

OFORIKROM MUNICIPAL ASSEMBLY



2023 Composite Annual Action Plan

Prepared by:  
Municipal Planning and Coordinating Unit (MPCU)

September 2022

2023 ANNUAL ACTION PLAN FOR OFORIKROM MUNICIPAL ASSEMBLY

	PROGRAMS/ PROJECTS/ ACTIVITIES	LOCATION	TIME FRAME (QUARTER)				OUTPUT INDICATOR	DACF	IGF	DON OR	IMPLEMENTING AGENCIES	
			1	2	3	4					Lead	Collab.
<b>CENTRAL ADMINISTRATION</b>												
1.	Organization of National Celebration	Oforikrom										
2.	Gazetting of Fee-Fixing Documents/Bye-law	Oforikrom				Fee-fixing documents/Bye laws gazetted	✓	✓		Central Adm	MLGD&RD	
3.	Organize fee-fixing Resolution and Stakeholders' Consultation	Oforikrom				Consultation undertaken		✓		budget C'ttee, Central Adm.	Ass. Mem., Private sector	
4.	Prepare District Composite Budget and Annual Action Plan	Oforikrom				Plan prepared	✓			MPCU, Budget C'ttee,	Ass. Mem.	
5.	Conduct Planning and Budgeting activities	Oforikrom				No. activities conducted	✓	✓		Planning Unit, Budget Unit	Central Adm	
6.	Support sub-structures and community initiated projects	Municipal wide				No.of sub-structures and community initiated	✓			Central Admin.	MA	
7.	Support community initiated	Municipal wide				No.community initiated supported	✓			Central Admin.	MA	
8.	Audit Activities of M.A	Oforikrom				No. of auditing conducted	✓✓			Interna Audit Unit	Audit Service	
9.	Organize training for nutritional package for school feeding caters and food vendors	Municipal wide				Nutritional package for school feeding caterers and food vendors organized	✓			Co-ord, GSFP	GES	
10.	Organize MPCU meetings	MA				No. of MPCU meeting Organized	✓			Planning unit	MA	
11.	Organize MCE courtesy tour	Municipal wide				No. of MCE courtesy tour organized	✓			Central Admin.	MA	

12.	Monitor and undertake the Ghana School Feeding Program (GSFP)	Municipal Wide					No. activities conducted			✓		Co-ord, GSFP	GES
<b>Finance</b>													
13.	Procure Value Books	Oforikrom					No. books procured	✓				Finance	MA
14.	Support Implementation of GIFMIS	Oforikrom					GIFMIS Implemented	✓				Finance	MA
15.	Support Revenue Generation	Oforikrom					No. support provided	✓				Finance	MA
<b>STATISTICS</b>													
16.	Collection of monthly markets data	Municipal Wide					Market Data Collected	✓				Statistics	GSS
17.	Purchase 1No. scanner	MA					Scanner Procured		✓			Statistics	Procurement
<b>ENVIRONMENTAL</b>													
18.	Educate the public on noise control and air pollution	Municipal Wide					No. of education organized		✓			EHU	MA
19.	Support fumigation and Evacuate Refuse	Municipal Wide					Fumigation and sanitation activities done	✓				EHU	MA
20.	Weeding of principal streets within the Municipality	Municipal Wide					No. of weeds cleared	✓				EHU	MA
21.	Support for GAMA/GKMA project	Municipal Wide					GAMA/GKMA supported			✓		EHU	MA
22.	Undertake the cleaning of Public Parks, Streets and Open Spaces	Municipal Wide					Public parks, streets and open spaces cleaned					EHU	MA

23.	Health Education on Food Hygiene and Safety & Screening of food vendors	Municipal Wide				No. of education organized		✓			EHU	MA
24.	Organize house-to-house sensitization on the need for provision of safe household latrines	Municipal Wide				No. of house to house sensitization on safe household latrines organized	✓				EHU	MA
25.	Build capacity of Environment Health Staff on Inspection, report writing and law enforcement	Municipal Wide				No. of Environment Health Staff organized		✓			EHU	MA
26.	Engage/Support laborers to aid in Covid-19 and pauper burials	Municipal Wide				No. of laborers recruited and paupers burials engaged/supported	✓				EHU	MA
27.	Cleansing of Public Drains	Municipal Wide				Public drains cleansed	✓				EHU	MA
28.	Procurement of Sanitary Materials, chemicals and consumables	Municipal Wide				Sanitary materials procured	✓				EHU	MA
29.	Maintenance of public sanitary Facilities	Municipal Wide				No. Sanitary materials maintained	✓				EHU	MA

