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## **LIST OF ACRONYMS**

APR	Annual Progress Report
BECE	Basic Education Certificate Examination
CBOs	Community Based Organizations
CBRDP	Community Based Rural Development Programme
CSO	Civil Society Organization
KpMA	Kpando Municipal Assembly
DACF	District Assembly Common Fund
MCD	Municipal Coordinating Director
MCE	Municipal Chief Executive
MFO	Municipal Finance Officer
M&E	Municipal Monitoring and Evaluation
DMTDP	District Medium-Term Development Plan
MPCU	Municipal Planning and Co-ordinating Unit
MPO	Municipal Planning Officer
GES	Ghana Education Service
GHS	Ghana Health Service
GSGDA	Ghana Shared Growth and Development Agenda
M&E	Monitoring and Evaluation
NDPC	National Development Planning Commission
NGOs	Non- Governmental Organizations
PHC	Population and housing Census
MWD	Municipal Works Department
PPO	Physical Planning Officer
YEA	Youth Employment Agency

# CHAPTER ONE

## GENERAL INTRODUCTION

### 1.1 INTRODUCTION

The Local Governance Act (936) 2016, enjoins all MMDAs to plan, implement and source for funding for their development programmes in their respective jurisdictions. In line with the above objective, MMDAs are mandated to prepare their development plans execute such plans, monitor and evaluate the programmes and activities in those plans as a way of ensuring that those activities and programmes achieve the desired impact.

The Kpando Municipal Assembly as part of its obligation to ensure the total development of the Municipality has been implementing a four-year Medium Term Development Plan (MTDP), (2018-2021) under an agenda for Jobs: **Creating Prosperity and Equal Opportunity For All.**

As part of the processes leading to the attainment of goals and objectives that were set for the year, it was necessary for the Municipal Planning and Coordinating Unit to assess the extent of implementation of the plan.

This report therefore covers programmes and activities carried out by the Municipal Assembly and its departments and also the financial position of the Assembly from 1<sup>st</sup> January to 31<sup>st</sup> December, 2019.

The report is presented in Eight (8) chapters. Chapter one (1) presents an introduction which entails the summary of achievements and challenges with the implementation of the Municipal Annual Action for 2019, the purpose of the Monitoring and Evaluation (M&E) activity for the Quarter and Processes involved as well as the challenges encountered. Chapter two (2) presents M&E activity reports which entails the assessment of program/project status, updates on funding sources and disbursements, updates on indicators and targets as well as updates on critical development and poverty issues. Also presented here include findings and recommendations on development evaluations conducted during the year and findings on participatory evaluation conducted. Chapter three (3) is focused on key issues addressed and those yet to be addressed as well as recommendations and the way forward among others.

## 1.2 ACHIEVEMENTS OF THE IMPLEMENTATION OF THE MTDP

The 2019 activities and programmes were taken out of the 2018-2021 Medium Term Programme of action of the Kpando Municipal Assembly which was based on Agenda for job; creating prosperity and equal opportunity for all (2018-2021).

Health Care delivery, Sustainable Agriculture, HIV/AIDS issues, Support to persons living with Disability, Strengthening Assembly structures, local economic development, Security, sanitation, Provision of educational infrastructure, street naming, and completion of on-going projects took centre stage in the activities of the Assembly during the period under review. Table 1.1 and 1.2 below present a summary of the achievements of the 2019 annual action plan and the 2018-2021 MTDP.

**Table 1: Details on the Annual Action Plan Implemented.**

Development Dimension	Baseline 2018		2019		2020		2021	
	Plan	Exec.	Plan	Exec.	Plan	Exec.	Plan	Exec
Percentage completed	86 projects (100.0%)	74 (86.05%)	108 Projects	86.1%				
Percentage of ongoing interventions	4	57.14%	NIL	NIL				
Percentage of interventions yet to start	3	42.86%	NIL	NIL				

There are a total of 108 projects/programmes in the 2019 AAP, out of which 93 representing 86.1% have been executed.

### 1.3 PLANNED AND EXECUTED ACTIVITIES

NO.	DEVELOPMENT DIMENSIONS	2019	
		PLANNED	EXECUTED
1	Governance, Corruption and Public Accountability	60	32
2	Environment, Infrastructure and Human Settle	85	40
3	Social Development	109	62
4	Economic Development	78	33
5	<b>TOTAL</b>	<b>332</b>	<b>167</b>

### 1.4 PROPORTION OF THE DMTDP IMPLEMENTED

There are 332 programs and projects captured in the 2018-2021 MTDP. In 2018, 86 projects and programs were outlined in the Annual Action Plan out of which 74 were implemented representing 86.05%. However, 74 programs and projects were also implemented in the MTDP representing 22.3%. In 2019, 108 projects and programs were also outlined in the Annual Action Plan out of which 93 were implemented representing 86.1%. However, 28.0% were programs and projects implemented in the MTDP. In all, 167 programs and projects have been implemented in the MTDP (2018-2021) representing 50.30%. One Hundred and Sixty-five (165) of the activities and programmes representing 49.07% are yet to be implemented in the MTDP.

**Table .2**

Indicators	Baseline 2018	Target 2019	Actual 2019	Target 2020	Actual 2020	Target 2021	Actual 2021
Proportion of the annual action plan implemented	86.05%	108projects (100%)	93 projects (86.1%)				
Percentage completed	65.5%	100.00	86.1%				
Percentage of on-going intervention	57.14%		51.14%				

Percentage of interventions yet to start	42.86%	N/A	N/A				
Percentage of interventions abandoned	NIL	NIL	NIL				
Proportion of the overall medium term development plan implemented.	22.3%	32.53%	50.3%				

### 1.5 CHALLENGES WITH THE IMPLEMENTATION OF THE MTDP

Some of the challenges that affected the successful implementation of projects and programmes in the 2018-2021 MTDP are summarized below;

- Weak linkage between implementation of Approved Plans and Budget Allocations.
- Ineffective Monitoring and Evaluation of programs and activities due to inadequate resources and logistics.
- Ineffective Sub-structures to aid in IGF mobilization
- Low levels of Internally Generated Fund
- Untimely and non-release of Central Government transfers
- Inadequate logistics for general administration and management issues.
- Inadequate and unreliable data for planning purposes.

### 1.6 PURPOSE OF THE M&E

Systematic monitoring and evaluation of the DMTDP and reporting will show the extent of progress made towards the implementation of the Agenda for Jobs and will further help to:

- ✚ Provide information for effective coordination of Municipal development at the regional level
- ✚ Document lessons learnt from the implementation of programmes and projects
- ✚ Improve service delivery and influence allocation of resources in the Municipality.
- ✚ Assess whether DMTDP developmental targets were being met
- ✚ Identify achievements, constraints and failures so that improvements can be made to the DMTDP and project designs to achieve better impact
- ✚ Identify the appropriate interventions that will increase the responsiveness of targeted beneficiaries
- ✚ Demonstrate result to stakeholders as part of accountability and transparency.
- ✚ Give stakeholders a sense of ownership of development programmes.
- ✚ Reinforce ownership of the DMTDP and build M&E capacity within the Municipal.

## **1.7 PROCESSES INVOLVED AND THE DIFFICULTIES ENCOUNTERED**

The preparation of this Progress Report started with the collection of data from the Municipal Assembly Offices as well as decentralized departments on the status of programmes and projects carried out within the year. Again, there was monitoring and evaluation of completed and on-going projects in the municipality and the results had been collated and reported here.

Information was also gathered on the poverty eradication intervention programmes by government in respect of the Ghana school Feeding Programme, Livelihood Empowerment against Poverty (LEAP) and National Health Insurance scheme among others. The data was collected, analysed and included in this report.

The effectiveness of policies, programmes and projects is achieved by monitoring objectively verifiable indicators. To this end, the core District indicators as well as other district specific indicators were also reported on.

Project Monitoring formally begins as soon as actual implementation of a project starts, and it is directed at ensuring progress according to schedule, standard quality of work, and the correct delivery of inputs (including labour) according to time, quality and quantity.

At the Municipal level, the following stakeholders played active role in the Assembly's monitoring and evaluation activities:

- ✚ The Municipal Planning Coordinating Unit (MPCU)
- ✚ The Sub Committees
- ✚ Sector Agencies.
- ✚ Representatives of Traditional Authorities(TAs) and
- ✚ Civil Society Organizations(CSOs)
- ✚ Private Sector Actors

The MPCU at the Municipal level played the lead role while others collaborate in undertaking monitoring and evaluation activities together with the sector agencies through the following activities;

1. Development of Municipal M&E plan.
2. Convening quarterly DMTDP performance review meetings with all stakeholders.
3. Undertaking periodic project site inspection

4. Developing indicators and ensure that they are disaggregated by location, age, sex, disability and other socio-economic and environmental issues.
5. Conducting Mid-Term and Terminal Evaluations of the DMTDP.

To complement the monitoring efforts at the Municipal level, the NDPC and the RPCU provide a general overview of the monitoring and evaluation activities.

It must however be emphasised that, donor funded projects were monitored and evaluated according to their own processes and procedures

This monitoring exercise took place from between the months of January- December, 2019. The projects monitored and evaluated were funded from varied sources which include DACF, GETFund, MPs Common Fund, DDF, and NGO funded projects.

