

JAMAN SOUTH MUNICIPAL ASSEMBLY



ANNUAL PROGRESS REPORT ON MONITORING AND EVALUATION (M&E) ACTIVITIES FOR 2020

PREPARED BY:

MUNICIPAL PLANNING COORDINATING UNIT (DPCU)

FEBRUARY, 2021

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CHAPTER ONE

GENERAL INTRODUCTION

1.1 INTRODUCTION

Jaman South Municipal has prepared a Municipal Medium-Term Development Plan (MMTDP) under the **Agenda for Job Creating Prosperity and Equal Opportunity for All, 2018-2021** to regulate and guide development efforts in the Municipal over a four-year period. The MMTDP is anchored on pursuing Economic Development, Social Development, Environment, Infrastructure and Human Settlements as well as Governance, Corruption and Public Accountability. These are the four main Development Dimensions that underlined the preparation 2018-2021 MTDP for the Municipality

It is the responsibility of all decentralized Departments and Agencies to translate the MMTDP into actions that must demonstrate, through evidenced based information, that these interventions are having the desired results in terms of transforming the lives of all beneficiaries.

This report provides outcome of monitoring and evaluation of programmes and projects in the Municipal for the year ending December 31, 2020.

1.2 PURPOSE OF THE 2020 ANNUAL M&E REPORT.

The objectives that underlined the M&E exercise for the year were;

- To assess the performance of the 2020 Action Plan by measuring the milestones set in the plan so as to inform prudent resource allocation.
- To assess the impact of the Annual Action Plan on the beneficiaries and guide in the formulation of future plans
- To strengthen the MPCU and other stakeholders in the conduct of monitoring and evaluation
- Identify challenges of implementation of set goals and objectives; and
- Propose policy recommendations for addressing these challenges

1.3 PROCESSES INVOLVED AND DIFFICULTIES ENCOUNTERED

This subsection of the report shows the methodology adopted to compile this report and the challenges encountered in the implementation of M&E plan during the year under review.

1.3.1 Processes Involved (methodology)

In preparing this report various stakeholders were engaged in the process. This was to ensure that the process is relevant and participatory. The following are the highlights of the processes used in the preparation of the report.

- Data Collection: The Monitoring and Evaluation Team visited all ongoing projects and programs to assess their statuses of implementation.
- The team also collected data from the departments of the Assembly on the implementation of their respective Departmental Action Plan during the year.
- Departmental meetings were organized to discuss and review the core indicators and district specific indicators.
- Meeting with Stakeholders: Relevant stakeholders including the Development Planning Sub-committee and MPCU met and discussed the draft report.
- Compiling of report: After all the required data was obtained, this report was collated and presented to MPCU for relevant correction to be made.

1.3.2 Difficulties Encountered

Among the difficulties encountered in the compilation of this report were the late submissions of departmental quarterly progress reports. The other inherent limitations was the poor documentation leading to loss of relevant reports thus creating a state of frustration in collating data, analysis and dissemination to stakeholders. Generally, the following challenges were encountered in implementing M&E for 2020 as well as compiling this report.

1. Inadequate funds to implement planned programs and projects outlined in the plan.
2. Low capacity of some units to implement project in the district.
3. Lack of designated vehicle to serve the interest of the DPCU. This will facilitate effective monitoring.

4. Outbreak of COVID-19 which disrupted the implementation of the 2020 AAP

1.4 SUMMARY OF ACHIEVEMENTS OF THE IMPLEMENTATION OF THE MMTDP (2018-2021)

The MMTDP has a total of 175 activities or projects. These include 126 non-physical programmes and 49 physical projects. These activities have been phased out into four-year action plans. Implementation of the action plans yearly will lead to overall implementation of the MMTDP.

Table 1 shows the summary of achievements of the implementation of these action plans as at the end of 31st December, 2020, which led to the overall implementation of the MMTDP (2018-2021).

Table 1: Proportion of the DMTDP Implemented in 2020

Indicators	Baseline 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
1. Proportion of the Annual Action Plan (AAPs) implemented by the end of year							
a. Percentage completed	62.31	90%	56.73%	90%	58.54%	80%	70.37%
b. Percentage of ongoing interventions	27.51	5%	25%	5%	23.17%	10%	20.99%
c. Percentage of interventions abandoned	-	-	-	0%	7.32%	0%	0%
d. Percentage of interventions yet to start	10.18	5%	18.27%	5%	10.98%	10%	8.64
e. Percentage of interventions executed outside the plan	-	-	-	-	-	0%	0%
2. Proportion of the overall MTDP implemented by the end of the year	75.31%	35%	36.82%	50%	43.25	75%	71.43%

The Municipality implemented 91.36% of the total activities in the 2020 Annual Action Plan. Additionally, 71.43% of the activities in the MTDP have been implemented as at December, 2020. Even though the targets were not met but the performance of the Municipality is commendable. This can be attributed to high performance in Revenue Mobilization and support from donors.

1.4.1 Details on the Annual Action Plan implemented under the Agenda for Jobs Policy Framework.

This sub-section gives detail accounts on the implementation of the 2019 AAP.

Table 2: Details on the Annual Action Plan Implementation.

S/N	Development Dimension	2018		2019		2020	
		Plan	Exec.	Plan	Exec.	Plan.	Exec.
1	Economic Development	15	10	9	8	8	7
2	Social Development	40	38	31	29	26	25
3	Environment, Infrastructure and Human Settlement	26	20	20	16	25	21
4	Governance, Corruption and Public Accountability	23	17	22	20	22	21
5	Ghana's role in International Affairs	0	0	0	0	0	0

The 2020 AAP contained 81 activities categorized under four development dimensions of the Agenda for Jobs Policy Framework, as shown in table 2 above. 74 activities out of the total 81, representing 91.36% were implemented and are at various stages of completion as seen in table 1 above.

1.4.2 Implications of achievements on socio-economic life of the people.

The following are some of the numerous impacts that the proportions of activities implemented in the DMTDP had on the people;

- Pupils benefitting from GSFP increased from 6, 980 in 2019 to 8,846 in 2020
- One school under tree at Sebreni was solved due to the construction one befitting KG block at Sebreni.
- School Children at Katakryiekrom stopped schooling in a dilapidated school block due to construction of a new 3-unit classroom block.

- Increase in job creation due to implementation of Government flagship programmes and implementation of Rural Enterprise Programmes by BAC.
- Reduction in Poverty due to the expansion of the LEAP programme. Thus, LEAP beneficiaries increase from 33 to 437
- PWDs were supported with startup capitals and some working equipment to expand their businesses
- Increase food supply as more farmers were registered on the Planting for Food and Job programme
- Increase in enrollment at the SHS due to the introduction of free SHS.
- Increase in production of Cashew produce as 200,000 cashew seedlings were distributed within the year.
- Improvement in access to portable water (86% of the total population as compare to 84% in 2019)

CHAPTER TWO

MONITORING AND EVALUATION ACTIVITIES

2.1 INTRODUCTION

This chapter explains various activities in the 2020 Annual Action Plan monitored during their implementations in year.

2.2 PROGRAMME/PROJECT STATUS FOR THE YEAR

The total number of activities in the 2020 AAP were 81. This included 26 physical projects representing 32.10% of the total projects. Non-physical activities were 55 representing 67.90%. These projects covered sensitive areas such as; health, education, water and sanitation, climate change, energy, transparent and accountable governance as well as social protection programmes.

