

OFFINSO MUNICIPAL ASSEMBLY



IMPLEMENTATION OF THE DISTRICT MEDIUM TERM DEVELOPMENT PLAN (2022 - 2025)

2025

COMPOSITE ANNUAL ACTION PLAN

PREPARED BY:

MUNICIPAL PLANNING COORDINATING UNIT
OFFINSO MUNICIPAL ASSEMBLY
OFFINSO – ASHANTI

OCTOBER, 2024

OFFINSO MUNICIPAL ASSEMBLY



Office of the Offinso Municipal Assembly
Post Office Box 2
Offinso – Ashanti
Ghana W/A
*In case of reply the number and date of this
Letter should be quoted*

Our Ref No

Your Ref No
9TH SEPTEMBER, 2024


Date:

SUBMISSION OF APPROVED 2025 COMPOSITE ANNUAL ACTION PLAN

I submit herewith an attached copy of the approved 2025 Composite Annual Action Plan for the Offinso Municipal Assembly.

It is submitted for your information and necessary action.

Thank you.


MOHAMMED A. MAJEED
MUNICIPAL CO-ORD. DIRECTOR
for: MUNICIPAL CHIEF EXECUTIVE

DISTRIBUTION

THE DIRECTOR GENERAL
NATIONAL DEVELOPMENT PLANNING COMMISSION
P.O. BOX CT 633, CANTONMENTS, ACCRA

THE HON. MINISTER
ASHANTI REGIONAL COORDINATING COUNCIL
KUMASI

Attention:

THE REGIONAL ECONOMIC PLANNING OFFICER
ASHANTI REGIONAL CO-ORDINATING COUNCIL
KUMASI

copies:

