

SHAI-OSUDOKU DISTRICT ASSEMBLY

Annual Action Plan for 2021

Economic Development

No.	Activity	Location	Output Indicators	Time-Frame (Quarters)				Annual Budget (GH¢)		Implementing Agency	
				1 st	2 nd	3 rd	4 th	Local	External	Lead	Collaborator
1	Support the Construction of 4 No. Factories (Sugar, meat, Fruit and rice) Under the IDIF initiative	Ayikuma-Agameda and 2 other communities	Employment generated	√	√	√	√		153,954.24	Agric Dept/ Central Dep't	MoTI, 1D1F Secretariat, MoFA FDA, GSA Etc.
2	Facilitate the Construction of 2 No. Markets including gravelling	Dodowa, Asutsuare	Economic activities boosted	√	√	√	√		114,595.92	Works Department / Central Admin	Traders, Assembly members, Coastal Development Authority
3	Facilitate the Construction of 1 No. Market sheds	Doryumu	Economic activities boosted	√	√	√	√		60,000.00	MP	Traders, Assembly member Etc.
4	Facilitate the Construction of 6 No. overhead tanks and accessories	Market @ Dodowa & lorry park, Old Ghanata, Asutsuare, Dorwumu & Ayikuma taxi rank	Economic activities boosted	√	√	√	√		100,000.00	Works Department/ Central Admin	MoF, EPA, DPAT Secretariat, Land Commission, Traders Etc.
5	Train Technical Agriculture Staff on Conduct of Yield Study, Data Collection, Analysis and support for management of the Agric. Department	Dodowa	Extension services enhanced	√	√			-	15,691.00	Dept. of Agriculture	AEAs, D/A Management, Assembly Members Etc.

6	Organise training on wedding hats, fascinators & soap making	Dodowa	Employment generated	√	√			5,021.21		Dept. of Agriculture	AEAs, D/A Management, Assembly Members Etc.
7	Carry out Farm and Home Visits to Educate farmers on the Value Chain of Selected Commodities with Improved Technologies including veterinary services	District-wide	Food secured	√	√	√	√		28,000.00	Dept. of Agriculture	Farmers, Agriculture Technical Staff, AEAs, D/A Management Etc.
8	Organise 9 No. Training for Farmers and youth on Government flagship programmes, Along the Value Chain for Okra, Cereal, mango & safe use of chemicals	Dodowa	Food secured	√	√	√	√	-	15,000.00	Dept. of Agriculture	MoFA, Agriculture Technical Staff, AEAs, D/A Management
9	Organise Field Tour for AEAs, monitor and Supervisors activities	District-wide	Food secured	√	√	√	√	-	10,000.00	Dept. of Agriculture	MoFA, Agriculture Technical Staff, AEAs, D/A Management
10	Organise Farmers' day celebration	District-wide	Food secured	√	√	√	√	-	166,593.35	Dept. of Agriculture	MoFA, Agriculture Technical Staff, AEAs, D/A Management
11	Distribution of mango & Coconut seedlings and establishment of demonstration farms including committee meetings	District-wide	Food secured	√	√	√	√	-	10,000.00	Dept. of Agriculture	MoFA, Agriculture Technical Staff, AEAs, D/A Management
12	Raise and distribute 700 cockerels to farmers under RFJ	District-wide	Food secured	√	√	√	√	9,620.97		Dept. of Agriculture	MoFA, Agriculture Technical Staff, AEAs, D/A Management