Monitoring reports disclosed that 74 activities in the plan were implemented. These included 26 physical projects and 48 Non-Physical projects. *Appendix 1* and *Appendix 2* show the project register and programme register for implemented physical projects and non-physical projects respectively.

2.3 UPDATE ON DISBURSEMENT FROM FUNDING SOURCES

The sources of Fund of the Assembly included Internally Generated Fund (IGF) and the District Assembly Common Fund (DACF), District Development Facility (DDF) among others. The table below gives details of the sources as well as the amount generated or received for the year under review.

2.3.1 Update on Revenue Sources.

The table below shows update on funding

Table 3: Update on Revenue.

SOURCE	Baseline 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
IGF	320,360.06	495,700.00	433,268.00	632,605.00	660,825.72	835,038.60	822,816.97
DACF	1,444,968.70	2,925,438.82	1,322,230.08	2,734,105.69	2,077,104.66	3,598,822.02	2,706,589.42
MP's CF	223,498.75	200,000.00	394,232.16	212,157.63	373,277.68	600,000.00	672,537.27
PWDs CF	21,201.18	100,000.00	282,578.04	84,559.97	109,529.11	220,000.00	217,624.77
DDF	-	1,364,660.84	653,997.00	1,223,603.10	1,033,016.52	1,357,055.95	609,567.76
GoG Transfers	86,575.83	245,000.00	94,955.68	54,560.00	102,152.24	81,812.87	-
GETFund						-	306,517.20
AIDS				75,117.06	11,484.91	20,000.00	8,007.00
Other grants transfers	-	47,458.02	85,231.20	515,668.38	78,692.48	50,000.00	177,294.96
TOTAL	2,096,604.52	5,378,257.68	3,278,362.51	5,439,208.33	4,446,083.32	5,927,690.84	5,520,955.35

Source: JSMA Finance Department, 2020.

Table 3 shows that the Municipality had mobilized 98.54% of the projected IGF for 2020 as at the end of December. The remarkable performance in IGF mobilization during the year can be linked to the establishment of revenue mobilization taskforce and registration of cashew dealers in the Municipality.

2.3.2 Update on Disbursement

The table below gives a summary of disbursement

Table 4: Update on Disbursement

Expenditure	Baseline 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
Compensation	2,382,068.90	2,084,264.08	2,320,996.39	2,473,191.80	2,496,791.18	3,672,317.78	3,791,135.83
Goods and services	203,865.25	399,000.00	356,452.46	368,541.50	459,779.97	835,038.60	821,665.07
Assets	1,885,077.03	4,897,557.68	2,952,985.34	4,899,771.83	3,150,824.10	5,665,952.26	5,219,748.09
Total	4,471,011.18	7,380,821.76	5,630,434.19	7,741,505.13	6,107,395.25	10,073,308.64	9,832,548.99

Source: JSMA Finance Department, 2019.

The totals of the disbursements in Table 4 differ from the totals in the revenue table because, Table 3 (update of revenue) does not include salaries of workers or compensation which has been captured in table 4. The outbreak of COVID-19 delayed release of external funds and also diverted some of the Funds to meet exigency issues.

2.3.3 Comments on effort to generate revenue

The performance of the Municipality in mobilization IGF increased during the year. As at the end of the year, the Municipality mobilized 98.54% of the targeted IGF for the year.

The following accounted for the impressive performance in IGF mobilization

- i. Monitoring and supervision of revenue units and collectors
- ii. Strengthening of revenue institutions and administration
- iii. Widening revenue collection areas to cover more economic activities.
- iv. Training of Revenue collectors
- v. Intensifying public education on revenue mobilization
- vi. Use of Revenue Task Force for mop up exercise

2.4 UPDATE ON INDICATORS AND TARGETS

Table 5 presents an assessment of progress made during the year using specific indicators and targets adopted to track progress of implementation to accelerated development in the district.

Table 5: Assessment of Performance Indicators.

DEVELOPMENT DIMENSION: ECONOMIC DEVELOPMENT							
Indicators	Baseline 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
1. Total output in agricultural production							
i. Maize	2.20mt	2.60mt	2.56mt	2.9mt	2.22mt	2.4mt	2.23mt
ii. Rice (Milled)	-	-	-				
iii. Millet	-	-	-				
iv. Sorghum	-	-	-				
v. Cassava	14.52mt	15.0mt	17.044mt	17mt	17.214mt	17.50mt	17.21mt
vi. Yam	14.68mt	15.0mt	16.08mt	18.0mt	16.80mt	18mt	16.91mt
vii. Cocoyam	7.42mt	8.50mt	8.95mt	10.0mt	8.99mt	10mt	9.01mt
viii. Plantain	8.50mt	9.50mt	9.51mt	9.55mt	9.51mt	10mt	9.52mt
ix. Groundnut	-	-	-	-	-	-	-
x. Cowpea	-	-	-	-	-	-	-
xi. Soybeans	-	-	-	-	-	-	-
xii. Cocoa	-	-	-	-	-	-	-
xiii. Shea butter	-	-	-	-	-	-	-

xiv.	Oil Palm		-	-	-	-	-	-
xv.	Cashew Nut	0.87mt	1.2mt	0.96mt	1.4mt	0.97mt	1.4mt	0.96mt
xvi.	Cotton	-	-	-	-	-	-	-
xvii.	Cattle	2,910	3,000	3211	3,500	3,222	3,500	3,412
xviii.	Sheep	7,216	8,000	8960	10,000	8,991	10,000	9,100
xix.	Goat	8,850	9,000	9912	11,000	10,103	11,000	10,204
xx.	Pig	2,889	3,000	3346	3,500	3,478	3,500	3,592
xxi.	Poultry	83,687	90,000	100,042	110,000	108,120	110,000	110,390
2. Percentage of arable land under cultivation		55%	70%	71%	80%	77%	80%	78%
3. Number of new industries established								
i.	Agriculture	25	30	38	50	50	60	60
ii.	Industry	18	30	28	40	40	45	20
iii.	Service	40	55	50	80	80	95	50
4. Number of new jobs created								
i.	Agriculture	50	100	120	200	250	300	200
ii.	Industry	20	50	60	100	110	150	110
iii.	Service	50	100	110	150	200	250	200

DEVELOPMENT DIMENSION: SOCIAL DEVELOPMENT							
Indicators	Baseline 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
5. Net Enrolment Rate							
i.	Kindergarten	97%	100%	100.7%	100%	100%	80%
ii.	Primary	81.9%	100%	85.7%	90%	95%	85%
iii.	JHS	44.8%	70%	45.1%	60%	50%	40%
6. Gender Parity Index							
i.	Kindergarten	1:18	1:13	0.96	1.0	0.98	0.9
ii.	Primary	1:25	1:1	1.01	1.0	1.01	1.0
iii.	JHS	1:12	1:1	0.95	1.0	0.94	0.93
iv.	SHS	1:20	1:12	1.55	1.25	1.55	1.44
7. Completion Rate							
i.	Kindergarten	92.1%	100%	95.0%	100%	98%	99%
ii.	Primary	85.6%	100%	92.4%	100%	94%	97%
iii.	JHS	70.0%	85%	72.1%	90%	74%	80%
iv.	SHS	22.5%	40%	56.5%	85%	60%	70%
8. Number of operational health facilities							
i.	CHPS Compound	5	10	8	12	10	10
ii.	Clinic	2	4	5	6	5	5
iii.	Health Center	9	12	5	6	5	6
iv.	Hospital	1	1	1	1	1	1

