REPUBLIC OF GHANA

MINISTRY OF PARLIAMENTARY AFFAIRS

MEDIUM TERM DEVELOPMENT PLAN (MTDP)

FOR

2018 - 2021

DECEMBER 2017

LIST OF FIGURES AND TABLES

ACRONYMS

PPBMED   Policy Planning, Budgeting, Monitoring and Evaluation Directorate

CBC   Capacity Building Component

CS   Conditions of Service

CSO   Civil Society Organization

GPRS II   Growth Poverty Reduction Strategy Two

HRM   Human Resource Management

LI   Legislative Instrument

EI   Executive Instrument

M&E   Monitoring and Evaluation

MDA   Ministries, Department and Agencies

MMDAs   Metropolitan, Municipal and District Assemblies

MoFEP   Ministry of Finance and Economic Planning

MoU   Memorandum of Understanding

MTDF   Medium Term Development Framework

MTDP   Medium Term Development Plan

NDPC   National Development Planning Commission

NGO   Non - Governmental Organization

OHCS   Office of the Head of Civil Service

CAGD   Controller and Accountant General's Department

PPBMED   Policy Planning, Budgeting, Monitoring and Evaluation Directorate

EXECUTIVE SUMMARY

The Ministry of Parliamentary Affairs was established by Executive Instrument 28 (E.I 28) Civil Service (Ministries) (Amendment Instrument, January, 2017) and in line with Sections 11`&13 of the Civil Service Act, 1993 (PNDCL 327), is mandated to initiate strategies/policies to coordinate, facilitate and evaluate the effective and efficient management of government business on the floor of Parliament, as well as report on same for accountability, checks and balances.

The preparation of this plan is to enable the Ministry of Parliamentary Affairs put in place a systematic and well-formulated programmes, projects and activities that can be implemented to achieve the overall Vision and Mission of the Ministry as well as supporting government intension of achieving the Medium Term Plan 2018-2021 objectives.

The Medium Term Development Plan of the Ministry of Parliamentary Affairs covering the period 2018-2021 has Six Chapters, which are sets out to be in line with the National Development Plan of the Country and the Ghana Shared Growth and Development Agenda II (GSGDA II).

Chapter One gives a general overview of the Ministry's Vision, Mission, and the Core Values and the Organizational Structure to achieve those in line with the development needs of the Country and the vision of the President of the Country in setting up the Ministry.

The linkage between the Core Values of the Ministry and the developmental issues to GSDGA II are analysed using the POCC to achieve the overall Strategic Plan of the Country is devoted to **Chapter Two**.

Chapter Three delves into how adopted issues, policy objectives and strategies are used to achieve the Mission, Vision and Core Values of the Ministry in line with the developmental goals of the Country as per the mandate of the National Development Planning Commission (NDPC).

Chapter Four looks at Three (3) programme of actions to achieve the overall objectives of the Ministry in line with the National Development Planning goals.

Chapter Five covers the Action Plan, which looks at the annual plans covering the period 2018, 2019, 2020 and 2021 in order to achieve the Vision, Mission and Core Values of the Ministry and the national developmental goals of the country.

Chapter Six, which is on Monitoring and Evaluation, sets out how the Ministry will use the various strategies to monitor and evaluate the mandate of the Ministry and use the feedback as tool for correcting future engagements of the Ministry to achieve a sustainable programme of action in line with the overall national development goals.

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CHAPTER ONE

1.0 Introduction

The Government of Ghana has established the MPA to serve as a focal point for stakeholders and interface between the executive and legislature among others. The ministry's functions are mainly to facilitate and champion the promotion of government business in Parliament. Its creation is expected to ensure the continuous engagement and consensus building between the arms of government and make them responsive to the needs and aspiration of the public.

The Ministry of Parliamentary Affairs was established by Executive Instrument 28 (E.I 28) Civil Service (Ministries) (Amendment Instrument, January, 2017) and in line with Sections 11`&13 of the Civil Service Act, 1993 (PNDCL 327), is mandated to initiate strategies/policies to coordinate, facilitate and evaluate the effective and efficient management of government business on the floor of Parliament, as well as report on same for accountability, checks and balances.

The preparation of this plan is to enable the Ministry of Parliamentary Affairs put in place a systematic and well-formulated programmes, projects and activities that can be implemented to achieve the overall vision and mission of the Ministry as well as supporting government intension of achieving the Medium Term Plan 2018-2021 objectives.

Specifically the Ministry plans to formulate an elaborate and well-coordinated Programme of Action to establish the jurisdiction for budgetary request, to clearly develop an effective system for plan implementation, monitoring and evaluation and to identify the core developmental issues needed to achieve the Vision and Mission of the Ministry.

This chapter focuses on the Ministry of Parliamentary Affair's Vision, Mission, Functions, Profile and Performance Review.

1.1 Vision

Promoting consensus among the citizenry to enhance participatory and representative democracy

1.2 Mission

Enhancing representative democratic process to guarantee good governance through dialogue and consensus building for the development of Ghana

1.3   Core Values

1. Promoting Good Governance
2. Harmonising Civil Society needs into government agenda
3. Transparency
4. Consensus Building
5. Accountability

1.4 Functions

Section 13 of the Civil Service Act, 1993 (PNDCL 327) states that a Ministry shall

- Initiate and formulate policies, taking into accounts the needs and aspirations of the people.
- Undertake developmental planning in consultation with the NDPC.
- Co-ordinate, monitor and evaluate the efficiency and effectiveness of the performance of the sector.

Based on the above framework, the Ministry of Parliamentary Affairs is established to perform the following functions:

- Serve as the interface between the Executive and the Legislature.
- Facilitate the conduct of government business on the floor of Parliament.
- Provide an effective linkage between Parliament, the Executive, the Judiciary, and Civil Society Organisations.
- Assist in the development and implementation of citizen centred collaborative interface with other state and non-state actors (private businesses, CSO's etc) on matters relating to the Legislature.
- Assess policy papers, credit agreements and legislative proposals and other matters intended for deliberations by Parliament and provide appropriate recommendations.
- Facilitate the review/promulgation of legislation and regulations for equitable national development.
- Aggregate and articulate the concerns of civil society organisations.
- Coordinating, Monitoring and Evaluating the efficiency and effectiveness of the performance of Parliament.
- Undertake such research as may be necessary to enhance the collaboration between Legislature, the Executive and Civil Society Organisations.
- Collect, collate and review answers to questions raised in Parliament through the Ministry to enhance good governance.

1.5 Profile of the Ministry

The Ministry of Parliamentary Affairs is one of the specialized Ministries set up under Section 11 of the Parliamentary Services Act (Act 460) with the main purpose of deepening good governance.

It is the main link between the Executive and Legislature. Unfortunately, the Ministry has been non-existent for the past eight years (2009-2016). The Ministry of Parliamentary Affairs was recreated in January 2017 through Executive Instrument 28 (EI.28) and is mandated to initiate strategies/policies to coordinate, facilitate and evaluate the effective and efficient management of government business on the floor of Parliament, as well as report on it for accountability, checks and balances.

