

2024 ANNUAL ACTION PLAN (GWMA)

NO.	Programmes	Sub-programmes	Projects/ Activities	Location	Baseline	Output	Quarterly time schedule				Indicative Budget			Implementing Agencies	
							Q1	Q2	Q3	Q4	GoG	IGF	Donor	Lead	Collaborating
WORKS															
1.	Infrastructure Delivery & mgt	Infrastructure Dev't	Construct 3 Unit Classroom Block	Afuaman	-	3 Unit Classroom Block	X	X			383,676.68			Works	Education Director
2.	Infrastructure Delivery & mgt	Infrastructure Dev't	Construct A 2-Unit-Pre-School with Kitchen and Store	Nsakina	-	A 2-Unit-Pre-School with Kitchen and Store	X	X			630,000.25			Works	Education Director
3.	Infrastructure development and management	Streamline Spatial Planning and land use	Demolish unauthorized structures	Municipal wide	-	Unauthorized Structures within the Municipality demolished	X	X	X	X		227,800.00		Works	GWMA
4.	Infrastructure Delivery & mgt	Infrastructure Dev't	Organize 1 No .training for building inspectors on development control	GWMA	-	1 No training for building inspectors on development control organized				X		3,400.00		HR	Works
5.	Infrastructure development and management	Streamline Spatial Planning and land use	Organize Security training for Task Force Officers	GWMA	-	Security training for Task Force Officers organized		X		X		3,500.00		HR	Works
6.	Infrastructure Delivery & mgt	Infrastructure Dev't	Organize Sensitization programme on permit Acquisition	GWMA	-	Sensitized exercise carried out on permit Acquisition	X	X	X	X		27,900.00		Works	Public Relations Officer
7.	Infrastructure Delivery & mgt	Infrastructure Dev't	Organize Development Control Inspection	GWMA	-	Development Control Inspection carried out	X	X	X	X		217,800.00		Works	Physical planning
8.	Infrastructure Delivery & mgt	Infrastructure Dev't	Construct 6-unit classroom block	Ga Odumase	-	2-storey 6-unit classroom block	X	X	X	X	441,901.00			Works	Education Director
9.	Infrastructure Delivery & mgt	Infrastructure Dev't	Fence CHPS Compound	GWMA	-	CHPS Compound Fenced	X	X	X	X	670,500.00			Works	Health Director
10.	Infrastructure Delivery & mgt	Infrastructure Dev't	Construct Clinic, Mayera	Mayera	-	Health Center Renovated	X	X	X	X	532,114.44			Works	Health Director

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11.	Infrastructure Delivery & mgt	Infrastructure Dev't	Construct 3 unit classroom block	Mpehuasem	-	a completely built 3 unit classroom block	X	X	X		458,442.90			Works	Education
12.	Infrastructure Delivery & mgt	Infrastructure Dev't	Construct 2-Storey 12 Unit Classroom Block with Office, Store and Library	Adjen Kotoko	-	Built 2-Storey 12 Unit Classroom Block with Office, Store and Library	X	X	X	X	697,070.00			Works	Education
URBAN ROADS															
13.	Infrastructure development and management	Infrastructure Dev't	Grade and soft spot improvement of selected roads	Selected communities	80km	65km of road graded		X		X	900,000			Urban Roads	GWMA
14.		Infrastructure Dev't	Desilt selected drains	Selected communities	2.2km	Drains desilted		X			75,000.00			Urban Roads	GWMA
15.		Infrastructure Dev't	Minor Drainage repairs (Phase 1)	Sapeiman	1.0	Minor drains repaired			X	X	200,000			Urban Roads	GWMA
NADMO															
16.	Environmental Mgt.	Disaster prevention & Mgt.	Organize sensitization and educational programmes on disaster risk reduction in communities in the municipality on (fire safety, disease and pest infestation, & flood risk reduction)	Zonal Council Areas; Mayera, Ayikai Doblo, Kotoku, Amasaman & Manhean	-	education and sensitization successful	X		X	X	15,000.00			NADMO	GNFS, GWMA
17.	Environmental Mgt.	Disaster prevention & Mgt.	Monitor and conduct periodic inspection and identification of hazards and report to management for action to be taken. Map all hazards in the municipality.	Zonal Council Areas; Mayera, Ayikai Doblo, Kotoku, Amasaman & Manhean	-	Periodic inspection and identification of hazards conducted	X	X	X	X	15,000.00			NADMO	GNFS, Works Dept., Env'tal Health

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18.	Environmental Mgt.	Disaster prevention & Mgt.	Meeting of the Municipal Disaster Management Committee to review the Municipal Disaster Preparedness Plan	municipal wide	-	MDMC meeting held and disaster preparedness plan prepared		X	X			16,200.00		NADMO	Stakeholders
19.	Environmental Mgt.	Disaster prevention & Mgt.	Mobilize logistics for disaster operations and relief efforts from the municipal Assembly and NADMO headquarters	municipal wide	-	Logistics for disaster operations mobilized	X		X		80,000			NADMO	GWMA, NADMO HQ
20.	Environmental Mgt.	Disaster prevention & Mgt.	Under take tree planting exercise across the Municipality	Zonal Council Areas	-	Variety of trees planted		X	X			7,986.00		NADMO	GWMA
21.	Mgt. & Admin	Human Resource	Embark on capacity building training for staff	GWMA	-	NADMO staff trained		X	X		4,719.00			NADMO	GWMA
HUMAN RESOURCE															
22.	Mgt. & Admin	Human Resource Management	Produce and Distribute Staff Branded T-Shirt or Cloth for Staff	GWMA	-	All GoG and IGF Staff of the Assembly	X	X	X	X		12,000.00		HR Dept.	HR Dept./ Procurement
23.	Mgt. & Admin	Human Resource Management	Train selected staff on Financial Management and Budget guidelines	GWMA	-	Thirty (30) Finance, Budget and Internal Officers to be trained	X	X	X	X	15,000.00			HR Dept.	HR Dept. / Finance / Budget /Audi
24.	Mgt. & Admin	Human Resource Management	Train Secretaries and Client Service Officer on Advanced Customer Service for	GWMA	-	All Secretaries and Client Service Officer to be trained					10,000.00			HR Dept.	HR Dept./ Heads of Depts.
25.	Mgt. & Admin	Human Resource Management	Train newly inaugurated Assembly members, Heads of Departments/Units and Zonal Councils	GWMA	-	All Newly inaugurated Hon. Assembly members and HoDs to be trained	X	X	X	X	12,000.00			HR Dept.	Heads of Depts.
26.	Mgt. & Admin	Human Resource Management	Visit to all the four (4) Zonal Councils and Departments/Units to audit	GWMA	-	4 Zonal Councils / 17 Departments visited and audited	X	X	X	X		5,000.00		HR Dept.	Heads of Depts./Units / Zonal Councils