13	Organise meetings, monitor and evaluate existing visual artists, bead makers, rattan workers in the District	District-wide	Increased employment	√	√	√	√	2,000.00		BAC	Visual Artists, Community leaders
14	Support the activities of Youth Employment Agency (YEA)	District-wide	Employment generated	√	√	√	√	500.00	5,679.52	YEA/ Central Admin	District Statistical Dept. District Finance Dept. DPCU Etc.
15	Support Business Advisory Centre Activities such as counselling & follow-ups	District-wide	Employment generated	√	√	√	√	1000.00	5,679.52	Business Advisory Centre	Management, DSW&CD
16	Rehabilitation of 15 hectares of degraded land for mango and Coconut seedlings & procure environmental permit from EPA	Kordiabe Volivo-Atrobinya near Asutsuare	Income generated	√	√	√	√		940,000.00	Dev't Planning/Agric. Department	DPCU, GPSNP Office, Management, Assembly members
17	Mobilisation, Sensitisation & Targeting of beneficiary communities on GPSNP under the LIPW	Kordiabe, Asutsuare-Volivo, Bawakope, Duffor	Employment generated	√	√	√	√		115,000.00	Dev't Planning/ Agric. Department	DPCU, GPSNP Office, Management, Assembly members
18	Monitor and Evaluate projects under the GPSNP	All 4 projects sites	Improvement in performance	√	√	√	√		30,271.82	Dev't Planning/ Agric. Department	DPCU, GPSNP Office, Management, Assembly members
19	Organise Familiarisation Tour of 2no. tourist sites	District-wide	Food secured	√	√	√	√	2,474.54		Culture & Tourism Dep't	MoFA, Agriculture Technical Staff, AEAs, D/A Management

Social Development

No.	Activity	Location	Output Indicators	Time-Frame (Quarters)	Annual Budget (GHC)	Implementing Agency
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20	Support District Response Initiative on HIV and AIDS	District-wide	No. of HIV& AIDS reduced	√	√	√	√	-	5,000.00	Dept. of Health/ SWCD	District AIDS Committee (DAC), Dept. of Health Etc.
21	Support Preventive Health Education and Medical Outreach Activities (Including Immunisation, Malaria)) District-Wide	District-wide	Diseases reduced	√	√	√	√		6,453.32	Dept. of Health	MoH, D/A Management, Assembly Members, NGOs/CSOs
22	Support the Running of the Pregnancy School in the District	Dodowa	Health delivery enhanced	√	√	√	√	-	5,679.52	Dept. of Health	MoH, D/A Management, Assembly Members, NGOs/CSOs Etc.
23	Complete the Construction of 4No. CHPS Compounds	Sota, Tokpo, Dormeliam, Doryumu	Access to quality health increased	√	√	√	√	20,000.00	125,208.61	Works Dept.	D/A Management, District Health Department, Assembly Members Etc. DACF-RFG Office
24	Renovation of 1 No. CHPS Compound & fencing of health centre	Osuwem, Agomeda	Access to quality health increased	√	√	√	√	-	153,346.96	Works Dept.	D/A Management, District Health Department, Assembly Members Etc.
25	Support “My First Day at School” and organise Best Teacher Award	District-wide	Access to education improved			√		4,570.86	22,718.07	Dept. of Education, Youth and Sports	D/A Management, First Cycle Schools, Assembly Members
26	Organise INSET for Teacher Professional Development & STMIE	District-wide	Enhanced service delivery	√	√	√	√	7,313.38	11,359.03	Dept. of Education, Youth and Sports	D/A Management, DEOC
27	Support the Conduct of BECE Mock Exams	District-wide	BECE passed rate increased	√				9,141.72	-	Dept. of Education,	D/A Management, DEOC

										Youth and Sports	
28	Support Brilliant-But – Needy Students in the District	Dodowa	Poverty level reduced	√	√	√	√	-	85,815.28	Dept. of Education, Youth and Sports, MP	District Scholarship Committee, DEOC
29	Conduct Regular School Inspection, Monitoring, Supervision (Including New Schools for Absorption)	District-wide	Inspection, Monitoring and Supervision Reports	√	√	√	√	5,485.03	-	Dept. of Education, Youth and Sports	Circuit Supervisors
30	Support the Conduct of Girls Holiday Camp Initiative	Dodowa	Gender activities mainstreamed			√	√	-	21,359.03	Dept. of Education, Youth and Sports	D/A Management
31	Complete the Construction of 3 No. 3-Unit CRB	Dodowa Methodist, Asutsuare, Ayenya	Access to quality education enhanced			√	√	-	280,724.23	Works Dept.	Dept. of Educ., Youth and Sports, D/A Management, Assembly Members,
32	Complete the Construction of 1 No.6 Unit Classroom Block	OsuTech, Osuwem	Access to quality education enhanced			√	√	-	413,415.14	Works Dept.	Dept. of Educ., Youth and Sports, D/A Management, Assembly Members,
33	Complete 1 No Teachers quarters & Construct 1No. 3-Unit Classroom Block with ancillary facilities	Abuviekpong, Luom	Access to education enhanced	√	√	√	√		506,287.71	Works Dept.	Dept. of Educ., Youth and Sports, D/A Management, Assembly Members, DACF-RFG Secretariat