1.6 Organizational Structure

The Ministry has an organizational structure that seeks to define roles, responsibilities and reporting relationships and lines of communication to facilitate effective and efficient service delivery. A number of factors and issues considered in the design of the organizational structure included, the need to avoid duplication of functions; ensure strong monitoring and evaluation; have a manageable span of control and management levels; promote communication and information flow and; professionally trained and highly motivated staff. The Ministry does not have all the five (5) scale line directorates but operates on schedules. Its total staff strength is sixteen (16) with two (2) political appointees and two (2) National Service Personnel. To ensure that the Ministry is well structured to provide excellent services to its stakeholders and clients, the Ministry's organizational structure is as follows:

Proposed Organisational Structure of the Ministry of Parliamentary Affairs
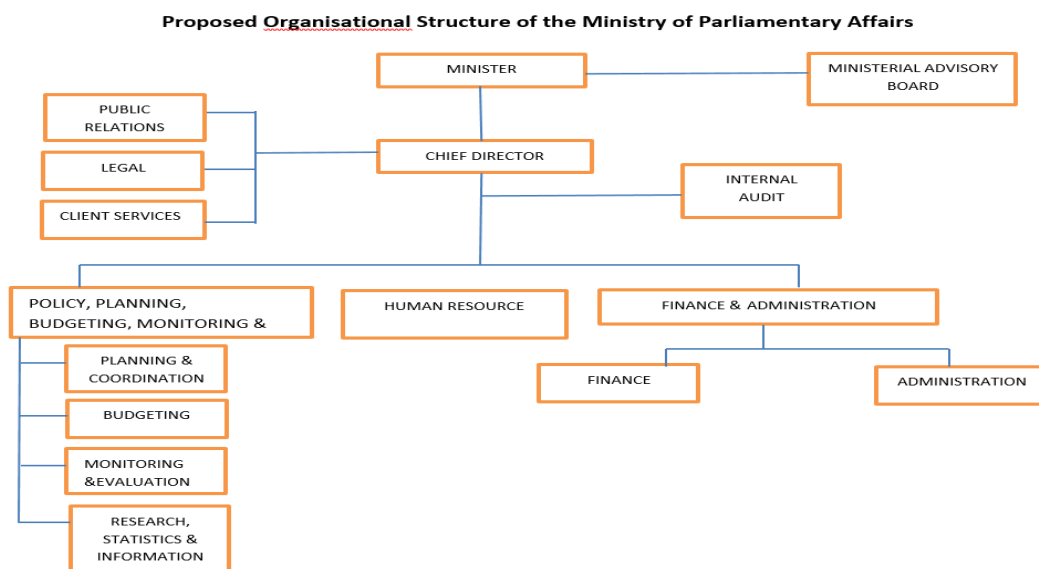
1.6.0 The Chief Director

The Chief Director is responsible as the administrative head of the Ministry. He accepts overall performance of the Ministry as a whole and coordinates the structures and functional areas of the Ministry's machinery for the effective discharge of its mandate and objectives as well as ensure that staff of the Ministry uphold the Civil Service core values.

1.6.1 Deputy Director

The Ministry has a Deputy Director in Charge of the Policy Planning Monitoring and Evaluation who also doubles as the Deputy Director for Finance and Administration. She is the second in command and has oversight responsibility of the Units discussed below as well as providing administrative leadership, guidance and management to help achieve the Ministry's mandate.

1.6.2 Policy Planning, Budgeting and Monitoring and Evaluation Directorate (PPBMED)

This Directorate ensures the development and periodic review of comprehensive and sustainable policies, plans, programmes and budgets to cover all activities of the Ministry. It caters for the design and application of monitoring and evaluation systems for purposes of assessing its operational effectiveness.

1.6.3 Financial Management Unit

The unit is responsible for the efficient and effective utilisation of budgets allocated by the Government of Ghana and the development partners for the discharge of the mandate and objectives of the Ministry. The main unit is the Accounts unit, which currently has a staff strength of two(2) on secondment from Controller and Accountant General Department (CAGD).

1.6.4 Human Resource Management Unit (HRM)

This Unit ensures that the appropriate processes are engaged to enable staff with requisite background for various types of work are recruited, motivated and developed on a continuous basis for the efficient discharge of their duties.

The Directorate also ensures that approved personnel policies on employment, personnel records, and wages and salaries administration are translated into good management practices and effectively carried out. Assistant Director 1 heads this Unit and ably supported by a Principal Executive Officer.

1.6.5 Internal Audit Unit

This unit ensures transparency and accountability in the use of state resources through compliance with financial management and accounting practices and regulations laid down by the Procurement Authority, Internal Audit Agency, Audit Service, Public Financial Management Act and reports directly to the Head of Service. The Unit has a staff strength of two (2).

1.6.6 Public Affairs Unit

The Public Affairs Unit is responsible for the implementation of the media and communication strategies, communicates the mission and objectives of the Ministry to the public and handles client service relations. A Technical Advisor manages the Unit.

1.6.7 Monitoring and Evaluation Unit

The unit is responsible for providing an effective basis for measuring the various stages of programs and projects of the Ministry as well as providing an objective basis for assessing the effectiveness of its programs and projects.

1.6.8 Procurement Unit

The unit is responsible for managing the procurement services and providing technical support on procurement processes for the Ministry.

1.6.9 Stores Unit

The unit ensures the proper storage of all goods procured and ensures that stocks are replaced on time in the Ministry.

1.6.10 Records Unit

This unit ensures that documents and information are properly stored to ensure confidentiality and accessibility.

2.0 Institutional Capacity Needs

The Ministry's Human Resource (HR) and logistical and infrastructure needs are enumerated in the table below:

Table 1.0 HR Capacity Needs

Grade	Number Recommended	Number at Post	Number Required
Chief Director	1	1	1
Director	2	-	2
Deputy Director	1	1	-
Assistant Director I/II	3	1	2
Chief/Principal Accountant	1	1	-
Senior Accountant/Accountant	1	1	-
Principal /Senior Internal Auditor	1	1	-
Assistant Internal Auditor/Internal Auditor	1	1	-
Chief/Principal State Attorney	1	-	1
Chief/Principal Information Officer	1	-	1
Senior Protocol Officer/Protocol Officer	1	-	1
Senior Records Officer/Records Officer	1	1	-
Principal Research Officer	1	-	1
Research Officers	1	-	1
Information Technology(IT) Manager	1	-	1
Senior Librarian/Librarian	1	-	1
Procurement and Supply Chain Manager	1	1	-
Principal Storekeeper	1	1	-
Chief Executive Officer	1	1	-
Office Manager /Private Secretary	2	-	2
Stenographer Secretary	2	1	1
Driver GD I/II	2	1	1
Senior Receptionist/Receptionist	1	-	1
TOTAL	**29**	**13**	**16**

2.1 Logistics and Infrastructure Needs

The Ministry currently occupies the eastern wing of the 3rd Floor of The Office of the President Annex Building. This is woefully inadequate for effective operational performance. The Ministry has not been able to procure any means of transport to support its work.

The table below enumerates the required assets, existing and additional assets needed for efficient and effective performance.

Table 2.0 Logistics and Infrastructure Needs

ITEM	Number Recommended	Number Acquired	Number Required
1. Desktop Computers	20	16	4
2. Laptop Computers	12	5	7
3. LaserJet Printers	8	4	1
4. Photocopiers	2	-	2
5. Projectors	2	1	1
6. Scanners	3	3	-
7. Air Conditioners	10	3	7
8. Paper Shredder	6	6	-
9. Office Desks	18	15	3
10. Swivel Chairs	29	20	9
11. Visitors Chairs	18	5	13
12. File Cabinets	18	8	10
13. Table Top Fridge	4	4	-
14. Water Dispensers	3	1	2
15. Fireproof Safe	1	1	-
16. Uninterrupted Power Supply	20	14	6
17. Binding Machine	2	1	1
18. Cross Country Vehicle	3	-	3
19. Double Cabin Pickup	3	-	3
20. 33 Seater Bus	1	-	1
21. Saloon Cars	4	-	4

2.2   Summary of Major Issues

The Ministry is confronted with both personnel and logistical challenges. These include:

- Inadequate office accommodation
- Inadequate staff and skills
- Inadequate logistics and equipment (Official Vehicles, Laptops, Desktop Computers etc)

3.0   Performance Review of Ministry under GSGDA II (2014-2017)

The Government has been implementing the Ghana Shared Growth Development Agenda II (GSGDA II) in the past decade. Additionally, it is required by the Civil Service Law, 1993 for all Ministries, Department and Agencies (MDAs) to undertake development-planning functions in consultation with the NDPC.