**ALL MUNICIPAL PLANNING COORDINATING UNIT (MPCU) MEMBERS
OFFINSO MUNICIPAL ASSEMBLY**

**ALL HONOURABLE ASSEMBLY MEMBERS
OFFINSO MUNICIPAL ASSEMBLY**

**CHAIRPERSON, OFFINSO ZONAL COUNCIL
OFFINSO MUNICIPAL ASSEMBLY**

**CHAIRPERSON, ABOFOUR ZONAL COUNCIL
OFFINSO MUNICIPAL ASSEMBLY**

**CHAIRPERSON, BON SUA ZONAL COUNCIL
OFFINSO MUNICIPAL ASSEMBLY**

**CHAIRPERSON, SAMPOROSO ZONAL COUNCIL
OFFINSO MUNICIPAL ASSEMBLY**



**ASHANTI
REGION**

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NARRATIVE STATEMENT

1.0 INTRODUCTION: BRIEF PROFILE OF THE MUNICIPALITY

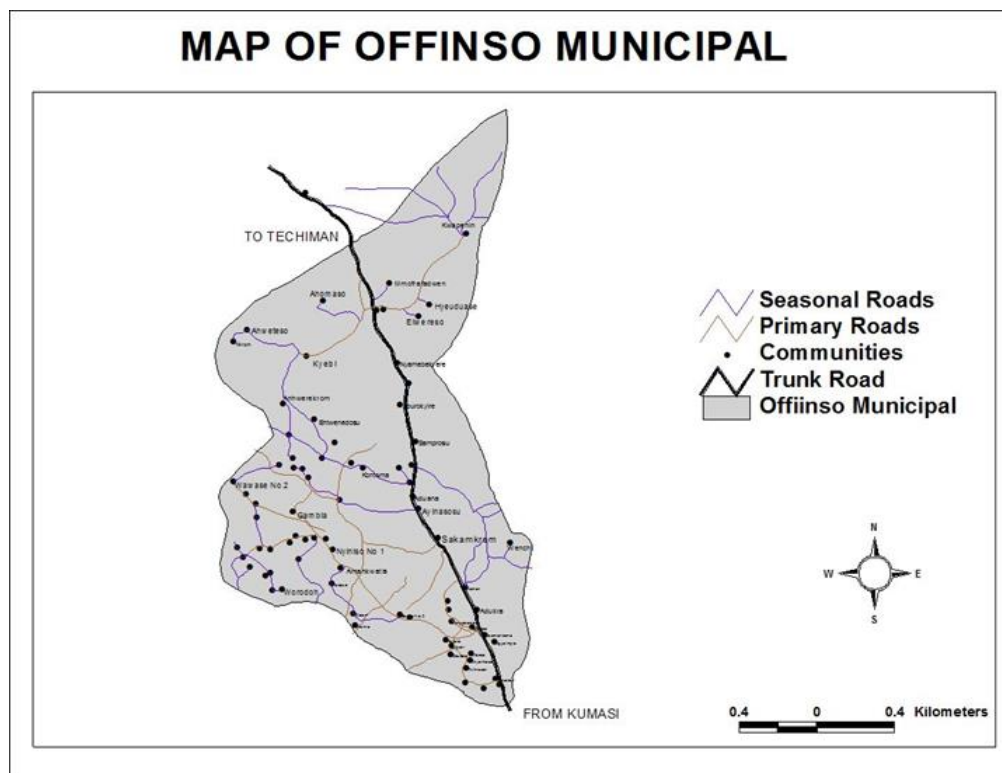
Background

Offinso Municipal was established by Legislative Instrument (L.I.) 1909 of 2007 due to the growing population and the need to ensure that development reaches every part of the Municipality. It was carved out of the then Offinso District and split into Offinso Municipal and the Offinso North District.

Location and Size

The Municipality is located in the extreme north-western part of the Ashanti Region. It has a total land area of 585.7 square kilometres which is 2.4 percent of the total land size of the Ashanti Region. The Municipality shares common boundaries with Offinso North in the North, Afigya Kwabre South in the East and South, Atwima Nwabiagya North and Ahafo Ano South Districts in the West.

Figure 1: Map of Offinso Municipal



Source: MPCU,OMA, 2023

Figure 1 displays the political map of the Offinso Municipality. The area is almost symmetrically dissected by the main trunk road forming part of the Trans-African Highway, which serves as the main gateway to the Ashanti Region from the Northern and Bono and Ahafo Regions. The Municipal capital, Offinso New Town is only about 45 minutes drive from the central business district of Kumasi, the capital of Ashanti region. The Municipal is divided into four (4) zonal councils namely Offinso, Bonsua, Abofour and Samproso.

Population Size and Distribution

According to the 2021 PHC, Offinso Municipal has a total population of 137,272 accounting for 2.5 percent of the population in Ashanti region. The number of males stand at 66,569 (48%) whilst that of females stand at 70,703 (52%) giving a sex ratio of 94.2 percent. The rural population (69,671) is slightly higher than the urban population (67,601). As compared to the 2010 PHC, there has been a significant increase in the urban population which indicates that physical development is growing at a faster rate. This has implications for social services delivery, infrastructure development and management, economic development and environmental management. In terms of the geographical landscape, the Municipal has a surface area of 591km² with a population density of 232.1 persons per square kilometer.

2.0 VISION STATEMENT

To position the Assembly as a leading local government institution, which provides excellent social and economic services to make the municipality a preferred destination for residence and investments.

3.0 MISSION STATEMENT

To mobilize all available resources to provide equitable services for the overall development in its area of jurisdiction within the context of good governance.

4.0 OBJECTIVES OF THE 2025 COMPOSITE ANNUAL ACTION PLAN

The 2025 Municipal Annual Action Plan is prepared from the Medium Term Development Plan (MTDP 2022 - 2025) and represents the fourth year of implementing the MTDP. The main objective of the Plan is to provide a guide for all development investments in the municipality irrespective of the sources of funds towards the achievement of sustainable growth and development, wealth creation, and poverty reduction to improve the living standards of people in the Offinso municipality.

