



NZEMA EAST MUNICIPAL ASSEMBLY



DRAFT 2021 ANNUAL ACTION PLAN

OCTOBER 2020

INTRODUCTION

1) The basis for the proposals in this draft plan are:

- Extracts from the MTPD 2018-21
- Rolled -over of relevant but unimplemented and activities from the current (2020) AAP
- Rolled -over of uncompleted projects and activities (projections) from the current plan
- Critical needs from the community and other sectors
- Inputs from Departments for modification
- Government interventions and programmes

2) It is scheduled under 4 of the five National Development Focal Area in line with the NMTDF

- ECONOMIC DEVELOPMENT
- SOCIAL DEVELOPMENT
- ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENT
- GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY

DRAFT 2021 ANNUAL ACTION PLAN

(ECONOMIC DEVELOPMENT)

Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget				Implementing Agencies		Remarks	
				1 st	2 nd	3 rd	4 th	GoG		IGF	Donor		Lead		Collaborating
								DAC F	OTHERS		DDF	OTHERS			
REVENUE ENHANCEMENT															
1.	Completion of Street Naming and Property Addressing System	Axim and Gwira Bansa	All streets named and properties numbered					10,000				20,000	TCPD	GIZ/MA	Ongoing
2.	Revaluation of Properties	Municipal wide	Properties in Axim and Nsein Valued					30,000				100,000	MA	GIZ/LAND VALUATION	Improve revenue
3.	Organize capacity building for revenue staff	Axim	1No. capacity building held									30,000	MA	GIZ/REVENUE UNIT	Improve revenue management
4.	Gazetting of Bi -Laws and Fee fixing resolution	Axim						30,000					MA	OTHER DONORS	Enforce sanctions

5.	Organize fee payment campaigns	All communities /Radio stations	quarterly campaigns held increase in number of persons paying							5,000		20,000	MA	NGO/N CCE/GIZ, RADIO STATIONS	Educate on civil responsibility
SME DEVELOPMENT															
6.	Organize capacity building for SMEs operators in PPP and local content	Axim urban council	Number of SMEs trained and participating in bids								5,000	10,000	BAC	MA, OTHER DONORS	Promote LED through SME Development
7.	Organize capacity development training for 500 SMEs on credit mobilization and sources	Municipal wide	Number of SME operator trained and accessing credit									15,000	BAC	MA, FINANCIAL INSTITUTIONS, OTHER DONORS	Promote LED through SME Development
8.	Construction of major market at Gwira Anyinasie	Anyinasie	Market constructed									400,000	MA	IPEP (CDA)	Promote LED through SME

														development	
9.	Construction of Market Sheds, Stalls, stores, drains and roads at the LIA	Adukrom	Market sheds, stall, stores, drains and roads constructed					300,000			300,000	MA	DONOR PARTNERS	Promote LED through SME development	
AGRIC AND AGRIBUSINESS															
10.	Undertake extension services using mass media, durbars and others	FM stations/ Zonal councils	4No.extension services undertaken					500	3000			1000	AGRIC	MA,CS LP,OTHERS	Improve access to Agric extension services
11.	Registration of farmers and supply of inputs under the planting for food and job (PfJ)s and PERD, programme	All Zonal Councils	Number of farmers trained and supplied with inputs						3,000				AGRIC	MA/N GOs/OTHER DONORS	improve production to meet external standards

12.	Undertake field demonstrations on evolving technologies and yield improvement programmes for farmers	Municipal wide	500 demonstrations undertaken Number of farmers adopting new technologies						5,000				AGRIC	ASSEMBLY MEMBERS/ CHIEFS, FARMERS etc	Provide access to improved Agri-technology
13.	Establishment of Bamboo processing factory under 1D1F	Gwira Area	1No. factory established								400,000.00		MA, PRIVATE		Promoting LED through PPP
14.	Construction of Cassava processing centre	Bokro	Processing centre established								380,000.00		MA		Promoting LED
15.	Construction of 1No. Shed and Provision of 5 Unit Stoves for 'Akyeke' Production and ancillaries	Bokro	Shed provided with ancillaries								180,000.00		MA		Promoting LED
16.	Linking of Cassava Processing Centre to school feeding programme	NEMA, EDA, AWMA, JMA	Atleast one cassava related food included in school feeding						10000				MA	AGIC/ B-BOVID	promote LED and nutrition