### **1.8 DIFFICULTIES ENCOUNTERED DURING THE M&E PROCESS**

1. Inadequate means of transportation to enable movement to sites and other departments far away from the Assembly for information gathering.
2. Lateness and poor attendance by stakeholders during the monitoring exercises.
3. MPCU was met with the usual struggle that goes with data collection during the exercise. However, due to effective co-ordination, the report was carried out successfully.

## **CHAPTER TWO**

### **M&E ACTIVITIES REPORT**

#### **2.1 Introduction**

This chapter provides information on the status of all projects implemented within the period. Information is provided on the project description, sector, location, contractor, cost and funding source, start and expected end date as well as payment to date and status.

## 2.2

**PROGRAMS/ PROJECTS STATUS FOR THE YEAR****KPANDO MUNICIPAL**

Ref.	PROJECT TITLE	Broad Category	Programe Action	Contractor	Contract Sum	Source of Funding	Year start	Year completed	Expenditure	Balance	Status
1	Construction of 3-unit classroom block with ancillary Facility at Agbenorxoe	Education Infrastructure	Construction	2& 3 Company Limitec	278,667.60	DACF	2018	2019	252,287.44	26,380.16	Completed and in use
2	Construction of a marternity Block at Gbefi ( CHIPS)	Health Infrastructure	Construction	Ahaf Engineering Comp.Ltd	238,740.00	DACF	2018	2019	226,796.10	11,943.90	Completed and in use
3	Renovation of Propose Urban Roads office in the Kpando Municipality	Office Infrastructure	Construction	Abrabintus Comp.Ltd	63,152.00	DACF	2018	2018	63,152.00	0.00	Completed
4	Supply of Building materials to Kpando Technical Institute	Education Infrastructure	Construction	Blessing Construction and Trading Ltd	12,401.20	DACF	2019	2019	12,401.20	0.00	Supplied
5	Renovation of 3No Staff bungalows	Housing Infrastructure	Construction	Blessing Construction and Trading Ltd	20,000.00	DACF	2019	2019	20,000.00	0.00	Completed
6	Rehabilitation of Municipal Assemly Hall	Housing Infrastructure	Construction	De -Meridian Ltd	22,145.60	DACF	2019	2019	22,145.60	0.00	Completed
7	Renovation of Municipal Chief Executive's Residence	Social Infrastructure	Rehabilitation	Holy Builders Comp.Ltd	72,365.00	DACF	2019	2019	68,746.75	3,618.25	Completed
8	Refurbishment of Urban Road office for the office for Municipal Chief Executive and Coordinating Director	Social Infrastructure	Construction	Gepam Ventures	83,778.00	DACF	2019	2019	79,598.00	4,180.00	Completed
	Construction of 2No 13 units market sheds	Markets and Otther Public Infrastructure	Construction	Abrabintus Comp.Ltd	101,440.00	DDF	2018	2018	101,440.00	0.00	Completed
10	Converting of a market shed into 20 units lockable stores at Torkor	Markets and Otther Public Infrastructure	Construction	Blessing Construction and Trading Ltd	156,208.00	DDF	2018	2018	156,208.00	0.00	Completed

11	Reshaping and Spot Improvement of Torgome -Fesi Feeder road and others	Roads Infrastructure	Construction	Vian Enterprise	133,465.00	DACF	2018	2018	133,465.00	0.00	Completed
12	Opening of access feeder road from Abanu to Dzoati (4km)	Roads Infrastructure	Construction	Vian Enterprise	81,570.00	DDF	2018	2018	81,570.00	0.00	Completed
13	Construction of 2-bed rooms Semidetached staff's bungalows at Kpando Todzi	Housing Infrastructure	Construction	Abrabintus Comp.Ltd	283,780.00	DDF	2019	2019	250,345.00	33,435.00	Completed
14	Construction of 2-No 10 Units lockable stores at Kpando Markert	Markets and Otther Public Infrastructure	Construction	Bawepiah Comp.Ltd	164,972.00	DEPAT I	2019	Ongoing	110,105.62	54,866.38	Ongoing
15	Rehabilitation of Municipal slauther house at Kpando market	Health Infrastructure	Rehabilitation	Yandeg Comp.Ltd	85,439.20	DEPAT I	2019	2019	85,439.00	0.20	Completed
16	Procurement of 40No Ececutive office chairs	Housing Infrastructure	Rehabilitation	De -Meridian Ltd	15,000.00	DEPAT I	2019	2019	15,000.00	0.00	Supplied
17	Supply of 300No Mono Desks for SHS. In the Municipality (Biheco and SovoTech)	Education Infrastructure	Construction	Blessing Construction and Trading Ltd	105,000.00	DEPAT I	2019	2019	105,000.00	0.00	Supplied
18	Supply of 300No Mono Desks for SHS/JHS. In the Municipality (Three Basic Sch ,KpanSec. )	Education Infrastructure	Construction	2& 3 Company Limitec	105,000.00	DEPAT I	2019	2019	105,000.00	0.00	Supplied
	Completion of Sovie Clinic	Health Infrastructure	Construction	Proko (GH)Ltd	408,336.54	DACF	2015	2020	403,309.54	5,027.00	Completed
	Completion of Torkor Police Post	Security Infrastructure	Construction	Vian Enterprise	50,000.00	DACF	2015	2020		50,000.00	Completed

	Completion of 1No 3 init Classroom Block at Aziavi	Education Infrastructure	Construction	Sam Ans Ltd	225,554.70	DACF	2015	Ongoing	157,000.00		
19	Construction of Zonal Council at Gbefi	Health and Public Infrastructure	Construction	IGNACIL Ghana Ltd	199,829.50	IPEP	2018	Ongoing	0.00	199,829.50	Ongoing
20	Construction of 2No 12Units Market sheds at Gbefi	Markets and Otther Public Infrastructure	Construction	Flag Up Comp Ltd	149,996.00	IPEP	2018	Ongoing			Completed
21	Supply of Medical equipment : 8No Delivery beds,8No Examination couches 12No Beds,4No Suturing sets, 8 No.Trolley and 10No Screens)	Health Infrastructure	Construction	Awake Towner Investment	198,000.00	IPEP	2019	2019	0.00	198,000.00	Supplied
	Supply of Furniture to Senior High Schools	Education Infrastructure	Construction	Bawepiah Comp.Ltd	150,000.00	IPEP	2018	ongoing	0.00	150,000.00	
	Supply of Furniture to Senior High Schools	Health and Public Infrastructure	Construction	Blessing Construction and Trading Ltd	150,000.00	IPEP	2018	ongoing	0.00	150,000.00	
22	Construction of Ultra Mordern Munucipal Market at Abanu		Construction	Market Facility							ongoing
23	Construction of 6 Unit Emergency Classroom Block at Kpando Senior High Schoo	Education Infrastructure	Construction	Classroom Block							Completed
24	6 Unit Emergency Classroom Block Beheco	Education Infrastructure	Construction	Classroom Block							Ongoing
25	Construction of 8Bed Boys Dormitory at Biheco	Education	Construction	Dormitory							Completed
26	Construction of 20 seater Water closet with 18 bath rooms at Kpando lorry park	Sanitation Infrastructure	Construction	Toilet Facility							Ongoing

27	Construction of 20 seater Water closet with 18 bath rooms at Kpando Tsakpe New town	Sanitation Infrastructure	Construction	Toilet Facility							Ongoing
28	Construction of 1 No. 10 Seater Water Closet at Kpando	Housing Infrastructure	Construction	Toilet Facility							Ongoing
29	Construction of 1 No. 10 Seater Water Closet at Sovie Vocation Institute	Health Infrastructure	Construction	Toilet Facility							Ongoing
30	Construction of 1 No. 10 Seater Water Closet Toilet at Bishop Herman	Health Infrastructure	Construction	Toilet Facility							Ongoing
31	Construction of Feeder Roads from Gbefi-Kpando to Torkor	Roads Infrastructure	Construction	Road							Ongoing
32	Completion of Torkor Police Post	Security Infrastructure	Construction	Security Facility							Completed

## CHAPTER THREE

### UPDATE ON FUNDING SOURCES AND DISBURESMENTS

#### 3.1 INTRODUCTION

Development activities undertaken by the Assembly is largely dependent on the quantum of its financial resources. The major sources of revenue are basically from internal and external sources which include, Internally Generated Funds (IGF), District Assembly Common Fund (Act 455), Special Central grants (DDF, GET Fund etc) and Central Government direct support. The District Assemblies' Common Fund (DACF) was used to embark on varied developmental projects like school blocks, health centres etc. The Disability Fund was disbursed to Person's with Disability to improve their livelihoods through the setting up of businesses which would be monitored by the Social welfare and Community Development Departments.

