

OFORIKROM MUNICIPAL ASSEMBLY



2022 Composite Annual Action Plan

Prepared by:
Municipal Planning and Coordinating Unit (MPCU)

August 2021

2022 ANNUAL ACTION PLAN FOR OFORIKROM MUNICIPAL ASSEMBLY

	PROGRAMS/ PROJECTS/ ACTIVITIES	LOCATION	TIME FRAME (QUARTER)				OUTPUT INDICATOR	DACF	IGF	DONO R	IMPLEMENTING AGENCIES	
			1	2	3	4					Lead	Collab.
	STATISTICS											
1.	Updating of the IBES data of the Assembly	Municipal Wide					IBES data updated	3,000.00			Statistics	MA
2.	Collection of monthly markets data	Municipal Wide					Market Data Collected	20,000.00			Statistics	MA
	PROCUREMENT											
3.	Procure Furniture and office equipment	Oforikrom					No. of furniture procured	70,000.00			Procurement	MA
4.	Procure Plant for new Assembly Block	Oforikrom					No of items procured	142,000			Procurement	MA
5.	Training on procurement processes and procedures for staff and heads of dept.	Oforikrom					No. of trainings conducted		2,000.00		Procurement	MA
	ADMINSTRATION/GOVERNANCE											
6.	Organization of National Celebration	Oforikrom					National celebration organized	40,000.00	10,000.00		Central Adm.	MA
7.	Gazetting of Fee-Fixing Documents/Bye-law	Oforikrom					Fee-fixing documents/Bye laws gazetted	20,000.00	20,000.00		Central Adm	MLGD &RD
8.	Organize fee-fixing Resolution and Stakeholders' Consultation	Oforikrom					Consultation undertaken		10,000.00		Budget C'ttee, Central Adm.	Ass. Mem., Private sector

9.	Prepare District Composite Budget and Annual Action Plan	Oforikrom				Plan prepared	13,000			MPCU, Budegt C'ttee,	Ass. Mem.
10.	Conduct Planning and Budgeting activities	Oforikrom				No. activities conducted	15,000	6,000		Planning Unit, Budget Unkit	Central Adm
11.	Conduct M&E activities	Municipal Wide				No. activities conducted	10,000			MPCU	Central Adm
12.	Conduct HIV/AIDS M&E Activities	Municipal Wide				No. of M&E activities			8,000.00	M&E Focal Person	Central Adm
13.	Support Community Initiated Project	Oforikrom				No. of support provided	15,000			Central Adm	Gen. Ass
14.	Monitor and Undertake the Ghana School Feeding Program (GSFP)	Municipal Wide				No. activities conducted			12,000	Co-ord, GSFP	GES
FINANCE DEPARTMENT											
15.	Procure Value Books	Oforikrom				No. books procured			20,000	Finance	Central Adm.
16.	Support Implementation of GIFMIS	Oforikrom				GIFMIS Implemented	8,000.00			Finance	Central Adm.
17.	Support Revenue Generation	Oforikrom				No. support provided	10,000.00			Finance	Central Adm.
INFORMATION SERVICE											
18.	Organise education campaign in the Municipality about revenue mobilization and utilization in the Municipality.	Municipal Wide				No. of educational campaign organized		3,000.00		ISD, Revenue	MA
19.	Embark on sensitization exercises within the Municipality about the existence of marriage registry in the Assembly	Municipal Wide				No. of sensitization exercise organized		3,000.00		ISD	NCCE
20.	Organise public education campaign on the Assembly's Bye-laws	Municipal Wide				No. of public education campaigns organized		2,000.00		ISD, NCCE	MA

PHYSICAL PLANNING											
21.	Organise Public education on Spatial Planning and Development Control	Municipal Wide				No. public education and development control organised		5,00 0.00		Physical Planning Dept., Works Dept.	MA
22.	Conduct Valuation on properties within the Municipality	Municipal Wide				Num. of properties valued	350,000 .00			PPD, Works Dept. Procurement	MA
23.	Organize Street Addressing Team (SATT), Technical-Sub Committee and Spatial Planning Committee (SPC) Meetings	MA				No. of SAT meeting organized		17,0 00.0 0		Physical Planning Dept.	MA
24.	Procure signages for street naming and property addressing	Municipal Wide				No. signage procured		10,0 00.0 0		Physical Planning Dept., Works Dept.	MA
25.	Acquire land for Official use	Municipal Wide				Public land acquired	600,000 .00			Physical Planning Dept.	MA
26.	Prepare Land Use Maps	Oforikrom				Num. of Maps Prepared		70,0 00.		Physical Planning Dept, Planning Unit	
27.	Conduct spatial planning activities	Oforikrom				Num. of spatial planning activities conducted	30,000	60,0 00		Physical Planning Dept	
ENVIRONMENTAL MANAGEMENT											