17.	Undertake annual sensitization and conduct vaccination against PPR and active surveillance in livestock and poultry	Municipal wide	Number of sensitisation held Number of livestock and poultry vaccinated					5,500.00				AGRI C	MA	
18.														
TOURISM DEVELOPMENT														
19.	Establishment of Tourism Club in selected school	Selected 1 st and 2 nd cycle in the municipality	10No. clubs established in 10 institution					5,000.00				MA	MIN.O F TOURI SM, GTB, GES	Grassro ot involve ment in Touris m
20.	Establishment of Tourism development platform and quarterly meetings	MW	Platform established and functional						1 0 0 0			MA	GMMB , GTB, INTER NAL INDUS TRY ACOR S, TRD AUTH.	Promot e LED through Touris mdevel opment

21.	Promotion and Support of Kundum Festival	MW							2000			MA	TRADITIONAL AUTHOURITIES	Enhance LED through Tourism Development
22.	Conduct a Tourism Potential Documentary and production of promotional material	MW	Documentary and pull ups developed and publicised					15,000.00				MA	GMMB, GTB, OTHERS	Promote LED through Tourism Development
23.	Routine Cleaning and maintenance of major tourist sites in the Municipality	MW	Cleaning and maintenance of tourist sites					10000	5000			MA	MP, OTHER	Promote LED through Tourism Development

(SOCIAL DEVELOPMENT)

Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget				Implementing Agencies		Remarks	
				1	2	3	4	GoG		I G F	Donor		Lead		Collaborating
				st	nd	rd	th	DACF	OTHERS		DDF	OTHERS			
EDUCATION AND TRAINING															
Enhance inclusive and equitable access to, and participation in quality education at all levels															
1.	Construction of 1No 6unit classroom block and ancillaries	Attakrom	1No. 6unit constructed					320,811.00					MA	GES	Ongoing
2.	Construction of 1No 4unit KG classroom block and ancillaries at Axim Methodist	Axim	1No classroom constructed					41,000.00					MA	DONOR	ongoing
3.	Construction of 1No 6unit classroom block and ancillaries	Ayisakro	1No. 6unit constructed					500,000					MA	GES	Improve access to quality education
4.	Construction of 1No 3unit classroom block and ancillaries	Yediyesele	1No. 3unit constructed					300,000					MA	GES	Ongoing

5.	Renovation 1No 3unit SHS classroom block at Brawire Akyinim	Brawire Akyinim	1No. classroom renovated				10,000.00						MA	GES	Ongoing
6.	Construction of 1No 2unit KG block and ancillaries	Kakusuazo	1No. 2unit constructed							200,000.00			MA	GES	Improve access to quality education
7.	Construction of 1No 2unit KG block and ancillaries	Gwira Sentum	1No. 2unit constructed				200,000.00						MA	GES	Improve access to quality education
8.	Provision of 1No 2 unit semi-detach teachers quarters	Sikaneasem	1No. teacher's quarter constructed							300,000			MA	GES	Improve access to quality education
9.	Supply of pupil's and teacher's desk	Municipal wide	200 Mono desk and 50 teacher desk supplied				90,000						MA	NGOs and OTHER DEV' T PART NERS	Improve teaching and learning

10.	Support the organisation of BECE	MW	BECE supported									15000	MA	GES	Improve access to quality education
11.	Organize two Mock Exams for JHS Students annually	Municipal	2No. Mock exams organised				14,000						GES	MA/N GOs/D EV'T PART NERS	Improve access to quality education
12.	Organise annual SPAM on BECE result and internal Exams	Municipal wide	Number of SPAM organized				4,000						GES	MA/D EV'T PART NERS	Improve access to quality education
13.	Support my First day at school	Axim					4,000					3000	GES	MA/N GOs/D EV'T PART NERS	Improve access to quality education
14.	Organize Independence Day celebration	Axim	independence day organized				40,000				20,000		MA	GES/D EV'T PART NERS	Improve access to quality education
15.	Organize STMIE workshop	Axim	% increase in number of students				10,000				10,000		GES	DEV'T PART NERS	Improve interest in STMIE