30.	Inspections of hotels, eating, houses, drinking bars. Hostels, homes, hospitality Industries, markets, lorry terminal.	Municipal Wide				hotels, eating, houses, drinking bars inspected	✓			EHU	MA
31.	Monitor and Supervise solid waste collections, management and disposal by Zoom lion workers	Municipal Wide				Solid waste collections monitored and supervised	✓			EHU	MA/ ZOOMLION
32.	Monitor and Supervise public drain desilting and by NAMCOP workers	Municipal Wide				Public drain desilting monitored and supervised	✓			EHU	MA /ZOOMLION
33.	Construction of 1No. Skip pad and Procurement of 2No. skip pad	Municipal wide				No.of skip pad constructed and procured	✓			EHU	Procurement ,MA
<b>TRANSPORT</b>											
	Organized road safety campaigns	Oforikrom Municipal				No. of road safety sensitization done		✓		Transport Dept.	NCCE, MISD, NRSA
34.	Collection and updating data on Transportation Network	Municipal Wide				Data collected for transportation network		✓		Transport Dept.	Statistics Department
35.	Construction of 1 no. Transport Termina/layby	MA				No.of transport terminal and layby constructed				Transport Dept.	MA

36.	Procurement of 2No.tricycles and 4No.motorbikes	MA				No.of tricycle and motorbikes procured				Transport Dept.	Procurement
37.	Printing of Vehicle stickers	MA				No. of vehicle stickers printed	✓			Transport Dept.	MA
NCCE											
38.	Conduct constitution week celebration	Municipal wide				Constitution week celebrated	✓			NCCE	MA
39.	Organize Social Auditing	Selected Communities				Social auditing organized			✓	NCCE	PPD Works Dept.
40.	Conduct education on Assembly Byelaws	Municipal wide				Education on assembly Byelaws organized			✓	NCCE	ISD
41.	Conduct quiz Competition for basic schools	Municipal wide				Quiz competition organized	✓		✓	NCCE	GES, NPO's
42.											
BIRTH AND DEATH											
43.	Organize forums and Educate communities on the need of birth and death registration on radio station	Oforikrom , Ayigya, Anloga, Ayeduase				Birth and Death registration on radio station organized			✓	B&D	MA
44.	Educate mortuary attendants to inspect burial permit before the release of death bodies to owners	Oforikrom , Ayigya, Anloga, Ayeduase				No. of Mortuary attendants activities organized			✓	B&D	MA
SOCIAL DEVELOPMENT											
45.	Monitor 5 activities and operations of NPOs and collaborate with 2 NPOs to	Municipal Wide				No. of NPO's operated, collaborated and supported		✓		SWCD	MA, NGO DIRECTORS, DEPT OF SW,

	support 4 vulnerable within the Municipality.									ASSEMBLY MEMBERS	
46.	Monitor and supervise the 6 payment cycles of the 161 beneficiary households and renew and register NHIS cards of 161 beneficiaries.	Municipal Wide				No. of households beneficiary monitored and supervised		✓		SWCD	M/A, LMS, PFIs, CFP, NHIA
47.	Identify and register 40 PWDs and organize 2 capacity/skill training session for OPWDs/PWDs.	Municipal Wide				No. of PWDs registered and trained		✓		SWCD	MA, OPWDs, ASSEMBLY MEMBERS, NHIA
48.	Sensitize 5 communities on issues of PWDs in the municipality	Municipal Wide				No of communities sensitized on issues of PWDs		✓		SWCD	MA, OPWDs, ASSEMBLY MEMBERS, NHIA
49.	Support at least 30 PWDs with the DCF and register and renew the NHIS cards of 30 registered PWDs under the indigent package	Municipal Wide				No. of PWDs supported and registered	✓	✓		SWCD	MA, OPWDs, ASSEMBLY MEMBERS, NHIA
50.	Identify and support 5 vulnerable in the Municipality through C/M and educate 6 communities on case work/Child & Family Welfare Policy and follow-up & manage 10 reported cases.	Municipal Wide				No. of vulnerable identified and supported		✓		SWCD	UNICEF, CHRAJ, NCCE, DOVVSU, HEALTH, EDUCATION, MA
51.	Sensitize 8 communities (parents & caregivers) and 8 schools on Child Protection (CP)	Municipal Wide				No. of communities sensitized		✓		SWCD	NCCE, DOVVSU, CHRAJ, UNICEF,