The broad strategic objectives of the Annual Action Plan (2025) have been prepared under the **Medium-Term National Development Policy Framework (MTNDPF)**, 2022- 2025 under the

theme “*Agenda for Jobs, Creating Prosperity and Equal Opportunity for All (v2)*” which focuses on the following development dimensions;

- Economic Development
- Social Development
- Environment, Infrastructure and Human Settlements
- Governance, Corruption and Public Accountability
- Ghana’s Role in International Affairs
- Emergency Planning and Response (including COVID-19 Recovery Plan)
- Implementation, Coordination, Monitoring and Evaluation

It is important to note that programmes, sub-programmes and broad activities of the 2025 Composite Annual Action Plan (CAAP) have been formulated and linked as same as those in the Programme Based-Budget (PBB) of the Ministry of Finance, Communication, Monitoring and Evaluation. The Plan has taken into consideration rollover projects from the 2024 plan implementation year.

5.0 DEVELOPMENT INTERVENTION AND FINANCING OF THE 2025 COMPOSITE ANNUAL ACTION PLAN

The Offinso Municipal Assembly continues to receive financial support from Government of Ghana (GoG) through its share of the District Assemblies Common Fund (DACF), and the recently introduced District Performance Assessment Tool (DPAT) through the DACF- Responsiveness Factor Grant (RFG). Other GoG Financing Agencies assisting the Assembly in its development efforts are the GetFund, Ghana AIDS Commission, Middle Belt Development Authority, Development Partners such as European Union, UK AID, USAID, CANADA, etc.

The Assembly is mandated by law to mobilize revenue (Internally Generated Funds) within its jurisdiction through the collection of taxes in the form of property rates, business operating permits, licenses, fees and fines, etc. The Assembly may further engage in public private partnership agreements to finance huge infrastructure development projects. The Annual Action Plan (2025) would be financed from the above mentioned funding sources with the active support of all key stakeholders.

6.0 CONCLUSION

The preparation and implementation of the CAAP (2025) would go a long way to improve the living standard of the people in the municipality and in the long run help the Assembly to achieve Government’s Agenda for Jobs policy. It is recommended that 2-5% of the cost of implementing all programmes and projects should be allocated to M&E and Communication of development results.

OFFINSO MUNICIPAL ASSEMBLY 2025 COMPOSITE ANNUAL ACTION PLAN

Programme (PBB)	Sub-programme (PBB)	No	Broad Activities	Location	Time frame (2024)				Cost			Programme Status		Implementing Institution/Development	
					Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ong	Lead	Collaborating
Management and Administration	General Administration	1	Provide technical and material resources for community-initiated projects (CIP)	Municipal wide					505,775					CA	WORKS
		2	Procure office equipment and supplies (computers and accessories, stationery, furniture, consumables, etc)	Administration					190,000	95,000	50,000			CA	PROC. UNIT
		3	Facilitate maintenance of public buildings (office, school, plants, machinery, general equipment and other facilities)	Municipal wide					189,000	85,000	70,000			WORKS	CA
		4	Facilitate maintenance and repairs of official vehicles	Administration					100,000	70,000				TRANSP.	CA
		5	Provide funds for insurance, running cost and servicing of officials' vehicles	Administration						135,000				TRANSP.	CA/FINANCE
		6	Provide funds for contingency	Administration					196,949	18,751				FINANCE	CA
		7	Provide funds for national celebration activities	Municipal wide					50,000	20,000				CA	FINANCE
		8	Provide funds for District Road Improvement Programme	Municipal wide					1,500,000	50,000				CA	FINANCE
		9	Provide funds for organization of statutory committee/adhoc meetings	Administration					80,000	65,000				CA	FINANCE
		10	Provide funds for Municipal security and sub-vented organizations	Administration					90,000	40,000				CA	GPS
		11	Provide funds for protocol services and miscellaneous expenditure	Administration					100,910	68,000				FINANCE	CA