Even though the Ministry was re-established in 2017 under the period of GSGDA II, it did not have any medium-term development plan in place. However, the Ministry implemented some programs and projects. The performance of the programs and projects implemented are indicated below:

- One (1) Media soiree organised on 12th September 2017 – Media engaged and briefed on the mandate and relevance of the Ministry

- One (1) Staff Orientation Workshop held on 22nd to 24th September 2017 at Koforidua.

- Two (2) Meetings with Leadership of Parliament held in October and December.

- The Ministry in collaboration with the Parliamentary Service organised One (1) training workshop for the Parliament Press Corps and other selected Media Houses.

- One (1) Good Governance/Leadership Seminar organised for Southern Sector MPs and MMDCEs on December 9th, 2017.

- One(1) media interaction was held on 1st November, 2017 jointly with Parliament News Africa and Parliamentary Training Institute in Parliament House

3.1.1   Performance Review of Budgetary Allocations and Releases under GSGDA II (2014-2017)

The Ministry's total approved budget for 2017 was Three Million Two Hundred and Twenty Seven Thousand Eight Hundred and Fifty Five Ghana Cedis (**GH₵ 3,227,855.00).** The breakdown is as follows; Compensation of Employees (**GH₵ 498,230.00); Goods and Services (**GH₵ 2,229,625.00)** and Capital Expenditure (**GH₵ 500,000.00)**

The Actual Receipts from the total resource envelope for 2017 was Nine Hundred and Fifteen Thousand and Seventy Ghana Cedis (**GH₵ 915,070.00)** broken down as follows; Goods and Services (**GH₵ 751,053)** and Capital Expenditure (**GH₵ 164,017.00).**

The Actual Expenditure from the total resource envelope for 2017 was Seven Hundred and Forty Six Thousand Six Hundred and Twenty Eight Ghana Cedis and Ninety-Four Pesewas. (**GH₵ 746,628.94)** broken down as follows Goods and Services (**GH₵ 746,628.94).**

The Ministry therefore realized a Budget Variance of Two Million Three Hundred and Twelve Thousand Seven Hundred and Eighty Five Ghana Cedis (**GH₵ 2,312,785.00).**

The Ministry did not receive any donor funds to support its activities for the year 2017.

3.1.2   Identified Key Development Issues

- Weak functional relationships within the three arms of government and civil society organisations
- Limited awareness on the importance and role of the Ministry
- Unhealthy relationship between the MPs and MMDCEs
- Increased perception of corruption among public office holders
- Weak ownership and accountability of leadership at the local level
- Gaps in awareness, advocacy and enforcement of citizen rights and responsibilities
- Inadequate legal framework to sustain the Ministry
- Inadequate funding
- Inadequate office accommodation
- Inadequate personnel and skills set
- Inadequate logistics and equipment(vehicles, desktop computers, laptops)

4.0   Linking Key Development Issues to NMTDP Issues, Objectives and Strategies

Table 3.0 Key Issues, Objectives and Strategies

Key Development Issues	NMTDP Issues	NMTDP Objectives	NMTDP Strategies
Weak functional relationships within the three arms of government and civil society organisations	Uneven balance of power between the three arms of government	**Deepen Democratic Governance**	Strengthen the three arms of government and promote the effective separation of powers
Limited awareness on the importance and role of the Ministry	Relatively weak capacity of governance institutions		Strengthen independent governance institutions to perform their functions effectively
Unhealthy relationship between the MPs and MMDCEs	Weak ownership and accountability of leadership at the local level	**Deepen Political and Administrative Decentralisation**	Institute mechanism for effective inter-service/inter-sectorial collaboration and cooperation at district, regional and national levels
Gaps in awareness, advocacy and enforcement of citizen rights and responsibilities	Gaps in awareness, advocacy and enforcement of citizen rights and responsibilities	**Improve participation of civil society (media, traditional authorities, religious bodies) in national development**	Create enabling legislative and economic environment in support of philanthropy for vulnerable, weak and excluded, particularly women , children and PWDs
			Establish appropriate framework for collaborative engagement with the media
Increased perception of corruption among public office holders	High perception of corruption among public office holders and citizenry	**Promote the fight against corruption and economic crimes**	Pursue an effective campaign for attitudinal change

5.0 Linking Key Development Issues under GSGDA II and NMTDP, 2018-2021

Table 4.0 GSGDA II and NMTDP Linkage

GSGDA II, 2014 – 2017		NMTDP, 2018-2021	
THEMATIC AREA ONE	**ISSUES**	**THEMATIC AREA ONE**	**ISSUES**
Transparent, Responsive and Accountable Governance	Weak functional relationships within the three arms of government and civil society organisations	**Governance, Corruption and Public Accountability**	Uneven balance of power between the three arms of government
	Limited awareness on the importance and role of the Ministry		Relatively weak capacity of governance institutions
	Unhealthy relationship between the MPs and MMDCEs		Weak ownership and accountability of leadership at the local level
	Gaps in awareness, advocacy and enforcement of citizen rights and responsibilities		Gaps in awareness, advocacy and enforcement of citizen rights and responsibilities
	Increased perception of corruption among public office holders		High perception of corruption among public office holders and citizenry

CHAPTER TWO

DEVELOPMENT ISSUES

2.0 Introduction

The GSGDA II has seven thematic areas. Under this Chapter, the key development issues identified in chapter one of this plan were prioritized and linked to the corresponding thematic areas of GSGDA II and NMTDPF. This is to enable the Ministry identify the relevant goals of NMTDPF that the planned programmes and sub-programmes would be aligned within the planned period, 2018-2021.

2.1 Prioritization of Key Development Issues

The key development issues were prioritized based on the criteria prescribed in the planning guidelines issued by NDPC. Some of the criterion includes impact analysis, internal consistency and compatibility analysis.

- Uneven balance of power between the three arms of government

- Relatively weak capacity of governance institutions limited

- Weak ownership and accountability of leadership at the local level

- Gaps in awareness, advocacy and enforcement of citizen rights and responsibilities

- High perception of corruption among public office holders and citizenry

- Inadequate legal framework to sustain the Ministry

- Inadequate funding

- Inadequate office accommodation

- Inadequate personnel and skills set

- Inadequate logistics and equipment(vehicles, desktop computers, laptops)

2.3 POCC ANALYSIS

Within the medium term period (2018-2021), the Ministry identified various issues to be addressed. The issues were subjected to a POCC analysis to assist the Ministry identify with its environment, set targets and goals as well as formulate strong strategies to address these issues .