9. Proportion of population with valid NHIS card							
i. Total (by sex)	44.39 %	55.07 %	60.55 %	71.14 %	60.95 %	75.31%	61.51%
ii. Indigents	6.43 %	7.01 %	3.83 %	4.45 %	3.74 %	9.04%	5.71%
iii. Informal	26.27 %	17.46 %	19.81 %	22.23 %	21.03 %	18.71%	22.46%
iv. Aged	1.75 %	1.21 %	2.49 %	3.11 %	4.66 %	1.28%	2.64%
v. Under 18 years	34.67 %	32.51 %	29.89 %	35.57 %	29.57 %	35.48%	29.11%
vi. Pregnant women	1.50 %	1.43 %	2.44 %	3.11 %	1.95 %	3.04%	1.58%
10. Number of Births and Deaths registered							
i. Birth	Male= 1,292 Female=1,563	Male= 2000 Female=2000	Male=1,643 Female=1,478	Male=2,000 Female=2,500	Male=1,692 Female=1,615	Male=2,000 Female=2,500	Male= 1,711 Female=1,623
ii. Death	0-14 years =11 15-64 years=62 64+ years=58	0-14 years =5 15-64 years=35 64+ years=35	0-14 years =6 15-64 years=55 64+ years=51	0-14=5 15-64=50 64+ years=50	0-14=25 15-64=64 64+ years=47	0-14=5 15-64=20 64+ years=35	0-14=7 15-64=27 64+ years=42
11. Percentage of Population with sustainable access to safe water source.							
i. District	81.82%	90%	83%	86%	84%	88%	86%
ii. Urban	55.65%	70%	57.65%	85%	58.75%	80%	79.1%
iii. Rural	24.12%	50%	38.4%	60%	39.80%	50%	42.7%
12. Proportion of population with access to improved sanitation services							
i. District	48.75%	55%	60.73%	75%	65%	75%	70.4%
ii. Urban	52.10%	70%	59.2%	70%	60%	70%	62.3%
iii. Rural	15.9%	40%	22.6%	35%	23%	30%	26.1%
13. Maternal Mortality Ratio	3	0	1	0	1	0	2
14. Malaria case fatality							
i. Sex	Male=0 Female= 0	Male=0 Female=0	Male=0 Female=0	Male=0 Female=0	Male=0 Female=0	Male=0 Female=0	Male=0 Female=0
ii. Age group	0-14 years =0 15-64 years=0 64+ years=0	0-14 years =0 15-64 years=0 64+ years=0	0-14 years =0 15-64 years=0 64+ years=0	0-14 years=0 15-64 years=0 64+years=0	0-14 years=0 15-64 years=0 64+years=0	0-14 years=0 15-64 years=0 64+years=0	0-14 years=0 15-64 years=0 64+years=0
15 Number of recorded cases of child trafficking and abuse							
i. Child Trafficking	Male=0 Female= 2	Male=0 Female=0	Male=0 Female=0	Male =0 Female =0	Male =0 Female =0	Male =0 Female =0	Male =0 Female =0
ii. Child abuse	Male=4 Female= 6	Male=0 Female=0	Male=1 Female=2	Male=0 Female=0	Male=0 Female=0	Male=0 Female=0	Male=2 Female=3

DEVELOPMENT DIMENSION: ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENTS							
Indicators	Baseline 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
16. Percentage of road network in good condition							
i. Total	42%	80%	35%	45%	58%	65%	60%
ii. Urban	45%	70%	41%	55%	60%	70%	62%
iii. Feeder	30%	50%	40%	50%	55%	65%	61%
17. Percentage of communities covered by electricity							
i. District	75%	85%	78%	90%	81%	90%	88.3%
ii. Rural	35%	50%	38%	75%	43%	75%	70%
iii. Urban	100%	100%	100%	100%	100%	100%	100%

DEVELOPMENT DIMENSION: GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY							
Indicators	Baseline 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
18. Reported cases of crime							
i. Men	329	100	413	350	No data	No data	No data
ii. Women	88	20	110	80	No data	No data	No data
iii. Children	22	5	28	5	No data	No data	No data
19. Percentage of annual action plan implemented	68.22%	85%	81.73%	90%	89.02%	95%	91.36%
20. Number of communities affected by disaster							
i. Bushfire	2	0	4	0	1	0	10
ii. Floods	0	0	1	0	0	0	1

Table 6: Municipal Specific Indicators and Targets

DEVELOPMENT DIMENSION: ECONOMIC DEVELOPMENT							
Indicators	Baseline 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
1. Total output in agricultural production							
i. Pepper	5.32mt	7.0mt	6.1mt	7.0mt	6.41mt	8mt	6.44mt
ii. Tomato	6.12mt	5.5mt	6.90mt	8.0mt	6.98mt	8mt	6.99mt
iii. Garden eggs	7.14mt	9.5mt	6.11mt	8.0mt	7.02mt	8mt	7.01mt
2. Farmer Extension Officer Ratio	1:8932	1:6000	1:8431	1:6000	1:5,236	1:5000	1:5236
3. Total number of farmers registered under Planting for Food and Jobs programme	195	2,000	2943	4000	6,106	15,000	12,520
4. Number of modern markets available	4	5	4	5	4	5	5

5. Percentage of population benefitting from LED policies and programs	N/A	30%	28%	40%	35%	40%	39%
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DEVELOPMENT DIMENSION: SOCIAL DEVELOPMENT

Indicators	Baseline 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
<u>6. Pupil Teacher Ratio</u>							
-KG	1:18	1:20	1:22	1:25	1:25	1:25	1:20
-Primary	1:25	1:27	1:27	1:30	1:35	1:30	1:31
-JHS	1:12	1:15	1:14	1:18	1:35	1:25	1:20
-SHS	1:20	1:22	1:19	1:22	1:35	1:30	1:20
7. BECE Pass Rate	96.73%	98%	88.45%	95%	90%	100%	95%
8. Percentage of Trained Teachers	70.34%	78%	90.3%	95%	93.5%	95%	92.13%
9. Pupil core text books ratio	0.7	1.0	1.0	1.0	1.0	1.0	0.5
10. Percentage of pupils having access to seating places	60%	70%	55%	65%	50%	65%	50%
12. Percentage of schools needing minor/major repairs	39%	35%	37%	30%	40%	30%	45%
13. Percentage of schools with drinking water	23%	30%	66%	70%	66%	70%	66%
14. Percentage of schools with toilet facilities and urinals	46%	55%	60%	70%	60%	80%	60%
15. Number of schools under trees	7	6	7	5	No data	No data	No data
16. Percentage of schools benefitting from GSFP	21.4%	28%	33%	40%	35.71%	50%	37%
17. Population to Doctor ratio	1:17,828	1:15000	1:21,394	1:15000	1:2,856	1:1000	No data
18. Population to nurse ratio	1:418	1:350	1:1,069	1:500	1:649	1:250	1:525
19. Population to Midwife ratio	1:979	1:700	1:335	1:200	1:745	1:200	1:610
20. Number of health facilities with mental health unit	2	3	6	7	6	6	7
21. HIV/AIDS prevalence rate (% of adult population, 15-49 yrs. HIV positive)	1.8%	1.2%	2.1%	1.0%	1.0%	0.05%	1.6%
22. Percentage of PLWD benefitting from support	28.86%	45%	30%	50%	50%	40%	36%