28.	Conduct Premises Inspections and education (Domiciliary, Hospitality, Industrial, Healthcare, Sanitary Sites and Infrastructure etc.)	Municipal wide				No. of premises inspections organized		5,000.00		EHU	MA, Assembly Members
29	Implement GKMA Project/activities	Municipal Wide				No. activities undertaken			50,000	EHU	MA
30.	Sensitize school feeding caterers and food vendors on nutrition packages	Municipal wide				No. of sensitization organized	10,000.00			EHU	MA, SF Focal Person
31	Undertake fumigation and evacuation of refuse	Municipal wide				No. of activities supported	100,000.00			EHU	MA, Zoomlion
32	Educate the public on noise control and air pollution	Municipal wide				No. of education organized		3,000.00		EHU	MA
33	Construct 1 No. Skip pad and procure 5No. Skip containers	Municipal wide				Skip pad constructed		140,000.00		Works Dept.	MA, EHU
34.	Conduct dredging of water ways	Selected communities				No. of dredging conducted	150,000.00			Works Dept	MEHU
34.	Procure Sanitary Tools/Equipment chemicals & Noise Detective machines	Municipal wide				No. of sanitary tools/equipment procured		40,000.00		EHU	MA
36.	Support the burials of deceased Paupers/COVID-19 cases	Municipal wide				No. of burials supported	30,000.00			EHU	MA, Police Service, Ass. Members, GHS
37.	Undertake weeds clearing and collection at public places and Median	Municipal wide				No. of weeds clearing and collection supported	20,000			EHU	MA
EDUCATION											

38.	Monitoring and Supervision by DD Supervision and Circuit Supervisors	Municipal Wide				No. of monitoring conducted	3,000.00			GES	MA
39.	Rehabilitate school building	Selected schools				No. of rehabilitation done	300,000		100,00	Works Dept., Proc. Unit	GES
40.	Construct 1No. 3- Unit Classroom Block	Selected schools				No. of classrooms constructed	200,000		100,000	Works Dept., Proc. Unit	GES
41.	Construct 1No. 6- Unit Classroom Block	Bomso, Aprade Ayigya, Oforikrom MA				No. of classrooms constructed			500,000	Works Dept., Proc. Unit	GES
42.	Construct K/G Block	Selected schools				No. of classrooms constructed	400,000			Works Dept., Proc. Unit	GES
43.	Procure Dual Desk, Mono-Desk, Tables and Chairs	Selected Schools				No. of Desk procured			200,000	Works Dept., Proc. Unit	GES
44.	Construct Fence Wall for public Schools	Kotei R/C, Kotei-Deduako MA, Anwoamso MA, Boadi MA, Kentinkrono MA, Boadi MA				No. of wall constructed	312,000			Works Dept., Proc. Unit	GES
45.	Support Brilliant but Needy student	Municipal Wide				No. of support provided		15,000		Mun. Ass	GES
46.	Organise quiz and debate & Mock Exams	St. Louis SHS, KNUST				Activitiy organized	3,000.00			GES	MA
47.	Implementation of Guidance and Counselling activities	Municipal Wide				Activity implemented		3,000.00		GES	MA
48.	Support the organization of STMIE programme	Municipal Wide				STMIE supported	10,000.00			GES	MA
49.	Organize "My First Day at school" and Best Teachers Award	Municipal Wide				My first da at school organized	10,000.00			GES	MA

50	Organize culture and sports Activities	Municipal Wide				Sporting activities conducted	5,000.00			GES	MA
51	Implementation of Guidance and Counselling activities	Selected Sch				No. activities done			8,000	GES	MA
52	Execute Grassing in Schools	Selected Sch				No. grassing done	10,000			Wrks Dept.	GES
53	NATIONAL COMMISSION CIVIC EDUCATION										
54	Conduct quiz competition for JHS students	Municipal Wide				Quiz competition conducted		3,000.00		NCCE	GES
55	Conduct education on road safety	Municipal Wide				No. of education conducted		2,000.00		NCCE	MA
57	Conduct seminar on drug abuse for SHS students	Municipal Wide				No. of seminar conducted		3,000.00		NCCE	GES
	NADMO										
56.	Purchase and distribute relief items to victims of disasters	MA				No. of items distributed	30,000.00			NADMO	MA
57.	Conduct Disaster Risk Reduction & Climate Change Adaptation (DRR &CCA) Advocacy	Municipal Wide				Activity conducted		3,000.00		NADMO	MA
58.	Organize f Disaster prevention and management programmes	Municipal Wide				No. of training organized	3,000.00			NADMO	NGFS/MA
	WORKS DEPARTMENT										
59	Renovation of existing markets	Ayeduae, ,Anloga				No. of markets renovated	200,000.00			Works Dept.	MA
60.	Maintain Furnitures	Oforikrom				No. maintenance done			12,000	Procurement Unit	MA
61	Construct 1No 5 Seater W/C Toilet	Selected Communities				No. W/C toilet Constructed			450,000	Works Dept, MEHU	Proc. Unit