Table 5.0 POCC Analysis

Issues to be Addressed	Potentials	Opportunities	Constraints	Challenges
Uneven balance of power between the three arms of government	The role of the Ministry in Governance system Legal regime and checks and balances in the 1992 Constitution of Ghana The Minister performing the Executive and the Legislative roles	The support of Civil Society/ Governance Institutions The existence of multi-party democracy	Low staff strength Inadequate office accommodation	Incorporation of minority in Parliament Constitutional provisions regarding the separation of powers under the Three arms of government Provisions under article 78 of the 1992 Constitution
Conclusion: The Ministry in collaboration with civil society organisations can advocate for the amendment of some provisions made in the Constitutions to water down executive control				
Relatively weak Capacity of Governance Institutions	Advocacy role on good Governance (Sec 11 of Act 460) The dual role of the Minister (Majority Leader)	The support of CSOs/ Independent Governance Institutions Support of the Development Partners Media support	Low staff strength Inadequate office accommodation	Unavailability of funds
Conclusion: With the availability of Sec 11 of Act 460 and other opportunities, the Ministry can address the issue				
Weak ownership and accountability of leadership at the local level	Advocacy role on good Governance (Sec 11 of Act 460) The dual role of the Minister (majority leader)	The support of CSOs/ Independent Governance Institutions Support of the Development Partners Media support	Low staff strength Inadequate office accommodation	
Conclusion: The Ministry has the capacity to address the issue				

Issues to be Addressed	Potentials	Opportunities	Constraints	Challenges
Gaps in awareness , advocacy and enforcement of citizen rights and responsibilities	Advocacy role on good Governance (Sec 11 of Act 460) The dual role of the Minister (Majority Leader)	The support of CSOs/ Independent Governance Institutions Support of the Development Partners Media support	Low staff strength Inadequate office accommodation	Unavailability of funds

Conclusion: The Ministry in collaboration with civil society organisations can advocate for the amendment of some provisions made in the Constitutions to water down executive control

Issues to be Addressed	Potentials	Opportunities	Constraints	Challenges
High Perception of corruption among public office holders and citizenry	Advocacy role on good Governance (Sec 11 of Act 460) The dual role of the Minister (majority leader)	Office of the Special Prosecutor, Auditor General Parliament oversight on the government purse The support of CSOs/ Independent Governance Institutions Support of Media	Low staff strength Inadequate office accommodation	Unavailability of Funds Political Interference

Conclusion: The Ministry in collaboration with MDA's, MMDA's and other Governance Institutions can address the issue

CHAPTER THREE

ADOPTED ISSUES, POLICY OBJECTIVES AND STRATEGIES

3.0 Introduction

This chapter outlines the adopted issues, policy objectives and strategies of the Ministry. Based on the specific issues of the Ministry, the issues, policy objectives and strategies were adopted from the NMTDPF 2018-2021. The policy objectives will guide the formulation of planned activities that will be implemented by the Ministry for the period 2018-2021. The activities will inform the budget of the Ministry for the same implementation period.

3.1 Adopted Issues, Policy Objectives and Strategies

Table 6.0 Adopted Issues, Policy Objectives and Strategies

KEY ISSUES	NMTDP ISSUES	OBJECTIVES	STRATEGIES
Weak functional relationships within the three arms of government and civil society organisations	Uneven balance of power between the three arms of government	**Deepen Democratic Governance**	Strengthen the three arms of government and promote the effective separation of powers
Limited awareness on the importance and role of the Ministry	Relatively weak capacity of governance institutions		Strengthen independent governance institutions to perform their functions effectively
Inadequate legal framework to sustain the Ministry			
Unhealthy relationship between the MPs and MMDCEs	Weak ownership and accountability of leadership at the local level	**Deepen Political And Administrative Decentralisation**	Institute mechanism for effective inter-service/inter-sectorial collaboration and cooperation at district, regional and national levels

KEY ISSUES	NMTDP ISSUES	OBJECTIVES	STRATEGIES
Gaps in awareness, advocacy and enforcement of citizen rights and responsibilities	Gaps in awareness, advocacy and enforcement of citizen rights and responsibilities	**Improve participation of civil society (media, traditional authorities, religious bodies) in national development**	Create enabling legislative and economic environment in support of philanthropy for the vulnerable, weak and excluded, particularly women, children and PWDs
High perception of corruption among public office holders and citizenry	High perception of corruption among public office holders and citizenry	**Promote the fight against corruption and economic crimes**	Pursue an effective campaign for attitudinal change

CHAPTER FOUR

PROGRAMMES OF ACTION

4.0 Introduction

As part of the Programme Based Budgeting (PBB), all MDAs are supposed to develop appropriate programmes and sub-programmes under each of the policy objectives adopted. This Chapter's focus is on the broad programmes and sub-programmes that the Service will be implementing from 2018 to 2021 financial years. These programmes have their broad activities as well as their annual budgets. As part of the format, lead and collaborating agencies for the implementation of planned activities/operations were identified. The annual budgets for the Ministry would be based on these programmes and sub-programmes.

Programme of Action (2018-2021)

Table 7.0 Programme of Action 2018-2021

Governance , Corruption and Public Accountability											
Goal: Maintain a stable, united and safe society											
Adopted Objectives 1 : Deepen Democratic Governance											
Adopted strategies	**Programmes**	**Projects/ activities**	**Outcome/ impact indicators**	**Time frame**				**Indicative Budget**		**Implementing Agencies**	
				2018	2019	2020	2021	GH₵	Donor	Lead	Collaborating
Strengthen the independent governance institutions to effectively perform their functions	Good governance enhancement	Organise seminars on good governance and leadership for the Legislature and the Executive	Improved relationship between the Legislature and the Executive	✓	✓	✓	✓	21,562,829.60		MoPA	Parliament, (MLGRD)
Strengthen capacity of Parliament to exercise oversight on government finances and implementation of policies and programmes	Capacity Building for MP's	Organise Training Programs to build capacity of MP's on Government Finances, Policies and Programmes	MPs capacity on government finances , policies and programmes developed	✓	✓	✓	✓	3,596,775.00		MoPA	
Strengthen the three arms of government and promote the effective separation of powers	Promotion of separation of powers	Develop Legislative Instrument for the Ministry Pursue the completion of the Constitutional Review Process	Ministry's Legislative Instrument Developed Constitution reviewed		✓	✓	✓	1,141,686.00		MoPA	

Governance , Corruption and Public Accountability

Goal: Maintain a stable, united and safe society

Adopted Objectives 2 : Promote the fight against corruption and economic crimes

Adopted strategies	Programmes	Projects/ activities	Outcome/ impact indicators	Time frame				Indicative Budget		Implementing Agencies	
				2018	2019	2020	2021	GH₵	Donor	Lead	Collaborating
Pursue an effective campaign for attitudinal change	Anti-corruption Campaign	Organise anti-corruption Workshop for MPs, the Executive and CSOs	Perception of corruption reduced	✓	✓	✓	✓	17,422.314.00		MoPA	Parliament, (MLGRD)

Governance , Corruption and Public Accountability

Goal: Maintain a stable, united and safe society

Adopted Objectives 3 : Improve participation of civil society(media, traditional authorities, religious bodies) in national development

Adopted strategies	Programmes	Projects/ Activities	Outcome/ impact indicators	Time frame				Indicative Budget		Implementing Agencies	
				2018	2019	2020	2021	GH₵	Donor	Lead	Collaborating
Create enabling legislative and economic environment in support of philanthropy for the vulnerable, weak and excluded, particularly women, children and PWDs	Sensitization of women in democratic governance at all levels	Organise consultative interactions with Civil Society Organisations(CSOs) on women MPs and to empower women to take up leadership roles	Women MPs and other stakeholders empowered to take leadership roles	✓	✓	✓	✓	445,836.00		MoPA	Parliament, (MLGRD)
	Promote youth participation in democracy and governance	Facilitate interactions with Civil Society Organisations(CSOs) for the Youth and Legislature on Parliamentary Procedures	Youth awareness created in parliamentary procedures		✓	✓	✓	445,836.00		MoPA	

Governance , Corruption and Public Accountability

Goal: Maintain a stable, united and safe society

Adopted Objectives 4 : Deepen political and administrative decentralisation

Adopted strategies	Programmes	Projects/ activities	Outcome/ impact indicators	Time frame				Indicative Budget		Implementing Agencies	
				2018	2019	2020	2021	GH₵	Donor	Lead	Collaborating
Institute mechanism for effective inter-service/inter-sectorial collaboration and cooperation at district, regional and national levels	Weak ownership and accountability of leadership at the local level	Organise Workshop for MPs and MMDCEs(550) on good governance and leadership	Relationship between MPs and MMDCEs improved	✓	✓	✓	✓	17,422,314.00		MoPA	Parliament, (MLGRD)