DEVELOPMENT DIMENSION: GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY

Indicators	Baseline 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
23. Total amount of Internally Generated Revenue	320,360.00	495,700.00	433,268.00	632,605.00	660,825.72	835,038.60	822,816.97
24. Police Citizen Ratio	1:1,546	1: 1400	1:2,097	1:1400	No data	No data	No data

2.5 UPDATE ON CRITICAL DEVELOPMENT AND POVERTY ISSUES

The Jaman South Municipal Assembly is implementing some Social Intervention and Poverty Alleviation Programmes aimed at improving socio-economic lives of the people. These programmes are introduced by the government as a measure to cushion the vulnerable and the poor in the Municipality in particular and the country at large. Table 7 below shows the summary of these development interventions in the Municipality.

Table 7: Update on Critical Development and Poverty Issues.

Critical Development and Poverty Issues	Allocation (GH¢)	Actual receipt (GH¢)	No. of beneficiaries	
			Targets	Actuals
Ghana School Feeding Programme	12,500	No data	9,000	8,846
Capitation Grants	200,000.00	124,573.50	30,000	25,670
National Health Insurance Scheme (NHIS)	-	No data	86,827	70,916
Livelihood Empowerment Against Poverty (LEAP)	200,000.00	No data	500	437
National Youth Employment Programme	300,000.00	No data	700	No data
One District-One Factory Programme	550,000.00	No data	No data	No data
One Village-One Dam Programme	-	-	-	-
Planting for Food and Jobs Programme	10,000.00	No data	15,000	12,520
Free Senior High School	No data	No data	3,000	2,108
National Entrepreneurship and Innovation Plan (NEIP)	-	-	-	-
Implementation of Infrastructural for Poverty Eradication Programme (IPEP)	-	-	-	-
Nation Builders Corps (NABCo)	10,000.00	2,000.00	250	152

2.6 EVALUATIONS CONDUCTED, FINDINGS AND RECOMMENDATIONS

The major distinguishing characteristic of evaluation, unlike monitoring, is that it is only conducted periodically at particular stages of the project. One form of evaluation was conducted during the second quarter 2020 and the result is shown in table 6 below.

Table 8: Update on Evaluations Conducted.

Name of the Evaluation	Projects/programs involved	Resource persons involved	Methodology	Findings	Recommendations
Ex-anti Evaluation	1. Construction of 1 No. 2 storey Police Station at Drobo	Municipal Coordinating Director (MCD) Development Planning Officer (DPO) Municipal Works Engineer (MWE) Physical Planning Officer	Surveys and Interviews with structured questionnaires	The Chiefs and elders were eager for the project due to security situation in the Municipality. There was an issue with the siting of the project which was resolved.	The projects should be implemented within the stipulated durations to meet urgent needs of the people
Terminal Evaluation	1. Construction of 1 No. 3 Unit classroom block at Katatkyiekrom	Municipal Coordinating Director (MCD) Development Planning Officer (DPO) Municipal Works Engineer (MWE) NCCE Municipal Director of Education	Focus group discussions and Interviews with structured questionnaires	The beneficiary community was satisfied with the project. The quality of the project was very good. There was no electricity connected to the projects The community was in dire need to start using the projects	The Headteacher, Assemblyman and elders of the community should take good care of the project to stand the test of time. The Municipal Assembly should periodically monitor and maintain the project.

Source: MPCU, 2020

2.7 PARTICIPATORY MONITORING AND EVALUATION (PM&E) UNDERTAKEN AND THEIR RESULTS

PM&E is a process through which stakeholders at various levels engage in monitoring or evaluating a particular project, program or policy. They share control over the content, the process and the results of the M&E activity. PM&E focus on active engagement of primary stakeholder.

As with all other monitoring and evaluation elements, the process for PM&E has to be prepared prior to project implementation. For that matter, the Municipality used the following approaches in the PM&E exercises. These approaches are shown in table 8 below.

Table 9: Update on PM&E Conducted

Name of the PM&E Tool	Policy/ Projects/programs involved	Resource persons involved	Methodology	Findings	Recommendations
Community Score Card.	1. Construction of 1 No. 3 Unit classroom block at Katakyyekrom	Municipal Coordinating Director (DCD) Development Planning Officer (DPO) Municipal Works Engineer (MWE) Municipal Director of Education	Focus Group Discussion, Interviews and surveys with questionnaires	Opinions of chiefs and elders were welcomed The people showed appreciation for the project	The projects should be implemented within the stipulated durations to meet urgent needs of the communities The community should provide the needed support to the contractor
Citizen Report Card	1.Implementation of Free SHS policy 2. Implementation of Planting for Export and Rural Development (PERD)	Development Planning Officer Municipal Director of Education NCCE Municipal Director of Agric.	Interviews and surveys with questionnaires	The public appreciated the effort of the government to implement these policies. The people expressed concerns on some of the challenges affecting Free SHS 200,000 cashew seedlings were freely distributed to farmers under the PERD Programme	The farmers in the Municipality should be educated on the approved planting distances for cashew.
Community score card	1. Construct disable friendly 1 No 3-unit classroom block with ancillary facilities at Bona JHS, Drobo	Municipal Coordinating Director (DCD) Development Planning Officer (DPO)	Focus Group Discussion, Interviews and surveys with questionnaires	Some of the projects were above their expected dates of completion	Contractors must be paid on time The community should provide the needed support to contractors.

	<p>2. Construction of 2-Unit KG Block at Sebreni</p> <p>3. Renovation of 1 No. 3 Unit Classroom Block at Zezera</p> <p>4. Construction of 2 Storey 24-unit Market Stores at Drobo</p> <p>5. Construction of Durbar ground at Adamsu</p> <p>6. Drilling, Construction and Mechanization of 13 No. Boreholes</p> <p>7. Construction of 1 No. 6 unit classroom block at Drobo Demonstration</p>	<p>Municipal Works Engineer (MWE)</p> <p>District Director of Education</p> <p>Municipal Health Director</p> <p>Municipal Agric. Director</p> <p>Municipal Budget Analyst</p> <p>Municipal Finance Officer</p>		<p>70.37% of projects monitored were completion.</p> <p>No contractor was met at the project sites.</p> <p>Delay in payment of contractors was the major problem</p>	<p>Periodic monitoring of the projects is needed</p> <p>Management should always release resources to aid monitoring exercise.</p>
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Source: MPCU, 2020

2.8 REPORT ON COVID-19

The report shown below gives account on COVID-19 in the Municipality as 31st December, 2020.

2.8.1 Surveillance

Active surveillance on COVID 19 began on March 2020. A total of forty-one (41) persons were screen and monitored, based on their travel history in to the country and areas within the country where there was lock down.

Persons from outside the country.