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			staff attendance and work performance												
27.	Mgt. & Admin	Human Resource	Train staff on Scheme of Service and LGS protocols	GWMA	-	180 staff	X	X	X	X	20,000.00			HR Dept.	Heads of Depts./Units / Zonal Councils
28.	Mgt. & Admin	Human Resource	Train revenue collectors in revenue mobilization skills and processes	GWMA	-	50 Revenue collectors to be trained	X	X	X	X	9,000.00			HR Dept.	Finance Department
29.	Mgt. & Admin	Human Resource	Organize 2 Staff durbars	GWMA	-	Two hundred (200) staff			X	X	4,000.00			HR Dept.	Heads of Depts./Units / Zonal Councils
30.	Mgt. & Admin	Human Resource	Organize monthly Validation of Staff (E-SPV)	HR Department	-	One Hundred and Fifty-five (155) Staff validated	X	X	X	X	2,000.00			HR Unit	Heads of Depts./Units / Zonal Councils
31.	Mgt. & Admin	Human Resource	Update of Staff Database Weekly	HR Department	-	Total and Current No. of both GoG and IGF Staff updated under HRMIS	X	X	X	X	2,000.00			HR Dept.	Heads of Depts.
32.	Mgt. & Admin	Human Resource	Organize orientation for NSS	GWMA	-	Total no. of NSS Personnel				X	6,000.00			HR Dept.	Heads of Depts./Units / Zonal Councils
33.	Mgt. & Admin	Human Resource	End of Service Allowance for NSS Personnel	GWMA	-	Total no. of NSS Personnel admitted to the City Hall			X		9,000.00			HR Dept.	Heads of Depts./Units / Zonal Councils
34.	Mgt. & Admin	Human Resource	Organize end of year staff motivation and awards day	GWMA	-	Qualified staff				X	25,000.00			HR Dept.	Heads of Depts./Units / Zonal Councils
35.	Mgt. & Admin	Human Resource	Ensure staff attends External Workshops / Demand Driven Progs. / Certificate in Public Administration/Diploma in Public Administration and	ILGS/GI MPA/PR AAD	-	Administrative Officers and Other Categories of Staff who qualify	X	X	X	X	20,000.00	12,000.00		HR Dept.	Heads of Depts./Units / Zonal Councils

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			Other Related Courses and Programs												
TRANSPORT DEPARTMENT															
36.	Infrastructure delivery and management	Urban Roads and Transport Services	Develop Manage and update database on Public transport operations/ services in the Municipality	All Lorry Stations	55	Database on transport operations updated and managed	X	X	X	X		800.00		Dep't of Transport	Transport Union
37.	Infrastructure delivery and management	Urban Roads and Transport Services	Organize 4 No. meetings with 60 public transport operator entities on relevant public transport issues	Municipal wide	2	Meetings with 60 operators organized	X	X	X	X		13,720.00		Dep't of Transport	GWMA
38.	Infrastructure delivery and management	Urban Roads and Transport Services	Institute and carry out 2 enforcement monitoring schedules at terminals for compliance of permit conditions/transport operational by laws	All Terminals	2	Enforcement monitoring schedules at terminals carried out	X	X	X	X		7,080.00		Dep't of Transport	Municipal Guards
39.	Infrastructure delivery and management	Urban Roads and Transport Services	Organize 2No. Road Safety education programmes for drivers and pedestrians in the Municipality	Municipal wide	2	2No. Road Safety education programmes for drivers and pedestrians organized	X	X	X	X		7,100.00		Dep't of Transport	NRSA
40.	Infrastructure delivery and management	Urban Roads and Transport Services	Undertake the Routine Maintenance of terminals within Ga West Municipality	Municipal wide	0	terminals maintained within Ga West Municipality	X	X	X	X		180,000.00		Dep't of Transport	Works Dep't
41.	Infrastructure delivery and management	Urban Roads and Transport Services	Upgrade on Lorry Station	Amasaman	1	Amasaman Lorry Terminal Upgraded			X			300,000.00		Dep't of Transport	Works Dep't
42.	Infrastructure delivery and management	Urban Roads and Transport Services	Carry Out Outreach sales of commercial transport revenue items	Municipal wide	5	Outreach sales of commercial transport revenue items Carried out	X	X	X	X		6,400.00		Dep't of Transport	Municipal Finance Dep't
43.	Infrastructure delivery and management	Urban Roads and Transport Services	Clear Walkaways and Bicycle paths	Amasaman	2	Walkaways and Bicycle paths Cleared	X	X	X	X		2,500.00		Dep't of Transport	Works Dep't
BAC															