Indicative Financial Strategy

Table 8.0

Programme	Total Cost GH₵	Expected Revenue						Summary of Resource Mobilisation Strategy	Alternative Course of Action
		GOG	IGF	Donor	Others	Total Revenue	Gap		
Good governance enhancement	21,562,829.00	4,973,907.19				4,973,907.19	16,588,921.81	Extra-Budgetary Support from the Ministry of Finance	Seek program support and collaboration with democracy enhancing institutions
Capacity Building for MP's	3,596,775.00	829,669.66				829,669.66	2,767,105.34	Seek support from the World Bank and other Donor Agencies	Seek program support and collaboration with democracy enhancing institutions
Promotion of separation of powers	1,141,686.00	263,353.21				263,353.21	878,332.79	Extra-Budgetary Support from the Ministry of Finance	Seek program support and collaboration with democracy enhancing institutions
Anti-corruption Campaign	17,422,314.00	4,018,812.79				4,018,812.79	13,403,501.21	Seek support from the World Bank and other Donor Agencies	Seek program support and collaboration with democracy enhancing institutions
Sensitization of women in Democratic Governance at all levels	445,836.00	102,841.18				102,841.18	342,994.82	Extra-Budgetary Support from the Ministry of Finance	Seek program support and collaboration with democracy enhancing institutions
Promote youth participation in democracy and governance	445,836.00	102,841.18				102,841.18	342,994.82	Extra-Budgetary Support from the Ministry of Finance	Seek program support and collaboration with democracy enhancing institutions
Weak ownership and accountability of leadership at the local level	17,422,314.00	4,018,812.79				4,018,812.79	13,403,501.21	Seek support from the World Bank and other Donor Agencies	Seek program support and collaboration with democracy enhancing institutions
TOTALS	**62,037,590.00**	**14,310,238.00**				**14,310,238.00**	**47,727,352.00**		

CHAPTER FIVE
ANNUAL ACTION PLAN

5.0 Introduction

This chapter identifies planned activities under the various programmes and sub-programmes on annual bases. The activities are also linked to the various policy objectives and strategies under each thematic area that has been adopted from GSGDA 11. The annual activities and their corresponding indicative budgets form the basis for the Local Government Service's annual budgetary request to Ministry of Finance. The outer year activities are subject to review annually based on successive implementations. The table below presents the specific interventions, estimated budget, timeframe as well as sources of funding for the implementation of plan activities for the period 2018-2021.

Annual Action Plan 2018

Table 9.0 Annual Action Plan 2018

Governance, Corruption and Public Accountability
Adopted Objectives 1 : Deepen Democratic Governance

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Strengthen the independent governance institutions to effectively perform their functions	Good governance enhancement	Organise seminars on good governance and leadership for the Legislature and the Executive	Organise **One (1)** workshops for MPs and Executive	Accra		Number of workshops organised				✓	435,600.00		MoPA	
			Organise **Four (4)** meetings with the leadership of Parliament	Accra		Number of meetings organised	✓	✓	✓	✓	216,000.00		MoPA	
			Organise **Two (2)** meetings for Expanded Leadership of Parliament	Accra		Number of meetings organised		✓		✓	247,000.00		MoPA	
			Organise **One (1)** workshop for MPs and MMDCEs (550) on good governance and leadership	Nationwide		Number of workshops organised		✓			3,754,000.00		MoPA	
Strengthen capacity of Parliament to exercise oversight on government finances and implementation of policies and programmes	Capacity Building for MP's	Provide expert support services for Committees of Parliament	Organise **Four (4)** need based Technical Workshops for selected committees of Parliament	Accra		Number of workshops organised	✓	✓	✓	✓	775,000.00		MoPA	

The header row for the Quarterly Time Schedule and Indicative Budget and Implementing Agencies spans columns as:

| | | | | | | | Quarterly Time Schedule | | | | Indicative Budget | | Implementing Agencies | |

Governance, Corruption and Public Accountability
Adopted Objectives 1 : Deepen Democratic Governance

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Strengthen the three arms of government and promote the effective separation of powers	Promotion of separation of powers	Pursue the completion of the Constitutional Review Process	Organise **One(1)** consultative meetings with Judiciary on Constitutional Review process	Accra		Number of meetings organised		✓			82,000.00			
			Organise **One(1)** consultative meeting with the Legislature on the Constitutional Review process	Accra		Number of meetings organised			✓		82,000.00			
			Organise **One(1)** consultative Forum with Stakeholders on the Constitutional Review process	Accra		Number of forums organised				✓	82,000.00			

Governance, Corruption and Public Accountability
Adopted Objectives 2 : Promote the fight against corruption and economic crimes

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Pursue an effective campaign for attitudinal change	Anti-corruption Campaign	Organise anti-corruption Workshop for MPs, Executive and CSOs	Organise One (1) workshops for MP's and MMDCE's on Administration of Public Funds	Nationwide		No. of workshop organised Reports on Public Funds management received by MP's	✓	✓	✓	✓	3,754,000.00			

Governance, Corruption and Public Accountability

Adopted Objectives 3: Improve participation of civil society(media, traditional authorities, religious bodies) in national development

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Create enabling legislative and economic environment in support of philanthropy for the vulnerable, weak and excluded, particularly women, children and PWDs	Sensitization of women in democratic governance at all levels	Organise a Civil Society Consultative Forum to engage Women in Parliament and Leaders on Role of Women in Democratic Governance	Organise **Two(2)** consultative interactions with Civil Society Organisations(CSOs) on women MPs and to empower women to take up leadership roles	Accra			✓		✓		96,000.00			
	Strengthen the youth parliament in tertiary institutions	Organise a Civil Society Consultative Forum for youth to practice political and civic engagements throughout the electoral cycle	Facilitate **Two(2)** interactions with Civil Society Organisations(CSOs) for the Youth and Legislature on Parliamentary Procedures	Accra				✓		✓	96,000.00			

Governance , Corruption and Public Accountability

Adopted Objectives 4 : Deepen political and administrative decentralisation

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Institute mechanism for effective inter-service/inter-sectorial collaboration and cooperation at district, regional and national levels	Weak ownership and accountability of leadership at the local level	Organise seminars on good governance and leadership for the Legislature and the Executive	Organise **One (1)** Workshop for MPs and MMDCEs(550) on good governance and leadership	Nationwide		Relationship between MPs and MMDCEs improved			✓		**3,754,000.00**			

Annual Action Plan 2019

Table 10.0 Annual Action Plan 2019

Thematic Area: Governance, Corruption and Public Accountability														
Adopted Objectives 1 : Deepen Democratic Governance														
Strategy	**MDA Programmes**	**Projects**	**Activities (Operations)**	**Location**	**Baseline**	**Output Indicators**	**Quarterly Time Schedule**				**Indicative Budget**		**Implementing Agencies**	
							1ST	**2ND**	**3RD**	**4TH**	**GoG**	**Donor**	**Lead**	**Collaborating**
Strengthen the independent governance institutions to effectively perform their functions	Good governance enhancement	Organise seminars on good governance and leadership for the Legislature and the Executive	Organise **One (1)** workshops for MPs and Executive	Accra		Number of workshops organised				✓	471,160.00		MoPA	
			Organise **Four (4)** meetings with the leadership of Parliament	Accra		Number of meetings organised	✓	✓	✓	✓	237,600.00		MoPA	
			Organise **Two (2)** meetings for Expanded Leadership of Parliament	Accra		Number of meetings organised		✓		✓	271,700.00		MoPA	
			Organise **One (1)** workshop for MPs and MMDCEs (550) on good governance and leadership	Nationwide		Number of workshops organised		✓			4,129,400.00		MoPA	
Strengthen capacity of Parliament to exercise oversight on government finances and implementation of policies and	Capacity Building for MP's	Provide expert support services for Committees of Parliament	Organise **Four (4)** need based Technical Workshops for selected committees of Parliament	Accra		Number of workshops organised	✓	✓	✓	✓	852,500.00		MoPA	