Eight (8) people from Togo

Eight (8) people from Burkina Faso

Four (4) people from United Kingdom

Two (2) people from China

Two (2) people from Saudi Arabia

One (1) person from France

One (1) person from Canada and

One (1) person from Barren.

Persons from Lock down Areas within the country were eight

2. 8.2. Samples picked for investigation

A total of 421 samples have being picked for investigation

50 through routine surveillance

81 contact samples have been picked

289 sample were picked through enhanced surveillance

2.8.3 Confirmed Cases

The municipality has a total of 10 (9 males and 1 female) confirmed cases. **Out of this, 6 cases from routine surveillance and 4 from enhanced surveillance.** The first four cases were recorded in June (18/06/2020) and they were all through enhanced surveillance. The remaining six cases were also detected through routine surveillance

2.8.4 Social Mobilization

There has being a lot of social mobilization activities since the inception of COVID 19 pandemic in the Municipality. Some are bulleted below;

- ✓ Radio/FM education on the disease
- ✓ The use of Mobile Van for education and announcement in the municipality
- ✓ The use of Community Information Centers in the communities for education on the Disease
- ✓ Church/Mosque education by health care workers
- ✓ OPD education in our Health facilities
- ✓ house to house education through routine home visit etc

CHAPTER THREE

THE WAY FORWARD

3.1 INTRODUCTION

This chapter looks at how the Municipality will manage issues in the subsequent years in terms of monitoring and evaluation of activities. It also looks at key issues addressed and concludes with recommendations.

3.2 KEY ISSUES ADDRESSED

- Low IGF Mobilization: The Municipality improved IGF performance from 87.41% in 2018 to 104.46% in 2019
- Employment Creation: Employment was created in the Municipality under the Planting for Export and Rural Development (PERD) programme, where 200,000 cashew seedlings were distributed to farmers.
- Construction of classrooms: Classrooms were constructed for the pupils in Sebreni and Katakryekrom communities.

3.3 KEY ISSUES YET TO BE ADDRESSED

1. The deplorable nature of roads in the Municipality. All major routes linking Drobo and town roads in the Municipality are not in good shape.
2. The Municipality has eight sub-structures and none of them is actively working.
3. The untimely release of funds particularly the DACF which is used in financing developmental projects in the district.
4. Endless traditional dispute between the people of Japekrom and Drobo, which resulted in imposition of curfew on both towns during the fourth of the year under review.

3.4 RECOMMENDATIONS

In an attempt to facilitate smooth implementation of projects by the assembly, some recommendations have been made. Among these are:

- Project Managers/Supervisors must strengthen their supervision to ensure quality of works at the project sites.
- The Project Monitoring Team must intensify their monitoring role. Assembly members must be encouraged to monitor projects in their communities.
- The District Monitoring Team must be resourced adequately to undertake monitoring and evaluation of activities in the District.
- Efforts must be made to ensure more stakeholder collaboration in the implementation of development programs and projects to allow for more harmonious development. There is also the need to always market the assembly effectively to attract development partners.

3.5 CONCLUSION

This report clearly portrays monitoring and evaluation activities which went on in the Municipality during the year 2020. It shows some of the achievements in terms of meeting targets and some of the challenges in terms of raising funds to implement projects. Regardless of the outbreak of COVID-19, the Municipality performed very well by implementing 91.36% of the total activities in the 2020 AAP. The major challenge for the year in terms of undertaken monitoring and evaluation exercise was inadequate funds to carry out PM&E activities.

APPENDIX 1

PROJECT REGISTER

STATUS OF PROJECTS IN THE MUNICIPALITY AS AT 31ST DECEMBER, 2020													
S / N	PROJECT DESCRIPTION	DEVELOPMENT DIMENSION	LOCATION	CONTRACTOR/CONSULTANT	CONTRACT SUM (GH¢)	SOURCE OF FUNDING	DATE OF AWARD	DATE STARTED	EXPECTED DATE OF COMPLETION	EXPENDITURE TO DATE (GH¢)	OUTSTANDING BALANCE (GH¢)	IMPLEMENTATION STATUS	REMARKS
1	Const. of 1 No. 3-unit classroom block	Social Development	Japekrom Methodist School	M/S Emfilko Co Ltd	95,399.70	DACF	Mar-10	Mar-10	Sep-11	43,399.70	52,000.00	60%	To be Repackaged
2	Complete Const. of 2 No. CHPS with 4-seater KVIP each and 2 No. Boreholes.	Social Development	Kofiko and Anuguano	M/S ADOS K. VENTURES	346,990.50	DACF	18/09/2020	Sept. 2020	18/03/2021	100,000.00	246,990.50	40%	Ongoing
3	Completion of 1 No. CHPS Compound	Social Development	Atuna	M/S Hafa Well Works and Trad. Ent.	148,475.28	DACF	9/8/2019	Aug. 2019	9/3/2020	85,955.00	62,520.28	100%	Completed
4	Const. of 1 no. 3 storey Dist. Assembly Administration Block (Phase II)	Governance, Corruption and Public Accountability	Drobo	M/S Emmaunel Otoo Furniture & const	420,620.90	DACF	Dec. 2006	Dec. 2006	Dec. 2007	163,540.85	257,080.05	40%	To be Repackaged
5	Drilling, Construction and Mechanization of 13 No. Boreholes	Environment, Infrastructure and Human Settlement	Drobo	M/S Champion Man Comp. Ltd	291,170.00	DACF & DDF	30/04/2018	June, 2018	30/07/2018	160,001.00	131,169.00	70%	Ongoing

6	Complete Construction of 1 No. 6 unit classroom block	Social Development	Drobo Demonstration	M/S SAMOTRUST Comp. Ltd	309,244.91	DACF	30/04/2018	June, 2018	30/10/2018	159,760.18	149,484.73	80%	Plastering
7	Construction of 1 No. CHPS compound facility	Social Development	Abuokrom	M/S VIFORGAN Ltd	214,468.80	DACF	30/04/2018	June, 2018	30/10/2018	118,000.00	96,468.80	100%	Completed and left with payments
8	Supply and Installation of Double arm street light (Phase I)	Environment, Infrastructure and Human Settlement	Drobo-Japekrom	M/S IBBECOW Comp. Ltd	539,721.54	DACF & DDF	30/04/2018	June, 2018	30/07/2018	539,721.54	0.00	100%	Completed
9	Supply and Installation of Double arm street light (Phase II)	Environment, Infrastructure and Human Settlement	Drobo - Japekrom	M/S Cross "N" Crown Engineering Works and Trading Ventures	549,300.00	DDF	25/04/2019	30/04/19	30/10/19	549,220.00	80.00	100%	Completed
10	Manufacturing and supply of 1000 pieces of pupils dual desk	Social Development	District Wide	M/S Cross 'N' Crown Engi. Works & Trad. Ventures	150,000.00	DACF	30/04/2018	June, 2018	30/06/2018	132,000.00	18,000.00	100%	Completed
11	Construction of 3-Unit Classroom block with Office and store	Social Development	Katakyiekrom	M/S Jaly Engineering Ltd	235,475.75	DACF	9/8/2019	Aug-19	31/01/2020	190,971.42	44,504.33	100%	Completed
12	Construct disable friendly 1 No 3-unit classroom block with ancillary facilities	Social Development	Bona M/A JHS	M/S BOATESSON COMP. LTD	250,452.84	DDF	18/09/2020	Sept. 2020	18/03/2021	37,567.93	212,884.91	95%	Ongoing

