

## Annual Action Plan – 2019

**District Goal:** Achieving sustained economic growth through rapid infrastructure provision which will lead to poverty reduction in an accountable, transparent and participatory environment

**Table 1, District Objective: To Accelerate the Provision of Educational Infrastructure by 2019**

S/N	Activities	Location	Time Frame (In Quarters)				Indicative Budget (GHs)	Indicators	Sources Of Funding		Implementing Agencies	
			1	2	3	4			IGF	GoG/Others	Lead	Collaborating
1.	Construction of 1No. 2 -Unit Kindergarten Classroom Block with Office and Store	Kasseh Islamic School					389,785.99	School infrastructure provided		DACF RFG	D/A	GES
2.	Completion of 2No. 3-Unit Classroom Block, Office and Stores	Amlakpo, Elavanyo					420,648	School infrastructure provided		DACF	D/A	GES
3.	Rehabilitation of 9 Unit Classroom Block, Office and Store	Pediatorkope Primary School					98,303	School infrastructure provided		DACF	D/A	GES
4.	Pay School fees of Brilliant but needy Students by the Assembly	District wide					24,000	Needy Students supported by Assembly		DACF	D / A	GES
5.	Pay School fees of Brilliant but needy Students by MP	District wide					30,000	Needy Students supported by MP		MPs DACF	MP	D/A, GES
6.	Support Science, Technology, Mathematics and Innovation Education	District wide					8,000	STMIE supported		DACF	D/A	GES
7.	Conduct District Mock Examination for BECE Students in the district	District wide					8,000	District BECE Students Mock Exams supported		DACF	D/A	GES
8.	Organise My First Day at School annually	District wide					6,000	My First Day at School organised	IGF		D/A	GES
9.	Support the District School Feeding activities	District wide					3,865	Operation of School feeding programme supported	IGF		D/A	GES

10.	Provide operational support to the District Education Directorate	District Education Directorate					8,000	Operational support provided to the Education Directorate	IGF		D/A	GES
11.	Support Youth, Sports and Cultural Programmes	District wide					8,000	Youth, Sports and Cultural Programmes supported	IGF		DSA	D/A, Traditional Authority

**Table 2, District Objective: To Improve Health Care Delivery by 20% within the plan-period**

S/N	Activities	Location	Time Frame (In Quarters)				Indicative Budget (GHs)	Indicators	Sources Of Funding		Implementing Agencies	
			1	2	3	4			IGF	GoG/Others	Lead	Collaborating
12.	Support the Roll Back Malaria Programmes	District wide					8,000	Malaria reduced	IGF		DHD	D/A
13.	Support the District Immunization Programmes	District wide					8,000	Immunization programmes intensified		DACF	DHD	D/A
14.	Support HIV/AIDS programmes, Person Living with HIV/AIDS in the District	District wide					9,000	HIV/AIDS infection rate reduced		DACF	DHD	D/A, NGO
15.	Completion of 1No. CHPS Compound	Teikpitikope					15,750	1No. CHPS Compound Constructed		DACF	D/A	DHD
16.	Construction of 1No. CHPS Compound	Togbloku					360, 452.36	1No. CHPS Compound Constructed		DACF RFG	D/A	DHD
17.	Procurement of Furniture and Equipment for the CHPS Compounds	Teikpitikope and Torgbloku					29,000	Furniture and Equipment procured		DACF	D/A	DHD
18.	Rehabilitation of a Recovery Ward at Ada Foah Health Centre	Ada Foah					56,211	Recovery ward rehabilitated		DACF	D/A	DHD

**Table 3, District Objective: To Improve Agriculture Productivity by 15% within the Plan Period**  
**Increase access to Trade, Tourism and Industrial Development**