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44.	Economic development	Trade industry and Tourism Services	Organize Business Counselling for SMEs	Amasaman	-	200 businesses counselled	X	X	X	X		4,000	5,000	BAC	GWMA
45.	Economic Development	Trade industry and Tourism Services	Organize four quarterly LED committee meetings	Amasaman	-	4 meetings organized	X	X	X	X		17,840		BAC	GWMA
46.	Economic development	Trade industry and Tourism Services	Organize 2No. business forum	Municipal Wide	-	2 No. business forum organized		X		X		20000		BAC	GWMA
47.	Economic development	Trade industry and Tourism Services	Organize technical Training in Leather Works	Amasaman	0	20 PWD/Shoemakers trained in Leather works			X			12000		BAC	GWMA
48.	Economic development	Trade industry and Tourism Services	Organize technical training in Millinery work	Municipal wide	0	20 hairdressers trained in Millinery work			X			9500		BAC	GWMA
49.	Economic development	Trade industry and Tourism Services	Organize entrepreneurship management training	Amasaman	2	25 hairdressers trained in entrepreneurship		X				5500		BAC	GWMA
50.	Economic development	Trade industry and Tourism Services	Facilitate Ghana Jobs and Skills Project(GJSP)	Municipal wide	0	100 participants received entrepreneurship and capacity building trainings	X	X	X	X			0.00	BAC	GEA
51.	Economic development	Trade industry and Tourism Services	Facilitate NVTI Examination	Municipal wide	2	50 artisans undertake NVTI exams		X	X				0.00	BAC	NVTI
AGRICULTURE															
52.	Economic Development	Agric Dep't	Carry out Farm and Home visits	Municipal Wide	-	1,760 farm and home visited.	X	X	X	X	25,800			Dep't of Agric	GWMA
53.	Economic Development	Agric Dep't	Train 35 No. farmers and 5 No. AEAs on socio economic and food security dimensions of climate change in agriculture	Municipal Wide	-	35 No. farmers and 5 No. AEAs trained on socio economic and food security dimensions of climate change in agriculture		X				4,650.000		Dep't of Agric	GWMA, Other stakeholders

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54.	Economic Development	Agric Dep't	Organize Stakeholders forum for 25 No. livestock farmers and 5No. AEAs	Municipal wide		Stakeholders' forum organized for 5 no. AEAs and 25 No. livestock farmers	X					3,625.00		Dep't of Agric	GWMA, Other stakeholders
55.	Economic Development	Agric Dep't	Organize stakeholders forum for 25 No. chilli pepper farmers, processors and marketers and 5AEAs	Municipal Wide		stakeholders forum organized for 25 No. chilli pepper farmers, processors and marketers and 5AEAs		X				3,625.00		Dep't of Agric	GWMA
56.	Economic Development	Agric Dep't	Train 30 No. women and 5 No. AEAs in sweet potato processing	Municipal Wide	-	30 No. women and 5 No. AEAs trained in sweet potato processing			X			5,103.00		Dep't of Agric	GWMA, Other stakeholders
57.	Economic Development	Agric Dep't	Train and link 5 No. AEAs and 25 No. poultry farmers with marketers and processors	Municipal Wide	-	25 poultry farmers and e No. AEAs trained and linked with marketers and processors			X			3,625.00		Dep't of Agric	GWMA
58.	Economic Development	Agric Dep't	Train 35 No. women and 5 No. AEAs in soya processing and utilization	Municipal Wide	-	35 women and 5No. AEAs trained in soya processing, utilization and marketing				X		5,507.00		Dep't of Agric	GWMA
59.	Economic Development	Agric Dep't	Vaccinate 558 pets against Rabies	Municipal Wide	-	558 Pets and livestock vaccinated			X			14,520		Dep't of Agric	GWMA
60.	Economic Development	Agric Dep't	Organize Farmers Day Celebration	Municipal Wide	-	Farmers day celebrated				X		80,000		Dep't of Agric	GWMA, Other stakeholders
SOCIAL WELFARE AND COMMUNITY DEVELOPMENT															
61.	Social Services Delivery	Soc. Welfare & Com. Dev't	Hold mediation to address issues of family reconciliation, Maintenance, Family Welfare,	Municipal wide	-	Child protection cases managed	X	X	X	X			38,400.00	SWCD	DOVVSU

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			Abandoned/Missing/Unaccompanied Children, Custody and Access												
62.	Social Services Delivery	Soc. Welfare & Com. Dev't	Handle Case Management Referrals to and from relevant Partners for resolution (ISSOP)	Municipal wide		No. of cases managed	X	X	X	X	2,000			SWCD	DOVVSU, Legal Aid, Family Tribunal, Hospitals, Court, RHC
63.	Social Services Delivery	Soc. Welfare & Com. Dev't	Monitor and Evaluate the operation of 4 residential homes for children(RHC)	Municipal wide	-	Operation of 4 orphanages monitored and evaluated	X	X	X	X			2000	SWCD	Assembly Members
64.	Social Services Delivery	Soc. Welfare & Com. Dev't	Organize Adult Education and sensitization for communities on child and family welfare policy, justice for Children (child protection, child marriage and teenage pregnancy)	Municipal wide	-	Study group meetings organized in selected communities	X	X	X	X	2500		2500	SWCD	Assembly Members
65.	Social Services Delivery	Soc. Welfare & Com. Dev't	Organize capacity building for selected proprietors and proprietress & staff of Early Development Centres	Municipal wide	-	Participant were trained in case management forms particularly the Care Plan Template	X	X	X	X	10,000			SWCD	DOVVSU, Early Childhood Centres
66.	Social Services Delivery	Soc. Welfare & Com. Dev't	Monitor all disbursements of LEAP payment by December 2024	Municipal wide	-	LEAP payment monitored	X	X	X	X	5,000			SWCD	NGOs
67.	Social Services Delivery	Soc. Welfare & Com. Dev't	Monitor Early Childhood Development Centres	Municipal wide	-	selected Early Childhood Development Centres monitored	X	X	X	X			2000	SWCD	GWMA
68.	Social Services Delivery	Soc. Welfare & Com. Dev't	Register new PWD's, Conduct Social Enquiries & Disburse items with support from the disability fund	municipal wide	-	No. of new PWDs registered and supported	X	X	X	X	8,400			SWCD	DFMC