13	Construction of 2-Unit KG Block	Social Development	Sebreni	M/S NATOCK Enterprise	232,141.35	DDF	9/8/2019	Aug-19	31/01/2020	232,141.35	0.00	100%	Completed
14	Renovation of 1 No. 3 Unit Classroom Block	Social Development	Zezera Presby JHS	M/S Dan Nketiah-Yeboah Ent.	75,827.85	DACF	18/09/2020	Sept. 2020	18/03/2021	11,374.18	64,453.67	70%	Ongoing
15	Construction of 2 Storey 24-unit Market Stores	Economic Development	Drobo Main Market	M/S Hafa Well Works and Trad. Ent.	542,543.40	DDF	9/8/2019	Aug-19	31/08/2020	488,289.06	54,254.34	100%	Completed
16	Construction of Durbar ground	Governance, Corruption and Public Accountability	Adamsu	M/S MATBEN BETTY ENT.	320,563.50	DACF-MP	13/12/2018	Dec. 2018	30/06/2019	282,669.93	37,893.57	90%	Ongoing
17	Const. of 1 No Butcher Shop	Environment, Infrastructure and Human Settlement	Japekrom	M/S Myoho Company Ltd	21,054.96	DACF	Dec. 05	Dec.05	June, 2006	10,618.57	10,436.39	65%	To be Repackaged
18	Tarring of 6.1km length of Town Roads	Environment, Infrastructure and Human Settlement	Drobo and Japekrom	M/S Blacklimk Ghana Ltd	N/A	GoG	5/6/2018	3/7/2018	2/7/2019	N/A	N/A	20%	Ongoing
19	Renovation of Magistrate Court	Governance, Corruption and Public Accountability	Drobo	M/S Dan Nketiah-Yeboah Ent.	118,045.00	DACF	8/11/2019	Nov. 2019	28/02/2020	104,729.65	13,315.35	100%	Completed

20	Renovation of 1 No. Office bungalow	Governance, Corruption and Public Accountability	Drobo	Works Department	4,217.00	IGF	15/01/2020	June, 2020	31/03/2020	2,870.00	1,347.00	100%	Completed
21	Drilling, Mechanization of 4 No. Boreholes in the Markets	Environment, Infrastructure and Human Settlement	Drobo, Zezera, Atuna and Kwameseikrom	M/S ZYKWAR T Const. and Estate Development Ltd.	128,000.00	DACF-RFG	22/04/2020	April, 2020	22/05/2020	128,000.00	-	100%	Completed
	Drilling and Mechanization of 3 No. Boreholes	Environment, Infrastructure and Human Settlement	Bredi, Buobunu and Atuna	M/S KORIGE COMP. LTD	107,711.00	DDF	18/09/2020	Sept. 2020	18/03/2021	16,156.65	91,554.35	40%	Ongoing
22	Reshaping of 5.2km length of Trunk Road from Adamsu-Kofitiakrom	Environment, Infrastructure and Human Settlement	Adamsu-Kofitiakrom	M/S D.N.T Limited	89,991.00	DACF	19/04/2019	Apri.2019	1/8/2019	44,901.22	45,089.78	100%	Completed
	Reshaping of 6km length of Trunk Road from Zezera-Kofitiakrom	Environment, Infrastructure and Human Settlement	Zezera-Kofitiakrom	M/S Obrafo Alawa Ent.	89,994.50	DACF	19/04/2019	Apri.2019	1/8/2019	89,994.50	-	100%	Completed
	Disinfection, Dislodging and Maintenance of Toilet Facility	Environment, Infrastructure and Human Settlement	Babianiha	Ranfin Juah Enterprise	29,130.00	DACF				6,000.00	23,130.00	100%	Completed

2 3	Renovation of 20-Seater Toilet Facility	Environment , Infrastructure and Human Settlement	Katakyiekrom	M/S Sam K. Kusi Construction Works	34,460.00	DACF	18/09/2020	Sept. 2020	18/03/2021	34,460.00	-	100%	Completed
	Disinfection, Dislodging and Maintenance of 20-Seater Toilet Facility	Environment , Infrastructure and Human Settlement	Gonasua	M/S Rafin Juah Ent.	28,500.00	DACG	29/07/2020	Jul-20	29/10/2020	28,500.00	-	100%	Completed
2 4	Construction of 12 Seater Public Toilet facility	Environment , Infrastructure and Human Settlement	Faaman	M/S BOATESS ON COMP. LTD	190,273.00	DDF	24/11/2020	Nov. 2020	24/05/2021	0	190,273.00		Awarded
2 5	Renovate 2 No. Area Council Offices	Governance, Corruption and Public Accountability	Zezero and Kwameseikrom	M/S Dan Nketiah-Yeboah Ent.	148,370.83	DACF	18/09/2020	Sept. 2020	18/09/2021	22,255.00	126,115.83	75%	Ongoing
2 6	Construction of 1 No. 2 Storey Police Station Block	Governance, Corruption and Public Accountability	Drobo	M/S BOATESS ON COMP. LTD	952,394.80	DDF	27/11/2020		27/07/2021	0	952,394.80		Awarded

MPCU, 2020

APPENDIX 2

PROGRAMME REGISTER

PROGRAMME STATUS AS AT 31ST DECEMBER 2020

S/N	PROGRAMME DESCRIPTION	DEVELOPMENT DIMENSION	AMOUNT INVOLVED (GH¢)	SOURCE OF FUNDING	DATE STARTED	EXPECTED DATE OF COMPLETION	EXPENDITURE TO DATE	OUTSTANDING BALANCE	IMPLEMENTATION STATUS (%)	TOTAL BENEFICIARIES	REMARKS
1	Support the Activities of SMEs through operations of BAC/RTSC	Economic Development	220,000.00	GoG (NBSSI)	Feb. 2020	Dec. 2020	220,000.00	-	100%	59 SMEs (29 males and 30 females)	During the year, GH¢ 220,000 was distributed as credit to clients to facilitate expansion of SMEs' activities. The programme needs to be rolled over to 2021 to help more SMEs in the Municipality.
2	Educate Artisans (Tailors, Welders, and Carpenters etc) to further their learning skills in order to brighten their chances in the job market	Economic Development	8,000.00	NBSSI	Jan. 2020	Dec. 2020	8,000.00	-	100%	91 Entrepreneurs (53 males and 38 females)	The programme trained Electricians, Welders, Tailors and Dressmakers, Maison and Carpenters on occupational skills, safety and Environmental Management, adoption of new technology, and good customer relationship
3	Strengthen the implementation of Planting for Food and Jobs programme	Economic Development	3,000.00	DACF	2/1/2020	31/12/2020	3,000.00	-	100%	12,520 (7,763 males and 4,757 females) farmers	The programme is still ongoing and needs continues support from the MA. Enough Planting Materials and agro chemicals were received from the government to support the programme.
4	Organize National Day celebrations such as Independence Day, Senior	Governance, Corruption and Public Accountability	40,000.00	DACF	Mar. 2020	Dec. 2020	40,000.00	-	100%	Farmers, School Children and Senior Citizens	Farmers' Day Celebration was organized at Yaamnsah, Independence day and Senior Citizens Day were organized at Drobo