S/N	Activities	Location	Time Frame (In Quarters)				Indicative Budget (GHs)	Indicators	Sources Of Funding		Implementing Agencies	
			1	2	3	4			IGF	GoG/Others	Lead	Collaborating
19.	Acquisition of 2000 acres of land for Planting for Food, Jobs and Export	District wide					15,000	Farm lands acquired for PFJ		DACF	D / A	DAD
20.	Purchase of 5-Unit Green House for demonstration and Production of High Value vegetables	District wide					15,000	Green House Facility purchased		DACF	D / A	DAD
21.	Train staff, producers, processors and marketers in Post - Harvest Handling	District wide					2,200	Staff and others trained in post-harvest handling.		DACF	D / A	DAD
22.	Build capacity of actors along the value chain on Good Agricultural Practices (GAPs) and Hazard Analysis and Critical Control Points (HACCP)	District wide					1,750	Actors along the value chain trained on GAPs and HACCP		DACF	D / A	DAD
23	Establish Agricultural Information Centre	Kasseh					1,200	Agricultural Information Centre established		DACF	D / A	DADU
24.	15 field officers to carry out 2,160 home and farm visits to 15 operational areas to reach actors along the value chain with improved technologies and supervise implementing activities	District wide					24,568	Home and farm visits held		DACF	DAD	Farmers
25.	Organise one (1) RELC planning session for 40 participants (DADU staff, crop and livestock farmers, processors, District Assembly, NGOs, CSIR and all stakeholders)	District wide					3,500	RELC planning session organise		DACF	DAD	Other Stakeholders

26.	Organise 4 monitoring and supervision visits by DADU (DDA, MISO, Accountant and DPCU (Reps. of the District Planning and Coordinating Unit of DCC) and document planned activities implemented to access performance and impact	District wide					8,000	Monitoring and supervision visits		DACF	DAD	Other stakeholders
27.	Train staff and farmers on Integrated Pest Management in watermelon and vegetable production	District wide					5,000	Staff and farmers trained		DACF	DAD	Staff, Farmers
28.	Train staff and farmers on GLOBALCAP, Ghana's green label and other standards to ensure compliance with international standards.	District wide					3,000	Staff and farmers on GLOBALCAP.		DACF	DAD	Staff
29.	Train staff and farmers on management of fruit fly in watermelon and vegetable production.	District wide					1,000	Staff and farmers trained on fruit fly.		DACF	DAD	Farmers, Staff
30	Train 20 farmers on the effects of climate change on agriculture, its mitigation measures and adaptation	Selected crop farmers					12,000	Farmers trained on climate change		DACF	DAD	Farmers
31	Train sixty (60) farmers on soil conservation techniques which are climate resilient	Selected crop farmers					15,000	Farmers trained on soil techniques		DACF	DAD	Farmers
32.	Facilitate the Annual Farmers Day Celebration	District wide					4,000	Annual Farmers Day celebrated		DACF	DAD	Staff, Farmers
33.	Construction of 5No. Open Market Sheds	Kasseh					84,400		IGF		Central Admin	Works Dept
34.	Purchase of 1 Laptop computer for the agric. Directorate	Kasseh - Ada					3,000	Laptop purchased	IGF		D / A	DAD
35.	Carry out training workshop for youth on entrepreneurship and financial literacy	District wide					5,000	Youth trained on entrepreneurship and financial literacy	IGF		BAC	Youth, Youth groups
36.	Conduct training workshop for artisans (garages)	District wide					3,000	Training of garages	IGF		BAC	Youth, Artisans
37.	Carry out business counselling	District wide					1,500	Business	IGF		BAC	SMEs

	for all Business Advisory Centre (BAC) Clients							counselling organised				
38.	Undertake training workshop for women in converting waste to wealth (bead making)	District wide					1,500	Training workshop organised	IGF		BAC	Women groups
39.	Carry out training of graduate under the 1D1F programme (1D1F Enable youth programme)	District wide					1,400	Training of graduates done	IGF		BAC	Graduates

**Table 4, District Objective: To Promote Grassroots Participation and Strengthen District Sub-structure for Accountable Governance by 2021**