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69.	Social Services Delivery	Soc. Welfare & Com. Dev't	Organize Business management training for PWDs (capacity building) and Monitor PWD start-ups for the previous year	Municipal wide	-	PWDs trained and Startups monitored	X	X	X	X	1000			SWCD	GWMA
70.	Social Services Delivery	Soc. Welfare & Com. Dev't	Facilitate NHIA Registration and Renewal for PWDs and LEAP Beneficiaries	municipal wide	-	NHIS registration for PWDs and LEAP beneficiaries renewed	X	X	X	X			2000	SWCD	NHIA
71.	Social Services Delivery	Soc. Welfare & Com. Dev't	Organize 4 quarterly Disability Fund Management Fund	GWMA	-	4 quarterly Disability Fund Management Fund organized	X	X	X	X	4000			SWCD	GWMA
72.	Social Services Delivery	Soc. Welfare & Com. Dev't	Undertake home visits in selected communities	Municipal wide	-	Home visits undertaken	X	X	X	X		5000		SWCD	GWMA
73.	Social Services Delivery	Soc. Welfare & Com. Dev't	Collaborate with NGOs and other partners to expedite programs centered on SGBV (Extension Services)	Municipal wide	-	NGOs co	X	X	X	X	4,000			SWCD	NGOs
74.	Social Services Delivery	Soc. Welfare & Com. Dev't	Organize training in income generation to develop entrepreneurial skills of PWDs and selected women's groups in the Municipality	Municipal wide	-	Capacity of PWDs and women built in income generating skills				X	20,000			SWCD	NGOs
HEALTH															
75.	Social Service Delivery	Public Health Services and Management	Reroof Municipal Cold Room	MHD	-	Municipal Cold Room reroofed	X					300,000		MHD	Partners
76.	Social Services Delivery	Public Health Services and Management	Organize My First Day at School screening for pupils	8 Basic schools	-	My First Day at School screening organized	X	X			4,500			MHD	Partners

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77.	Social Services Delivery	Public Health Services and Management	construct a 50 seater waiting area for students at the Municipal Health Directorate	MHD	-	50 seater waiting area for students constructed		X	X	X		300,000		MHD	Partners
78.	Social Services Delivery	Public Health Services and Management	organize 4 advocacy meetings on prevailing health issues	MHD	-	Public Health Emergency meetings organized	X	X			16,400			MHD	GWMA Partners
79.	Social Services Delivery	Public Health Services and Management	Monitor and control malaria activities	All sub districts	-	Malaria activities monitored and controlled	X	X	X	X	25,200			MHD	Partners
80.	Social Services Delivery	Public Health Services and Management	Construct 5 Community Wellness Centres	Municipal wide	-	5 community wellness centres constructed	X	X	X	X				MHD	Partners
81.	Social Services Delivery	Public Health Services and Management	Celebrate 3 Health days World TB day	Municipal wide	-	World TB day organized		X			15,260			MHD	Partners
82.	Social Services Delivery	Public Health Services and Management	Sponsor MDHS for Annual General Conference of Directors	MHD	-	Community wellness centre constructed	X	X	X	X	4,100			MHD	Partners
83.	Social Services Delivery	Public Health Services and Management	Wall health facilities	Mayera, Oduman, Amasaman, Kotoku		Health facilities walled	X	X	X	X		250,000		MHD	Partners
84.	Social Services Delivery	Public Health Services and Management	Procure furniture for Offices	MHD Achiama Akraman CHPS Adusa CHPS		Office furniture procured	X	X	X	X	34000			MHD	Partners
ENVIRONMENTAL HEALTH															

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85.	Social Services Delivery	Environmental Health and Sanitation Services	Evacuation of refuse heap	Municipal wide	3	Refuse heap evacuated	X	X	X	X		74,000		Env'tal Health	GWMA, Zoomlion
86.	Social Services Delivery	Environmental Health and Sanitation Services	Organize 12No monthly cleanup exercises	municipal wide	-	12 No. monthly cleanup exercise Organized			X	X		52,800		Env'tal Health	GWMA, Traditional Authority, Assembly Members
87.	Social Services Delivery	Environmental Health and Sanitation Services	Organize Public education and sensitization on hygiene and good health practices.	Selected Communities	-	Public education and sensitization on hygiene for food vendors/ handlers organized			X	X		15,610		Env'tal Health	GWMA
88.	Social Services Delivery	Environmental Health and Sanitation Services	Clean-up the Central Business District	Amasaman	60%	central business district cleaned	X	X	X	X		2,400		Env'tal Health	GWMA
89.	Social Services Delivery	Environmental Health and Sanitation Services	Monitor, sensitize and regulate private cemeteries	Municipal wide	50%	Private cemeteries and monitored and regulated	X	X	X	X		4,650		Env'tal Health	GWMA
90.	Social Services Delivery	Environmental Health and Sanitation Services	Inspection of all premises and supervision of the construction of household latrines	Municipal wide	6370	All premises inspected	X	X	X			13,000		Env'tal Health	GWMA
91.	Social Services Delivery	Environmental Health and Sanitation Services	Ensure proper Municipal Solid Waste Management(collection, transportation and disposal)	Municipal wide	50,543, 127.8 tons	Municipal Solid Waste Management ensured	X	X	X	X		38,400		Env'tal Health	GWMA
92.	Social Services Delivery	Environmental Health and Sanitation Services	Update MESSAP	Municipal wide	-	MESSAP updated	X	X	X	X		17,200		Env'tal Health	GWMA
93.	Social Services Delivery	Environmental Health and Sanitation Services	Control noise pollution and purchase dosimeter	municipal wide	20%	Noise pollution controlled	X	X	X	X		3,420		Env'tal Health	GWMA