	activities on (child rights and responsibilities.									HEADS OF SCHOOLS, EDUCATION UNIT, MA	
52.	Identify and register 4 new Day Care Centers (DCCs), renew the certificates of 10 DCCs and monitor the activities of 30 DCCs.	Municipal Wide				No. of new Day care centers identified and registered	✓	✓		SWCD	PROPREITORS, DEPT OF SW, PHYSICAL PLANNING, WORKS, ENVTL HEALTH
53.	Organize 2 capacity building training for staff and monitor, supervise & evaluate progress of staff activities/performance 6 times within the year	MA				No of staffs for training organized, monitored and supervised	✓	✓		SWCD	HR DEPT, REGIONAL OFFICES-DSWCD
54.	Train 1 women's groups on income generating activities:	Municipal Wide				No of women's group trained	✓	✓		SWCD	MA, DRESSMAKERS ASSOC-OfMA, LEADERS OF WOMEN'S GROUPS,
55.	Organize a talk show for 80 young girls on carrier choosing, early marriage, menstruation and reproductive health issues.					No. of talk shows organized		✓		SWCD	MA, DRESSMAKERS ASSOC-OfMA, LEADERS OF WOMEN'S GROUPS, GIRL-



												CHILD COORDINATORS, HEALTH
56.	Identify and register 150 vulnerable groups under the indigent package.	Municipal wide					No. of vulnerable groups identified and registered		✓			
<b>GHANA EDUCATION SERVICE</b>												
57.	Procurement of 1,000 No. Dual Desk,mono Tables & chairs	Municipal Wide					No.of dual,mono tables & chairs procured	✓				GES Works,Procurement
58.	Support brilliant but needy student	Municipal wide					No.of brilliant but needy student	✓				GES
59.	My First Day at School	Municipal Wide					My first day at school organized		✓			GES MA
60.	Monitoring & Supervision by DD and SISOS	Municipal Wide					Monitoring and supervision conducted		✓			GES MA
61.	Implementation of Guidance & Counselling activities	Municipal Wide					No. of activities implemented		✓			GES MA
62.	Conduct Mock Examination	Municipal Wide					Mock examination conducted	✓	✓			GES MA
63.	Organization Of STMIE Programme	Municipal Wide					STMIE programme organised		✓			GES MA
64.	Conduct Sporting and Cultural Activities	Municipal Wide					Sporting and cultural activities conducted		✓			GES MA
65.	Organise Best Teacher Award	Municipal Wide					Best teacher award organised	✓	✓			GES MA
66.	Organize Spam	Municipal Wide					Spam organized		✓			GES MA
67.	Organized reading competition, Quiz and Debate	Municipal Wide					Reading competition organized		✓			GES MA
68.	Provide teaching and learning materials and resources for special needs.	Municipal Wide					Teaching and learning materials provided	✓				GES MA
<b>HEALTH DIRECTORATE</b>												

69.	Completion of a Health Centre at Anloga	Anloga				Health center constructed	✓			MHD	MA Works Dept.
70.	Build capacities of Midwives on danger signs of pregnancy and Labour	Municipal Wide				No of midwives trained		✓		MHD	Health Facilities MA
71.	Organize health screening at Lorry stations markets, Government and Cooperate institutions	Municipal Wide				Health screening organized		✓		MHD	MA
72.	Set up Adolescent Health Clubs in second cycle institutions	Municipal Wide				Adolescent health clubs set		✓		MHD	MA GES

**DEPARTMENT OF AGRICULTURE**

73.	Sensitize maize farmers on the impact and control of fall army worm	Entire Municipal				No. of maize farmers sensitized	✓			PPRSD	MoFA
74.	Sensitization and anti-rabies vaccination of dogs and cats in the Municipal	Bomso Oforikrom Emena				No. of dogs ans cats sensitized and vaccinated	✓			VET	MoFA-RVO
75.	Training of palm kernel oil processors on productivity and quality improvement in palm kernel oil production	Anloga				No. of palm kernel oil processors trained	✓			WIAD	BAC
76.	Training of Women FBOs on the preparation of laundry soap	Bomso				No. of women FBOs trained	✓			WIAD	BAC