		12	Facilitate payment of ex-gratia, transport, and special allowances	Administration					200,000				FINANCE	CA
Finance (Revenue Mobilization)		13	Organize Pay Your Levy campaigns	Municipal wide					10,000				FINANCE	REV. UNIT/ ISD
		14	Prepare and implement Revenue Improvement Action Plan (RIAP)	Administration				50,000					FINANCE	REV.UNIT/ CA
		15	Update Revenue Database	Municipal wide				50,000	20,000				FINANCE	REV.UNIT
		16	Build capacity of staff and assembly members	Administration				25,000	40,000	45,859			CA	HR
Human Resource		17	Facilitate compensation of employees (IGF and GoG staff)	Administration					110,880				CA	HR/FINANCE
	Planning, Budgeting, Monitoring and Evaluation	18	Organize 4 No. Town Hall meetings (Annual and Mid-Year Review and Budget Hearings)	Selected communities				20,000					CA	FINANCE
19		Monitoring and Evaluation of programs and projects	Municipal wide				20,000					CA	MPCU	
20		Provide logistics and financial support to sub-district structures	Offinso Abofour Bonsua Samproso				83,910					CA	SW&CD	
21		Preparation of 2025 Composite Action Plan, Budget and Procurement Plan	Administration				50,000					CA	FINANCE	
22		Prepare the 2026 -2030 MTDP	Administration				100,000					CA	MPCU	
23		Resource MPCU with Funds and Logistics	Administration				10,000					CA	FINANCE	
Social Services Delivery	Education, Youth and Sports and Library Services	24	Organize my first day at school for basic schools	Selected schools					80,000				EDUC.	CA.
		26	Facilitate maintenance of 10 No. public school buildings	Selected schools				1,200,000					WORKS	EDUC.
		27	Support brilliant but needy students with scholarships	Municipal Wide				150,000	18,000				EDUC.	CA
		28	Organize culture and sports festival for basic schools	Offinso				10,000	5,000				EDUC.	CA
		29	Organize quarterly MEOC meetings	Administration				12,000					EDUC.	CA

		30	Resource MED with funds and logistics for Monitoring and Supervision of schools, and general administrative work	Administration					10,000	3,000				EDUC.	FINANCE
		31	Conduct BECE Mock exams, Quiz & School debate	Offinso					20,000					EDUC..	CA
		32	Build capacity of 15 School Management Committees (SMCs)	Selected Schools					8,909.98					EDUC.	CA
		33	Organize Science, Technology, Mathematics and Innovation Education (STMIE) clinics for pupils	Offinso					35,000					EDUC.	CA
Public Health Services and Management		34	Support and monitor COVID 19 activities and supply of PPEs	Municipal wide					50,000					HEALTH	MEHU/CA
		35	Organise Child Health Promotion Week	Offinso					12,000					HEALTH	CA
		36	Conduct expanded programme on immunization	Municipal Wide					40,977					HEALTH	CA
		37	Provide equipment to Health Centres/ CHPS	Offinso					120,000					HEALTH	CA
		38	Complete and operationalize 30 bed capacity ward	Abofour Health Centre							581,936			HEALTH	CA
		40	Organise Clinicians sensitization on priority diseases	Offinso						13,000				HEALTH	CA
		41	Conduct nutrition monitoring and supportive supervision	Municipal wide					10,000					HEALTH	CA
		42	Conduct quarterly in-service training on nutrition	Administration					10,000					HEALTH	CA
		43	Conduct HIV/AIDS M&E Activities	Offinso					16,124					HEALTH	CA
		44	Organize quarterly health committee meetings	Administration					8,000					HEALTH	CA
		45	Resource Health Department with funds and logistics for M&E, general administrative work	Administration					20,000	2,000				HEALTH	FINANCE