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94.	Social Services Delivery	Environmental Health and Sanitation Services	Pest and vector control, disinfestation/disinfection of potential source of infection	Municipal wide	70%	Pest and vector controlled, disinfected	X	X	X	X		15,600		Env'tal Health	GWMA
95.	Social Services Delivery	Environmental Health and Sanitation Services	Burial of 5 No. pauper/unknown dead bodies	Municipal wide	-	5No. Paupers buried	X	X	X	X		17,200		Env'tal Health	GWMA, Ghana Police
96.	Social Services Delivery	Environmental Health and Sanitation Services	Control Stray animals	Municipal wide	40	Stray animals controlled	X	X	X	X		7,750		Env'tal Health	GWMA
97.	Social Services Delivery	Environmental Health and Sanitation Services	Enforce Assembly's by-laws on sanitation	Amasaman	49	Assembly's by-laws enforced	X	X	X	X		6,300		Env'tal Health	GWMA
98.	Social Services Delivery	Environmental Health and Sanitation Services	Monitor waste service providers	Municipal wide		Waste service providers monitored	X	X	X	X		3,200		Env'tal Health	GWMA
PHYSICAL PLANNING															
99.	Infrastructure development and management	Streamline Spatial Planning and land use	Organize 12No technical sub-committee meetings and field visits	Assembly	-	12 meetings and field visits organized	X	X	X	X		83,100		PPD	GWMA
100.	Infrastructure development and management		Conduct Monitoring and evaluation field visits	Selected communities	-	M&E visits carried out	X	X	X	X	16,900			PPD	GWMA
101.	Infrastructure development and management		Preparation of two Local plans	municipality	-	One (1) new Planning Schemes prepared and one (1) existing ones revised	X	X	X	X	100,000			PPD	GWMA
102.	Infrastructure development		Organize 12 Spatial Planning committee meetings	Selected communities	-	12 meeting organized	X	X	X	X		157,320.00		PPD	GWMA

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	and management														
103.	Infrastructure development and management		Visit to the field by technical officers	Selected communities	-	12 field visits	X	X	X	X		33,000		PPD	GWMA
104.	Infrastructure development and management		Prepare Assembly's land documents	Assembly	-	assembly land document prepared	X	X	X	X	50,000			PPD	GWMA
105.	Infrastructure development and management		Street naming and property address system (SNAPAS)	Selected areas within the municipality	-	All houses within selected communities numbered	X	X	X	X	15,940.00			PPD	GWMA
106.	Infrastructure development and management	Streamline Spatial Planning and land use	Install Street naming and house numbering Sign post	Municipal wide	-	Sign post installed	X	X	X	X	230,000			PPD	GWMA
PARKS AND GARDENS															
107.	Environmental and Sanitation Management	Disaster prevention and management	Carry out educational awareness on tree planting, supply and plant three seedlings in five Educational Institutions	Municipal wide		Seedlings supplied to 5 Educational Institutions and Health Directorate		X	X			4,600		Parks and Gardens	GWMA
108.	Infrastructure development and management	Streamline Spatial Planning and land use	Routine maintenance of trees in selected areas	Selected location	-	All selected areas maintained	X	X	X	X		10,976		Parks and gardens	GWMA
109.	Infrastructure development and management	Streamline Spatial Planning and land use	Undertake landscape activities	Municipal Wide	-	2 official bungalows landscaped		X	X			10,120		Parks and gardens	GWMA
110.	Environmental and Sanitation Management	Disaster prevention and management	Maintain horticultural nursery to generate revenue	Municipal Wide	-	30 people patronized the nursery	X	X	X	X		10,900		Parks and gardens	GWMA
111.	Environmental and	Disaster prevention and management	Embark on tree planting exercise to combat effect of global warming	Municipal wide	-	Tree planting exercise carried out		X	X	X		5,500		Parks and gardens	NADMO, forestry

NO.	Programmes	Sub-programmes	Projects/ Activities	Location	Baseline	Output	Quarterly time schedule				Indicative Budget			Implementing Agencies	
							Q1	Q2	Q3	Q4	GoG	IGF	Donor	Lead	Collaborating
	Sanitation Management														
ADMINISTRATION															
112.	Mgt. & Admin	General Administration	Organize statutory meetings and other committee meetings	Municipal Wide	-	statutory meetings organized	X	X	X	X		910,610		Admin	GWMA
113.	Mgt & Admin.	General Administration	Handle correspondence	Municipal Wide	-	Correspondence handled	X	X	X	X		4,820		Admin	GWMA
114.	Mgt. & Admin	General Administration	Support Zonal council to perform functions	Selected location	-	logistics provided	X	X	X	X		12,680		Admin	GWMA
115.	Mgt & Admin.	General Administration	Compilation of reports and records management	GWMA	-	records compiled	X	X	X	X		7000		Admin	GWMA
116.	Mgt. & Admin	General Administration	Celebration of national days		-	2 national days celebrated	X	X	X	X		80,000		Admin	GWMA
117.	Mgt. & Admin	General Administration	organize meetings for the Substructures	GWMA	4	Substructure meetings held	X	X	X	X		14,700		Administration	Zonal Councils
118.	Mgt & Admin.	Gen. Admin	Organize periodic MCE's engagement in selected Communities	Selected location	-	Meetings Organized	X	X	X	X		45,000		PRO	GWMA
119.	Mgt & Admin.	Gen. Admin	Maintenance of official vehicle	GWMA	-	Official vehicles maintained	X	X	X	X		5,445.00		Transport Unit	GWMA
DEVELOPMENT PLANNING															
120.	Mgt. & Admin	Planning, Budgeting, Monitoring & Evaluation	Organize monthly Monitoring visits to project sites	Selected location	-	monitoring and evaluation exercises organized	X	X	X	X		95,500		Dev't planning	GWMA
121.	Mgt. & Admin	Planning, Budgeting, Monitoring & Evaluation	Organize quarterly MPCU meetings	GWMA	-	4No. MPCU meetings Organized	X	X	X	X		20,000		Dev't planning	MPCU
122.	Mgt. & Admin	Planning, Budgeting, Monitoring & Evaluation	Organize 2no Town hall meetings	GWMA	-	2no. Town hall meetings Organized		X		X		22,800		Dev't planning	MPCU
123.	Mgt. & Admin	Planning, Budgeting,	Prepare annual and 4 quarterly progress report	GWMA	-	Quarterly and annual progress	X	X	X	X		25,000		Dev't planning	MPCU