62	Construction of market stall/ stores	Kentinkrono , Anloga				No. of market stores constructed	400,000 .00			Works Dept.	MA
63	Construct 5 No. boreholes	Susanso, Ayeduase, Kokoben				No. of boreholes constructed	150,000 .00			Works Dept.	Central admin
64.	Construction of 5 skip pads	Municipal Wide				No. of skip pads	90,000. 00			Works Dept.	EHU
65.	Construction of ICT center	Selected schools				No. of center constructed		200, 000. 00		Works Dept.	MA
66.	Reshaping of 40km roads and undertake pothole patching	Municipal Wide				No. of km reshaped	400,000 .00			Urban Roads Dept. Works Dept	MA, MA
67.	Renovate Office and Accomodation	Oforikrom				Renovation done	94,000. 00			Works Dept. GES	MA
68.	Procurement and maintainace of Street light	Municipal Wide				No. of street light procured	800,000 .00			Works Dept., Procurement	MA
69.	Organize site inspections throughout the year to control development	Municipal Wide				No. of inspections conducted		30,0 00.0 0		Works Dept. / PPD	MA
70	Construction of MCE and staff residential accommodation	Kokoben and Appiadu				Accommodation constructed	1,200,0 00			Works Dept.	MA
71	Renovation of 1No. health facility	Anwomaso				No. of facility constructed	130,000 .00			Works Dept. GHS	MA
72	Construction of 1No. Health facility	Anloga				No. facilities constructed			230,000	Works Dept. GHS	MA
73	Construction of ambulance bay with offices	Kokoben, Oforikrom				No. of bay constructed	300,000 .00			Works Dept.	MA
	HEALTH										
74	Conduct COVID-19 related activities	Municipal Wide				No. of activities conducted	15,000. 00	12,0 00			
75.	Support Health care service	MA				No. of support conducted	15,000			MHD	Health Facilitie s

76.	Undertake HIV/AIDS Activities	MA				No. activities done	9,000	5,000		MHD	Health Facilities
77	Organize monthly Health Education programs on local FM Stations and Community Information Centers (CICs)	Municipal wide				No. of health education organized	15,000.00			MHD	Health Facilities
78	Organize 2021 Mid-Year and Annual Performance Review Meeting	MA				Annual meeting organised		4,000.00		MHD	Health facilities
AGRICULTURE											
79	Undertake Agric. Extension Service	Municipal Wide				No. of service conducted	7,000	5,000		Extension Officers	MOFA
80	Implement MAG Activities										
81.	Procure Office equipment and stationery	Bomso				No. of procurement done	9,000			Procurement Unit, Agric.	MOFA
82.	Conduct surveillance of Agricultural farms (Control of pests and insects)	Municipal Wide				No. of farms conducted			5,000.00	EXTENSION /MDA	MOFA
83.	Undertake Vaccinating of crops and seedlings	MA				No. of vaccination			5,000.00	MIS/MDA	RADU/M&E/MA
84	Training of vegetable farmers on safe use, handling and storage of agro-chemicals	Municipal Wide				No. of farmers trained			5,000.00	PPRSD/MDA	RADU/PPRSD/MA
85	Conduct fall army worm sensitization and distribution of agro-chemicals to maize farmers within the Municipal	Municipal Wide				No. of farmers trained	50,000.00			PPRSD/MDA	RADU/PPRSD/MA
86	Plant 500 trees	MA				No. of trees planted		4,500.00		MDA	EHU
87.	Implement " Planting for Food and Jobs	Municipal Wide				No. of activities done			120,000	MDA	MOFA

88	Farmers' day celebration	Municipal Wide				Famer's day celebrated	80,000.00			EXTENSION /CROPS/MDA	MA
SOCIAL DEVELOPMENT											
89	Monitor the activities and operations NGOs	Municipal Wide				No. of NGOs monitored		5,000.00		SWCD	MA,
90	Register new NGOs and renew the certificates of 4 existing NGOs.	Municipal Wide				No. of NGOs registered and certificates renewed		1,000.00		SWCD	Ass. Mem
91	Renew and register NHIS cards of beneficiaries.	Municipal Wide				No. of cards renewed and registered				SWCD	M/A, LMS, PFIs, CFP, NHIA
92.	Identify, register and support 80 PWDs	Municipal Wide				No. of PWDs identified and registered	3,000.00			SWCD	MA, OPWDs, Ass. Mem, NHIA
93.	Undertake Public Education on all SWCD activities	Municipal Wide				No. of Public Education activities	5,000.00			SWCD	MA, OPWDs, Ass. Mem, NHIA
94	Monitor the 3 Residential Home Centers	Municipal Wide				No. of monitoring done		3,000.00		SWCD	M/A, RHCs, NHIA
95.	Monitor Social Welfare activities	Municipal Wide				No. of monitoring done		9,000.00		SWCD	UNICEF, CHRAJ, NCCE, DOVVSU, GES, MA