	Citizens Day and Farmers Day.										
5	Expand farmer access to extension services	Economic Development	2,000.00	IGF	Jan. 2020	Dec. 2020	2,000.00	-	100%	2145 (1,350 males and 795 females) farmers	Improved technology was demonstrated to farmers on Livestock, Crops and WIAD.
6	Monitoring pests and diseases on crops- quarterly/Annually	Economic Development	5,000.00	GoG	Jan. 2020	Dec. 2020	5,000.00	-	100%	387 (276 Males, 111 Females) farmers	AEAs Monitored the farms of the farmers and during the year, no case on pest and diseases affecting crops, livestock, poultry, fisheries and pets were recorded
7	Nurse and Distribute 150,000 Cashew Seedlings freely to farmers under PERD and Climate reduction programme	Economic Development	30,000.00	DCF	Jan. 2020	Dec. 2020	20,000.00	10,000.00	100%	663 (385 females and 278 males)	The municipality exceeded its targets of raising 150,000 to 200,000. With the support of an NGO, additional 50, 000 was added to the planned figure.
8	Support the activities of District Edu Directorate ie “My First Day at School”, STME, Mock exams district wide, Annual Best Teacher Awards & TLM, HIV/AIDS education for pupils, Monitoring and Supervision etc	Social Development	4,000.00	IGF	2/1/2020	31/12/2020	4,000.00	-	100%	27,778 (13,790 Males and 13,991 females) Students	2,078 schools uniforms for Basic schools, 823 class attendance Registers, 1354 Teachers’ Lesson Note books, donated to Drobo SHS AND OLP SHS 1 ZUZU Pick-up Car for the Directorate 293 Active English Dictionary 617 Mathematical sets were donated to Drobo SHS, 2 Buses from Government Ghana 11,305 boxes of white chalk and etc were distributed to GES, Drobo to facilitate educational activities

9	Expand and support the implementation of School Feeding programme	Social Development	12,500.00	DACF	Jan. 2020	Dec. 2020	-	12,500.00	80%	8,846 (4,753 males and 4,093 females) pupils	The programme is still ongoing and needs continues support from the MA. The programme now covers 28 basic schools in the Municipality
10	Support programmes targeted at reduce maternal & Child mortality in the district	Social Development	8,000.00	IGF	Jan. 2020	Dec. 2020		8,000.00	100%	3,479 Pregnant Women.	3,479 Pregnant women were registered under ANC and monitored monthly, New Theatre was constructed at the Maternity Unit at St. Mary's Hospital.
11	Support National Health Education Programme ie NID, TB/HIV/AIDS, Malaria, CARMAH etc	Social Development	3,000.00	IGF	Jan. 2020	Dec. 2020	3,000.00	-	100%	4,429 Children (1,895 males and 2,534 females)	The Disease Control Unit of the MHD undertook the following activities during the year; Surveillance on communicable and non-communicable diseases, Coordination of Expanded Program on Immunization (EPI), Collection and distribution of EPI logistics to sub-districts, TB control activities and Malaria control activities
12	Intensify education on HIV and AIDS prevention and Provide ARTs to PLWHIV	Social Development	6,000.00	GoG	Jan. 2020	Dec. 2020	6,000.00	-	100%	2806 people	As part of the education, the following activities took place in the year; <ol style="list-style-type: none"> 1. Monitoring Visits to PMTCT and HTC Sites 2. Collection and distribution of logistics to facilities 3. Care and Support for people living with HIV/AIDS 4. Know Your Status Exercise (Farmers Day, 6th march day, mother's day etc)

13	Promote Prevention of Mother to Child Transmission of HIV (MTCTHIV) in various health facilities in the district	Social Development	6,000.00	GoG	Jan. 2020	Dec. 2020	6,000.00	-	100%	3479 pregnant women	91 of the tested women were positive and all of them were put on ARVs
14	Support and monitor the implementation of Free SHS programme in the district	Social Development	7,500.00	IGF	Jan. 2020	Dec. 2020	-	7,500.00	100%	2,108 (810 males and 2,108 females) students	The programme is still ongoing and needs continues support from the MA
15	Monitoring of GETFund Projects to ensure succesful completion	Social Development	10,000.00	IGF	Jan. 2020	Dec. 2020	2,000.00	8,000.00	100%	8 communities	All the 7 ongoing GETFund projects were successfully monitored. However, only 3 of them were completed within the year.
16	Support 50 needy but brilliant students	Social Development	100,000.00	DACF	Jan. 2020	Dec. 2020	84,937.00	15,063.00	100%	75 students (45 males and 30 females)	Through the Assembly, an amount of GHc 84,937.00 was used to support 75 students during the year.
17	Expand the LEAP to cover extreme poor and vulnerable household	Social Development	2,000.00	GoG	Jan. 2020	Dec. 2020	2,000.00	-	100%	437 (78 Males and 359 females) Households	A total number of 23 communities are benefitting from the programme. However, the programme needs extension to cover more eligible households and communities in the Municipality

18	Community education on Children and citizens' rights and responsibilities	Social Development	3,000.00	IGF	April, 2020	May-20	3,000.00	-	100%	381 (158 males and 223 females) people	The programe was organized in Three communities which were Atuna, Zezera and Miremano.
19	Sensitize Communities on the Need to enroll disable children in schools	Social Development	2,000.00	IGF	Jan. 2020	March. 2020	2,000.00	-	100%	85 (38 males and 47 females) people	Department of community development sensitized the People of Taino No. I on the need to send disable children to school. The programme needs to be extended to cover many communities.
20	Identify, rescue and support abused children	Social Development	3,000.00	IGF	Jan. 2020	Dec. 2020	-	3,000.00	100%	5 (4 girls and 1 boy) cases child abuse was recorded. Out of the 5, 4 were resolved leaving one pending.	33 communities were mobilized and sensitized on child maintenance, he indicated
21	Support PWDs' by disbursing the 3% DACF disability fund	Social Development	1,000.00	IGF	Jan. 2020	Dec. 2020	1,000.00	-	100%	132 PWD (62 males and 70 females)	GH¢ 176,082.00 was efficiently used to support the businesses of PWDs
22	Educate and support PWDs with startup capital to enter into a sustainable economic activity	Social Development	100,000.00	DACF	Jan. 2020	Dec. 2020	100,000.00	-	100%	243 (119 males and 124 females) PWD	Deep freezers, sowing machines, hair dressing materials, etc and money were Distributed to PWDs to start their own businesses
23	Support Women empowerment through skills training/Development	Social Development	10,000.00	DACF	Jan. 2020	Dec. 2020	N/A	N/A	100%	122 females	The 122 females were trained on income generation activities as well as education on occupational hazards and business sustainability.