NO.	Programmes	Sub-programmes	Projects/ Activities	Location	Baseline	Output	Quarterly time schedule				Indicative Budget			Implementing Agencies	
							Q1	Q2	Q3	Q4	GoG	IGF	Donor	Lead	Collaborating
		Monitoring & Evaluation				report prepared and submitted									
124.	Mgt. & Admin	Planning, Budgeting, Monitoring & Evaluation	Organize two inter-sectoral meetings	GWMA	2	Two inter-sectoral meetings organized		X		X		9,640		Dev't planning	MPCU
125.	Mgt. & Admin	Planning, Budgeting, Monitoring & Evaluation	Review 2024AAP and prepare 2025 Annual Action Plan	GWMA	1	2024 AAP reviewed			X	X		20,320		Dev't planning	MPCU
126.	Mgt. & Admin	Planning, Budgeting, Monitoring & Evaluation	Implement GARID activities		-	GARID activities implemented		X			500,000.00			Dev't planning	GWMA
127.	Mgt. & Admin	Planning, Budgeting, Monitoring & Evaluation	Populate all trackers on the District Development Data Platform (DDDP)	GWMA	10	All trackers on DDDP populated	X	X	X	X		10,000		Dev't planning	MPCU
MIS															
128.	Mgt & Admin.	Gen. Admin	Maintain and Service all Computers (Give IT Support)	GWMA	-	Items procured	X	X	X	X		25,000		MIS	GWMA
129.	Mgt. & Admin	Gen. Admin	Printing of BOP bills	GWMA	-	BOP 1,557. Property rate 5,147 Large rate 207	X	X				10,000		MIS	Budget, Finance & Audit
130.	Mgt. & Admin	Gen. Admin	Install and update Anti-Virus	GWMA	-	Installation and update of Anti-Virus	X					16,000		MIS	Central Administration
131.	Mgt. & Admin	Gen. Admin	Provide monthly subscription for Internet Service	GWMA	-	Monthly subscription of Data Bundle	X	X	X	X		22,200		MIS	Central Administration
132.	Mgt. & Admin	Gen. Admin	Update Assembly website monthly	GWMA	-	GWMA Monthly Website update	X	X	X	X		2000		MIS	PRO, GWMA
133.	Mgt. & Admin	Gen. Admin	Annual renewal of Assembly's website fee	GWMA	-	Annual Hosting Fee Of Assembly Website By NITA				X		4,000		MIS	NITA

NATIONAL YOUTH AUTHORITY

NO.	Programmes	Sub-programmes	Projects/ Activities	Location	Baseline	Output	Quarterly time schedule				Indicative Budget			Implementing Agencies	
							Q1	Q2	Q3	Q4	GoG	IGF	Donor	Lead	Collaborating
134.	Social service delivery	Education, Youth and Sports service	Undertake a 3-day sensitization programme on mental health in 5 schools	Amasaman, Mayera, Kpobikope, Sapeima, Kutunse	400	350 students will be reached out to spread awareness on mental health	X	X	X	X	4,000	3,500		NYA	Ghana Health Service
135.	Social service delivery	Education, Youth and Sports service	Organize a 2-day comprehensive education on Adolescent Sexual and Reproductive Health	Municipal wide	200	200 youth will be sensitized on adolescent reproductive health	X	X	X	X	3,500	2,000		NYA	Ghana Health Service
136.	Social service delivery	Education, Youth and Sports service	To organize a one day Youth Parliamentary Sitting	Assembly Hall	1	Talk by a resource person on parliamentary proceedings and recommendations to challenges facing the youth.	X	X	X	X	4,500	3,000		NYA	NYA/NCCE
YOUTH EMPLOYMENT AGENCY															
137.	Social Services Delivery	Human development	Registration of Youth groups	Municipal wide	-	youth groups registered	X	X			2,600			YEA	GWMA
138.	Social Services Delivery	Educ. & Youth Dev't	Monitor beneficiaries	Municipal wide	-	beneficiaries monitored	X	X			4,500			YEA	GWMA
139.	Social Services Delivery	Educ. & Youth Dev't	Organize training for existing beneficiaries in various modules in all programmes	Selected communities	-	beneficiaries trained in various modules	X	X			2,600			YEA	GWMA
140.	Social Services Delivery	Educ. & Youth Dev't	organize 2 community engagement to promote of YEA	Municipal wide	0	community engagement organized	X	X	X	X	2,500			YEA	GWMA
EDUCATION															
141.	Social Services Delivery	Education, youth and Sports and library services	Organize STMIE clinics annually	Municipal wide		Annual STMIE organized	X		X		10,000			Education	GES

NO.	Programmes	Sub-programmes	Projects/ Activities	Location	Baseline	Output	Quarterly time schedule				Indicative Budget			Implementing Agencies	
							Q1	Q2	Q3	Q4	GoG	IGF	Donor	Lead	Collaborating
142.	Social Services Delivery	Educ. & Youth Dev't	Organize my first day at school for new entrants to KG1 in the Municipality	Selected schools		Municipal Education Annual Review Organized	X				20,000			Education	GWMA
143.	Social Services Delivery	Educ. & Youth Dev't	Conduct municipal MOCK examination and BECE(W.A.E.C)	Selected schools		The Disadvantage in society prioritized	X	X	X	X	30,000			Education	Exams Coordinator,
144.	Social Services Delivery	Educ. & Youth Dev't	Train and build capacity of SMC's, PTA's and Circuit Supervisors on SPIP, SPAM, SRCs, gender sensitive education and special needs education.	Municipal wide		40 participants trained on SPIP, SPAM, SRCs, gender sensitive education and special needs education	X				15,000			Education	GES
145.	Social Services Delivery	Educ. & Youth Dev't	Organize quarterly DEOC meetings.	Municipal wide		Municipal Education Annual Review Organized	X	X	X	X				Education	GWMA
146.	Social Services Delivery	Educ. & Youth Dev't	Organize intra-schools and inter-schools sports and athletic competitions	Municipal wide		intra-schools and inter-schools sports and athletic competitions organized		X	X					Physical Education	GES
147.	Social Services Delivery	Educ. & Youth Dev't	Facilitate the provision of free quality meals for pupils	Municipal wide		Free quality meals provided for pupils	X	X	X	X				Education	School Feeding Secretariat
148.	Social Services Delivery	Educ. & Youth Dev't	Organize de-worming programme in school	municipal wide		De-worming programme organized			X					Education	Science Coordinator, Health Directorate
149.	Social Services Delivery	Educ. & Youth Dev't	Conduct regular and comprehensive inspection of schools	municipal wide	-	Schools inspected	X	X	X	X				Education	GES
150.	Social Services Delivery	Educ. & Youth Dev't	Organize orientation workshop and training for identified stakeholders (PTAs, SMCs, Community members, Gov't agencies, CSOs, CBOs, NGOs, SISO etc) in EIE	municipal wide	-	workshops Organized for identified stakeholders	X	X	X	X				Director of Education	GES