S/N	Activities	Location	Time Frame (In Quarters)				Indicative Budget (GHs)	Indicators	Sources Of Funding		Implementing Agencies	
			1	2	3	4			IGF	GoG/Others	Lead	Collaborating
40.	Organize 4 number DPCU Meetings Annually	Ada-Foah					1,680	Quarterly Minutes prepared		DACF	DPO	DPCU
41.	Organize National Celebrations including Farmers Day in the district	District wide					57,600	National Events Organized		DACF	D/A	Other Depts. and Stakeholders
42.	Complete the construction of the District Assembly Office Complex	Atortorkope					310,205	Assembly Complex completed		DACF	D/A	Private Sector
43.	Procurement of 8No. Laptops and Printers for official use	Ada-Foah					218,000	Computers and Accessories procured		DACF	D/A	DPC
44.	Prepare and approve the District MTEF Composite Budget and Fee Fixing Resolution	Ada-Foah					10,840	2020 Dist. Programme Based Budget Prepared		DACF	DBC	D/A
45.	Organize 4 General Assembly 4 Executive Committee Meetings each year	Ada-Foah					16,800	General Assembly and EXECO meetings organized		DACF	D/A	Hon. Assembly members
46.	Organise 12 meetings of the District Security Committee	Ada-Foah					13,200	DISEC Meetings organized		DACF	D/A	DISEC
47.	Organise meetings of the Entity	Ada-Foah					6,720	Entity tender	IGF		D/A	DTC

	Tender Committee						committee meeting organised				
48.	Organise quarterly Monitoring and Evaluation Activities	District wide				4,840	Inspection and Site Reports prepared		DACF	D/A	Project Inspection Team
49.	Organize 4 meetings each of the 6 Sub-Committees	Ada-Foah				8,640	Committee Reports /Minutes written		DACF	D/A	Sub-Committees
50.	Organize 12 Management Meetings	Ada-Foah				7,920	Committee Reports /Minutes written	IGF		D/A	Departmental Heads
51.	Provide support to Self -help projects	District Wide				31,000	Self -help projects supported		DACF	D / A	Communities Opinion Leaders
52.	Support the Celebration of Asafotufiami Festival	District wide				58,000	Cultural festival promoted		DACF	D/A	Traditional Authority
53.	Organize 12 Monthly Finance and Administrative Sub-Committee Meetings	Ada - Foah				35,200	Committee Reports /Minutes written	IGF		D/A	F&A Sub-Committee
54.	Organise quarterly Heads of Departments Meetings	Ada - Foah				28,200	Heads of departments meetings held	IGF		D / A	Heads of Departments
55.	Organize quarterly Budget Committee Meetings	Ada-Foah				9,380	Committee Reports /Minutes written		DACF	DBO	DBC Members
56.	Organize District Internal Audit Committee Meetings	Ada-Foah				6,200	Committee Reports /Minutes written		DACF	DIA	Audit Committee Members
57.	Organize 2 Town Hall Meetings	District wide				28,600	Town Hall Reports /Minutes written		DACF	D/A	Stakeholders
58.	Prepare and Approve the District Procurement Plan and Quarterly updates	Ada-Foah				6,482	District Tender Committee minutes, District Procurement Plan Prepared and Updated	IGF		DPO	DTC, Procurement Committee
59.	Prepare and submit quarterly audit reports	Ada - Foah				3,322	Audit reports prepared and submitted	IGF		DIA	Other stakeholders