Details of the financial position of the Assembly as at the end of the year 2019 is presented in the table below:

**Table 3: FUNDING SOURCES**

<b>SOURCES OF REVENUE</b>	<b>Baseline / Actual 2017</b>	<b>Target 2018</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>
IGF	268,774.31	368,000.00	409,275.06	613,750.00	498,623.75
<b>DACF</b>	1,214,819.03	3,003,183.17	1,204,382.44	6,240,295.34	2,755,420.44
MP'S CF	227,681.57	343,750.00	459,616.16	343,750.00	379,407.68
PWD'S CF	17,914.00	260,000.00	265,411.46	260,000.00	142,900.24
MSHAP	4,311.77	15,091.37	11,030.32	37,200.71	16,210.21
DDF		463,199.62	344,504.00	463,199.62	925,135.70
<b>ETC:</b>					
Central Government Fund (G&S)		67,663.70	131,364.00	68,145.22	11,902.33
Wages & salaries	1,268,290.42	1,423,535.63	1,260,760.22	1,423,535.63	1,866,634.23
Fumigation and sanitation	207,000.00				
UNICEF/CIDA	59,641.00	198,851.70	86,044.85	237,289.65	141,649.66

NALAG DUES	2,759.53				
<b>TOTAL</b>	<b>3,271,191.63</b>	<b>6,143,275.19</b>	<b>4,172,388.51</b>	<b>9,687,166.17</b>	<b>6,737,884.24</b>

## DISBURSEMENT

The table below presents information on the planned and actual expenditures made within the period. This was categorized under the major expenditure heads as Compensation, Goods and Services and Assets.

<b>EXPENDITURE ITEM</b>	<b>BASELINE/ACTUAL 2017</b>	<b>TARGET 2018</b>	<b>ACTUAL 2018</b>
<b>COMPENSATION</b>	1,343,372.56	1,532,145.63	1,357,239.74
<b>GOODS &amp; SERVICES</b>	200,980.92	184,878.00	311,778.06
<b>INVESTMENTS / ASSETS</b>		73,600.00	
<b>OTHERS:</b>			
<b>Social Benefits</b>		912.00	170.00
<b>Grants (Re- current)</b>		4,631,739.56	2,231,257.08
<b>TOTAL</b>	<b>1,544,353.48</b>	<b>6,423,275.19</b>	<b>3,900,444.88</b>

## **CHAPTER FOUR**

### **UPDATE ON INDICATORS AND TARGETS**

#### **4.1 INTRODUCTION**

This section presents the status of district core indicators and targets that were adopted for tracking the achievements of key policy objectives, programmes and projects of the 2018- 2021 DMTDP of the Assembly. The indicators are organized according to main themes of the Agenda for Jobs; creating prosperity and equal opportunity for all (2018-2021).

**Table 4: Update on indicators and Targets**

Indicators	Disaggregation	Baseline (2018)	Target for 2019	Actual for 2019	Remarks
Total output of agricultural production -staples <sup>1</sup> (Mt) -Selected cash crops <sup>2</sup> (Mt) -Livestock and poultry <sup>3</sup> (count) -Fisheries (Mt)	By category: a, Maize	a.12,523	13015	12605	Early drought  Early withdrawal of subsidized fertilizer
	Staple crops b. Rice	b.6,374.9	7000	6574	High post-harvest loses
	Selected cash crops c. Cassava	c. 53,068	36956	36051	
	Livestock and poultry d .Yam	d.29,625	30015	29975	
	Fisheries e ..Okro	e. 5,141.5	6255	5005	High cost of fuel for irrigation
Percentage of arable land under cultivation	By category:				
	Staple crops	Not available	Not available	Not available	Not available
	Selected cash crops				

<sup>1</sup> Maize, Rice (milled), Millet, Sorghum, Cassava, Yam, Cocoyam, Plantain, Groundnut, Cowpea, Soybean

<sup>2</sup> Cocoa, Shea butter, Oil palm, Cashew nut, Cotton

<sup>3</sup> Cattle, Sheep, Goat, Pig, poultry

Number of new industries established	By sector: Agriculture, Manufacturing, Traditional craft, service			NIL NIL NIL NIL	
Number of new jobs created	By sector: Agriculture, Manufacturing, Traditional craft, Service		50 30 25 50	20 15 19 19	Permanent
Net enrolment ratio	Kindergarten Primary JHS	72.40% 87.70% 45.30%	74.50%- 74.00% 47.20%		
Gender parity	Kindergarten Primary JHS SHS	1.09% 1.07% 1.00% 1.07%	1.09% 1.04% 1.00% 1.07%		

Completion rate	Kindergarten  Primary  Presented separately for boys and girls: JHS  SHS	Boys: 95.4%  Girls: 99.4%  Boys: 94.7%  Girls: 98.7%  Boys 86.2%  Girls79.7%  Boys 196.7%  Girls 66.8%	Boys:97.4%  Girls:100%  Boys:97.5%  Girls:99.9%  Boys:89.5%  Girls:86.7%  Boys:199.0%  Girls:75.5%		
Number of operational health facilities	CHPS  Health Center  Hospitals  Reproductive & Child Health (RCH)  Maternity Home	7   2		7  5  2  1  2	
Proportion of population with valid NHIS card	Total (by sex)	M= 22,791  F= 31,132		M= 12,207  F= 27,823	

Proportion of population with access to basic drinking water sources	District			42%	
	Urban	42,756		8%	
	Rural	24789		2%	
Proportion of population with access to improved sanitation services	District	2568		30%	
Number of births and deaths registered	Birth (sex)	M = 1263 F = 1234		M = 1433 F = 1476	
	Death (sex, age group <sup>4</sup> )			M = 81 F = 59	
Total number of recorded cases of child trafficking and abuse	Child trafficking (sex)			21	
	Child abuse (sex)	-	-	-	
Maternal mortality ratio (Institutional)	District	100.7	90.5	254.2	
Malaria case fatality (Institutional)	Age: Under 5				
	Sex: male	0.47	0.20	0.0	
	Female	0.0	0.20	0.48	

<sup>4</sup> Children (below 18 years), Youth (18-35 years), Adult (above 35 years)

	Age : over 5				
	Male	38.20	35.0	48,500.4	
	Female	47,700	45.0	61,000.5	
Percentage of road network in good condition	Total	22%	40%	22%	
	Urban	7%	30%	7%	
	Feeder	15%	30%	15%	
Percentage of communities covered by electricity				13.4%	
Percentage of Annual Action Plan implemented	District	88.3%	86.5%	88.8%	
Reported cases of crime	By type;				
	Murder	2		2	
	Defilement	23		23	
	Robbery	145		7	
	Rape	Nil		Nil	

Number of communities affected by disaster	Bushfire	15		Nil	
	Floods	18		10	
	Domestic Fire	Nil		4	

## **CHAPTER FIVE**

### **UPDATE ON CRITICAL DEVELOPMENT AND POVERTY ISSUES IN 2019**

#### **5.1 INTRODUCTION**

The assembly in its quest to ensure that vulnerable groups in the Municipality have a fair share of the resources of the Municipality, has been implementing and supporting a number of social intervention programmes. These programmes are aimed at ensuring that all persons of the Municipality irrespective of their social status are supported to play a vital role in the socio economic development of the Municipality. Details of some of such interventions in the Municipality are outline in the matrix below.

**Table 2.1: Update on Critical Development and Poverty Issues**

Critical Development and Poverty Issues	Allocation GH¢	Actual receipt GH¢	No of beneficiaries	
			Targets	Actuals
Free SHS Programme	N/A	N/A	N/A	4
Capitation Grants	N/A	GHc 29,177.60	N/A	N/A
School feeding programme	N/A	N/A	4619	4557
Free Exercise books	N/A	N/A	N/A	N/A
NHIS	N/A	N/A	N/A	N/A
Livelihood Empowerment Against Poverty (LEAP) programme	6122.00	36,732.00		90 Households
National Youth Employment Program				
One District-One Factory Programme	NIL	NIL	NIL	NIL

One Constituency-One Million Dollars Programme	One Million USD	NIL	NIL -	NIL -
Planting for Food and Jobs Programme	N/A	N/A	100	57
Implementation of Infrastructural for Poverty Eradication Programme (IPEP)	- N/A	- N/A	- N/A	- N/A
OTHERS: NABCO	N/A	N/A	N/A	113

## **CHAPTER SIX**

### **BRIEF REPORT ON SECTORS OF IMPLEMENTATION**

#### **6.0 Introduction**

Information on programme status by other sectors of the Municipality is presented in this chapter.

#### **6.1 SOCIAL WELFARE & COMMUNITY DEVELOPMENT**

##### **THE ORGANISATION:**

The Department of Social Welfare and Community Development is one of the decentralized departments under the metropolitan, municipal and district assembly whose core mandate is to provide Social Welfare and Community Development Services to the citizenry.

**EXECUTIVE SUMMARY:** - The just ended year experienced some activities rendered to the numerous clients that visit the office for its services. These services were in the areas of the three main core programmes, thus, Child Rights, Promotion and Protection, Community Care and Justice Administration. Most of the activities centred on Family Welfare Services, Paternity, Child Custody, Child Maintenance and Reconciliation (case work), Correspondence, Counselling Services and General Welfare Services. Others include; social and public education, follow-ups, visitations, meeting etc. The Agency achieved all these through the collaborative support she had from some institutions/individuals such as the Non-Governmental Organizations, Ghana Police Service, Ghana Health Service, Ghana Education Service and some communities within and outside the Municipality.

