



NZEMA EAST MUNICIPAL ASSEMBLY



DRAFT 2022 ANNUAL ACTION PLAN

OCTOBER 2021

INTRODUCTION

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

- Extracts from the MTPD 2022-25
- Rolled -over of relevant but unimplemented and activities from the current (2022) 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 2022 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.	Organize capacity building for revenue staff	Axim	1No. capacity building held									30,000	MA	GIZ/REVENUE UNIT	Improve revenue management
3.	Gazetting of Bi -Laws and Fee fixing resolution	Axim						30,000					MA	OTHER DONORS	Enforce sanctions
4.	Organize fee payment campaigns	All communities /Radio stations	quarterly campaigns held							5,000		20,000	MA	NGO/NGO/GIZ, RADIO STATIONS	Educate on civil responsibility

			increase in number of persons paying											
SME DEVELOPMENT														
5.	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
6.	Organize capacity development training for 500 SMEs on credit mobilization, records keeping, customer service, etc	Municipal wide	Number of SME operator trained and accessing credit								15,000	BAC	MA, FINANCIAL INSTITUTIONS, OTHER DONORS	Promote LED through SME Development
7.	Construction of major market at Gwira Anyinasie	Anyinasie	Market constructed								400,000	MA	IPEP (CDA)	Promote LED through SME development
8.	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															
9.	Undertake extension services using mass media, durbars and others	FM stations/ Zonal councils	4No.extension services undertaken					500	3000			1000	AGRI C	MA,CSL P,OTHE RS	Improve access to Agric extension services
10.	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				AGRI C	MA/NG Os/OTH ER DONO RS	improve production to meet external standards
11.	Undertake field demonstrations on evolving technologies and yield improvement programmes for farmers	Municipal wide	500 demonstration s undertaken Number of farmers adopting new technologies						5,000				AGRI C	ASSEM BLY MEMB ERS/ CHIEFS ,FARM ERS etc	Provide access to improved Agri-technology
12.	Establishment of Bamboo processing factory under IDIF	Gwira Area	1No. factory established									400,000. 00	4,000, 000.00	MA, PRIVA TE	Promoti ng LED through PPP
13.	Construction of, fence wall. pavement ad additional equipment at Cassava processing centre	Bokro	Processing centre established					200,000				400,000. 00		MA	Promoti ng LED

14.	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
15.	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				AGRIC	MA	Improve animal health
TOURISM DEVELOPMENT															
16.	Establishment of Tourism Club in selected school	Selected 1 st and 2 nd cycle in the municipality	10No. clubs established in 10 institutions						5,000.00				MA	MIN.OF TOURISM, GTB, GES	Grassroot involvement in Tourism
17.	Establishment of Tourism development platform and quarterly meetings	MW	Platform established and functional							1000			MA	GMMB, GTB, INTERNATIONAL INDUSTRY ACORS, TRD AUTH.	Promote LED through Tourism development

18.	Promotion and Support of Kundum Festival	MW							2000			MA	TRADITIONAL AUTHORITIES	Enhance LED through Tourism Development
19.	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
20.	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)

Prog ram mes	Activities (Operations)	Location	Output Indicator s	Quarterly Time schedule				Indicative Budget				Implementing Agencies		Remark s	
				1	2	3	4	GoG		I G F	Donor		Lead		Collab oratin g
				s	n	r	t	DACF	OTHERS		DDF	OTHER S			
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	Akosonu	1No. 3unit constructed					300,000					MA	GES	Ongoing

5.	Construction of 1No 2unit KG block and ancillaries	Gwira Sentum	1No. 2unit constructed				200,000.00					MA	GES	Improve access to quality education
6.	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
7.	Support the organisation of BECE	MW	BECE supported						15000			MA	GES	Improve access to quality education
8.	Organize two Mock Exams for JHS Students annually	Municipal	2No. Mock exams organised				14,000					GES	MA/NGOs/DEV'T PART NERS	Improve access to quality education
9.	Organise annual SPAM on BECE result and internal Exams	Municipal wide	Number of SPAM organized				4,000					GES	MA/DEV'T PART NERS	Improve access to quality education
10.	Support my First day at school	Axim					4,000		3000			GES	MA/NGOs/DEV'T PART NERS	Improve access to quality education

11.	Organize Independence Day celebration	Axim	independence day organized				40,000				20,000	MA	GES/DEV'T PARTNERS	Improve access to quality education
12.	Organize STMIE workshop	Axim	% increase in number of students persuing STMIE				10,000				10,000	GES	DEV'T PARTNERS	Improve interest in STMIE
13.	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														
14.	Construction of CHPS at Tumentu	Tumentu	1No. CHPs constructed				350,000					MA	MA/MHD/COM WATER	Improve access to quality health care
15.	Rehabilitation of Municipal Health Centre	Bamiankor	Health Centre rehabilitated							200,000.00		MA	MHD/DEV'T PARTNERS	Improve health care delivery
16.	Support for COVID-19	MW	Number of interventions undertaken				50,000				100,000	MA	MHD/DEV'T PARTNERS	Contain the pread of COVID-19

17.	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
18.	Undertake anti malaria campaigns (especially among women)	Municipal wide	Reduction in the incident of malaria among pregnant women Number of public educations undertaken							7,000					MHD	MA/N GOs/DEV'T PARTNERS	Improve access to health care information
19.	Undertake Malaria Sensitisation	Municipal wide								8,000.00				10,000	MHD	MA/N GOs/OTHER DEV'T PARTNER	Improve access to health care information