Governance, Corruption and Public Accountability
Adopted Objectives 1 : Deepen Democratic Governance

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Strengthen the three arms of government and promote the effective separation of powers	Promotion of separation of powers	Pursue the completion of the Constitutional Review Process	Organise **One(1)** consultative meetings with Judiciary on Constitutional Review process	Accra		Number of meetings organised		✓			**90,200.00**			
			Organise **One(1)** consultative meeting with the Legislature on the Constitutional Review process	Accra		Number of meetings organised			✓		**90,200.00**			
			Organise **One(1)** consultative Forum with Stakeholders on the Constitutional Review process	Accra		Number of forums organised				✓	**90,200.00**			

Governance, Corruption and Public Accountability
Adopted Objectives 2 : Promote the fight against corruption and economic crimes

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Pursue an effective campaign for attitudinal change	Anti-corruption Campaign	Organise anti-corruption Workshop for MPs, Executive and CSOs	Organise **One (1)** workshops for MP's and MMDCE's on Administration of Public Funds	Nationwide		No. of workshop organised Reports on Public Funds management received by MP's			✓		**4,129,400.00**			

Governance, Corruption and Public Accountability
Adopted Objectives 3: Improve participation of civil society(media, traditional authorities, religious bodies) in national development

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Create enabling legislative and economic environment in support of philanthropy for the vulnerable, weak and excluded, particularly women, children and PWDs	Sensitization of women in democratic governance at all levels	Organise a Civil Society Consultative Forum to engage Women in Parliament and Leaders on Role of Women in Democratic Governance	Organise **Two(2)** consultative interactions with Civil Society Organisations(CSOs) on women MPs and to empower women to take up leadership roles	Accra			✓		✓		105,600.00			
	Strengthen the youth parliament in tertiary institutions	Organise a Civil Society Consultative Forum for youth to practice political and civic engagements throughout the electoral cycle	Facilitate **Two(2)** interactions with Civil Society Organisations(CSOs) for the Youth and Legislature on Parliamentary Procedures	Accra				✓		✓	105,600.00			

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Institute mechanism for effective inter-service/inter-sectorial collaboration and cooperation at district, regional and national levels	Weak ownership and accountability of leadership at the local level	Organise seminars on good governance and leadership for the Legislature and the Executive	Organise **One (1)** Workshop for MPs and MMDCEs(550) on good governance and leadership	Nationwide		Relationship between MPs and MMDCEs improved			✓		4,129,400.00			

Annual Action Plan 2020

Table 11.0 Annual Action Plan 2020

Thematic Area: Governance, Corruption and Public Accountability
Adopted Objectives 1 : Deepen Democratic Governance

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule 1ST	2ND	3RD	4TH	Indicative Budget GoG	Donor	Implementing Agencies Lead	Collaborating
Strengthen the independent governance institutions to effectively perform their functions	Good governance enhancement	Organise seminars on good governance and leadership for the Legislature and the Executive	Organise **One (1)** workshops for MPs and Executive	Accra		Number of workshops organised				✓	527,076.00		MoPA	
			Organise **Four (4)** meetings with the leadership of Parliament	Accra		Number of meetings organised	✓	✓	✓	✓	261,360.00		MoPA	
			Organise **Two (2)** meetings for Expanded Leadership of Parliament	Accra		Number of meetings organised		✓		✓	298,870.00		MoPA	
			Organise **One (1)** workshop for MPs and MMDCEs (550) on good governance and leadership	Nationwide		Number of workshops organised		✓			4,542,340.00		MoPA	
Strengthen capacity of Parliament to exercise oversight on government finances and implementation of policies and	Capacity Building for MP's	Provide expert support services for Committees of Parliament	Organise Four (4) need based Technical Workshops for selected committees of Parliament	Accra		Number of workshops organised	✓	✓	✓	✓	937,750.00		MoPA	

Governance, Corruption and Public Accountability
Adopted Objectives 1 : Deepen Democratic Governance

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Strengthen the three arms of government and promote the effective separation of powers	Promotion of separation of powers	Pursue the completion of the Constitutional Review Process	Organise **One(1)** consultative meetings with Judiciary on Constitutional Review process	Accra		Number of meetings organised		✓			**99,220.00**			
			Organise **One(1)** consultative meeting with the Legislature on the Constitutional Review process	Accra		Number of meetings organised			✓		**99,220.00**			
			Organise **One(1)** consultative Forum with Stakeholders on the Constitutional Review process	Accra		Number of forums organised				✓	**99,220.00**			

Governance, Corruption and Public Accountability
Adopted Objectives 2 : Promote the fight against corruption and economic crimes

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Pursue an effective campaign for attitudinal change	Anti-corruption Campaign	Organise anti-corruption Workshop for MPs, Executive and CSOs	Organise **One (1)** workshops for MP's and MMDCE's on Administration of Public Funds	Nationwide		No. of workshop organised Reports on Public Funds management received by MP's			✓		**4,542,340.00**			

Governance, Corruption and Public Accountability
Adopted Objectives 3: Improve participation of civil society(media, traditional authorities, religious bodies) in national development

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
								✓		✓				
Create enabling legislative and economic environment in support of philanthropy for the vulnerable, weak and excluded, particularly women, children and PWDs	Sensitization of women in democratic governance at all levels	Organise a Civil Society Consultative Forum to engage Women in Parliament and Leaders on Role of Women in Democratic Governance	Organise **Two (2)** consultative interactions with women MPs and other stakeholders to empower women to take up leadership roles	**Accra**								**116,160.00**		
	Strengthen the youth parliament in tertiary institutions	Organise a Civil Society Consultative Forum for youth to practice political and civic engagements throughout the electoral cycle	Organise **Two(2)** training workshop for the youth on Parliamentary procedures Facilitate interactions between the youth and selected MPs to gain awareness	**Accra**			✓		✓			**116,160.00**		

Governance , Corruption and Public Accountability

Adopted Objectives 4 : Deepen political and administrative decentralisation

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Institute mechanism for effective inter-service/inter-sectorial collaboration and cooperation at district, regional and national levels	Weak ownership and accountability of leadership at the local level	Organise seminars on good governance and leadership for the Legislature and the Executive	Organise One (1) Workshop for MPs and MMDCEs(550) on good governance and leadership	Nationwide		Relationship between MPs and MMDCEs improved		✓			4,542,340.00			

Annual Action Plan 2021

Table 12.0 Annual Action Plan 2021

Thematic Area: Governance, Corruption and Public Accountability
Adopted Objectives 1 : Deepen Democratic Governance

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule 1ST	2ND	3RD	4TH	Indicative Budget GoG	Donor	Implementing Agencies Lead	Collaborating
Strengthen the independent governance institutions to effectively perform their functions	Good governance enhancement	Organise seminars on good governance and leadership for the Legislature and the Executive	Organise **One (1)** workshops for MPs and Executive	Accra		Number of workshops organised				✓	579,783.60		MoPA	
			Organise **Four (4)** meetings with the leadership of Parliament	Accra		Number of meetings organised	✓	✓	✓	✓	287.496.00		MoPA	
			Organise **Two (2)** meetings for Expanded Leadership of Parliament	Accra		Number of meetings organised		✓		✓	298,870.00		MoPA	
			Organise **One (1)** workshop for MPs and MMDCEs (550) on good governance and leadership	Nationwide		Number of workshops organised		✓			4,996,574.00		MoPA	
Strengthen capacity of Parliament to exercise oversight on government finances and implementation of policies and	Capacity Building for MP's	Provide expert support services for Committees of Parliament	Organise **Four(4)** need based Technical Workshops for selected committees of Parliament	Accra		Number of workshops organised	✓	✓	✓	✓	1,031,525.00		MoPA	