34	Construction of 1no. 12 Unit Classroom Block with ancillary facilities	Osuwem ,	Access to education enhanced	√	√	√	√	52,728.89	50,000.00	Works Dept.	Dept. of Educ., Youth and Sports, D/A Management, Assembly Members,
35	Construction of 1 No. 2-Unit KGB, 1No. 3unit CRB with ancillary facilities	Ayanya	Access to education enhanced		√	√	√	-	179,451.74	Works Dep't	Japan Embassy, Contractor, Assemblymember. Dep't of Education
36	Acquire furniture (540 Dual-desks, 12 teachers tables & Chairs) for schools	Districtwide	Access to education enhanced	√	√	√	√	100,000.00		Works Dept.	Dept. of Educ., Youth and Sports, D/A Management, Assembly Members
37	Support the Construction of the Library	Dodowa,	Access to quality education enhanced	√	√	√		-	51,000.00	Works Dept.	Dept. of Educ., Youth and Sports, D/A Management, MP, Assembly Members
38	Support for Activities on publications & campaigns including NACAP	Districtwide	Information to public enhanced	√	√	√	√	11,000.00	7,674.52	NCCE/ Central Admin	Dep't of Education, Assembly members, CHRAJ

SOCIAL WELFARE & COMMUNITY DEVELOPMENT

No.	Activity	Location	Output Indicators	Time-Frame (Quarters)				Annual Budget (GHC)		Implementing Agency	
39	Register 5 new early childhood development centre, monitor 50 existing centres within the district under Community Care,	District-wide	Inspection Reports	√	√	√	√	1,828.34	-	Dept. of Social Welfare and Comm. Dev't	Assembly Members, Min of Gender, Children and Social Protection, Members Etc.

	Welfare & social protection programmes										
40	Supervise 5 Juveniles on Probation in the District under the social protection programme	District-wide	Reports on Supervisions Carried Out	√	√	√	√	1,285.43		Dept. of Social Welfare and Comm. Dev't	The District Court, Assembly Members, Min of Gender, Children and Social Protection, Members Etc.
41	Embark on Child Protection Sensitisation, Adult Education & training activities including gender mainstreaming	District-wide	Reports on Sensitisations Conducted	√	√	√	√		70,000.00	Dept. of Social Welfare and Comm. Dev't	The District Court, Assembly Members, Min of Gender, Children and Social Protection, Assembly Members, CHRAJ, UNICEF
42	Co-ordinate Social Protection Programmes and Projects (LEAP)	District-wide	Poverty levels minimised	√	√	√	√	1,000.00	17,438.94	Dept. of Social Welfare and Comm. Dev't	Assembly Members, Min of Gender, Children and Social Protection, CHRAJ Etc.
43	Provide Support to People with Disabilities (PWD) including donations to the vulnerable, paupers	Dodowa-wide	No. of Vulnerables Supported	√	√	√	√	-	220,057.07	District Finance Dept.	District Soc. Welf. & Comm. Dev't

ENVIRONMENTAL HEALTH

44	Undertake Data Collection on all Sanitary Facilities/Sites and review the DESSAP	District-wide	Clean environment promoted	√	√	√	√		15,000.00	Environ. Health Unit	District Statistical Officer, DPO
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	to support environmental sanitation										
45	Support the National Sanitation Day Initiative for Improved Sanitation and Climate Change Impact Reduction	District-wide	Clean environment promoted	√	√	√	√		2,500.00	Environmental Health Unit	District WASH Team, Assembly Members Etc.
46	Repair of Public toilets	District-wide	Reduction in Open defecation	√	√	√	√	-	24,989.88	Works Dept./ Env'tal health	District WASH Team, Ministry of Water and Sanitation, Private Sector Organisations
47	Procure Sanitary Tools, Detergents, Disinfectants & central refuse containers	Dodowa	Clean environment promoted	√	√			5,000.00	49,077.10	Procurement Unit	District Environ. Health Unit
48	Support General Environmental Sanitation in all Town/Area Councils (Hygiene Promotion, CLTS Etc.)	District-wide	Healthy environment promoted	√	√	√	√		6,087.23	Environmental Health Unit	District WASH Team, Assembly Members, District Dept. of Health
49	Pay sanitary charges	District-wide	Healthy environment promoted	√	√	√	√	60,000.00	11,359.03	Environmental Health Unit	District WASH Team, Assembly Members, District Dept. of Health
50	Repair and maintenance of 10 No. boreholes	District-wide	Increase the accessibility of water	√	√	√		-	22,718.07	Env'tal health/ Works Dept.	District WASH Team, Assembly Members,

