



NZEMA EAST MUNICIPAL ASSEMBLY



2023 ANNUAL ACTION PLAN

Prepared by:
MUNICIPAL PLANNING & COORDINATING UNIT (MPCU)
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Date of approval ...3rd November 2022.....

**Hon. Emmanuel Ebbisah
Presiding Member**

**Daniel Bentum Essel
Municipal Coordinating Director**

DRAFT 2023 ANNUAL ACTION PLAN

(ECONOMIC DEVELOPMENT)

Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget			Programme status		Implementing Agencies	
				1 st	2 nd	3 rd	4 th				Lead	Collaborating		
				GoG	OTHE RS	IGF	New	On-going						
REVENUE ENHANCEMENT														
1.	Support for Street Naming and Property Addressing System	Axim and Gwira Bansa	All streets named and properties numbered					20,000		5000			PPO	GIZ/MA
2.	Development of base maps and cadastral for assembly land	Axim	Base maps devt. And Cadastral plans devt					20000		15000			PPO	Chief
3.	Organise business forum for business community	Axim	1 meeting held						15000	5000			BAC	MA
4.	Organise LED meeting	Axim	2 quarterly meetig held							5000			BAC	MA
5.	Organize Technical Training (Soap making, beads, dressmaking, leather work, cosmetology, local drinks, etc) for Youth and MSMEs	Axim urban council	Number of SMEs trained and participating in bids										BAC	MA, OTHER DONORS
6.	Organize capacity development training for 50 MSMEs on credit mobilization, records keeping, customer service, entrepreneurship etc	Municipal wide	Number of SME operator trained and accessing credit										BAC	MA, FINANCIAL INSTITUTIONS,
7.	Construction of major market	Gwira Anyinasie	Market constructed										MA	IPEP (CDA)
8.	Construction of Market Sheds, Stalls, stores, drains	Adukrom	Market sheds, stall, stores, drains and roads constructed						300,000				MA	DONOR PARTNERS
AGRIC AND AGRIBUSINESS														
9.	Undertake extension services using mass media, durbars and others	FM stations/ Zona councils	4No.extension services undertaken					500	3000				AGRIC	MA,CSLP,OTHERS

10.	Registration of farmers and supply of inputs under the planting for food and job (Pfl)s and PERD, programme	All Zonal Councils	Number of farmers trained and supplied with inputs						3,000				AGRIC	MA/NGOs/OTHER DONORS
11.	Undertake field demonstrations on evolving technologies and yield improvement programmes for farmer	Municipal wide	100 demonstrations undertaken						5,000				AGRIC. DEPT.	FARMERS
12.	Support in the Establishment of Bamboo processing factory under 1D1F	Gwira Area	1No. factory established											MA, PRIVATE
13.	Construction of, fence wall, pavement and additional equipment at Cassava processing centre	Bokro	Processing centre established					200,000						MA
14.	Undertake annual sensitization and conduct vaccination against PPR, rabies and active surveillance in livestock and poultry	Municipal wide	Number of sensitisation held						5,500.00				AGRIC	MA
TOURISM DEVELOPMENT														
15.	Establishment of Tourism Club in selected school	Selected 1 st and 2 nd cycle in the municipality	5No. clubs established in 10 institutions						5,000.00				MA	MIN.OF TOURISM, GTB, GES
16.	Promotion and Support of Kundum Festival	MW								10000			MA	TRAD. AUTH
17.	Conduct routine inspections on hospitality services	MW	30 hospitality facilities inspected						15,000				MA	GMMB, GTB, OTHERS
18.	Routine Cleaning and maintenance of major tourist sites in the Municipality	MW	Cleaning and maintenance of tourist sites						10000				MA	MP, OTHER

(SOCIAL DEVELOPMENT)

Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget			Programme Status		Implementing Agencies	
				1st	2nd	3rd	4th	GoG	OTHERS	IGF	New	On-going	Lead	Collaborating
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.					MA	GES
2.	Construction of 1No 4unit KG classroom block and ancillaries at Axim Methodist	Axim	1No classroom constructed					41,000.00					MA	DONOR
3.	Construction of 1No 6unit classroom block and ancillaries	Ampansie	1No. 6unit constructed					900,000					MA	GES
4.	Construction of 1No 3unit classroom block and ancillaries	Akosonu	1No. 3unit constructed					300,000					MA	GES
5.	Construction of 1No 2unit KG block and ancillaries	Gwira Sentum, kakusuzo	2No. 2unit constructed					200,000.00					MA	GES
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
7.	Support the organisation of BECE	MW	BECE supported							15000			MA	GES
8.	Organize two Mock Exams for JHS Students annually	Municipal	2No. Mock exams organised					14,000					GES	MA/NGOs/DEV'T
9.	Organise annual SPAM on BECE result and internal Exams	Municipal .wide	Number of SPAM organized					4,000					GES	MA/DEV'T PARTNERS
10.	Support my First day at school	Axim						4,000		1000			GES	CA,
11.	Organize Independence Day celebration	Axim	independence day organized					40,000					MA	GES