24	Enact and enforce bye-laws on forest reservation	Environment, Infrastructure and Human Settlement	4,000.00	DACF	Jan. 2020	March. 2020	-	4,000.00	70%	100,000 people	The bye laws have been drafted, yet to be gazzeted
25	Procure Cleaning Materials for Office Use	Governance, Corruption and Public Accountability	5,000.00	DACF	Jan.2020	Dec. 2020	5,000.00	-	100%	All offices in the Assembly	Cleaning Materials like washing powder, liquid soaps, dettols, brooms and etc were procured by the environmental health unit.
26	Sensitize communities on the need to construct household latrines and environmental hygiene	Environment, infrastructure and Human Settlement	2, 000.00	IGF	Jan. 2020	Dec.2020	2000	0	Ongoing	Entire Municipality	Education was conducted during premises inspections on the need to construct Household latrines. 2,262 premises were inspected as part of the routine inspection programme. During the inspections, 598 nuisances were detected and 3 of the cases were sent to court for prosecution
27	Organization of Medical Screening for food/water vendors annually	Environment, Infrastructure and Human Settlement	8,000.00	IGF	Oct. 2020	Nov. 2020	6,000.00	2,000.00	100%	1, 725 (1, 500 Females and 225 males) food vendors	Medical screening exercise was conducted for 1, 725 food vendors. 105 out of the number were suspected of Typhoid and they were all referred to the hospital for treatment
28	Resource NADMO to undertake regular monitoring	Environment, Infrastructure and Human Settlement	10,000.00	DACF	Jan. 2020	Dec. 2020	-	10,000.00	60%	50,000 people	NADMO received support from the Municipal Assembly, Ghana National Fire Service, Information Service Department, Zoom lion, Environmental Health and Sanitation, GHS, GES, NCCE,

											FSD, MOFA Police, Media and other stakeholders.
29	Empower NADMO to manage disaster situation	Environment, Infrastructure and Human Settlement	10,000.00	IGF	Jan. 2020	Dec. 2020	-	10,000.00	100%	100,000 people	2 No. public education on FM station were organized on how to mitigate disaster. Bushfire sensitization exercise was organized in every community in the Municipality
30	Educate farmers on the need to plant cover crops and legumes	Environment, Infrastructure and Human Settlement	5,000.00	IGF	Mar. 2020	July. 2020	5,000.00	-	100%	250 (165 males and 85 females) farmers	As part of climate change sensitization programme, 2 No. education programme were organized at Atuna and Kwamesekrom on the need to plant cover crops. Thus, cropping managemnet
31	Organize communities' education on effects of climate change	Environment, Infrastructure and Human Settlement	8,000.00	IGF	Aug. 2020	Dec. 2020	8,000.00	-	100%	100,000 people	NADMO in collaboration of GNFS organized climate change sensitization programmes in 30 communities within the fourth quarter. Anti-Bush fire campaign was added during the programme
32	Rehabilitate degraded land with fast growing trees	Environment, Infrastructure and Human Settlement	20,000.00	IGF&DA CF	April, 2020	Nov. 2020			100%	663 (385 females and 278 males)	200,000 cashew seedlings were distributed to 663 farmers as part of planting for export and rural development programme. The exercise helped rehabilitating about 250 ha of degrade lands in the Municipality.
33	Organize 12 No. Spatial planning Committee Meeting	Environment, Infrastructure and Human Settlement	10,000.00	DACF	Jan. 2020	Dec. 2020	7,000.00	3,000.00	67%	N/A	8 No. Technical committee meetings were organized within the year

34	Collaborate with GNFS and NADMO to educate the public on how to combat the annual bushfires in the district	Environment, Infrastructure and Human Settlement	8,000.00	IGF	Aug. 2020	Dec. 2020	8,000.00	-	100%	100,000 people	Anti-bush fire campaign was successfully organized by NADMO and GNFS in all the communities
35	Organize routine inspection of development sites to ensure orderly development.	Environment, Infrastructure and Human Settlement	5,000.00	IGF	Jan. 2020	Dec. 2020	-	5,000.00	100%	Entire Municipality	Monitoring and sensitization programme were organized in various communities on issues like unauthorized development, haphazard way of building, permitting of building, access roads and etc.
36	Organize mandatory DA meetings (EXECO, DPCU, DISEC etc)	Governance, Corruption and Public Accountability	20,000.00	DACF	Jan. 2020	Dec. 2020	20,000.00	-	100%	N/A	All statutory meetings were held within the year
37	Organize quarterly Town Hall/People Assemble	Governance, Corruption and Public Accountability	10,000.00	DACF	Jan. 2020	Dec. 2020	5,000.00	5,000.00	50%	800people	Two Town Hall Meeting were successfully organized in the Third and Fourth quarter
38	Prepare and Implement Popular Participation Action Plan	Governance, Corruption and Public Accountability	20,000.00	DACF	Jan. 2020	Dec. 2020	-	20,000.00	100%	N/A	The plan was successfully prepared and implemented
39	Conduct monthly/quarterly revenue education/sensitization on the citizens' revenue responsibility	Governance, Corruption and Public Accountability	10,000.00	DACF	Jan. 2020	Dec. 2020	4,000.00	6,000.00	100%	100,000 people	The programme needs to continue in the subsequent years to increase IGF status of the Municipality

40	Develop timely budget and Fee Fixing Resolution and monitor implementation	Governance, Corruption and Public Accountability	5,000.00	DACF	July. 2020	Sep. 2020	5,000.00	-	100%	N/A	The fee fixing resolution was successfully prepared and implemented
41	Develop and implement Revenue Improvement Action Plan.	Governance, Corruption and Public Accountability	2,000.00	IGF	Jan. 2020	March. 2020	2,000.00	-	100%	N/A	The IGF Improvement Action Plan was prepared by the Finance Department, a copy is available at the department
42	Prepare 2021 AAP to reflect community and Departmental needs	Governance, Corruption and Public Accountability	12,000.00	DACF	Aug. 2020	Oct. 2020	-	12,000.00	100%	N/A	The 2021 Composite AAP was successfully prepared and copy can be found on file
43	Prepare and implement annual composite budgets in line with national time frame, AAP and Procurement plans	Governance, Corruption and Public Accountability	10,000.00	IGF	Sep. 2020	Oct. 2020	10,000.00	-	100%	N/A	The Composite Budget was successfully prepared
44	Build capacity of DA staff for efficient performance	Governance, Corruption and Public Accountability	50,000.00	DDF & DACF	Jan. 2020	Dec. 2020	50,000.00	-	100%	20 staff	The programme needs to continue in the subsequent years to cover more beneficiaries
45	Develop M&E plan to monitor & evaluate the DMTDP	Governance, Corruption and Public Accountability	10,000.00	DACF	Jan. 2020	Dec. 2020	3,000.00	7,000.00	100%	N/A	Projects were monitored but management need to consider monitoring exercise as serious activity.
46	Provision of adequate logistics for efficient performance of MA	Governance, Corruption and Public Accountability	20,000.00	DDF	Jan. 2020	Dec. 2020	20,000.00	-	100%	N/A	Swivel Chairs and laptops as well as office materials were supplied.

47	Organize meetings of the Public Relations and Complaints Committee and publicize its activities	Governance, Corruption and Public Accountability	3,000.00	IGF	Jan. 2020	Dec. 2020	3,000.00	-	100%	N/A	The meetings were organized quarterly and minutes are available on files
48	Resource the security personnel to combat crime	Governance, Corruption and Public Accountability	20,000.00	DACF	Jan.2020	Dec. 2020			100%	N/A	Fuel was periodically given to the security agencies in the municipality to facilitate their operations