											District Dept. of Health
51	Construction of 3No. 8 seater Biogas digester toilet	Domeliam, Kadjanya, Atsavanya	Reduction in Open defecation	√	√	√		16,000.00		Env'tal Health/Works Dep't.	District WASH Team, Assembly Members, District Dept. of Health, DACF-RFG Team
52	Drill mechanised borehole & Construct 1 no.16 seater toilet facility	Osuwem Lanor	Reduction in Open defecation	√	√	√		40,000.00	120,000.00	Env'tal Health/Works Dep't.	District WASH Team, Assembly Members, District Dept. of Health, DACF-RFG Team
53	Construction of 1 No. 10 seater W/C Toilet with overhead tank	Doryumu	Reduction in Open defecation	√	√	√			177,448.80	Env'tal Health/Works Dep't.	District WASH Team, Assembly Members, District Dept. of Health, DACF-RFG Team
54	Construct 2 No. Mechanized Boreholes	Dodowa Market, and Agomeda Taxi Rank	Increase the accessibility of water	√	√	√		-	7,735.50	Env'tal health/Works Dep't	District WASH Team, Assembly Members, District Dept. of Health, DACF-RFG Team
55	Procure 2 No. Central refuse containers	Dodowa	Clean environment promoted	√	√			30,000.00	34,077.10	Procurement Unit	District Environ. Health Unit

Environmental, Infrastructure and Human Settlements

No.	Activity	Location	Output Indicators	Time-Frame (Quarters)				Annual Budget (GHC)		Implementing Agency	
				1 st	2 nd	3 rd	4 th	Local	External	Lead	Collaborating
56	Construct, Maintain and dredge 5No. Drains in Selected Areas to Improve Sanitation & Mitigate Climate Change Impact	Bletum, Dodowa, Ayikuma, Asutsuare, Abonya,	Disaster Reduced	√	√	√	√	54,850.34		Works Dept./ NADMO Dep't	PPD, D/A Management
57	Undertake Disaster Risk Reduction Sensitisation (Including House-to – House Educ.)	District-wide	Disaster reduced	√	√	√	√		7,359.03	District NADMO Office	Comm. Dev't Unit, Assembly Members
58	Embark on Sensitisation of Communities Downstream of the Akosombo Dam and Designated Safe Havens Comm. Members in Times of Disaster	Communities Lying in the Lower Basin of the Akosombo Dam	Reports	√	√	√	√		4,000.00	District NADMO Office	VRA, D/A Management, Assembly Members Etc
59	Procure Relief Items for Prospective Disaster Victims	District-wide	Victims relieved	√				20,000.00	11,359.03	NADMO/ Procurement Unit	District NADMO Office
60	Undertake safety training programmes for J.H.S & Public Organisations	District-wide	Disaster reduced	√	√	√	√		5,111.57	Fire Service/ NADMO	NADMO Assembly Members
61	Acquire Land Banks for Future Development including cemeteries (Liquid and Solid Waste Mgt., Agriculture, Housing, Industrial Development)	Selected Areas	Acreage of Lands Acquired	√	√	√	√	200,000.00	45,436.14	Central Admin..	PPD, District Survey Unit, Environ. Health Unit
62	Acquire motorbikes, tricycles &	Selected Areas	No. of items Acquired	√	√	√	√		180,000.00	MP	Central Admin. Procurement unit