							quarterly				
60.	Provide adequate resources to the District Internal Audit Unit to carry out its activities	District wide				863	Quarterly Audit Reports	IGF		DIA	D/A
61.	Renovation of official bungalows	District wide				25,830	Conditions of Staff Bungalows improved	IGF		DWD	Private Sector, D/A
62.	Procurement of office furniture for the New Assembly office Complex	Atortorkope				327,660	New Assembly Office condition enhanced		DACF	D/A	DTC, Private Sector
63.	Installation of a solar facility for the new Assembly Complex	Atortorkope				23,000	Solar facility for new Assembly Complex		DACF	D/A	DTC, Private Sector
64.	Procurement of 1 No. Pick-Up for official use	District wide				109,500	Transportation improved		DACF	D/A	DTC, Private Sector
65	Undertake Street Naming and Property Address System	District wide				70,000	Improved property identification		DACF	DPPD	D/A, Stakeholders
66.	Organize 12 Spatial Planning Committee Meetings	Ada-Foah				8,400	Committee Reports /Minutes written	IGF		DPPD	Departmental Heads
67	Organise 4 No. Technical Sub Committee meetings	District wide				3,000	Technical sub committee meetings organised		DACF	DPPD	D / A
68	Prepare 4 planning schemes	District wide				1,250	Planning schemes prepared		DACF	DPPD	D / A
69	Support 2 officers to undertake training on Management and Basic GIS	District wide				6,890	Officers trained in Management and Basic GIS		DACF	DPPD	D / A
70	Procurement of 1 No. Motor-Bike for Records Unit (Registry)	Ada - Foah				4,000	Motor bike for Records Unit.	IGF		D/A	Private Sector
71	Train Assembly staff on Local Government Service Protocols	Ada-Foah				20,000	Work performance of staff improved		DACF RFG	D/A	Consultant
72	Train Assembly staff on retirement process	Ada - Foah				20,000	Staff trained on retirement process		DACF RFG	D/A	Consultant
73	Train Assembly staff on Revenue system and computerised	Ada-Foah				22,000	Work performance of		DACF	D/A	Consultant

	accounting and auditing							staff improved				
74	Train Hon. Presiding member in Executive programme in Local Governance	Accra					6,000	Work performance of staff improved		DACF	D/A	GIMPA / ILGS
75	Provision of physical infrastructure in the District by the Member of Parliament	District wide					446,360	Social intervention programmes supported by MP		MPs CF	MP	D/A, Stakeholders
76	Coordinate operational activities undertaken by the MP	District wide					120,000	Operational activities coordinated		MPs CF	MP	D/A, Stakeholders
77	Support the operations of the National Disaster Management Organisation Unit	District wide					3,952	Effective management of emergencies	IGF		D/A	NADMO, Stakeholders
78	Strategies to management emergency situations	District wide					33,271	Effective management of emergencies	IGF		D/A	NADMO, Stakeholders
79	Valuation of properties in the District for rating purposes	District Wide					60,395	Properties in the district valuation	IGF		DFD	Stakeholders
80	Procurement of Value Books, Vehicle Stickers and Commercial Drivers Licenses for revenue generation	Accra					15,200	Stock of Value Books	IGF		DFD	D/A, Public & Private sector
81	Construction of a Divisional and District Police Headquarters	Atortorkope					649,782.87	Improved security in the District		DACF	D/A	Private Sector

**Table 5, District Objective: To Accelerate the Provision of Social Infrastructure by 2019**

S/N	Activities	Location	Time Frame (In Quarters)				Indicative Budget (GHs)	Indicators	Sources Of Funding		Implementing Agencies	
			1	2	3	4			IGF	GoG/Others	Lead	Collaborating
82	Procurement of solar streetlights	District wide					23,,000	Solar Street lights procured	IGF		D/A	Private Sector
83	Rehabilitation of street lights in the district by the MP	District wide					89,000	Street lights rehabilitated		MPs CF	MP	D/A, Private Sector
84	Construction of Market Shed, fencing and drainage system	Ada Foah market					647,513.89	Market sheds constructed		DACF RFG	D/A	Private Sector



85	Complete the payment of retentions for 4No. Completed projects	District wide					34,000	Projects retentions paid		DACF	D / A	Private Sector
86	Rehabilitation of the District Magistrate Bungalow	Totimekope					89,250	Magistrate Bungalow rehabilitated		DACF	D / A	Private Sector
87	Construction of 2Km feeder road from Gbanavie to Gbantana	Gbanavie					25,000	Gbanavie - Gbantana road constructed	IGF		Feeder Dept	D / A
88	Resource the District Sub - Structures to mobilise Revenue	District wide					8,000	Sub - district structures resourced	IGF		D / A	Area Councils