##### **STAFF POSTING:**

During the year under review, two staffs were posted to the department to augment the staff of the department. These staffs are, Amos Mensah and Adam Ghalahad Sampso. The two staffs have all reported and are at post.

##### **CHILD RIGHTS, PROMOTION AND PROTECTION:**

During the year under review, forty-five (45) cases were brought to the office. Forty-Eight (45) of these cases were resolved amicably. These cases were in the areas of child maintenance, and child custody.

## STATISTICAL PRESENTATION OF CASES RECEIVED AND HANDLED

TYPE OF CASE	B/F	NEW CASE	CLOSED	PENDING	TOTAL
Child Maintenance	-	17	17	0	17
Paternity	-	0	0	0	0
Child Custody	-	9	9	0	9
Child Abandonment	-	0	0	0	0
Child Labour	-	0	0	0	0
Family Welfare	-	2	2	0	2
General Welfare	-	1	1	0	1
<b>T O T A L</b>	<b>-</b>	<b>29</b>	<b>29</b>	<b>0</b>	<b>27</b>

### REMITTANCES FOR CHILDREN THROUGH THE OFFICE

During the year under review, Gh¢3,190.00 maintenance allowance was paid through the office for the upkeep of children who were neglected by their fathers.

### MONITORING OF CHILDREN HOMES/ORPHANAGES:

During the year under review, the department visited and monitored all the three (3) children's home in the municipality. These homes are, Hardthaven, RYVANS-Mia and Global Presence Ministries.

### PROFILING OF CHILDREN:

All the children in RYVANS-Mia were successfully profiled by the department to pave way for their reintegration.

### CLOSURE:

RYVANS-Mia children's home have been earmarked for closure as they did not meet the standard to operate as a residential home for children.

### MONITORING AND SUPPLY OF ITEMS TO RESCUE TRAFFICKED CHILDREN:

During the year under review, the department monitored (21) children who were rescued from child trafficking and child labour. These children were reintegrated with their families and have been enrolled in school.

International Justice Mission (IJM) an NGO collaborated with the department to supply these children with some school items to aid their learning

**MONITORING OF DAY-CARE CENTRES DURING THE YEAR**  
**EARLY CHILDHOOD DEVELOPMENT CENTRES (ECDCs)**

During the year under review, the department under took monitoring exercise in (5) day care centres within the municipality.

NAME OF CENTRE	PARTICULARS OF PERSON IN CHARGE	TYPE OF CENTRE (PUBLIC OR PRIVATE)	DATE EST.	POPULATION OF CHILDREN		NO. TRAINED/ UNTRAINED ATTENDANTS		IS THE CENTRE REGISTERED?
				Boys	Girls	Trained	Untrained	
Kpando Day-Care Centre	Grace Agbenku	Public	1 <sup>st</sup> December, 1973	32	30	0	3	Assembly (Yes) DSW (Yes)
Missahoe Montessori Sch.	Dzame Allan	Private	2 <sup>nd</sup> September, 2006	82	65	6	0	Assembly (Yes) DSW (No)
Alpha and Omega Day-Care Centre	Sabaina Rose Adjahla	Private	January, 2015	36	40	1	3	Assembly (No) DSW (No)
Lartson and Angels Preparatory Sch.	Edward Lartson Boateng	Private	September, 2000	12	25	2	3	Assembly (Yes) DSW (Yes)
Ideal Shepherd preparatory Sch.	Gilbert Anku	Private	4 <sup>th</sup> September, 2003	45	39	3	5	Assembly (Yes) DSW (No)

## JUSTICE ADMINISTRATION

No case was referred to the Family Tribunal in the year under review.

TYPE OF CASE	B/F	NEW CASE	CLOSED	PENDING	TOTAL
Child Maintenance	0	0	0	0	0
Child Custody	0	0	0	0	0
Paternity	0	0	0	0	0
Family Welfare	0	0	0	0	0
Social Enquiring Report (SER)	0	2	2	0	0
<b>TOTAL</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>

### **FAMILY TRIBUNAL:**

The panel is now well constituted after the appointment and swearing of a Social Worker to Panel. The swearing in of the Social Worker was done in December, 2019. No case was handled By the panel before the year was brought to an end.

### **PROBATION:**

Two (2) juveniles are currently on probation after they were sentenced by the Kpando Circuit Court for being in conflict with the law, thus stealing. They have been put on probation for six (6) months and are being monitored and supervised by the department.

### **PRISON AFTERCARE SERVICE:**

The department during the year under review, made two (2) visits to the Kpando Local Prisons. During the monitoring visit, thirty-one (31) inmates were interacted with and counselled as well.

### **PRISON AFTERCARE SERVICE:**

The Department during the year under review, made nine visits to the Kpando Local Prisons. During the monitoring visit, eighty-three (83) inmates were interacted with and counselled as well.

**UPDATE OF THE DISABILITY PHOTO ALBUM:**

During the year under review, the Department updated the disability photo album with eighty-two (82) additional names. This comprises of (53) male and (29) females.

**DISBURSEMENT/SUPPORT TO PERSONS WITH DISABILITIES:**

During the year under review, the Department together with the Municipal Assembly and the Disability Fund Management Committee (DFMC) supported (87) disabled with an amount of Gh¢84,930.00. The support ranges from pay of school fees, medicals, support to boost trade and farming etc...

**SEX DISAGGREGATION OF PWDs SUPPORTED**

<b>SEX</b>	<b>NUMBER SUPPORTED</b>
MALE	45
FEMALE	42
<b>TOTAL</b>	<b>87</b>

**LIVELIHOOD EMPOWERMENT AGAINST POVERTY PROGRAMME (LEAP)**

During the quarter under review, payment was effected to the beneficiaries under the Livelihood Empowerment Against Poverty (LEAP) Programme in the municipality. The payment made were the 58<sup>th</sup>, 59<sup>th</sup>, 60<sup>th</sup> of 61<sup>st</sup>, 62<sup>nd</sup>, and the 63<sup>rd</sup> cycle payment were effected to the (90) beneficiary households in the year under review. The table below shows the total number of beneficiary communities, households, number of eligible members and amount paid beneficiaries in one payment cycle in the Kpando Municipality. In all, an amount of Gh¢36,732.00 was released and paid to the (90) beneficiary households in the municipality.

<b>S/N</b>	<b>COMMUNITIES</b>	<b>NO. OF HOUSEHOLDS</b>	<b>ELIGIBLE MEMBERS</b>	<b>AMOUNT PAID GH¢</b>
1	Gbefi Hoeme	6	14	486.00
2	Gbefi Tornu	1	2	76.00
3	Adofe	1	2	76.00
4	Agbenoxoe	5	8	362.00
5	Agudzi	2	2	128.00

6	Avega	1	3	88.00
7	Bame	8	14	590.00
8	Debidebi	9	22	744.00
9	Fesi	20	46	1436.00
10	Kpando Zongo	1	4	106.00
11	Kudzra	35	59	2528.00
12	Dzoanti	1	1	64.00
<b>Total</b>	<b>12</b>	<b>90</b>	<b>177</b>	<b>6,122.00</b>

#### **SEX DISAGGREGATION FOR LEAP HOUSEHOLDS AND ELIGIBLE MEMBERS:**

<b>Households</b>		<b>Eligible Members</b>	
Male	= 38	Male	= 83
Female	= 52	Female	= 93

#### **REGISTRATION OF PERSONS WITH DISABILITIES ONTO NHIS**

During the quarter under review, (520) PWDs were registered under National Health Insurance Scheme. The registration comprises both renewal and new registration. The table below shows the sex disaggregation of the people registered.

<b>SEX</b>	<b>NEW REGISTRATION</b>	<b>RENEWAL</b>
MALE	122	95
FEMALE	211	92
<b>TOTAL</b>	<b>333</b>	<b>187</b>

#### **REGISTRATION OF INDIGENTS ONTO NHIS**

During the year review, (3,203) indigents within the Kpando Municipality were recommended by the Department for both renewal and new registration onto the National Health Insurance Scheme programme. All the (3,203) were successfully registered. The table below shows the sex disaggregation of the beneficiaries.

<b>SEX</b>	<b>RENEWAL</b>	<b>NEW REGISTRATION</b>
MALE	901	776
FEMALE	855	671
<b>TOTAL</b>	<b>1756</b>	<b>1447</b>

### **CELEBRATION OF INTERNATIONAL AGED DAY**

During the year under review, the Department facilitated and participated in the celebration of International Aged Day in the Kpando Municipality. The day was marked on the 23<sup>rd</sup> day of October, 2019 with 39 participants. The table shows the sex disaggregation of the participants.