	Communication equipments										
63	Rehabilitation of 3 no. small earth Dams	Bawakope, Agortor, Kordiabe	Poverty level reduced	√	√	√	√		501,789.18	Works Dep't	Management, GPSNP, Community members
64	Install 100 No. Streetlights and undertake electrical works	Asutsuare and Other Comm.	Security enhanced	√	√	√	√	-	49,572.82	Works Dept.	District Electrician, Assembly Members, ECG
65	Facilitate the maintenance ,Rehabilitation, Spot-Improvement and Re-shaping of 100km Feeder road in 20 communities	20 Selected community Roads	Boost in economic activities	√	√	√	√	70,000.00	63,992.07	Works Dept.	PPD, District Survey Unit, Feeder roads,
66	Rehabilitate 1.2km feeder road at Duffour, 1.1km from Volivo lanor to Mafikope & 1.2km feeder road from Avakpo juct to Avakpo	Duffor, Lanor-Volivo,Mafikope Avakpo	Boost in economic activities	√	√	√	√		272,193.78	Works Dept.	GPSN Office, Contractor
67	Rehabilitate SODA conference room and offices with creation of clients services	Dodowa	Efficient and Effective service delivery promoted	√	√	√	√	154,536.09		Works Dept.	Contractor, DA Management
68	Maintain and Renovate 5 Selected D/A and Other Public Buildings including Schools	District-wide	D/A and Other Public Buildings Maintained/ Renovated	√	√	√	√	10,000.00	177,078.47	Works Dept.	DPPD, District Survey Unit
69	Maintain and Renovate 1no.Selected residential buildings	District-wide	No. of Buildings Maintained/ Renovated	√	√	√	√	15,000.00	73,833.72	Works Dept.	DPPD, District Survey Unit
70	Convert Agomeda Post Office into Police Post	Agomeda	Security enhanced	√	√	√	√		93,251.87	Works Dept.	Management, Ghana Post
71	Maintain Computer Software, and other general equipment	Dodowa	Service delivery enhanced	√	√	√	√	20,000.00	34,989.88	ICT Unit	Management

72	Undertake Emergency Works including COVID-19 Activities	Dodowa	Number of Emergency Works Undertaken	√	√	√	√		139,523.08	Works Dept.	Management
73	Undertake property valuation	District-wide	Properties identified	√	√	√	√		100,000.00	Land Valuation	Street Address Team (SAT), MLGRD, Survey Dep't, PPD
74	Renovate Finance & Audit Office building	Dodowa	Office Renovated	√	√	√	√	- 125,000.00	248,511.15	Works Dept.	Dept. of Finance , Audit
PHYSICAL PLANNING											
75	Undertake Street Naming , Property Addressing in Key Areas in the District including planning of zonal areas	District-wide	Properties identified	√	√	√	√		56,795.16	PPD	Street Address Team (SAT), MLGRD, Survey Dep't
76	Prepare & revise layout, local plans including permit processing	Districtwide	Sustainable human development enhanced	√	√	√	√	18,981.05		Physical planning Dept.	D/A Survey Unit Assembly members Traditional Authorities, Survey Dep't
77	Sensitisation & Education on permitting, Planning Schemes	Districtwide	Sustainable human development enhanced	√	√	√	√	9,500.00	-	PPD	Survey Dep't, TSC, SPC, D/A Management

Governance, Corruption and Public Accountability

No.	Activity	Location	Output Indicators	Time-Frame(Quarters)				Annual Budget (GHC)		Implementing Agency	
				1 st	2 nd	3 rd	4 th	Local	External	Lead	Collaborating
78	Support the Preparation of Dev't Plans(DMTDP, SEA, DESSAP,WASH, HIV&AIDS Etc.) and Relevant Reports for the Assembly as well as Budget Preparation and Performance Reporting	Dodowa	Development Plans Prepared	√	√	√	√	2000.00	20,000.00	DPCU	NDPC, RCC, Assembly Members