**Table 6, District Objective: To Increase Access to Potable Water by 2019; To Accelerate the Provision of Adequate Sanitation Facilities**

S/N	Activities	Location	Time Frame (In Quarters)				Indicative Budget (GHs)	Indicators	Sources Of Funding		Implementing Agencies	
			1	2	3	4			IGF	GoG/Others	Lead	Collaborating
89	Procure adequate essential equipment and chemicals for environmental sanitation	District wide					37,000	Sanitary tools and chemicals procured		DACF	D/A	DEHU, Private Sector, ZOOMLION
90	Construction of 4No. Mechanised Borehole to selected communities in the district	Selected communities					180,000	Potable water supplied		DACF	D/A	DEHU, Private Sector,
91	Construction of a Mechanised Borehole	Gbanavie					60,800	Potable water supplied		LoCAL	D/A	DWST
92	Construction of a mechanised Borehole facility for the new Assembly Office Complex	Atortorkope					19,000	Potable water supplied	IGF		D/A	Private Sector
93	Complete the construction of a Recycling Buy-Back Centre	Tojeh					47,000	Improved Environmental Hygiene		DACF	D/A	Private Sector
94	Conduct routine inspection of premises	District wide					4,500	Inspection of premises done	IGF		DEHU	Community Members
95	Eliminate open defecation in 7 communities	Selected communities					40,000	7 communities declared ODF		DACF	DEHU	Community Members
96	Conduct food vendors medical	District wide					2,400	Food vendors	IGF		DEHU	Food vendors

	screening							screened				
97	Intensify Community Health Promotion Programmes	District wide					3,600	Community Health Promotion programmes done	IGF			DEHU Community Members / Radio Ada
98	Expand and intensify solid and liquid waste collection	District wide					240,000	Solid and liquid waste	IGF	DACF		DEHU Community Members / Zoomlion
99	Conduct monthly sanitation days	District wide					120,000	12 monthly clean up campaigns conducted		DACF		DEHU Community Members / Zoomlion

**Table 7, District Objectives: To Promote Domestic Tourism and Climate Change Resilience by 2019**

S/N	Activities	Location	Time Frame (In Quarters)				Indicative Budget (GHs)	Indicators	Sources Of Funding		Implementing Agencies	
			1	2	3	4			IGF	GoG/ Others	Lead	Collaborating
101.	Provide support to the District Wildlife Division to carry out their activities	District wide					4,000	District Wildlife Division supported	IGF		District Wildlife Division	D / A
102	Planting of 8,500 mangrove seedlings	Obane					2,500	Improved vegetative cover of the District		LoCAL	D/A	Forestry, Selected communities
103	Construction of a Culvert at Ayigbo - Azizanya Road	Ayigbo					90,200	Improved Accessibility		LoCAL	D/A	Stakeholders
104	Planting of 1,700 white mangroves (Avicenia Marina)	Wasakuse, Togbloku					1,800	Improve vegetation cover of the district	IGF		D / A	Wildlife, Community Members
105	Community sensitisation on the effects of climate change and coping mechanism in selected communities	Pute, Anyakpor Azizanya					5,000	Selected communities sensitised	IGF		D / A	Selected Communities
106	Complete the construction of the 1No. 2-Storey Tourism Reception Centre	Ada-Foah					129,231	Improved District Tourism revenue		DDF	D/A	Hospitality industry,