Governance, Corruption and Public Accountability
Adopted Objectives 1 : Deepen Democratic Governance

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Strengthen the three arms of government and promote the effective separation of powers	Promotion of separation of powers	Pursue the completion of the Constitutional Review Process	Organise One(1) consultative meetings with Judiciary on Constitutional Review process	Accra		Number of meetings organised		✓			109,142.00			
			Organise One(1) consultative meeting with the Legislature on the Constitutional Review process	Accra		Number of meetings organised			✓		109,142.00			
			Organise One(1) consultative Forum with Stakeholders on the Constitutional Review process	Accra		Number of forums organised				✓	109,142.00			

Governance, Corruption and Public Accountability
Adopted Objectives 2 : Promote the fight against corruption and economic crimes

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Pursue an effective campaign for attitudinal change	Anti-corruption Campaign	Organise anti-corruption Workshop for MPs, Executive and CSOs	Organise One (1) workshops for MP's and MMDCE's on Administration of Public Funds	Nationwide		No. of workshop organised Reports on Public Funds management received by MP's			✓		4,996,674.00			

Governance, Corruption and Public Accountability															
Adopted Objectives 3: Improve participation of civil society(media, traditional authorities, religious bodies) in national development															
Strategy	**MDA Programmes**	**Projects**	**Activities (Operations)**	**Location**	**Baseline**	**Output Indicators**	**Quarterly Time Schedule**				**Indicative Budget**		**Implementing Agencies**	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Create enabling legislative and economic environment in support of philanthropy for the vulnerable, weak and excluded, particularly women, children and PWDs	Sensitization of women in democratic governance at all levels	Organise a Civil Society Consultative Forum to engage Women in Parliament and Leaders on Role of Women in Democratic Governance	Organise **Two (2)** consultative interactions with women MPs and other stakeholders to empower women to take up leadership roles	Accra				✓		✓	127,776.00			
	Strengthen the youth parliament in tertiary institutions	Organise a Civil Society Consultative Forum for youth to practice political and civic engagements throughout the electoral cycle	Organise **Two(2)** training workshop for the youth on Parliamentary procedures Facilitate interactions between the youth and selected MPs to gain awareness	Accra			✓		✓		127,776.00			

Governance , Corruption and Public Accountability

Adopted Objectives 4 : Deepen political and administrative decentralisation

Strategy	MDA Programmes	Projects	Activities (Operations)	Location	Baseline	Output Indicators	Quarterly Time Schedule				Indicative Budget		Implementing Agencies	
							1ST	2ND	3RD	4TH	GoG	Donor	Lead	Collaborating
Institute mechanism for effective inter-service/inter-sectorial collaboration and cooperation at district, regional and national levels	Weak ownership and accountability of leadership at the local level	Organise seminars on good governance and leadership for the Legislature and the Executive	Organise **One (1)** Workshop for MPs and MMDCEs(550) on good governance and leadership	Nationwide		Relationship between MPs and MMDCEs improved		✓			4,996,574.00			

Monitoring and Evaluation Activities

Table 13.0 Monitoring and Evaluation Plan

ACTIVITIES	TIME FRAME				ACTORS
	2018	**2019**	**2020**	**2021**	
MTDP Evaluations					
Mid-Term Evaluation	Start 16th July 2018				
Terminal Evaluation	Start 15th October 2019				
Specific Evaluations and Studies	Start Bi-annually starting 5th of July				
Participatory M&E	Start Bi-annually starting 25th of April				
Implementing Monitoring					
Quarterly Field Visit	1st Tuesday of the ensuing quarter				
Quarterly Review Meetings	Tuesday of the 3rd week in ensuing quarter				
APR Preparation And Dissemination					
Data Collection	From Tuesday of first week in October annually				
Data Collation	From Tuesday of first week in November annually				
Data Analysis and Validation	From ending of January annually				

CHAPTER SIX

IMPLEMENTATION, MONITORING AND EVALUATION

6.0 Introduction

The Ministry in collaboration with NDPC selected three core indicators for the purpose of tracking the Ministry's input into the National Annual Progress Report. The M & E framework of MoPA is being developed as a set of planning, collection of data, collation, synthesis, reflection and relating these against standards and set targets. This framework is based on the premise that there should be periodic reports on its agreed indicators.

The M&E exercise will be integral part of the management process of the ministry and will support learning and decision-making. Such monitoring will be closely linked to the implementation of the annual programme of work. It will involve quarterly collection and assessment of the performance of the different components of the programme of work. Specifically, it will aim at determining whether activities are being implemented as planned, milestones are being achieved and outputs are being delivered. Monitoring will also involve tracking progress towards goals and objectives.

The Monitoring activities would be conducted from MMDCE, Regional and National levels. At the MMDCE Level, it would be aim at tracking project performance and building strong and effective M&E capacity within the decentralized assemblies. The Regional Level will involve tracking of performance of the MMDCEs within a Region and project outcomes and impacts. Monitoring at the national level will also involve tracking of overall implementation performance of programmes and projects through the Regional Level.

Detailed Monitoring and Evaluation Plan would be prepared for the 2018-2021 Ministry Medium –Term Development Plan based on the guidelines provided by NDPC.

6.1 Monitoring / Results Framework

Table 14.0 Monitoring and Evaluation Framework

Governance , Corruption and Public Accountability											
Goal: Maintain a stable united and safe society											
Adopted Objective 1: Deepen Democratic Governance											
Indicator	**Indicator Definition**	**Indicator Type**	**Baseline 2017**	**Targets**					**Disaggregation**	**Monitoring Frequency**	**Responsibility**
				2018	**2019**	**2020**	**2021**				
Independent government institutions strengthened	Independent Government institutions strengthened to perform effectively	Outcome	-	2 workshops	2 workshops	2 workshops	2 workshops	Legislature and Executive	Bi-annually	MoPA
MPs capacity on government finances, policies and programmes developed	MPs trained on government finances, policies and programmes to perform at Committee level	Outcome	-	1 workshops	2 workshops	-	2 workshops	-	Bi-annually	MoPA
Constitution Reviewed	Coordinate the process of Constitutional Review	Output	-	-	4 meetings	4 meetings	-	-	Quarterly	MoPA

Governance , Corruption and Public Accountability											
Goal: Maintain a stable united and safe society											
Adopted Objective 2: Promote the fight against corruption and economic crimes											
Indicator	**Indicator Definition**	**Indicator Type**	**Baseline 2017**	**Targets**				**Disaggregation**	**Monitoring Frequency**	**Responsi bility**
				2018	**2019**	**2020**	**2021**			
Perception of corruption reduced	Citizenry perception on Corruption among public office holders reduced	Outcome	-	3 workshops	4 workshops	4 workshops	4 workshops	-	Quarterly	

Governance , Corruption and Public Accountability

Goal: Maintain a stable united and safe society

Adopted Objective 3: Improve the participation of civil society (media, traditional authorities , religious bodies) in national development