NO.	Programmes	Sub-programmes	Projects/ Activities	Location	Baseline	Output	Quarterly time schedule				Indicative Budget			Implementing Agencies	
							Q1	Q2	Q3	Q4	GoG	IGF	Donor	Lead	Collaborating
151.	Social Services Delivery	Educ. & Youth Dev't	Organize School and community SPAM and SPAM Meetings	municipal wide	-	SPAMs durbars organized			X		10,000			Education	GES
152.	Social Services Delivery	Education , youth and Sports and library services	Organize enrolment drives in Communities for right age	municipal wide	-	Enrolment drive organized	X							Education	GWMA
153.	Mgt. & Admin	Planning, Budgeting, Monitoring & Evaluation	Organize capacity workshop on IT, new curricula and emergency preparedness for teachers	municipal wide	-	Teachers trained on new curricula and IT	X	X	X	X				Education	EMIS,GWMA
154.	Social Services Delivery	Education , youth and Sports and library services	Assess teachers and award best teacher	municipal wide	-	Best teacher, worker and school awarded	X			X				Education	Sports Coordinator, GWMA
155.	Social Services Delivery	Education , youth and Sports and library services	Organize INSET for head teachers and teachers for professional development	municipal wide	-	Improve the effectiveness of Teacher Preparation, upgrading and development			X	X				Education	GES
156.	Social Services Delivery	Education , youth and Sports and library services	Provide guidance and counselling training and services	Municipal wide	-	Counselling and guidance service provide for students	X	X	X	X				Education	GWMA
157.	Social Services Delivery	Education , youth and Sports and library services	Conduct regular monitoring and inspection of schools	Municipal wide	-	Schools inspected and monitored	X	X	X	X				Education	Guidance & Counselling Coordinator, GWMA
158.	Social Services Delivery	Education , youth and Sports and library services	Organize quizzes and debates competitions among schools	Municipal wide	-	Competitions organized for schools			X					Education	GES,GWMA
159.	Social Services Delivery	Education , youth and Sports and library services	Provide training in special education needs (SEN) for teachers and monitor children with special needs	Municipal wide	-	Teachers trained on SEN			X					Education	GES, GWMA
160.	Social Services Delivery	Education , youth and	Rehabilitate office buildings	Education office	-	Office building rehabilitated				X				Education	GWMA

NO.	Programmes	Sub-programmes	Projects/ Activities	Location	Baseline	Output	Quarterly time schedule				Indicative Budget			Implementing Agencies	
							Q1	Q2	Q3	Q4	GoG	IGF	Donor	Lead	Collaborating
		Sports and library services													
161.	Social Services Delivery	Education , youth and Sports and library services	Support the development of SPIP and SPPP in all schools.	Municipal wide	-	the development of SPIP and SPPP in all schools supported				X	250,000			Education	GES
NCCE															
162.	Social service delivery	Social Services	Organize parliamentary debate	Municipal wide	-	Parliamentary debate organized				X		3,625		NCCE	GWMA
163.	Social service delivery	Social Services	Undertake 2024 general election voter education	Municipal wide	-	familiarization tour organized to educate communities		X	X	X		2,300		NCCE	GWMA
FINANCE															
164.	Mgt. & Admin	Finance and Audit	Prepare, validate and submit monthly, quarterly and annual financial statements	Municipal Wide		Monthly, quarterly and annual financial reports prepared and submitted	X	X	X	X		5,000		Finance	GWMA
165.	Mgt. & Admin	Finance and Audit	Prepare and implement RIAP	Amasaman		Data collection on business operating permit undertaken	X	X	X	X		30,000		Finance	MPCU
166.	Mgt. & Admin	Finance and Audit	Train 12 Accounts Staff on GIFMIS, Excel and twice a year	Amasaman GWMA	0	12 Accounting staff have been trained on GIFMIS, Excel and PFM act	X		X			7,310		Finance	HR
BIRTH AND DEATH															
167.	social service delivery	Birth and Deaths	Manage and co-ordinate registration at the various registries	Municipal wide		Quality of service at the various centers have been improved	X	X	X	X	2,950			Birth and Deaths	GWMA
168.	Birth and Deaths registration services	Birth and Deaths registration services	Awareness creation and sensitization workshops and capacity building in Birth and Death's registration	Municipal wide		Awareness created	X	X	X	X	2,950			Birth and Deaths	GWMA