**Table 4.8, District Objective: To Empower Women and Mainstream Gender into Socio--Economic Development by 2019**

S/N	Activities	Location	Time Frame (In Quarters)				Indicative Budget (GHs)	Indicators	Sources Of Funding		Implementing Agencies	
			1	2	3	4			IGF	GoG/Others	Lead	Collaborating
107	Organize community sensitization on the Disability Act at Ada Foah	Ada Foah					1,520	Community sensitisation organised		GoG	DSWCD	Community Members
108	Organize community education on the Intestate Succession Law (PNDC Law 111) at Azizanya	Azizanya					720	Community education organised		GoG	DSWCD	Community Members
109	Organize educational programmes on Domestic Violence against women and children in three (3) selected communities (Ocanseykope, Pute and MacCarthykope)	Selected communities					1,600	Educational programmes on domestic violence conducted		GoG	DSWCD	Community Members
110	Organize a Community education on Child Abuse at Anyakpor	Anyakpor					900	Community education organised		GoG	DSWCD	Community Members
111	Organize a meeting on Early and Forced Marriage at Kasseh	Kasseh					900	Meeting on early and forced marriage organised		GoG	DSWCD	Community Members
112	Organize meetings on child protection in two (2) selected communities (Totimekope and Totope)	Totimekope Totope					1,000	Child protection meetings organised		GoG	DSWCD	Community Members
113	Mobilize Stakeholders for a training workshop on Child protection (Child trafficking and Child labour) at Legon.	Legon					500	Case management handled		GoG	DSWCD	Stakeholders
114	Handle all cases concerning child welfare, maintenance, child abuse.	District wide					1.500	Child cases handled		GoG	DSWCD	Community Members
115	Organize meetings on child trafficking and worse forms of	Lolonyakope Pediatorkope					1,439	Education on child trafficking		GoG	DSWCD	D / A

	child labour in 2 selected communities (Lolonyakope and Peditorkope)						and worst forms of child labour				
116	Mobilize community members for a meeting on using the mobile phone to promote safer schools	Big Ada, Ada - Foah, Gorm, Ocanseykope				1,000	Community Members educated		GoG	DSWCD	D / A
117	Mobilize women and other stakeholder groups for International Women's Day celebration	District wide				1,305	International Women's Day mobilised		GoG	DSWCD	Women Groups, Community Members
118	Organize fish mongers for a workshop on quality fish handling at Tema	Tema				2,000	Fish mongers workshop organised		GoG	DSWCD	Fishmongers
119	Organize field trip to fish mongers for site assessment for the construction of the new oven (FTI)	District wide				1,200	Site assessment carried out		GoG	DSWCD	Fishmongers
120	Organize training workshop on how to use waste bottles to produce beads and demonstration on bead arrangement at Ada - Foah	Selected beauticians, designers and women groups				1,200	Training workshop organised		GoG	DSWCD	BAC, Beauticians, Designers, Women Groups
121	Organize a training workshop on the preparation of liquid soap, parazone, Dettol, hair pomade at Big Ada	Big Ada				1,700	Training workshop organised		GoG	DSWCD	Women Groups, Community Members
122	Facilitate the payment for Persons with disability funds	District Wide				240,000	Payment of persons with disability done		PWD FUND	DSWCD	PWDs Applicants
123	Facilitate the payment and case management for LEAP beneficiaries	District Wide				1,200	LEAP Payments and Case management done		GoG	DSWCD	LEAP Beneficiaries
124	Facilitate the renewal of NHIS Cards of PWDs	PWDs, LEAP beneficiaries,				1,000	NHIS Cards of PWDs and		GoG	DSWCD	LEAP Beneficiaries

		Orphans, Vulnerable Persons						Vulnerable done				
125	Administrative expenses properly managed for Works Department	Ada Foah					18,273	Administrative expenses paid		GoG	D / A	Works
126	Administrative expenses properly managed for Physical Planning	Ada Foah					18,000	Administrative expenses paid		GoG	D / A	Physical Planning
127	Administrative expenses properly managed for Social Welfare and Community Development	Ada Foah					40,000	Administrative expenses paid		GoG	D / A	Social Welfare and Community Development
128	Administrative expenses properly managed for Central Administration	Ada Foah					250,805	Administrative expenses paid		GoG	D / A	Central Administration
129	Construction of 1 No. 2 unit classroom block, office and store	Medie Aminapah					286,624	Classroom block built		GoG	D / A	Works Department
130	Train staff and farmers on improved irrigation practices in vegetable production	District Wide					87,400	Farmers trained on irrigation		GoG	D / A	Works