79	Support the Organisation of Statutory and Non-Statutory Meetings of the Assembly	Dodowa	Minutes of Meetings Convened	√	√	√	√	300,000.00	-	PPD	D/A Management
80	Support the Training and Promotion Interview of D/A Staff and Relevant Stakeholders of the Assembly including Staff durbars	Dodowa	No. of Staff Trained	√	√	√	√	4000.00	34,615.38	HR Unit	D/A Management
81	Support Monitoring, Inspection and Supervision of Assembly's Programmes and Projects including GH First, IPEP, GETFUND Projects	District-wide	No. of Programmes and Projects Monitored	√	√	√	√		8,000.00	DPCU	Assembly Members, RCC, Funding Institutions/ Donors
82	Facilitate the Holding of Public Hearings, Town Hall Meetings, Community For a & Sensitisations	District-wide	No. of Public Hearings, Town Hall Meetings, Comm. For a Held	√	√	√	√	15,000.00	-	Information Services Dept. (ISD)	DPCU, Assembly Members, Traditional Authorities
83	Support for MPs activities including donations and Scholarship packages to communities.	District-wide	Reduction in poverty levels	√	√	√	√		359,950.41	MP	Assembly Members, Traditional Authorities
84	Support the Celebration of Traditional Festivals, National Events and fencing of Shai traditional Council	District-wide	Reports	√	√	√	√	200,000.00	210,000.00	D/A Management	ISD, Traditional Authorities, Assembly Members ,the Media
85	Support the Hosting of Visiting Officials (State Protocol)	Dodowa	Reports	√	√	√	√	32,670.00	-	D/A Management	DPCU

86	Procure Stationery, air conditioners, Computers, Furniture, Accessories, Household items and Supplies	D.A Offices, Agomeda Post Office	Stationery, Office Equipment and Supplies Procured	√	√	√	√	207,857.52	129,438.22	Procurement Unit	D/A Management
87	Support the repair, Servicing and insurance of D/A Vehicles	Dodowa	No. of Vehicles, Equipment Serviced and Vehicle and Spare Parts Procured	√	√	√	√	290,000.00	26,500.00	Procurement Unit	Transport Unit, D/A Management,
88	Procure 1no. pick-up	Dodowa	No. of pick-ups procured	√	√	√	√	145,000.00	85,192.76	Procurement Unit	Transport Unit, D/A Management,
89	Pay Utility Bills (Electricity, Water, Postal Bills, Phone calls etc.)	Dodowa	Receipts of Payment Effectuated	√	√	√	√	5,500	52,107.83	Finance Dept.	Internal Audit
90	Support the Publication of Newsletters, Creation and Running of Website for the Assembly and Media Coverage of D/A Programmes	Dodowa	Copies of Publications Done, Evidence of Website and Media Coverage	√	√	√	√	15,000.00	-	ISD	D/A Management
91	Provision of End of service benefit (Ex-gratia)	Dodowa	Receipts from Assembly Members	√	√	√	√	75,000.00	0	District Finance Dep't	Management HoDs/Units
92	Payment of casual labourers, IGF Staff and their SSF Contributions	Dodowa	Receipts & no. of casual labourers remunerated	√	√	√	√	470,000.00	0	District Finance Dep't	Transport Officer
93	Payment of Overtime, special Allowance to Staff / Honorarium	Dodowa	Number of Staff Paid Allowance	√	√	√	√	16,000.00	0	District Finance Dep't	Heads of Depts/Units
94	Payment of bank charges and	Dodowa	Number of SSNIT Benefits & receipts	√	√	√	√	201,000.00	0	District Finance Dep't	Management

	Commission to Revenue Collectors										
95	Payment of Rent/Hotel Accommodation and expenses on recruitment of local consultants	Dodowa	Receipts from Payment	√	√	√	√	11,500.00	60,252.93	Finance Department	Central admin
96	Support Travel Expenses for Local and Foreign Workshops	Dodowa	Number of Workshops Attended by Staff	√	√	√	√	53,000.00	0	Finance Department	Central admin Human Resource Unit
97	Payment of transfer grants and Court expenses	Dodowa	Number of Staff Supported	√	√	√	√	20,000.00	15,000.00	Human Resource Unit	Finance Department Central Admin
98	Support staff welfare expenses including donations	District wide	Number of Public Education Conducted	√	√	√	√	30,000.00	0	Finance Department	Central Admin Revenue Superintendent
99	Purchase value books and conduct revenue mobilisation, education & reporting	Dodowa	Reports, receipts	√	√	√	√	11,000.00	19,819.41	Finance Department	Central Admin Transport Officer
100	Procurement of Uniforms for Revenue Collectors	Dodowa	No. of Uniforms Procured	√	√	√	√		14,955.32	Finance Department / Central Admin	District Procurement Unit, Management

(i) Ghana and the International Community

No.	Activity	Location	Output Indicators	Time-Frame (Quarters)				Annual Budget (GHC)		Implementing Agency	
				1 st	2 nd	3 rd	4 th	Local	External	Lead	Collaborating