Environmental Health and Sanitation Services	47	Provide sanitary equipment and medical supplies	Offinso					20,000	13,000				HEALTH-MEHU	CA	
	48	Maintain final disposal site and evacuate refuse dump	Sikaman, Kokote, Namong					80,000					HEALTH-MEHU	CA	
	49	Support waste management (Zoomlion) and fumigation of communities (environmental education/climate change)	Municipal Wide					420,000					HEALTH-MEHU	CA	
	50	Organize public hygiene education, inspection, and monitoring of sanitary facilities	Municipal wide					23,000					HEALTH-MEHU	CA	
	51	Organize monthly clean-up exercises in market and open places	Municipal Wide					5,000					HEALTH-MEHU	CA	
	Birth and Death Registration Services	52	Facilitate the registration of new births and update of registry	Municipal Wide						25,000				HEALTH-MEHU	CA
		Social Welfare and Community Services	53	Commemorate the 2025 World Day Against Child Labour	Selected communities							35,000			SWCD
	54		Monitor operations of Day Care centres	Municipal wide					10,000					SW&CD	CA
	55		Support 50 PWDs in education, health and income generating activities	Municipal Wide					120,000					SW&CD	CA
	56		Train 20 PWDs in vocational skills	Municipal wide					15,000					WORKS	SWCD
57	Organize sensitization on child protection and family welfare related programmes		Offinso					70,000					SW&CD	SWCD	
58	Organize public education on gender based issues		Municipal wide					55,000					SWCD	CA	
59	Organize community durbars on social services delivery (MCEs community engagement)		Selected communities					60,000					CA	MPCU	
60	Organize public education on women's participation in local governance and decision making		Selected communities						10,000				SWCD	BAC	

		61	Manage 50 child and family welfare related cases	Municipal wide				55,000					SWCD	CA
		62	Facilitate implementation of LEAP programme and other social protection activities	Municipal Wide				80,000					SW&CD	CA
Infrastructure Development and Management	Physical and Spatial Planning	63	Undertake Street Naming and Property Addressing	Offinso				90,000					PHYSICAL PLANNING	CA
		64	Conduct public education on land use matters and building permit acquisitions	Municipal Wide				35,000					PHYSICAL PLANNING	SPC
		65	Facilitate the preparation of 2 local plans	Selected communities				50,000					PHYSICAL PLANNING	SPC
		66	Conduct monthly SPC meetings and weekly site inspections	Administration				30,000	10,000				PHYSICAL PLANNING	SPC
		67	Organize planning education for 5 communities	Offinso, Abofour				45,000					PHYSICAL PLANNING	SPC
		68	Facilitate maintenance of street lights	Municipal wide				60,000	25,000				WORKS	ECG
		69	Facilitate rehabilitation of staff quarters	Adukro/OCE				50,000	55,000				WORKS	CA
		70	Facilitate extension of electricity to new areas	Municipal wide				50,000					WORKS	ECG/CA
		72	Construct 1 No. Storm Drain and Reclamation of Eroded land	Abofour market				40,000		40,000			WORKS	CA/MWST
		73	Complete the construction of 1 Storey 8 Unit Lockable stores	Abofour				400,000					WORKS	GPS/CA
	Urban Roads and Feeder Roads Management	74	Grading of 200km town/feeder roads (reshaping/spot improvement)-DRIP project	Municipal Wide				80,000		150,000			URBAN ROADS	MRH/TRANSPORT
		75	Undertake Road Inventory	Municipal wide				10,000					URBAN ROADS	TRANSPORT
		76	Sensitize transport unions/volunteers on road signs and safety measures	Offinso, Abofour				25,000					TRANSP.	CA
77		Organize public education campaigns on road safety and road traffic regulations	Municipal wide				5,000					TRANSP.	ISD/GPS	
78		Create awareness on road reservation areas and removal of poorly sited temporary structures	Municipal wide					6,000				TRANSP.	ISD/GPS	