77.	Establish four (4) field demonstrations on modern vegetable production techniques to increase yield	Boadi, Kentinkrono, KNUST and Deduako operational areas				No. of field demonstrators established	✓				EXTENSION	CSIR
78.	Organize farmer trainings on selected relevant topics to increase yield	Entire Municipal				No. of farmer's training organized	✓				EXTENSION, MIS, CROPS, VET, WIAD, PPRSD & APD	MoFA, CSIR
79.	Planting of trees	Municipal wide				No. of trees planted	✓				Agric	MA
80.	Procurement of coconut seedlings/Petty Tools/Implements	Municipal wide				No. of coconut seedlings/Petty Tools/Implements procured	✓				Agric	Procurement
81.	Support planting for food and jobs	Municipal wide				No. of planting for food and jobs supported	✓				Agric	MA
82.	Organize one (1) Research Extension Linkage Committee (RELC) planning session	Bomso				Research extension Linkage planning session organized	✓				EXTENSION	MoFA, CSIR
83.	Support planting for export and rural development	Municipal wide				No. of planting for export and rural development supported	✓				Agric	MA
84.	Celebration Farmer's day	Municipal wide				Farmer's day celebrated	✓				Agric	M

**WORKS DEPARTMENT**

85.	Procure plant for the Assembly Block	MA				Plant for the Assembly procured	✓			Procurement	MA
86.	Renovation of existing markets	Ayeduase, Anloga				No. of existing markets renovated			✓	Works Dept.	MA
87.	Rehabilitation of 3 No. schools	Bomso MA, Weweso MA				No. of schools rehabilitated	✓			Works Dept.	MA
88.	Construction of 3 No. foot bridges	Aprade , Kentinkrono, Kotei-Twumduase, Susankyi				No. of footbridges constructed	✓			Roads Dept.	MA
89.	Construction of MCE residential accommodation	MA				MCE's residential accommodation constructed	✓			Works Dept.	MA
90.	Repairs of Office/Residential Buildings	MA				Office/Residential Building repaired	✓			Works Dept.	MA
91.	Construction of 1No. 3-unit classroom block	Ayigya MA				No. of classroom blocks constructed	✓			Works Dept.	MA
92.	Renovation of 1No. health facility	Anwomaso				No. of health facilities renovated	✓		✓	Works Dept.	MA
93.	Convert Health Centre to Police Station	Ayeduase				Conversion done	✓		✓	Works Dept.	MA, Ghana Police Service
94.	Construction of Health Centre	Ayeduase				Health centre constructed	✓			Works Dept	GHS
95.	Upgrade of school park	Municipal wide				No. of school park upgrade	✓			Works Dept	MA

96.	Construction of office facilities for Health and education directorate	Municipal wide					No. of office facilities for health and education directorate constructed	(MP'S COMMON FUND)			MP'S office	Wrks Department , MA
97.	Support DPAT projects	Municipal wide					No. of DPAT projects supported	✓			Works Dept	MA
<b>PHYSICAL PLANNING</b>												
98.	Revision of planning schemes	Appiadu, Kokoben					New planning schemes prepared	✓			PPD	MA, Community Leaders
99.	Organize Spatial Planning and Technical Sub- Committee meetings	MA					Spatial Planning Committee meetings organized	✓			PPD	MA, Traditional Council
100.	Acquire lands and verify all lands zoned for public use	MA					No of lands and land zone acquired and verified	✓			PPD	MA
101.	Procurement of base maps and preparation of land use plans	MA					No.of base maps procured and prepared	✓			PPD	MA
102.	Valuation of all properties	MA					No.of properties valued	✓			PPD	MA
103.	Organize Secondary Ground truthing/ Data Collection for the communities in the Municipal	MA					Secondary ground truthing and data collection organized	✓			PPD	GIZ
104.	Sensitization of communities on the importance of development and building permit	Municipal wide					No. of communities sensitized	✓			PPD	ISD, Works Department

105.	Install Street signages	Municipal wide					No. of street signages installed	✓			PPD	Works department
<b>URBAN ROADS</b>												
106.	Minor drainages repair works	Municipal Wide					No. of minor drainage repaired	✓			Urban Roads Dept.	MA Works Dept.
107.	Construction of 3No. 1.8M pipe culvert	Municipal Wide					No. of pipe culvert constructed	✓			Urban Roads Dept.	MA Works Dept.
108.	Maintenance and reshape of roads	Municipal Wide					Roads maintained	✓			Urban Roads Dept.	MA Works Dept.
109.	Traffic signals & safety management	Municipal Wide					No. of activities executed	✓			Urban Roads Dept.	MA Works Dept.
<b>INFORMATION SERVICE DEPARTMENT</b>												
110.	Organize public education on Assembly programs & activities and regular health checkups through CICs	MA					No. of education programs organized		✓		ISD	MA
111.	Organize press coverage on assembly programs and projects	MA					No. of press coverage organized		✓		ISD	MA
112.	Organise photo exhibition on assembly projects	MA					No. of photo exhibition organized		✓		ISD	MA