Indicator	Indicator Definition	Indicator type	Baseline 2017	Targets				Disaggregation	Monitoring frequency	Responsibility
				2018	2019	2020	2021			
Women empowered to take leadership role in democratic governance	Women empowered to take up democratic governance roles	Outcome	-	-	2 workshops	2 workshops	2 workshops	-	Bi-annually	MoPA
Youth awareness created in Parliamentary procedures	Youth knowledge improved on parliamentary procedures	Outcome	-	-	1 Workshop	1 Workshop	1 Workshop	Tertiary and Second Cycle	Annually	MoPA
Civil society engaged on national development	Concerns of Civil Societies incorporated into national development	Outcome	-	1 Meeting	2 meeting	2 meeting	2 meeting	Traditional and Religious Leaders CSOs	Bi-annually	MoPA
Collaboration established between the Ministry and the Media	Collaboration between the Ministry and Media established for national development	Output	-	1 Meeting	2 meeting	2 meeting	2 meeting	-	Bi-annually	MoPA

Governance , Corruption and Public Accountability

Goal: Maintain a stable united and safe society

Adopted Objective 4: Deepen political and administrative decentralisation

Indicator	Indicator Definition	Indicator Type	Baseline 2017	Targets				Disaggregation	Monitoring Frequency	Responsibility
				2018	2019	2020	2021			
Relationship between MPs and MMDCEs improved	MPs and MMDCEs Relationship improved for good governance	Outcome	1 workshop organised	2 Workshops	3 Workshops	3 Workshops	3 Workshops	MPs and MMDCEs	Annually	MoPA

6.2 Strategy for Data Collection, Collation, Analysis and use of results Matrix

In terms of data sources, systems, procedures, tools and collection methodology, the M&E plan will not compromise data quality. Data with be assured to be of much validity, integrity, great precision, much reliable and within time line for stakeholders.

Table 15.0 Data Collection and Data Analysis Matrix

Indicator	Data Collection Period	Data Collection Method	Data Disaggregation	Results
Government business delivery improved	Third Parliamentary session	3 MPs from the various standing committees will be randomly selected on their inputs to business of the House.	Majority members of parliament. Minority Members of Parliament.	No of Bills passed in a session. Rate of Decision rule on business of the House: Majority or unanimous Level of objections/ walkouts and
Cordial relationship between MPs and MMDCEs improved	Second quarter	Out of a target population of 275 MPs a sample, size of 30 will be chosen by stratified random probability sampling (proportional basis) with two strata representing the two divisions in the House of Parliament. These sample views will be mapped with the views of their corresponding MMDCEs.	The role of Members of Parliament as against MMDCEs	The legislative functions of MP clarified with MMDCES roles.
Perception of Executive Dominance demystified	Fourth quarter	A total of 48 officials across the three arms of government will be randomly interviewed. Social media, the views of public and CSO will be solicited.	Legal regime and Constitutional provision as against Public and CSO view point.	Understanding of legal regime and constitutional provisions improved.

6.3 Quarterly and Annual Progress Reporting Format

Table 16.0 Quarterly and Annual Progress Reporting

On schedule: Yes		No				On Budget: Yes		No
On target to meet year target: Yes			No					
Output:								
Activities (Based on approved AWP) Example	Projected completion date	Actual completion date	Delivery rate (%)	Projected budget GH	Actual cumulative expenditure	Balance	Delivery rate (%)	
1. Workshops for MPs and Executives on role of Ministry.								
2. Meeting with the leadership of Parliament								
3. Workshop for the public on role of Ministry.								
4. Workshop for MPs and MMDCEs on role of Ministry								
5. Media soiree on the roles of the Ministry								
6. Workshop for Executive and Legislature on Executive dominance								

Output				
Activities (Based on approved AWP)	**Projected completion date**	**Delivery rate (%)**	**Verification indicators**	**Actual progress during the targets**
1.				
2.				
3.				
4.				
5.				
6.				
7.				

A	B				C			
Category (base on approved AWP)	**Ministry Net Grant**				**Counterpart/collaborators contribution**			
	Anticipated	**Actual**	**Variance**	**Variance rate (%)**	**Anticipated**	**Actual**	**Variance**	**Variance rate (%)**
Project start cost (salary and regular allowance for staff and management personnel)								
Consultants cost (fees and charges)								
Travel and related cost (air fares, local travel, per-diem including project personnel, consultants, guests, and participants for project)								
Meeting and training cost (venue, facility, hospital9ity, speakers/experts fees, participants accommodation, meeting materials)								
Field activities cost								
(labour cost for local community planning)								
Publication and Dissemination cost (formulation, editing, publishing of activities, reports, books and information products and organization of outreach activities, and medial activities.								
Office operation cost (project administrative management fee and administrative staff cost, lease/rental of office premises, office and facility maintenance etc)								

6.4 Dissemination and Communication Strategy

The efficient delivery of the Parliamentary Sector MTDP requires a clear understanding on the part of all staff of the organisation, the sector collaborators and partners and all stakeholders including the beneficiaries of the programmes. The objective of this communication plan is "to disseminate and create awareness on the PSMTDP among key stakeholders and generate feedback to promote ownership and attainment of the goals, objectives and targets of the strategy". The strategy will consider three(3) factors simultaneously:

1. Clear articulation of the goals, objectives and targets to be achieved by the Ministry and providing the needed clients services to meet the expectations of other stakeholders

2. Promoting understanding of the possible operational constraints and imperatives and what is required to innovatively address or mitigate any adverse effects.

3. Establishing pertinent conditions in the environment that exist about the Ministry and shaping the perception in favour of the sector.

The information and feedback generated from the communication activities should bring the perspectives of the stakeholders into the annual planning and decision-making. This will enable programmes implemented to be appropriately delivered in a structured way that fits the target audience needs.

6.4.1 Target Groups

The main groups to be targeted for this activity will include all the management and staff of the Ministry Of Parliamentary Affairs, Ministerial Advisory Board, MPs, MMDCEs, NGOs, CSOs including opinion leaders and other MDA whose activities directly contribute to the attainment of the ministry goals and objectives. Through an interactive dialogue, the various roles and responsibilities will be articulated and agreed. Cross cutting themes, areas of collaboration and joint action will be identified. The communication process will also be used to refine join monitoring and evaluation processes.

6.4.2 Channels and Tools of Communications

Different channels of communication will be employed. These will include seminars, workshops, media engagement and broadcast activities. Others include page briefs and simple flyers to support the communication processes. When the need arise, press releases and press pull-outs will also be used to inform the public on progress being made on specific are of greatest impact. MOPA reviews and progress reports will also be published on the internet so it is easily accessible to both the national and international community.

6.5 Communication Activity Matrix

Table 17.0 Communication Activity Matrix

Activity	Purpose	Audience	Method/tool	Timeframe	Responsibility
Organise two(2) workshops for MPs and Executives (420) on role of Ministry and Executive Dominance.	To get them appreciate the content of the 1992 constitution and Parliamentary system of governance.	The three arms of government ; Legislature, Executive and Judiciary	Seminars, Workshops, Media Engagement	Quarterly	
Organise One (1) workshop for the public role of Ministry	The key role of their MPs as legislatures and other oversight responsibilities	NGO, CSOs including opinion leaders	seminars, workshops, media engagement	Quarterly	
Organise One(1) workshop for MPs and MMDCEs on role of Ministry	To get them appreciate the content of; 1992 constitution Parliamentary system of governance	MPs and MMDCEs	seminars, workshops, media engagement	Mid-June	
Organise orientation for media on the roles and functions of the Ministry	Appreciate good governance and Government business delivery	Media	Media soiree	September	

6.6 Evaluation Arrangement

The purposes of the M&E is to:

- help to check whether the performance/results of the activities in the action plan are on course or there is deviation

- compare the set objectives and strategies against actual performance.

Where the differences are significant, there is the need to find out whether the objectives or strategies are right and realistic as indicated step-by-step.