<b>SEX</b>	<b>TOTAL NUMBER</b>
MALE	9
FEMALE	30
<b>TOTAL</b>	<b>39</b>

### **OTHERS:**

<b>Type of Case</b>	<b>Frequency</b>
Child Labour	21
Follow-up to Communities	65
Visits( out of the Municipality)	18
Meeting	35
Referral	8
Ceremony	4
Meetings/Workshops	59
Correspondence	36
Social & Public Education	637 people
Funeral	1

Counselling at the Office	72
<b>T O T A L</b>	<b>956</b>

**NON GOVERNMENTAL ORGANISATIONS (NGOs):**

**The following NGOs exist and work in the Kpando Municipality during the year under review:**

<b>NO</b>	<b>NAME OF NGO</b>	<b>DATE OF REGISTRATION</b>	<b>LOCATION</b>	<b>REMARKS</b>
1.	RYVANZ-MIA	-	Gabi	Active
2.	Emo Foundation	-	Kpando	Active
3.	Hardthaven Children's Home	-	Kpando	Active
4	International Justice Mission	-	Accra	Active (visiting)
5	International Organization for Migration	-	Accra	Active (visiting)
6	Ranza-Ria Children's Foundation	-	Kpando-Gabi	Active
7	Open Dove Children Foundation	-	Kpando	Active

**CONSTRAINTS:**

The major constraint facing the department is means of transport and lack of funds to implement its numerous planned activities.

**CONCLUSION:**

In all, work in the municipality was very hectic but at the end, it was successful.

## 6.2 AGRICULTURE SECTOR

The activities carried out during the period under review were training of farmers, technical review training, Postharvest management training, home and farm visits, harvesting of on farm demonstrations, field day organization, smart climate agriculture, organized farmer's day celebration, reports written, planting for food and jobs, planting for export and rural development (PERD), establishment of cashew scion bank.

### Training of farmers

During the period under review the Department of Agriculture trained farmers on timely harvest and postharvest management of rice in various farming communities (Gbefi, Sovie, Adope, Aloryi, Gabi and Konda). Eg Aloryi Dzidefo FBO with membership of 23 farmers (16 males, 7 females) –contact farmer Mr. Joseph Atsro, 024 052 0931- also benefited from the training.

Again, there were training sessions on rice value chain approach for farmers. They were educated on the role and the need of every actor on value chain.

### Technical Review Training

Two (3) management and six (6) technical review meetings were organized. During the technical review training sessions, Agric. Extension Agents (AEAs) came out with difficulties farmers were encountering. Below are some of challenges faced by farmers.

Rice harvesting equipment such as rippers, threshers and combine harvesters

Unavailability of subsidized fertilizers

### Postharvest management training

During the period under review, the department intensified sensitization on timely, early harvesting of rice and maize.

Farmers were trained on various preservation methods, for example at Gbefi-Tornu, Amenuveve FBO (*Sackey Walter, 024 525 9592*) members were trained on how to use PICS to store their harvested maize.

### Home and Farm visits.

The 10 Agric extension Agents (AEAs) made 580 home and farm visits to disseminate proven technologies on good agriculture practices, safe use and handling of agrochemicals especially during dry season farming, monitoring and harvesting of on farm demonstrations.

### Harvesting of on farm Demonstration

During the period under review, department facilitated to harvest forty-eight field demonstration on various crop varieties. The demonstration was established to disseminate various improved technologies to teach farmer across the Municipality.

However, the department is analyzing the production figures for yield computation for various crop varieties.

### Field day organized

During the period under review, the department organized field days for famers across the Municipality. The field was to show various improved technologies carried out by collaborating farmers/FBOs to other farmers across the Municipality.

## **Climate Smart Agriculture**

In this development, to promote adoption and conservation agriculture/smart agriculture, on the 1/12/2019 farmers were sensitized on adaptation intervention effect climate smart agriculture.

Again, 12/11/2019, at Abanu field day was organized for 39 farmers (27males, 12females) to understand cultivation of mucuna as a soil rejuvenating and cover crop.

Gbefi operational area also benefited from three climates smart agriculture.

**a** 15/11/2019, the entire staff moved to climate smart model demonstration field to interact with farmers 21 farmers (15males, 6 females) from nearby communities.

**b.** There was community radio program that educated farmers on how to use and incorporate mucuna into their farming calendar.

**c.** therefore, Gbefi as a farming community is selected by the Department of Agriculture to lay field demonstration on conservation agriculture by the use of mucuna, and improved and high yielding varieties of various cassava.

## **Plantwise (Plant Clinic)**

Number of Clinic Days:

There were a total number of sixteen (6) clinic days during the reporting period.

The total number of clinic attendance for the reporting period was 35 (29 males, 6 females).

## **Cases reported**

- False nut disease in rice
- fruit fly in citrus.
- storage pest (weevils) in maize

## **Recommendations:**

- early rouging of disease rice plant and destroy, use recommended fungicide to control it
- use fly marshall to prepare trap to control fruit fly in citrus
- use PICS bags to store the maize.

## **National farmers and fishermen day celebration organized**

During the period, 35<sup>th</sup> National Farmers and Fishermen Day Celebration, under the *theme: Enhancing Small Scale Agriculture Towards Agribusiness Development*, was planned and celebrated at Kpando Fesi, VRA JHS Park, on the 19/12/2019, successfully

## **Reports written**

Within the period the department was able to compile and write four quarterly reports, namely Monitoring and Evaluation Report, Extension Report, Women in Agriculture Development Report and Progress Report.

## **GOVERNMENT FLAGSHIP PROGRAMME**

### **Planting for Food and Jobs Programme,**

At the beginning of fourth quarter Department continues to monitor the purchase of subsidized fertilizers at various Agro inputs outlets in the Municipality.

However, farmers across the Municipality were sensitized on when subsidized fertilizers programs normally start and end. This is to disabuse farmers mind about **rumor** surrounding fertilizer shortage in the system.

### **Planting for Export and Rural Development (PERD)**

During the period, cashew seedlings distributed to beneficiary farmers to establish their plantations were monitored. And, it was realized that fields are establishing well.

### **Cashew Scion Bank**

Due to harsh weather condition, department of agriculture moved about 100 cashew seedling from Gbefi, which are yet to be transplanted to the department's office garden for maintenance. The transplanting was deferred due early drought that situation.

## **CHALLENGES**

- delay release of funds, eg Modernizing of Agriculture in Ghana.
- under staff (only night watchman)
- lack of office equipment
- leaking of office roof(s)
- no veterinary clinic
- lack of rice harvesting equipment (rippers, threshers, combine harvesters)

## **6.3 ENVIRONMENTAL HEALTH AND SANITATION INTRODUCTION**

Environmental Health and Sanitation Unit of the Kpando Municipal Assembly is involved in health promotion, education and control activities that have adverse consequences on the environment, public health and safety. The unit is also responsible for preventing other conditions which are injurious to public health. The Unit is responsible for all issues related to hygiene, environmental health and sanitation in the Municipality.

Below are some of the strategic activities that were undertaken to facilitate the delivery of our mandate;

### **HOUSE TO HOUSE INSPECTION**

In this fourth quarter, house to house inspection was intensified. This exercise allowed the officers to interact with the households and to alert them on the raining season which might have adverse effect on the environment and sanitation that could lead to outbreak of Cholera. In all 20 communities and 340 households were visited. They were educated to cover their household refuse to avoid housefly distributing diseases to community members.

### **MARKET SANITATION**

17 visits were made to both Kpando central and Torkor Markets to conduct sanitation activities and ensure cleanliness so as to prevent the spread of diseases. Market women were educated on how to keep or protect their foodstuffs well so that flies and dust would not have access to them to prevent communicable diseases, e.g. Cholera, Typhoid etc.

The public address systems were used to preach the gospel on sanitation to the market women.

### **DRY AND WET WASTE COLLECTION**

Zoomlion Ghana limited was solely relied on for refuse collection and disposal because the Kpando Municipal Assembly's refuse trucks have broken down. The farm truck tractor is also broken down hence has been parked for several years now. In the midst of all these refuse collection was smooth.

On the other hand, liquid waste collection was also not very successful within the period. This was due to the breakdown of gear box of the cesspool emptier. Therefore, we depended on the services of external private operators, who came in at their convenience, for dislodgement.

## **SCHOOL HEALTH EDUCATION**

Schools were visited for health and hygiene education. Education was given to teachers, pupils and food vendors. In addition, personal hygiene, user and hand washing education was given to both pupils and food vendors.

## **DISINFESTATION AND DISINFESTATION**

Disinfestation exercise was organized three (3) times within the period under review at identified water logged areas to control mosquitoes and other insects which breed in drains, refuse dumps, and toilets as well as skip container sites. This was done successfully in collaboration with Zoomlion Ghana Ltd..

### **CLTS IMPLEMENTATION ACTIVITIES:**

Work on CLTS activities slowed down due to total breakdown of motorbikes and insufficient funds for the purchase of fuel for the field staffs. However, during the SATO training staff used the opportunity to inspect some of the household latrines. Follow up was conducted in two electoral Areas to find out how the Community Technical Volunteers (CTVs) fared (Dzigbe and Dafor Dzigbe,.) This follow up was aimed to find out how many rudimentary household latrines were constructed through their efforts. Below is the breakdown of the latrines constructed by the CTVs. Plans are underway to get four other communities declared by the close of the year. These four communities are Sovie Akoepe, Darfor Adomi, Amekukope and Anlokordzi.

