commt. Dev't
	<i>Organise public education programmes</i>	Selected commt.					No. Education prog. Organized			10,000	Soc. Welfare & commt. Dev't	HRM
	<i>Organize education on local governance and involvement of women in decision making</i>	Selected commt.					No. awareness created	8,100			Soc. Welfare & commt. Dev't	HRM
	<i>Construct 2 disability rump in schools</i>	Abofour, Namong					Rumps constructed	3,000			Works Dept.	Soc. Welfare & commt. Dev't
	<i>Undertake recurrent activity</i>	Offinso					Activities undertaken	10,000.00			Soc. Welfare & commt. Dev't	OMA

PHYSICAL PLANNING												
	Conduct weekly site inspection.	Municipal Wide					No. of inspections conducted		5,000.00		Physical Planning Dept.	OMA
	Conduct street naming exercise	Selected Commt.					No. of street named	50,000.00			Physical Planning Dept.	MLG&RD
	Revalue properties	Municipal Wide					No. properties valued	40,000.00			Physical Planning Dept.	MLG&RD
	Organize public education on physical dev't.	Municipal Wide					No. of education conducted		9,000.00		Physical Planning Dept.	Trad. Authority
	Organise sensitization exercise for 2 communities	Asamanka & Dentin					No. of sensitization conducted			8,000	Physical Planning Dept	OMA
	Prepare local plans for Namong	Namong					Plan prepared				Physical Planning Dept	Trad. Authority
	Undertake other recurrent activities											

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ROADS & TRANSPORT												
	Rehabilitate town roads	Municipal Wide	←				No. of roads rehabilitated	60,000.00			Urban roads, OMA	Min. Roads& Highways
	Undertake Road Inventory	Municipal wide			↔		Inventory conducted			4,000.00	Urban roads, OMA	Min. Roads& Highways
	Collaborate with urban Roads Dept. to implement policies	Kumasi	←				Num. of collaboration done		3,000		Urban roads, OMA	Min. Roads& Highways
	Conduct training for Transport & Urban road staff	Offinso	↔				Num. of Training done			10,000	Urban roads, OMA	RCC
	Reshape feeder roads	Municipal Wide	←				No. of roads reshaped	30,000.00			Feeder roads, OMA	Min. Roads& Highways
	Support to transport service	Offinso	←				No. of support	9,000.00			Feeder roads, OMA	
	Undertake traffic surveys and analysis	Municipal Wide	↔				Survey and analysis conducted					

WORKS												
	Construct Police post	Abofour, Kokote	↔				Facility constructed	60,000.00			Works Dept. OMA	GPS

	Maintain street light	Municipal wide	←					No. light maintain	50,00 0.00	30,00 0.00			Works Dept. OMA	MoF, ECG
	Rehabilitation of Official Accommodation	Offinso	←					No. of rehabilitation conducted	30,00 0.00	15,00 0.00			Works Dept. OMA	MoF, ECG
	Implement Rural Electrification	Municipal wide	←							12,00 0.00			Works Dept. OMA	MoF, ECG
	Supply Low Tension Poles	Municipal wide	←					No. of poles supplied	35,00 0.00	10,00 0.00			Works Dept. OMA	ECG
	Construct market sheds	Kokote			←			No. of community conducted					Works Dept. OMA	MoF, ECG
	Construct additional shed at Abofour Market	Abofour			←			Bungalow stores			160,00 0.00		Works Dept. OMA	Central Adm.
	Complete 1 No storey building for Ghana Police Service block	Asamanka ma			←			Storey Block constructed			348,00 0.00		Works Dept. OMA	GPS
	Construction of 2 no. 2- bedroom staff bungalow	Offinso			←			Block constructed	250,0 00.00				Works Dept. OMA	Central Adm.
	Complete the payment of construction of 1 no. 3 bedroom self-contained bungalow	Adukro	←					Bungalow constructed			35,000		Works Dept. OMA	GJS

	Furnishing of buildings	Offinso	←			→	No. of building furnished			20,000	Proc. Unit	Works
	Construction of 1 no. 2 seater W.C toilet.	Old Offinso		←	→		W/C Constructed	15,000			Works Dept. OMA	OMA
	Construction of 4 no. mechanised boreholes & procure veronica buckets for COVID 19	Anyinasus o			←	→	Borehole constructed			130,000	Works Dept. OMA	Proc. Unit+

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ENVIRONMENTAL MANAGEMENT												
	Train NADMO Staff	Offinso	←	→			No. training conducted	15,000.00			HRD	NADMO, OMA
	Undertake Natural Resources Conservation	Municipal Wide	←			→	No. of conservation undertaken			15,000.00	NADMO, Forestry Dept.	MOFA

	Provide relief materials to disaster victims	Municipal Wide	←					No. of items supplied	5,000.00				NADMO	OMA
	Organise public awareness campaign on disaster prevention	Municipal wide	←					No. of awareness created		3,000.00			NADMO	OMA, ISD
	Organise Anti-bush fire campaign	Municipal wide					↔	No. of campaign organised	3,000				NADMO	OMA, ISD
	Undertake Tree planting exercise	Municipal	←					No. trees planted			7,000.00		NADMO, Commt. Dev't	OMA

AGRIC. DEVELOPMENT														
	Train Farmers in Cassava Value Chain	Offinso	←					Training conducted	13,000.00				Agric. Dept.	OMA, Min. of Agric.
	Supply planting materials, seeds and fertilizer						↔	No. of supplies done			50,000		Agric. Dept	OMA, Min. of Agric

	Undertake meeting and seminars	Offinso					No. meetings undertaken		71300 00.00		OMA, Min. of Agric	Consultants
	Implement Modernize Agric productivity (MAG)	Selected communities					Project implemented			75,000. 00	Agric. Dept	OMA, Min. of Agric
	Implement Boosting green Employment and Enterprise Opportunities in Ghana	Selected Communities					Project implemented			40,000. 00	OMA, Agric. Dept.	EU, UNCDF
	Support farmers on improved nutrition	Selected Communities					No. of support provided		19,00 0.00		Agric. Dept	
	Training and strengthening of farmers base organisation	Abofour, Samproso					No. training conducted			13,000. 00	Agric. Dept.	NCCE
	Organize Farmers' Day	Offinso					Farmers' day organized				Agric. Dept	OMA,

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ECONOMIC DEVELOPMENT												

	Implement Basic Kaizen activities	New Town, Dome, Koforidua					Training conducted	18,000.00			BAC/NBSSI	OMA Min. of Trade
	Organise business counselling and coaching service	Offinso					No. of seminars conducted		9,000		BAC/NBSSI	Consultants
	Train 150 MSMEs especially women in income generating activities	Offinso					Training conducted			14,200.00	BAC/NBSSI	Consultants
	Provide support for the operations of Dept. of Co-operative	Offinso					Support provided				OMA	BAC/NBSSI
FINANCE												
	Prepare and submit monthly financial statement	Offinso					Document Prepared		2,500		Finance Dept.	OMA
	Procurement Value Books	C&AG Dept, Accra					Value Books Procured	25,000.00			Finance Dept. OMA	C&AG Dept, Accra
	Pay compensation of Revenue Staff	Offinso					Compensation paid	250,000.00			Finance Dept. OMA	Min. of Finance

	Purchase accounting software	Offinso			↔		Soft ware purchased	23,000			Finance Dept. OMA	Proc. Unit
	Update Revenue Database	Offinso	↔				Update conducted	45,000.00			Finance Dept. OMA	Proc. Unit
	Support internal Audit Operations	Offinso				↔	Support provided		9,000.00		Internal Audit Unit, Finance Dept.	