96	Undertake Visit of Vulnerable Children	Municipal Wide				No. of visit organized			6,000.00	SWCD	NCCE, DOVVS U, CHRAJ, UNICE, GES, MA
97	Identify and register 6 new Day Care Centers (DCCs)	Municipal Wide							1,000.00	SWCD	PROPR EITORS, PPD, WORKS , EHU
98	Organize 4 capacity building training for staff.	MA				No. of capacity building done				SWCD	HR DEPT, RCC-DSWCD
99	Organize Child-Right activities and gender mainstreaming	Municipal Wide				No. activities organized				SWCD	MA, ASS. MEM COMM T.MEMBERS
100.	Identify and supervise 4 Self-Help projects in four (4) communities.	Municipal Wide				No. of supervision done	3,000.00			SWCD	MA, Ass. Mem, COMMUNITY MEMBERS
101.	Celebrate International Women's Day focusing on the international theme for the celebration.	Municipal Wide				Women's day celebrated		9,000		SWCD	ASSOC-OfMA, LEADERS OF WOMEN'S

											GROUP S, GIRL-
102.	Support LEAP activities	Oforikrom				No. support provided	350,000			MA, SWCD	
104.	Provide support to the GSEP	Municipal Wide				No. support provided	8,000			MA, SWCD	
105	Support for SWCD	Oforikrom				No. support provided				SWCD	MA
	BIRTH & DEATH										
106.	Sensitization of activities of the B&D registry through information centers	Municipal Wide				No. sensitization done		5,000.00		Birth & Death Dept.	MA
107.	Sensitize the communities of the need to register with births and deaths	Municipal Wide				No. sensitization done		5,000.00		Birth & Death Dept.	MA
	HUMAN RESOURCE										
108	Training of staff on Performance Contract Management	MA				No. of capacity building done	6,000.00			HR	MA
109	Training of staff on Records Management and Team Building	MA				No. of capacity building done			7,000.00	HR	MA
110	Monitor Human Resource activities	MA				No. of monitoring done			8,000	HR	MA
111	Training and commencement of the annual performance management cycle	MA				No. of capacity building done	5,000.00			HR	MA
112	Conduct end of year performance evaluation	MA				Evaluation conducted		9,000		HR	MA
	HIV										
113	Conduct sensitization forum on HIV/AIDs for final year students	St. Louis SHS, KNUST SHS				No. sensitization done	10,000.00			Focal Person	GES

											Health Director ate
114	Conduct free health screening on HIV/AIDS and organize world AIDS Day	Municipal Wide				No. of screening conducted	20,000.00			Focal Person	Health Director ate
BUSINESS ADVISORY CENTRE/ TRADE & INDUSTRY											
115	Provide Support to facilitate activities of BAC	Oforikrom				Support provided			12,000	BAC/ NBSSI	Min of Trade
116	Provide support to facilitate One-District-One Factory								13,000	BAC/NBSSI	Min. of Trade
TRANSPORT/ROAD											
117	Construct 1No. Lay-by	Emena, Ayeduase				No. of facilities constructed	60,000			Works Dept, Transport Dept.	Roads and Highways dept.
118	Procure 1No. Vehicle	Oforikrom				Vehicle procured	300,000			Procurement, Transport Dept	Roads and Highways dept.
119	Undertake Insurance policy for M.A Vehicles	Oforikrom				Exercise undertaken		22,000		Procurement, Transport Dept	Wrks Dept.
120.	Procure 2No. Tricycle and 4No. motor bikes	Oforikrom				No. bicycle procured	56,000			Procurement, Transport Dept	Wrks Dept.
121.	Construct Bridge and Culvert	Municipa Wide				No. of constructions			800,000	Urban Roads	Works

122.	Conduct maintenance of road	Municipal wide				No. roads maintained	1,200,000			Urban road dept	Works
123	Construct speed rumps	Selected communities				Rump constructed			70,000	Urban road dept	works
124.	Construct 2 Km drains	Municipal wide				Drains constructed			500,000	Urban road dept, wrks. Dept.	