<b>Name of Community</b>	<b># of lat constructed</b>	<b>Remarks</b>
Dafor Dzigbe	6	1 on going
Dzigbe	25	2 on going
<b>Total</b>	<b>31</b>	<b>3</b>

### **WATER AND SANITATION ACTIVITIES:**

Since water is life, it must be made to depict its status. Due to this reason, staffs of the unit intensified their monitoring and supervision work on water and sanitation activities in the Municipality. They inspected some hand pumps and found that most of them were broken down. They educated some communities who had their hand pumps broken down to endeavor to repair them. User education was also given on the hand Pumps.

### **WASTE MANAGEMENT EQUIPMENT:**

There are four refuse trucks in the Municipality; one Sisu truck, one Farm Track Tractor and two Zoomlion refuse trucks. The Assembly vehicles are all broken down leaving the Zoomlion trucks which are all working. There is also one cesspool emptier which is not road worthy. Sanitary tools were procured as at the time of writing this report

## SANITARY FACILITIES

Find below the state of sanitary facilities and their locations in the Municipality.

S/N.	FACILITY	NUMBER	LOCATION	STATE
1.	Public Latrines	10	6 in Kpando central, 4 in Torkor.	Fair
2.	Public Urinals	3	2 in Kpando central, 1 in Torkor.	All functioning
3.	Public Bath houses	3	1 in Kpando, 2 in Torkor.	All functioning well.
4.	Slaughter Slabs	1	Kpando central.	In good condition.
5.	Refuse Containers	17	Torkor-2+1(zml)=3, Kpando central-8+6(zml)=14	16 are torn and out of use.

NB: zml = Zoomlion container.

## CONSTRAINTS

- ❖ Insufficient sanitary tools to aid sanitation activities in the Municipality
- ❖ The office is always hot and unbearable to stay when atmospheric temperature increases.
- ❖ UNICEF has withdrawn their financial support from the Municipality all because we were not able to declare 80% out 14 communities that was funded.
- ❖ No funds for CLTS activities.
- ❖ Lack of uniforms as an identity for staff
- ❖ Break down of all motorbikes for staff
- ❖ All our sanitation vehicles are broken down
- ❖ Public refuse containers be repaired

## RECOMMENDATIONS:

The following recommendations if adhered to would enhance the performance of Kpando Municipal Environmental Health and Sanitation Unit's activities.

- Uniforms and protective clothes be supplied to staff to enable us perform our duties at slaughter house effectively.
- An air condition be procured and installed in the office to prolong the life span of the computers.
- Sanitation vehicles be repaired or new ones procured
- Public refuse containers be rehabilitated.

## **6.4 STATISTICS UNIT**

### **INTRODUCTION**

The Statistics Unit exists to gather, collate and comply statistical data for and assist in the management of statistical data for the Municipal Assembly, respond to data requests by clients of the Assembly and the general public subject to Management's approval and also participate in surveys and census.

### **STAFF STRENGTH AND STAFF REQUIRED**

The unit has only one staff, who is the Statistician. The Unit needs an additional with educational background in Statistics.

### **ACTIVITIES CARRIED OUT**

#### **Organization of interview for the recruitment and appointment of a District**

##### **Census Officer**

On the Wednesday 13<sup>th</sup> November, 2019 an interview was conducted at the office of the Municipal Coordinating Director in Kpando to interview selected persons to occupy the position of the District Census Officer for the Kpando Municipality during the 2020 Population and Housing Census. Three (3) candidates presented themselves to be interviewed, which included one (1) male and two (2) were females.

The interview panel was made up of the two (2) staff from the Ghana Statistical Service office at Ho, the Regional Statistician, Mr. Chris Amewu and Mr. Prince Obuobi, the Statistical Accountant. The others that made up the panel were the representative of the Education Director, Mr. Yeegbe F. Kwaku and the Human Resource Manager, Mr. Jeffrey Hevi who represented the Municipal Coordinating Director.

At the end of the interview, the Municipal Statistician was appointed the District Census Officer for the Kpando Municipality.

#### **Advertisement for the Recruitment of Field Officers, Senior Field Supervisor and Information Technology (I.T) Personnel**

District Census Officers were requested by the Ghana Statistical Service to advertise the positions of Field Officers, Senior Field Supervisor, and Information

Technology (I.T) Personnel through a prepared advertisement. The Statistician therefore sought clearance from the Municipal Coordinating Director and was granted so the advert was photocopied and pasted at advantage points and notice boards around the Municipality for citizens of the town to apply for the above stated positions. And the reported feedback was encouraging.

## **Profiling of the Kpando Municipality as and when required in specific areas to assist in 2020 Population and Housing Census**

The Ghana Statistical Service through the Volta Regional Coordinating Council (VRCC) requested District Census Officers throughout the country to profile their Districts and Municipalities providing information on the numbers of schools with boarding facilities, institutions, health facilities and information on the names of hostels, hotels, guesthouses and their contact numbers, number of rooms with contacts numbers of the above mentioned facilities and other numerous information on the Municipality which is on-going.

### **CHALLENGES**

The unit lacks staff and adequate office equipment.

### **SUGGESTION FOR IMPROVEMENT**

The outfit would perform better with more skilled staff, a desk top computer, Printer, External hard Drive and a Cabinet to store documents.

## **6.5 NADMO**

### **Introduction**

The report contains the activities of the Kpando Municipal NADMO secretariat as well as the zonal officers of NADMO

### **Public Education**

The NADMO secretariat embarked on public education in all the sixteen communities in the Municipality. In each community, farmers and the general public were reminded of the upcoming dry season and the incidence of bush fires. The farmers and the populace were asked to take action to protect their farm produce against bush fires. Fulani herdsmen, palm wine tappers, drivers, charcoal burners and smokers were also reminded about the consequence of possible prison sentences for deliberately starting bush fires.

Education was also done at Kpando Kpodzi E.P Church to mark this year's International Day for Disaster Reduction on the theme: Reduce Disaster Damage to Critical Infrastructure and Disruption to Basic Services.

The discussions were centered on five thematic areas of:

1. Roads and culverts
2. Power and electricity lines
3. Water supply and maintenance of water bodies
4. Schools and churches as they serve as safe havens in times of Disaster.
5. Telephone mask.

The secretariat took upon itself to educate the populace on the recent heatwaves in our communities. The populace was educated on how to avoid sickness like CSM, heatstroke and other related diseases.

The communities were also educated on climate change, the risk associated with it as well as its mitigation by the planting of trees.

### **CLIMATE CHANGE ACTIVITIES**

Public Education in some selected communities.

The Department of NADMO carried out climate change public education in the Municipality in the following communities Sovie, Kudzra, Gbefi, Fesi, Gadza and Agudzi. The following information were given out to the general public;

- Desilting of choked gutters to eradicate flood disasters
- Planting of trees at open spaces to serve as wind break and shield against the scorching sun and excessive heat which are brought about by climate viability
- Participants were encouraged to desist from felling of trees indiscriminately and rather to plant new ones and take of them.
- Farmers were also encouraged to use climate resilience methods in farming, thus, plant a wind control plant known as Muccuna which makes the soil to regain its fertility after slashing and plant new crops to avoid the application of chemical fertilizers.
- They were advised not to continue clearing of pocket of forest which helps in rain formation

In all the communities, two thousand five hundred and six (2506) thus, 1100 males and 1406 females benefited from this seminar.

<b>TOWNS</b>	<b>MALES</b>	<b>FEMALES</b>	<b>TOTAL</b>
SOVIE	230	300	530
KUDZRA	125	263	388
GBEFI	170	300	470
FESI	385	210	595
GADZA	100	223	323
AGUDZI	90	110	200
	<b>1100</b>	<b>1406</b>	<b>2506</b>

### **Disaster Volunteer Groups (DVG's)**

All the DVGs in their various communities are now active and the secretariat needs assistance for them.

### **Constraints/Recommendations**

The secretariat needs a vehicle to facilitate its official movements. Supply of motorbikes to the zonal officers will also aid them carry out their duties effectively.

The secretariat also needs the support of the Regional secretariat and the Kpando Municipal Assembly to establish a strategic stock of relief items.

## 6.6 HUMAN RESOURCE ANALYSIS REPORT

### INTRODUCTION

The Department of Human Resources has been enjoined by the Local Governance Act, 936, 2016 as an established Department of the Assembly. It therefore ceases to function as a Unit of the Central Administration but as a full Department.

### STAFF STRENGTH

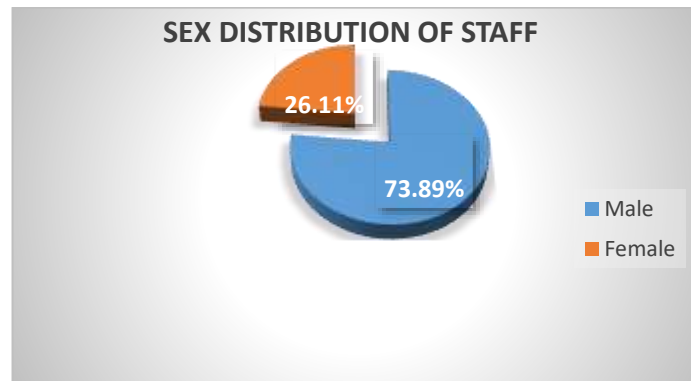
#### TOTAL STAFF STRENGTH

The updated staff strength of Kpando Municipal Assembly was One Hundred and Fifty-seven (157) for the period under review. The breakdown is One Hundred and Twenty-two (122) GOG Staff (paid by the Central Government) and Thirty-five (35) IGF Staff (paid directly by the Municipal Assembly).