113.	Monitoring of community information centers(CIC)	Municipal wide				No. of Community Information centers monitored		✓		ISD	MA
<b>NADMO</b>											
114.	Purchase of relief items	Municipal Wide				No. of relief items purchased		✓		NADMO	
115.	Organize Municipal Disaster Management Committee/platform meetings	MA				Municipal Disaster Management Committee/platform meetings organized		✓		NADMO	MA MDMC membership, ex-officio members and other stakeholders
116.	Desilt/Dredge choked drains and streams	Municipal wide				Choked drains and streams desilted		✓		NADMO	Wrks Department , planning
117.	Sensitization and public education on rain/wind/flood storm alert at churches and public schools	Municipal Wide				No. of churches and public schools organized and trained		✓		NADMO	GES, Assembly members, opinion leaders, churches
118.	Public education on Fire outbreak Campaign	Municipal wide				Fire outbreak campaign organized		✓		NADMO	Oforikrom Municipal , churches, public schools

										,Assembly Members,	
119.	Organize Disaster Risk Reduction & Climate Change Adaptation (DRR &CCA) Advocacy	Municipal Wide				Disaster Risk Reduction & Climate Change Adaptation (DRR &CCA) Advocacy organized	✓			NADMO	Developers, Town Country Planning, District Assembly and the general public
HIV AND AIDS											
120.	Organize quarterly MAC and MRMT meetings	MA				Quarterly MAC meetings organized			✓	Focal person	MA
121.	Organize radio programs to educate the general public on PMTCT and stigma	Municipal wide				Radio programs organized			✓	Focal person	MA
122.	Organize forum and free screening with small scale entrepreneurs	Municipal wide				Forum and free screening organized			✓	Focal person	Health Directorate, MA
123.	Organize world AIDS day celebration	Municipal wide				World AID's day organized and celebrated			✓	Focal person	MOH,MA
CULTURE AND TOURISM											
124.	Re-introducing cultural troupe and cultural competitions among various schools	Municipal wide				Cultural troupe and cultural competition introduced	✓			Cultural Dept.	Education Directorate



125.	Organized educational competition on cultural heritage	Municipal wide				Educational competition on cultural heritage organized	✓			Cultural Dept.	Education Directorate
126.	Follow up on tourist sites	Municipal wide				No. of visits undertaken	✓			Cultural Dept.	Planning Unit
HUMAN RESOURCE DEPARTMENT											
127.	Training on Performance Management System and Monitoring of KPIs	MA				No. of staffs trained	✓			HR Dept.	MA
128.	Training on Report, Minute writing, filing system and law enforcement for Assembly staff	MA				No. of staffs trained		✓		HR Dept.	MA
129.	Organize Health Screening for all staff	MA				Health screening organized		✓		HR Dept.	GHS, MA
130.	Training on Local Government Service Protocols; Scheme of Service, Service delivery Standards, Code of conducts,	MA				No. of staffs trained			✓	HR Dept.	MA
131.	Conduct End of Year Performance Evaluation and conduct Best working staff Durbar	MA				Performance evaluation conducted			✓	HR Dept.	MA
Procurement											
132.	Training for Suppliers Contractors and Entity Tender Committee Members on Procurement Related Activities	Municipal wide				No. of suppliers contractors and entity tender committee members trained	✓			Procurement Unit	Public Procurement Authority,

										Suppliers/ Contractors	
133.	Procurement of Printed Materials and Stationery for Departments/Units in the Assembly	MA				No. of Printed materials and stationery procured	✓			Procurement Unit	All Departments and Units
134.	Procurement of Computers and Accessories for Departments/Units in the Assembly	MA				No. of computers and accessories procured	✓			Procurement Unit	All Departments and Units
135.	Procurement of Office Facilities, Supplies and Accessories for Departments/Units in the Assembly	MA				No. of office facilities, supplies and accessories procured	✓			Procurement Unit	All Departments and Units
136.	Procurement of Office Furniture for Departments/Units in the Assembly	MA				No. of Office furniture procured	✓			Procurement Unit	All Departments and Units
137.	Procurement of Office Equipment for Departments/Units in the Assembly	MA				No. of office equipment procured	✓			Procurement Unit	All Departments and Units
138.	Procurement and maintenance of streetlights/Electrical Accessories	Municipal wide				Streetlights/Electrical Accessories procured and maintained	✓			Procurement Unit	Public Procurement Authority, Suppliers/Contractors
MIS											

139.	Procurement of Anti-virus	MA				Anti-virus software procured	✓			MIS	Finance, Budget, Procurement
140.	Repairing of general Equipment/Furniture	MA				No. of general equipment/Furniture repaired	✓			MIS	Finance, Budget