Economic Development	Trade, Industry and Tourism Services	79	Organize technical improvement training in oil palm processing	Mpehin					5,000					TRADE AND INDUSTRY	SWCD	
		80	Conduct technical improvement training in welding and fabrication	Offinso							10,000				TRADE AND INDUSTRY	SWCD
		81	Undertake basic training in soap/detergent production making for women	Abofour					20,000						TRADE AND INDUSTRY	SWCD
		82	Conduct Business Counselling, Forums and Advisory Services	Municipal Wide					3,000						TRADE AND INDUSTRY	CA
		83	Conduct technology improvement packaging and training in cassava	Wawase					5,000						TRADE AND INDUSTRY	CA
		84	Develop Anyinasosu fish sanctuary	Administration								80,000			TRADE AND INDUSTRY	CA
		85	Facilitate the construction of modern markets under PPP	Kokote Anyinasosu Abofour, NewTown					1,200,000			80,000			TRADE AND INDUSTRY	CA
	Agriculture Services and Management	86	Support Farmers on improved nutrition	Offinso					13,218						AGRIC	CA
		87	Sensitize youth and women farmers on child labour in cocoa supply chain areas	Municipal wide							15,000				AGRIC	CA
		88	Organize training workshop on common bean production	Selected farmers; Agric officers					20,000						AGRIC	CA
89		Distribute oil palm seedlings to beneficiary farmers under Alternative Livelihood Project	Selected communities							100,000				AGRIC	CA	
90		Strengthen 15 Agric extension/ veterinary agents to organise home and farm visits	Offinso							17,500				AGRIC	CA	

		91	Train 100 livestock farmers on improved animal husbandry practices	Municipal wide				15,000					AGRIC	CA
		92	Organize Farmers Day celebration	Selected community				100,000		50,000			AGRIC	CA
		93	Establish 3 demonstration plots for rice, pawpaw and maize across zones for improved agric technology and extension service	Selected communities				8,000					AGRIC	CA
		94	Organize training on climate smart agriculture (conservation agriculture) for farmers and technical staff	Administration						50,000			AGRIC	ECOCARE
Environmental Management	Disaster Prevention and Management	95	Build the capacity of NADMO staff on disaster prevention and management	Administration				5,000					DISASTER PREVEN. & MGT. DEPT	CA
		96	Provide relief materials to disaster victims	Municipal Wide				35,000					DISASTER PREVEN. & MGT. DEPT	CA
		97	Organize public awareness campaign on disaster prevention	Municipal wide					10,000				DISASTER PREVEN. & MGT. DEPT	CA
Environmental Management	Natural Resource Conservation and Management	98	Undertake tree planting and afforestation programmes	Municipal Wide				10,000		50,000			FORESTRY & NRC. DEPT	AGRIC/CA
		99	Commemorate GrEEen Ghana Day	Selected community				20,000					FORESTRY & NRC. DEPT	AGRIC/CA
		100	Sensitize communities on climate change adaptation and environmental management	Municipal Wide						7,000			FORESTRY & NRC. DEPT	UNCDF/SOS-CV

Source: MPCU, OMA, 2024

APPENDIX I

OFFINSO MUNICIPAL ASSEMBLY PREPARATION OF 2024 COMPOSITE ANNUAL ACTION PLAN DEPARTMENTAL ACTION PLANS (APPROVAL STATUS)			
No.	NAME OF DEPARTMENT	NO. OF ACTIVITIES SUBMITTED	NO. OF ACTIVITIES APPROVED
1	CENRAL ADMINISTRATION		
2	FINANCE		
3	AGRIC		
4	EDUCATION, YOUTH AND SPORTS		
5	HEALTH		
6	WORKS		
7	TRADE AND INDUSTRY (BAC)		
8	FORESTRY AND NATURAL RESOURCES		
9	TRANSPORT		
10	URBAN ROADS		
11	SOCIAL WELFARE AND COMMUNITY DEVELOPMENT		
12	DISASTER PREVENTION AND MANAGEMENT		
13	PHYSICAL PLANNING		
	TOTAL		100

Source: MPCU, OMA, 2024

APPENDIX II

OFFINSO MUNICIPAL ASSEMBLY		
PREPARATION OF 2025 COMPOSITE ANNUAL ACTION PLAN		
PROGRAM BASED BUDGET VRS PLANNED ACTIVITIES		
No.	BUDGET PROGRAMMES	NO. OF PLANNED ACTIVITIES
1	MANAGEMENT AND ADMINISTRATION	
2	SOCIAL SERVICES DELIVERY	
3	INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT	
4	ECONOMIC DEVELOPMENT	
5	ENVIRONMENTAL MANAGEMENT	
TOTAL		100

Source: MPCU, OMA, 2024