20.	Organize quarterly AIDS activities (etc. campaign) and meeting	Axim	4No. meetings held					180,00.00					MA	MHD/NGOs	Improve responsiveness to HIV
21.	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															
22.	Construction of 6No. boreholes	Ahomkrom, , Old Abelebo, Satum, Dominasi	Number of Boreholes constructed							40,000	60,000		DONORS	MA/NGOS	Improved access to potable drinking water
23.	Construction of 3No mechanized borehole	Tumentu , Bibiani Nsuaem, Agona and other selected communities	Atleast 3No mechanised water					50,000.00			100,000.00		MA	MWST /CWSA	Improved access to potable drinking water
24.	Rehabilitation of 4No. Water. facilities	Selected communities	Number of facilities rehabilitated					20,000.					MA	MWST /CWSA	Ongoing

25.	Completion 10No. public toilet	Axim Agona and others	Number of toilet facilities constructed					400,000.00					IPEP	MA	Ongoing
26.	Construction of 1No.WC public toilet	Anagye	1Number of toilet facility constructed					70,000.00					MA		Attaining open defecation free communities
27.	Construction of 2No refuse bays	Axim	Number of bays constructed					60,000					MA	ENV'T HEALTH, DEV'T PARTNERS	Improve water management
28.	Provision of sanitation and cleaning materials	Axim	Materials provided						2,000.00				MA	ENV'T HEALTH, DEV'T PARTNERS	Improve water management
29.	Public Sensitisation of personal hygiene	Municipal wide	number of Sensitisations held					5,000.00		2,000.00			MA	ENV'T HEALTH, DEV'T PARTNERS	Improve Sanitation and personal hygiene

30.	Management of disposal site	Axim					80,000.00					MA	ENV'T HEAL TH, DEV'T PART NERS	Improve Sanitatio n
31.	Updating of MESSAP	Axim	MESSAP updated				20,000.00					MA	ENV'T HEAL TH,	Enhance planning of satiation and environm ent
SOCIAL PROTECTION														
Strengthen social protection, especially for children, women, persons with disability and the elderly														
32.	Monitoring of day care centres	Municipal wide	Number of day care centres monitored					1,000				DSW	MA/ NGOs	Social protectio n
33.	Undertake mediation in maintenance, custody and paternity cases	municipal	Number of cases mediated					1,200.				DSW	MA/ NGOs	Social protectio n
34.	Conducted follow up on mediated cases	Municipal wide	Number cases followed up					750.00				DSW	MA/ NGOs	Social protectio n

35.	Undertake home visit to vulnerable groups	Municipal wide	Number of homes visited						1,600.00				DSW	MA/NGOs	Social protection
36.	Implementation of LEAP	Municipal wide	Number of people benefitting						50,000.00				DSW	MA	Social protection
37.	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															
38.	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	Supportin
39.	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
40.	Mass education on gender	MW	Number of educations held					2,000.00				MA	GENDER DESK	Create public awareness on gender
41.	Formation of women group	MW	Number of groups formed					1200				MA	CD/SW	
42.	Reproductive health education for second cycle institutions	MW	Number of sensitisations held					5000				MA	MSW/GIZ/OTHER DONORS	Improve girls reproductive health education
43.	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 (GoVID)	MA	Improve gender responsive budgeting 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
				s	n	r	t	DACF	OTHERS		DDF	OTHERS			
	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.	Reshaping of selected roads	Municipal wide	Km of roads reshaped					40,000			60,000		DFR	MA	Mitigate the impact of Climate change
4.	Provision of Culvert	Selected ares	Number of culvertsconstructed								80,000		MA	DFR	Mitigate the impact of Climate change

5.	Construction of DVLA office complex	Axim	1No. office complex constructed				600,000					MA		ongoing
6.	Completion of Assembly Hall basement offices	Axim	basement completed				200,000					MA		Increase access to offices. ongoing
7.	Completion of multipurpose hall complex	Axim	Assembly hall completed				400,000					MA		Improve convenience in public gatherings. ongoing
8.	Provision for operations and Maintenance of Assembly Assets and infrastructure (Renovation of residential buildings, offices, vehicles, etc)	Axim	Number of buildings renovated				50,000		20000			MA		Improved staff efficiency
9.	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
10.	Undertake tree planting exercise	Municipal wide	Number of trees planted				5,000				5,000	FORESTRY COM	MA/CSLP/DEVT PART	Mitigate the impact of

													MISSION	NERS/NCCE	climate change
11.	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						NAD MO	MA/FIRE SERVICE	Improve environmental management and safety
12.	Organize public education and sensitization on climate change and disaster prevention and mitigation measures	MW	Number of sensitizations held				10000						NAD MO	MA	Increase awareness on climate change
13.	Social intervention for disaster victims	Municipal wide	Number of people receiving intervention				20,000	10,000					NAD MO	MA/FIRE SERVICE	Reduce the impact of disasters
14.	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

(GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY)

Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget				Implementing Agencies		Remarks		
				1	2	3	4	GoG		I	Donor		Lead		Collaborating	
								DACF	OTHERS		G	DDF				OTHERS
1.	Organize quarterly zonal council meeting	All Zonal councils	4 quarterly meetings held								1 2 0 0 0			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, PART NERS	Deepen participatory governance
3.	MCE engagement with local communities	MW	Number of engagement undertaken								2 0 0 0			MA		Improve public engagement
4.	Jointly organize bi-annual PFM town hall Meetings with a CSOs	Axim	Number of meetings					5,000						MA	PART NERS (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 monitoring and evaluation	Axim	4 quarterly monitoring s 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 engagements 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

							00					
11.	Organize atleast 3 exe-co. meetings annually	Axim	Number of meetings held				4500			MA	DEV'T PARTNERS	Enhance participatory governance
12.	Organise atleast 3 General Assembly meetings annually	Axim	Number of meetinmgs held				18000			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, BUDGETHR		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 measurement of SDG goals and targets