12.	Organize STMIE workshop	Axim	% increase in number of students persuing STMIE					10,000					GES	DEV'T PARTNERS
13.	Support for sports and culture	Axim	Sports and culture supported					5000					MA	GES
14.	Construction of CHPS at Tumentu	Tumentu	1No. CHPs constructed					350,000					MA	MA/MHD/COM WATER
15.	Rehabilitation of Municipal Health center	Bamiankor	Health Centre rehabilitated					200,000					MA	MHD/DEV'T PART.
16.	undertake education on maternal and under 5 child mortality	All health facilities municipal wide	Number of pregnant women reach						2,000				MHD	MA
17.	Undertake anti malaria campaigns (especially among women)	Municipal wide	Reduction in the incident of malaria among pregnant women					7,000					MHD	MA/NGOs/DEV'T PARTNERS
18.	Undertake Malaria Sensitisation	Municipal wide								8,000			MHD	
19.	Organize quarterly AIDS activities (etc. campaign) and meeting	Axim	4No. meetings held					18000					MA	MHD/NGOs
20.	Rehabilitation of Municipal Health directorate	Axim	Rehabilitation under taken					90,027.00					MHD	NGOs/DEV'T PARTNRS
21.	Construction of 5No. boreholes	Ahomkakrom, Old Abelebo, Tumetu, akosonu, Nyamebekyere	Number of Boreholes constructed					370,000					MA	MA/NGOS
22.	Construction of 1No mechanized borehole	banso	Atleast 3No mechnised water					50,000.00					MA	MWST/CW SA
23.	Rehabilitation of borehole	MW	20 rehabilitation						40000				IPEP	MA
24.	Construction of 2No refuse bays	Axim	Number of bays constructed					70,000					MA	ENV'T HEALTH,
25.	Provision of sanitation and cleaning materials	Axim	Materials provided							2,000.00			MA	ENV'T HEALTH,
26.	Public Sensitisation of personal hygiene	Municipal wide	number of Sensitisations held					5,000.00		2,000.00			MA	ENV'T HEALTH, DEV'T PARTNERS

27.	Management of disposal site	Axim					80,000.00					MA	ENV'T HEALTH,
28.	Organise medical screening for food vendors	Axim	Medical screening organised				20,000.00					MA	ENV'T HEALTH,
29.	Monitoring of day care centres	Municipal wide	Number of day care centres monitored					1,000				DSW	MA/ NGOs
30.	Undertake mediation in maintenance, custody and paternity cases	municipal	Number of cases mediated					1,200.				DSW	MA/ NGOs
31.	Conducted follow up on mediated cases	Municipal wide	Number cases followed up					750.00				DSW	MA/ NGOs
32.	Undertake home visit to vulnerable groups	Municipal wide	Number of homes visited					1,600.00				DSW	MA/ NGOs
33.	Implementation of LEAP	Municipal wide	600 leap people benefitting					50,000.00				DSW	MA
34.	Disbursement of economic support for PWDs	Municipal wide	100 of PWDs supported				60,500					DSW	MA/ NGOs
35.	Support brilliant but needy student at all levels (giving priority to female)	Municipal wide	20 brilliant but needy students supported				20,000					MA	GES/HESS/TULLOW
36.	Undertake a skill development training for apprentices (hair dressing, dress making, tie and die production, etc.	Axim	Number of females trained				4,000.00					BAC	MA,NGO's DEV'T PARTNERS
37.	Mass education on gender	MW	4. educations held					2,000.00				MA	GENDER DESK
38.	Formation of women group	MW	Number of groups formed					1200				MA	CD/SW
39.	Reproductive health education for second cycle institutions	MW	Number of sensitisations held						5000			MA	MSW/GIZ/ OTHER DONORS

(ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENTS)

Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget			Programme Status		Lead	Collaborating
				1	2	3	4			IGF	New	On-going		
				s	n	r	t	GoG	OTHERS					
1.	Reshaping of selected feeder roads	Municipal wide	20Km of roads reshaped					80,000		35000			DFR	MA
2.	Rehabilitation of community centre	Axim	Community center rehabilitated					80,000					MA	DFR
3.	Construction of DVLA office complex	Axim	1No. office complex constructed					600,000					MA	
4.	Renovation of Assembly buildings	Axim	Renovation under taken					110,000					MA	
5.	Rehabilitation of Axim storm drains	Axim	Storm drains completed					400,000					MA	
6.	Provision for operations and Maintenance of Assembly Assets and infrastructure (Renovation of residential buildings, offices, vehicles, etc)	Axim	Number of buildings renovated					50,000					MA	
7.	Undertake tree planting exercise on degraded lands	Municipal wide	2000 of trees planted						5,000				FSD	MA/CSLP
8.	Organize public education and sensitization on climate change and disaster prevention and mitigation measures	MW	Number of sensitisations held					10000					NADMO	MA
9.	Social intervention for disaster victims	Municipal wide	300 receiving intervene.					20,000	10,000				NADMO	MA/FIRE SERV.
10.	Construction of 2No. pipe culvert	Ampansie	2No. pipe culvert constructed										NADMO	MA/ENV'TAL HEA.
11.	Maintenance of streetlight/traffic light	Mun. wide						70000					MWE	

(GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY)

Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget			Programme Status		Implementing Agencies	
				1	2	3	4	GoG	OTHERS	IGF	New	On-going	Lead	Collaborating
				s	n	r	t							
1.	Organize quarterly zonal council meeting	All Zonal councils	4 quarterly meetings held							12,000			ZC	MA
2.	Organised quarterly MPCU meeting	Municipal wide	4 meeting held					30000					MA	NCCE,, DPs
3.	MCE engagement with 30 local communities	MW	Number of engagemenu undertaken							12000			MA	
4.	Jointly organize bi-annual PFM town hall Meetings with a CSOs	Axim	2 townhall meetings held					20,000		10000			MA	PARTNE RS
5.	Review & Preparation of Annual Action Plan 2024	MW	AAP 2024 preparaed					15000					MA	DEV'T PART.
6.	Registration of Assembly land	Axim	Assembly lands registered					20,000					MA	
7.	Organize subcommittee quarterly meetings	Axim	8 committee meetings held							20000			MA	DEV'T PART.
8.	Organize at least 3 exe-co. meetings annually	Axim	Number of meetings held							15000			MA	DPs
9.	Organise atleast 3 General Assembly meetings annually	Axim	3 meetinmgs held							45000			MA	DEV'T PART.
10.	Procurement of logistics (Printer, Desktop, computers, scanner, photocopier and accessory)	Axim						67000					MA	Dept.
11.	HRMIS and Validation of Staff Reports	Axim							2000			MA	HR	MA
12.	Performance Management System: Capacity building on the Local Government Service (LGS) Protocols (Leave Policy, performance appraisal etc.)	Axim										MA	HR	MA
13.	Minutes, Report Writing techniques, Records Mgt. and good office practice	Axim										MA	HR	MA

14.	Conflict Management and Dissolution, Supervision and Coaching Skills	Axim										MA	HR	MA
15.	Administrative maintenance	Axim										MA	HR	MA
16.	Training on Revenue Mobilization and effective Communication	Axim					5000					MA	FINANCE,	MA
17.	Waste Management Disposal and Community Animation skills and process in prosecution	Axim										MA	HR	MA
18.	Organise Audit committee meeting	Axim	Number of Meetings				10,000						MA	GIZ
19.	Organise MUSEC meetings and patrols	Axim	Number of meetings held				8,000						MA	Security services
20.	Undertake Spatial Planning Committee/Tecchnical meetings	Axim	Meetings conducted						16000				MA	
21.	Maintenance and repairs of official vehicle	Axim					191,000						MA	Dept.
22.	Implementation of Revenue Improvement Action plan(RIAP)		RIAP implemented				10000						DBA	GIZ
23.	Update & Review schemes & permits	Axim					10000						PPO	

(EMERGENCY PLANNING AND RESPONSE (INCLUDING COVID-19 RECOVERY PLAN))

Programes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget			Programme Status		Implementing Agencies		
				1st	2nd	3rd	4th	GoG	OTHERS	IGF	New	On-going	Lead	Collaborating	
1.	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					NADMO	MA/ENV'TAL HEALTH.
2.	Organize public education on the causes and effects of bush fires in the dry season and floods in the rainy season	Municipal wide	educations for 20 cunninities undertaken					3,000.00						NADMO	MA/FIRE SERVICE
3.	Support for sensitisation on COVID 19	Municipal wide	20 major communities sensitised					30000						GHS	MA, NGO

(IMPLEMENTATION, COORDINATION, MONITORING AND EVALUATION)

Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time schedule				Indicative Budget			Programme Status		Implementing Agencies	
				1 st	2 nd	3 rd	4 th	GoG	OTHERS	IGF	New	On-going	Lead	Collaborating
1.	Organised quarterly MPCU meeting	Municipal wide	4 meeting held					30000					MA	NCCE,, DPs
2.	MCE engagement with 30 local communities	MW	Number of engagement undertaken							12000			MA	
3.	Jointly organize bi-annual PFM town hall Meetings with a CSOs	Axim	2 townhall meetings held					20,000		10000			MA	PARTNERS
4.	Review & Preparation of Annual Action Plan 2024	MW	AAP 2024 prepared					15000					MA	DEV'T PART.
5.	Annual budget and fee fixing preparation	Axim						30000					MA	GIZ
6.	Organize Budget committee meetings	Axim	4 meetings held					5,000					MA	GIZ
7.	Automation of registry	Axim	Registry automated					50,000					MA	