			persuing STMIE										
16.	Support for sports and culture	Axim	Sports and culture supported			5000					MA	GES	Improve sport quality
HEALTH AND HEALTH SERVICES													
Ensure sustainable, equitable and easily accessible and Universal Health coverage													
17.	Construction of CHPS at Tumentu	Tumentu	1No. CHPs constructed			350,000					MA	MA/MHD/COMWATER	Improve access to quality health care
18.	Completion of 3No. community initiated CHPS compounds	Apateim,	3No. CHPS completed				40000		320,000		MA	MA/MHD/COMWATER	Improve access to quality health care
19.	Rehabilitation of Municipal Health directorate	Bamiankor	MHD rehabilitated						200,000.00		MA	MHD/DEV'T PARTNERS	Improve health care delivery

20.	Support for COVID-19	MW	Number of interventions undertaken					50,000				100,000	MA	MHD/DEV'T PARTNERS	Contain the spread of COVID-19
21.	undertake education on maternal and under 5 child mortality	All health facilities municipal wide	Number of pregnant women reach Maternal mortality rate Under five mortality rate						2,000				MHD	MA	Improve access to health care information
22.	Undertake anti malaria campaigns (especially among women)	Municipal wide	Reduction in the incident of malaria among pregnant women Number of public educations					7,000					MHD	MA/N GOs/DEV'T PARTNERS	Improve access to health care information

			undertake n											
23.	Undertake Malaria Sensitisation	Municipal wide					8,000.00				10,000	MHD	MA/N GOs/ OTHER DEV' T PART NER	Improve access to health care information
24.	Organize quarterly AIDS activities (etc. campaign) and meeting	Axim	4No. meetings held				180,00.00					MA	MHD/ NGOs	Improve responsiveness to HIV
25.	Intensify sensitization at health facilities on mother to child transmission prevention (PMTCT)	All health facilities	Number of pregnant women and mother reached				11,000.00					MHD	NGOs/ DEVT PART NRS	Reduce new infection in children
WATER AND SANITATION														
Improve access to safe and reliable water supply services for all														
26.	Construction of 6No. boreholes	Bokoro Ahomkatom, Bibiani	Number of Boreholes					40,000	60,000			DONORS	MA/N GOS	Improve access to potable

		Nsuaem, Gwira eshiem, Wioso, Dominasi	constructed										drinking water	
27.	Construction of 3 No mechanized borehole	Tumentu and selected communities	3 No mechanised water				50,000.			35,000.00		MA	MWS T/CW SA	Improved access to potable drinking water
28.	Rehabilitation of 4 No. Water. facilities	Selected communities	Number of facilities rehabilitated				20,000.					MA	MWS T/CW SA	
29.	Provision 10 No. public toilet	Axim Agona	Number of toilet facilities constructed					400,000.00				IPEP	MA	Ongoing
30.	Construction of 2 No refuse bays	Axim	Number of bays constructed				60,000					MA	ENV'T HEALTH, DEV'T PARTNERS	Improve waste management

31.	Provision of sanitation and cleaning materials	Axim	Materials provided						2,000.00				MA	ENV'T HEALTH, DEV'T PARTNERS	Improve water management
32.	Management of disposal site	Axim					80,000.00						MA	ENV'T HEALTH, DEV'T PARTNERS	Improve Sanitation
SOCIAL PROTECTION															
Strengthen social protection, especially for children, women, persons with disability and the elderly															
33.	Monitoring of day care centres	Municipal wide	Number of day care centres monitored					1,000					DSW	MA/NGOs	Social protection
34.	Undertake mediation in maintenance, custody and paternity cases	municipal	Number of cases mediated					1,200.					DSW	MA/NGOs	Social protection