NO.	Programmes	Sub-programmes	Projects/ Activities	Location	Baseline	Output	Quarterly time schedule				Indicative Budget			Implementing Agencies	
							Q1	Q2	Q3	Q4	GoG	IGF	Donor	Lead	Collaborating
169.	Birth and Deaths registration services	Birth and Deaths registration services	Open New Registries(Birth registration Centers) at Zonal councils	Municipal wide		Yes. Created at zonal councils	X	X	X	X	2,950			Birth and Deaths	GWMA
170.	Birth and Deaths registration services	Birth and Deaths registration services	Embark on mass birth registration exercise	Municipal wide		Enhanced registration of new born babies.	X	X	X	X	6,000			Birth and Deaths	GWMA
STATISTICS															
171.	Mgt. & Admin	Planning, Budgeting, Monitoring & Evaluation	Assist in the collection of verification of BOP Data	Municipal wide		BOP data collected		X	X			19,700		STATS	GWMA
172.	Social service	Human development	Collect monthly data on prices of goods and services	Municipal wide		% increment of goods and services within Ga West		X	X	X	6000			STATS	GWMA
173.	Mgt. & Admin	Planning, Budgeting, Monitoring & Evaluation	Assist in the analysis of Bill Payment	Municipal wide		Bill Payment analyzed	X	X	X					STATS	GWMA
CULTURE															
174.	Economic Development	Trade, Tourism & Industrial Dev't	Create awareness of tourism potentials in the Municipality	GWMA	1	Awareness of tourism potentials crated			X			7,050		CNC	GWMA
175.	Economic Development	Trade, Tourism & Industrial Dev't	Organize a Cultural Troupe and Visual Arts from the Municipality to participate in Regional Festivals of Arts and Culture	GWMA	0	A Cultural Troupe and Visual Arts from the Municipality to participate in Regional Festivals of Arts and Culture organized		X				4,550		CNC	GWMA
176.	Economic Development	Trade, Tourism & Industrial Dev't	Organize a Basic School to participate in "Adesa Village" (A storytelling and folksong competition)	CNC, Accra	1	1 Basic school participated	X					3,4000		CNC	GWMA

NO.	Programmes	Sub-programmes	Projects/ Activities	Location	Baseline	Output	Quarterly time schedule				Indicative Budget			Implementing Agencies	
							Q1	Q2	Q3	Q4	GoG	IGF	Donor	Lead	Collaborating
PROCUREMENT															
177.	Mgt. & Admin	Gen. Admin	Procure Office Equipment	GWMA	0	Office equipment procured	X		X					Procurement officer	Estate, GWMA
178.	Mgt. & Admin	Gen. Admin	Procure vehicles	GWMA		Vehicles procured			X					Procurement officer	Estate, GWMA
179.	Mgt. & Admin	Gen. Admin	Prepare and implement Procurement plan	GWMA Works Department		Procurement of Development Items	X	X	X	X				procurement officer	Stores, GWMA
180.	Mgt. & Admin	General Administration	organize 4 Entity Tender meetings	municipal wide	4	4 meeting organized	X	X	X	X		32,000		Procurement	MPCU
181.	Mgt. & Admin	Gen. Admin	Facilitate Tender Evaluation exercise	GWMA		Tender Evaluation exercise facilitated	X	X	X	X				Procurement	MPCU
182.	Mgt. & Admin	Gen. Admin	Facilitate Tender Openings			Tender Openings facilitated	X	X	X	X				Procurement	MPCU
183.	Mgt. & Admin	Finance and Audit	Procure Value books	GWMA		Value books procured	X	X	X	X		96,500		Procurement	Finance
INTERNAL AUDIT															
184.	Mgt. & Admin	Finance and Audit	Review all revenue books and expenditure transactions	Municipal Wide		Revenue collected is accounted for. Value for money in expenditure incurred	X					6,650.00		Internal Audit	MCD, MFO, MWE, MPPO, Zonal Councils
185.	Mgt. & Admin	Finance and Audit	Review all third party transaction	Municipal Wide		Maintained sound financial discipline			X			5,800.00		Internal Audit	MCD, MFO
186.	Mgt. & Admin	Finance and Audit	Conduct 12 No. Monthly revenue and expenditure audit of the 4 Zonal Councils	Municipal Wide	12	1. Revenue collected is duly accounted for. 2. Value for money in the expenditure process.	X	X	X	X		9000		Internal Audit	Finance Department, Zonal Councils
187.	Mgt. & Admin	Finance and Audit	Conduct 1No. Payroll audit of staff of the assembly	Head Office	1	Eliminate ghost names	X					3,500		Internal Audit	Human Resource Department

NO.	Programmes	Sub-programmes	Projects/ Activities	Location	Baseline	Output	Quarterly time schedule				Indicative Budget			Implementing Agencies	
							Q1	Q2	Q3	Q4	GoG	IGF	Donor	Lead	Collaborating
188.		Finance and Audit	Organize 1No. Information System Audit	Head Office	1	1. Assets are safe guarded 2. Date is Protected				X		4,500		Internal Audit	MIS Unit
BUDGET															
189.	Mgt. & Admin	Gen. Admin	Organize 6No. Budget Committee Meetings by December, 2024	GWMA		6No. Budget Committee Meetings organized	X	X	X	X		60,000		Budget	GWMA
190.	Mgt. & Admin	Gen. Admin	Organize a 10-days Budget Hearing on 2024 Budget	GWMA		Budget Hearing organized			X			15,000		Budget	GWMA
191.	Mgt. & Admin	Gen. Admin	Organize stakeholders meeting to deliberate on Draft 2025 Fees and Rates	GWMA		Stakeholders meeting organized			X			15,000		Budget	GWMA
192.	Mgt. & Admin	Gen. Admin	Organize a 2-days Training Workshop on the Preparation of 2025 Budget	GWMA		2-days workshop on Budget Preparation organized			X			25,000		Budget	GWMA
193.	Mgt. & Admin	Gen. Admin	Prepare Fee-Fixing and Rate Impositions Resolutions	GWMA		Fee fixing and rate impositions resolution prepared			X			17,300		Budget	GWMA
194.	Mgt. & Admin	Gen. Admin	Prepare and Gazette Fee fixing resolution	GWMA		Fee fixing and rate impositions resolution prepared			X		12,000			Budget	GWMA
CO-OPERATIVE															
195.	Economic Development	Trade, tourism and industrial development	Sensitize groups on co-operative concept	Municipal wide	3	Groups sensitized on co-operative concept	X	X	X	X		5,000.00		Co-operative	GWMA
196.	Economic Development	Trade, tourism and industrial development	Educate and train n co-operative societies on book-keeping	Municipal wide	4	Co-operative societies trained in book-keeping	X	X	X	X		4,000.00		Co-operative	GWMA