#### SEX DISTRIBUTION OF STAFF (Both GOG & IGF)

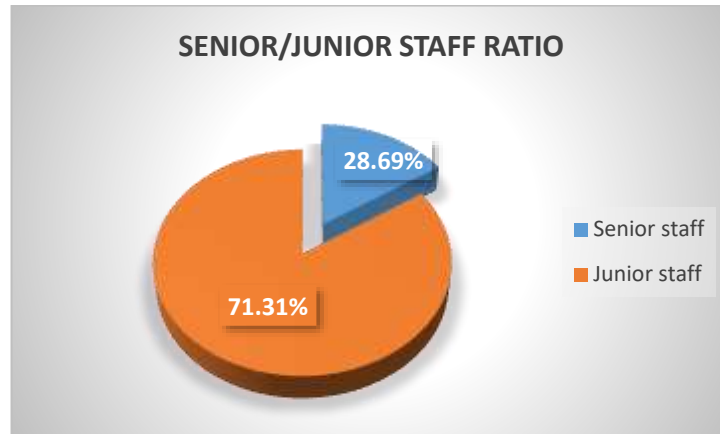
##### Ratios:

*Male/Female Ratio:*



The Kpando Municipal Assembly for the period under review had a total of One Hundred and Sixteen (116) males representing 73.89 % and Forty-one (41) females representing 26.11 %. This implies that there are more men than women in Kpando Municipal Assembly.

Senior/Junior Officer (GOG) Ratio:



There are Thirty – five (35) Senior Officers representing 28.69%

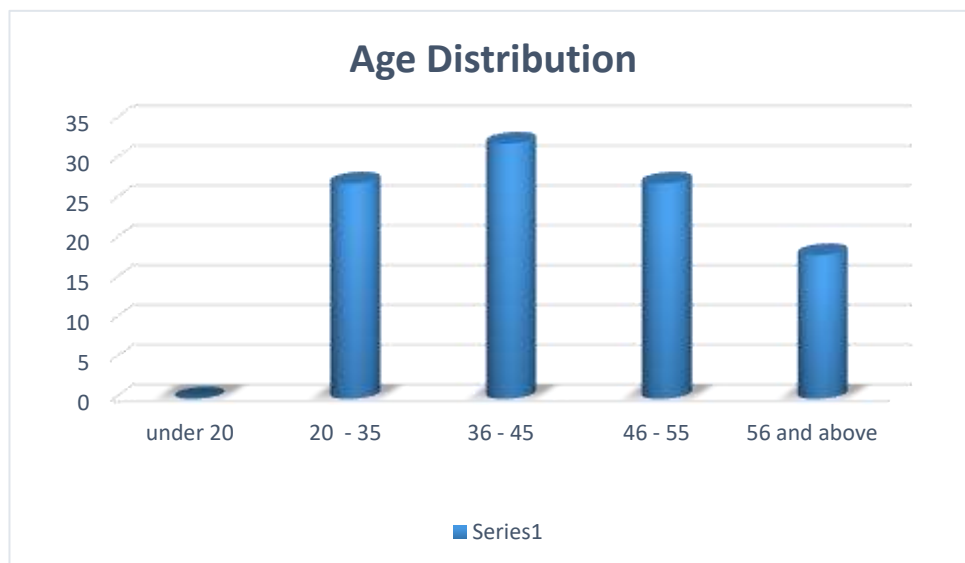
Eighty – seven (87) Junior officers representing 71.31 %

**AGE DISTRIBUTION OF STAFF:**

The age distribution of GOG staff at the Kpando Municipal Assembly as at 31<sup>st</sup> December, 2019 was as follows:

Under 20	-	0
20-35	-	33
36-45	-	40
46 -55	-	30
56 and above	-	19

Total Staff Strength (GOG) – 122



Above diagram indicates that the age distribution of GOG staff of the Kpando Municipal Assembly during the year of 2019 reveals that staff between the age range 36-45 years were predominant among the staff population.

#### HUMAN RESOURCES DISTRIBUTION ON DEPARTMENTAL BASIS

##### GOG STAFF

##### SEX DISAGGREGATED DATA

NO.	DEPARTMENTS/UNITS	M	F	TOTAL
1	CENTRAL ADMINISTRATION	44	20	58
	HUMAN RESOURCE	1	0	1
2	WORKS	5	0	5
3	PHYSICAL PLANNING	5	1	6
4	AGRICULTURE	15	3	18
5	SOCIAL WELFARE & COMMUNITY DEVELOPMENT	5	1	6
6	FINANCE	8	3	11
7	TRADE AND INDUSTRY	1	1	2
	OTHER DEPARTMENTS:			
8	CO-OPERATIVE	1	0	1

9	BIRTH & DEATH	1	0	1
10	INFORMATION SERVICE	1	1	2
11	LABOUR DEPARTMENT	5	0	5
	<b>TOTAL</b>	<b>92</b>	<b>30</b>	<b>122</b>

**GOG (SEX DISAGGREGATED DATA)**

CATEGORY OF STAFF	SENIOR STAFF	JUNIOR STAFF	TOTAL
Number	35	87	122

C

CASUAL STAFF			
COMMISSION COLLECTORS			
SEX	MALE	FEMALE	TOTAL
Number	7	3	10

**EVENTS ORGANIZED**

No.	Title	Venue & Date	Organization
2	Staff Durbar	Assembly Hall, April, 2019 & Oct, 2019	KpMA
3	Town Hall meetings	All Communities, Nov-Dec, 2019	KpMA
4	Staff End of year Get-together	Residency-Kpando-20th Dec, 2019	KpMA

## ASSESSMENTS AND MONITORING BY EXTERNAL BODIES

No.	Title	Organization
1	OHLGS Performance Contract Verification Assessment	OHLGS/Western -North RCC Team
2	VRCC M&E exercise	VRCC Team
3	DACF Secretariat M&E	DACF Team

## ADMINISTRATIVE CHANGES

### POSTINGS :

S/N	Name	Grade	Posted from	Effective Date of Posting/Assumption	Remarks
1	Amos Mensah	Asst. Soc. Dev. officer	VRCC	2nd Oct. 2019	Assumed duty
2	Margeret Yeboah Nyame	Env. Hlth Asst.	VRCC	9th Oct. 2019	Assumed duty
3	Jackson David	Asst. Budget Analyst	VRCC	11th Oct. 2019	Assumed duty
4	Confidence Kade E.	Env. Hlth Asst.	Effutu Municipal Assembly	11th Oct. 2019	Reported
5	George Amissah Arhinsah	Sen. Exe. officer	VRCC	14th Oct. 2019	Assumed duty
6	Baba Karmi A.	Asst. Budget Officer	VRCC	14th Oct. 2019	Assumed duty
7	Precious E. Dokporu	ADIIB	VRCC	16th Oct. 2019	Assumed duty
8	Philip Ohene-Kumah Okutu	Auditor Trainee	VRCC	14 <sup>th</sup> Nov., 2019	Assumed duty

9	Henry Agbohla	Senior Executive	VRCC	27 <sup>th</sup> Nov., 2019	Assumed duty
10	Samuel Hallow Mensah	Asst. Budget Analyst	VRCC	27 <sup>th</sup> Nov, 2019	Assumed duty
11	Cornelius Daneku	Asst. Proc. Officer	VRCC	21 <sup>st</sup> Nov, 2019	Reported but not assumed duty
12	Adams Ghalahad S.	Sen. Soc.Dev. Asst.	VRCC	27 <sup>th</sup> Nov, 2019	Assumed duty

### **RECRUITMENT: (IGF)**

**Three staff were recruited as at the end of 31<sup>st</sup> December, 2019**

<b>S/N</b>	<b>NAME</b>	<b>GRADE</b>	<b>DEPARTMENT/UNIT</b>	<b>REMARKS</b>
1	Jennifer Fiakojo	Stores Assistant	Stores	
2	Francis Torsu	Administrative Assistant	Administration	
3	Eric Agbodza	Driver III	Driver	

### **CHALLENGES**

- Delay in Payment of Stipends/Salaries to Casual
- Delays and inadequate provision of tools and resources for work:
- Delays in releases of daytrips and other allowances and payment of haulage and transfer grants
- Low support to staff Development in terms of support for progression and promotional interviews
- High personal discretion of Schedule Officers or Officer-in-charge of some aspects of the Assembly Business
- High negative Organizational Politics
- Less attention to high risk and delicate roles

## **RECOMMENDATIONS**

- ✓ Commitment to Revenue generation, ceiling loopholes in Revenue areas: Property rates, fines and reigniting Earth moving operations
- ✓ Setting out early to collate resource needs of staff in due time before the ensuing year for timely procurement planning and purchase
- ✓ Preparation of Schedule of payment to prevent arbitrary selection of payment by Finance
- ✓ Strengthen systems and structures by strengthening instructive authorities to direct reports
- ✓ Encourage team spirit, discourage individualistic guidance and advice to top management
- ✓ Protect and secure task managers' responsibilities and interest

## **CONCLUSION**

In spite of the host of challenges at the Kpando Municipal, the Assembly still manages to cling to victory in many endeavours and spheres however, there is a gradual decline in performance in this recent periods. This could be traced to the challenges that may not be attended to systematically.