35.	Conducted follow up on mediated cases	Municipal wide	Number cases followed up					750.00				DSW	MA/NGOs	Social protection
36.	Celebration of Child Labour Day	Axim	Celebration undertaken					2,000.0				DSW	MA/NGOs	Social protection
37.	Undertake home visit to vulnerable groups	Municipal wide	Number of homes visited					1,600.00				DSW	MA/NGOs	Social protection
38.	Implementation of LEAP	Municipal wide	Number of people benefitting					50,000.00				DSW	MA	Social protection
39.	Disbursement of economic support for PWDs	Municipal wide	Number of PWDs supported				60,500					DSW	MA/NGOs	Provide economic support for PWDs
GENDER EQUALITY														
Promote economic empowerment of women														

40.	Support brilliant but needy student at all levels (giving priority to female)	Municipal wide	20 brilliant but needy students supported Proportion of female supported				20,000				50,000	MA	GES/H ESS/T ULLO W/OT HER DEV' T PART NERS	Supporti n
41.	Undertake a skill development training for apprentices (hair dressing, dress making, tie and die production, etc.	Axim	Number of females trained				4,00.00				8,000.00	BAC	MA,N GO's DEV' T PART NERS	Enhance access to employable skills to females
42.	Mass education on gender	MW	Number of educations held					2,000.00				MA	GEND ER DESK	Create public awareness on gender
43.	Formation of women group	MW	Number of groups formed					1200				MA	CD/S W	
44.	Reproductive health education for second cycle institutions	MW	Number of sensitisations held						5000			MA	MSW/ GIZ/O THER DONO RS	Improve girls reproductive health

														education
45.	conduct refresher training on gender responsive planning and budgeting for MPCU, Budget committees and selected women groups	Axim	Refresher training conducted							10,000.00		GIZ (GoV ID)	MA	Improve gender responsive budgetting and Planning

(ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENTS)

Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget				Implementing Agencies		Remarks		
				1	2	3	4	GoG		I G F	Donor		Lead		Collaborating	
				st	nd	rd	th	DACF	OTHERS		DDF	OTHERS				
1.	Construction of sea defense wall	Axim, Apewosika, Agyan areas	Km of sea defense constructed											GoG		Improve infrastructure along the coast
2.	Construction of fishing harbor	Axim	Habor constructed											GoG		Improve infrastructure along the coast
3.	Organize quarterly media and community sensitization on the impact of sand winning along the coast	Axim, Bamiakor areas	Number of sensitization held						4,000.00					NAD MO	MA/ENV'TAL HEALTH, NGOS, ETC.	Improve environmental management

4.	Undertake tree planting	Municipal wide	Number of trees planted					5,000			5,000	FORESTRY COMMISSION	MA/CSLP/DEV'T PARTNERS/NCCE	Mitigate the impact of climate change
5.	Organize public education on the causes and effects of bush fires in the dry season and floods in the rainy season	Municipal wide	Number of educations undertaken					3,000.00				NADMO	MA/FIRE SERVICE	Improve environmental management and safety
6.	Organize public education and sensitization on climate change and disaster prevention and mitigation measures	MW	Number of sensitizations held					10000				NADMO	MA	Increase awareness on climate change
7.	Social intervention for disaster victims	Municipal wide	Number of people receiving intervention					20,000	10,000			NADMO	MA/FIRE SERVICE	Reduce the impact of disasters
8.	Reshaping of selected roads	Municipal wide	Km of roads reshaped					40,000		60,000		DFR	MA	Mitigate the impact of Climate change

9.	Provision of Culvert	Selected areas	Number of culverts constructed						80,000		MA	DFR	Mitigate the impact of Climate change
10.	Construction of DVLA office complex	Axim	1No. office complex constructed					600,000			MA		ongoing
11.	Completion of Assembly Hall basement offices	Axim	basement completed					200,000			MA		Increase access to offices. ongoing
12.	Completion of multipurpose hall complex	Axim	Assembly hall completed					400,000			MA		Improve convenience in public gatherings. ongoing
13.	Renovation of residential buildings and offices spaces	Axim	Number of buildings renovated					50,000			MA		Improve staff efficiency

14.	Construction of sea defense wall	Axim, Apewosika, Agyan areas	Km of sea defense constructed									GoG		Improve infrastructure along the coast
15.	Construction of fishing harbor	Axim	Habor constructed									GoG		Improve infrastructure along the coast
16.	Organize quarterly media and community sensitization on the impact of sand winning along the coast	Axim, Bamiakor areas	Number of sensitization held					4,000.00				NAD MO	MA/ENVIRONMENTAL HEALTH, NGOS, ETC.	Improve environmental management

(GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY)

Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget				Implementing Agencies		Remarks	
				1	2	3	4	GoG		IGF	Donor		Lead		Collaborating
				st	nd	rd	th	DACF	OTHERS		DDF	OTHERS			
1.	Organize quarterly zonal council meeting	All Zonal councils	4 quarterly meetings held							12000			ZC	MA	Deepen grass roots governance
2.	Undertake community sensitization on government policies and programmes	Municipal wide	number of sensitization held annually						3,000.00				MA	NCCE, ISD, PARTNERS	Deepen participatory governance
3.	MCE engagement with local communities	MW	Number of engagement undertaken							20000			MA		Improve public engagement
4.	Jointly organize bi-annual PFM town hall Meetings with a CSOs	Axim	Number of meetings					5,000					MA	PARTNERS (GIZ)	Improve public involvement in

													governance	
5.	Preparation of MTDP 2022-2025	MW	MTDP prepared					30,000			50,000	MA	DEV'T PARTNERS	Assess the impact of projects and programmes
6.	Undertake quarterly MPCU meeting and project/ programmes monitoring and evaluation	Axim	4 quarterly monitorings and meetings held					20,000				MA	GIZ	Enhance good governance
7.	Annual budget preparation and hearing (district and regional)	Axim	Number of hearings held								25,000	MA	GIZ	Enhance good governance
8.	Organize Budget committee meetings	Axim	Number of meetings held					5,000			20,000	MA	GIZ	Enhance good governance

9.	Organize fee fixing engagements	MW	Number of engagement held					10,000				20,000	MA	GIZ	Enhance good governance
10.	Organize subcommittee quarterly meetings	Axim	Number sub committee meetings held										MA	DEV'T PARTNERS	Enhance participatory governance
11.	Organize atleast 3 exe-co. meetings annually	Axim	Number of meetings held										MA	DEV'T PARTNERS	Enhance participatory governance
12.	Organise atleast 3 General Assembly meetings annually	Axim	Number of meetinmgs held										MA	DEV'T PARTNERS	Enhance participatory governance

13.	Procurement of logistics (Printer, Desktop computers, scanner and photocopier)	Axim					10000	5000		7000		MA	PO/HR O	Improve administrative machinery
14.	HRMIS and Validation of Staff Reports	Axim						2000				MA	HR	Improve administrative machinery
15.	Performance Management System: Capacity building on the Local Government Service (LGS) Protocols (Leave Policy, Disciplinary issues, performance appraisal etc.)	Axim								19000		MA	HR	Improve administrative machinery
16.	Minutes, Report Writing techniques, Records Mgt. and good office practice	Axim								6500		MA	HR	Improve administrative machinery
17.	Conflict Management and Dissolution, Supervision and Coaching Skills	Axim								5000		MA	HR	Improve administrative machinery

18.	Planning for Retirement, savings and investment plans	Axim							19000	MA	HR		Improve administrative machinery
19.	Training on Revenue Mobilization and effective Communication	Axim				5000				MA	FINANCE, BUDGET HR		Improve administrative machinery
20.	Waste Management Disposal and Community Animation skills and process in prosecution	Axim							3000	MA	H		Improve administrative machinery
21.	Organise Audit committee meeting	Axim	Number of Meetings			10,000					MA	GIZ	Enhance good governance
22.	Organise MUSEC meetings and patrols	Axim	Number of meetings held			8,000					MA	Security services	Improve security
23.	Organise “meet the press”	Axim	Number of meetings held					10000		30,000	MA	GIZ	Improve accountability and inclusion

24.	Undertake Spatial Planning Committee/Tecchnical meetings	Axim	Meetings conducted						16000			MA		Improve spatial planning
25.	Automation of registry	Axim	Registry automated				50,000					MA		Improve service delivery
26.	conduct capacity building on SDGs maintreaming and reporting	Axim	Capacity building undertake							20,000		MA	GIZ	Improve measure ment of SDG goals and targets