Finally, it is also believed that success of an organization largely depends on leadership and the style that is adopted to enable staff follow the path of success which leadership desires and charts without hesitation. therefore, we encourage management and leadership to kindly strengthen the "front and the back, the top and the down" of the organization to achieve even greater heights.

### 6.1.1 POPULAR PARTICIPATION ACTIVITIES

The Kpando Municipal Assembly sees the involvement of stakeholders as very crucial to the successful implementation of programmes and projects. In furtherance of this, various platforms have been created to enable stakeholders participate in the implementation of programmes and activities. These included Town hall meetings, Assembly meetings, radio programmes, and community forum, zonal council meetings etc.

As mandated by relevant legal regimes, the Assembly sees the involvement of stakeholders in the preparation of the 2018-2021 MTDP as important and necessary. As a result, the Kpando Municipal Assembly organized public hearings at the three zonal councils to solicit the views of stakeholders in the preparation of the MTDP. Stakeholders present at the events included the MCE, MCD and staff of the Assembly, TAs, Assembly members, media, clergy, trade unions, women's groups, PWDs, etc.

1. The first of the public hearings for Kpando Zonal Council was organized on Monday 8<sup>th</sup> July 2019 at the Kpando Municipal Assembly Hall. Total Number of Persons at hearing was 94  
Gender Ratio/Percentage represented (26 females constituting 28% and 68 males representing 72%)
2. The second of the public hearings for Sovie Zonal Council was organized on Wednesday 10<sup>th</sup> July 2019 at the E.P Church Chapel. Total Number of Persons at hearing was 98  
Gender Ratio/Percentage represented (28 females constituting 29% and 70 males representing 71%)
3. The third of the public hearings for Gbefi Zonal Council was organized on Thursday 11<sup>th</sup> July 2019 at Gbefi Anobi JHS. Total Number of Persons at hearing was 93  
Gender Ratio/Percentage represented (30 females constituting 32% and 63 males representing 68%)
4. Public hearing was held on the Draft medium term development plan of the Assembly on 5<sup>th</sup> December 2019. The purpose was to present the draft MTDP to stakeholders for possible changes and review of the plan before final submission. In all a total of 88 persons took part in this important activity. 59 males and 29 females took part in this activity.
5. On 9<sup>th</sup> December, the MCE led a team of HODs to meet with the market leaders of Kpando Market. The Objective was to interact with the stakeholders, identify their development issues and find ways solutions to them. In all a total of 89 persons took part in this meeting made up of 19 males and 70 females took part in this event.

6. On Friday 13<sup>th</sup> December 2019, the information Services Department with support from the Kpando Municipal Assembly held a town Hall Meeting at the Kpando Municipal Assembly hall for stakeholders. Some of the stakeholders were schools, chiefs, clergy, NGOS, public services etc. the aim was to enable the assembly present to stakeholders some of the efforts made so far in the implementation of government policies and programmes. The platform also enabled the stakeholders to ask various questions which were adequately answered. In all a total of 126 persons took part in the event made up of 80 males and 46 females.
  
7. On 28<sup>th</sup> October 2019, the MCE led a team of officers to pay a courtesy call on the Kpando Traditional House of Chiefs. The purpose of the meeting was to interact with the Chiefs and get their views incorporated into the development processes of the Assembly. In all a total of 56 Chiefs and Queen mothers as well as elders participated in the events made up of 20 females and 36 males

#### *6.1.2 EVALUATIONS CONDUCTED, THEIR FINDINGS AND RECOMMENDATIONS*

The type of evaluation conducted as per details in Table 6 was the terminal evaluation of some projects and programmes across the sectors of education, water and sanitation and health as implemented in the 2018-2021 Medium Term Development Plan.

The Purpose of this evaluation was to ascertain the level of implementation of Planned Programs, project and activities and to assess the impact of these interventions on the intended beneficiaries.

The methods implored in undertaken the evaluation was to design of check list by the MPCU to track the progress of implementation of planned activities. Moreover, questionnaires were also designed to collate the views of program beneficiaries in order to measure their degree of satisfaction with respect to utilization of completed project and programs. Furthermore, the MPCU further reviewed implementation reports of various Departments concerned with the utilization of the projects and program implemented in the Plan to be able to measure reported changes against planned interventions. For instance, in the Health Sector, community members in places where CHPS Compounds were built and operationalized were asked a number of questions including how much money they have saved in accessing healthcare after the commissioning of the CHPS Facility for use. Table 6 presents details of the evaluations conducted on projects in the areas of health and commerce.

**Table 3: Evaluations Conducted and their findings**

<b>Name of Evaluation</b>	<b>Policy/programme/project involved</b>	<b>Consultants or resource persons involved</b>	<b>Methodology</b>	<b>Findings</b>	<b>Recommendations</b>
Evaluating the impact of CHPS	Rehabilitation of CHPS Compound at Avetikope	MPCU	Focus group discussion  Administration of questionnaire  Interviews	Improved access to first level quality health service  Reduced distance to accessing quality healthcare (12km-1km)	Construct maternity block at the Facility
Evaluating the impact of pavement and drainage works at Kpando Market	Pavement and drainage works at Kpando Market	MPCU	Focus group discussion  Administration of questionnaire  Interviews	Improved sanitary and drainage conditions	Construction of Urinal and Latrine

### 6.1.3 PARTICIPATORY MONITORING AND EVALUATION (PM&E) CONDUCTED

The community scorecard approach was used in the participatory monitoring and evaluation of two (2) projects; Sectional Improvement Of Gbefi Hoeme to Gbefi Tornu road and Construction of 4-unit classroom block with ancillary facilities at Kpando E.P Kpodzi type of evaluation conducted as per details in Table 7 was the terminal evaluation of some projects and programmes across the sectors of education, water and sanitation and health as implemented in the 2018-2021 Medium Term Development Plan.

**Table 4: Participatory Monitoring and Evaluations Conducted**

<b>Name of PM&amp;E Tool</b>	<b>Policy/programme /project involved</b>	<b>Consultants or resource persons involved</b>	<b>Methodology</b>	<b>Findings</b>	<b>Recommendations</b>
Community Scorecard	Sectional Improvement Of Gbefi Hoeme to Gbefi Tornu road	MPCU	Focus group discussion	Reduced maintenance of vehicular cost  Easy transportation of agricultural produce  Improved access to the community especially in the rainy season	Construction of bridge over River Aflabo
Community Scorecard	Construction of 4-unit classroom block with ancillary facilities at Kpando E.P Kpodzi	MPCU	Focus group discussion	Improved access to quality education infrastructure	Development of operations and maintenance plan for the facility

				Increased enrolment (	
				Improved access to sanitation facilities	

## **CHAPTER SEVEN**

### **THE WAY FORWARD**

#### **7.1 KEY ISSUES ADDRESSED AND THOSE YET TO BE ADDRESSED**

- The Assembly has carried out repair works on three (3) of its earth moving equipment. The move is expected to boost the IGF capacity of the Assembly.
- The Assembly has started implementing most of the activities in its revenue improvement action plan. The aim is to boost the IGF capacity of the Assembly. Some of the activities carried out so far included the installation of revenue barriers, tax education, intensification of revenue collections etc. Property rates collection has also been privatised.
- The Assembly has chosen the following as its priority projects for 2020. They included the construction of Divisional Command Head Office and Ambulance Bay Office..
- The continuation of the street naming exercise which has stalled for some time now is also expected to commence in 2020.
- The Assembly has also embraced the implementation of the One District One Factory Policy. In that regard, the Assembly has started the establishment of a 5-acre cassava multiplication field at Gbefi for distribution of planting materials to cassava farmers so as to cultivate cassava on a large scale which would eventually culminate in the establishment of a processing plant would be expand in 2020 to enable the farmers have access to more cassava sticks for planting

#### **RECOMMENDATIONS**

- The Assembly should invest in the renovation and rehabilitation of existing structures to provide office and residential accommodation for staff.
- Exploitation of other IGF sources aside the conventional sources should be carried out by the Assembly.
- Improve the infrastructural and institutional capacity of sub-district structures to enhance their operations.
- The Assembly should invest in the procurement of office facilities and equipment to improve productivity levels of staffs.
- There should be conscious efforts on the part of the Assembly to implement at least 60% of its capacity building plan.

## **CONCLUSION**

The ultimate goal of the Municipal Medium Term Development Plan 2018-2021 was to achieve an improvement in socio-economic development through the continuous development of social and economic infrastructure and the development of human capital whilst enhancing good governance. The realisation of this goal requires the effective and efficient utilisation of available potentials and opportunities available to the Municipality whilst mitigating the impact of its constraints and challenges. Moreover, it is imperative that, popular participation is touted to ensure ownership of the development process by the populace whilst promoting transparency and accountability.