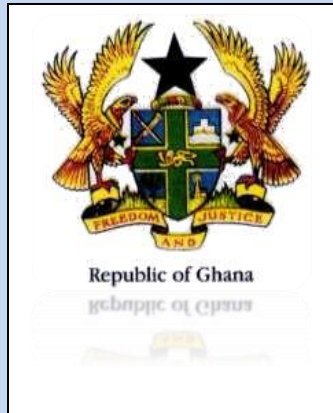


KPANDO MUNICIPAL ASSEMBLY



ANNUAL

PROGRESS REPORT

JANUARY – DECEMBER, 2020

Prepared By:

Municipal Planning

Co-ordinating Unit

(MPCU)

Kpando Municipal Assembly

Kpando



OFFICE OF THE KPANDO MUNICIPAL ASSEMBLY

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REPUBLIC OF GHANA

Our Ref: KP/MWH.25/VOL. 1/08

Your Ref:.....

Date: 29/01/2021

SUBMISSION OF 2020 ANNUAL PROGRESS REPORT

I submit here with a copy of the 2020 Annual Progress Report of Kpando Municipal Assembly for your necessary action.

Thank you.

.....
For: MUNICIPAL CHIEF EXECUTIVE
GUSTAV COBBINA ATU
MUNICIPAL CO-ORD. DIRECTOR

HON. REGIONAL MINISTER
VOLTA REGIONAL CO-ORDINATING COUNCIL
HO

THE DIRECTOR GENERAL
NATIONAL DEVELOPMENT PLANNING COMMISSION
ACCRA

Cc:
The Regional Economic Planning Officer
Volta Regional Co-Ordinating Council
Ho.

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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

1.0. 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**. The 2018 – 2021 Medium Term Development Plan is facing out at the end of this year and this calls for the preparation of a new one for 2022 – 2025.

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 1st January to 31st December, 2020.

The report is presented in Eight (8) chapters. Chapter one (1) presents an introduction which entails the summary profile of the Municipality, achievements and challenges with the implementation of the Municipal Annual Action Plan for 2020, the purpose of the Monitoring and Evaluation (M&E) activities 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. The last chapter is focused on key issues addressed and those yet to be addressed as well as recommendations and the way forward among others.

1.2 PROFILE OF THE ASSEMBLY

1.2.1. LOCATION

The Municipality is located in the Volta Region of Ghana and lies within Latitudes 6° 55' N and 7° 05' N, and Longitude 0° 23' E. It shares boundaries with Biakoye District in the North, Afadzato South to the East and North Dayi District in the South. The Volta Lake, which stretches over 20km of the coastal line, demarcates the western boundary. The Municipality covers approximately a total land area of 314.07 square kilometers representing 1.5% of the Volta Region with almost 12% of the land submerged by the Volta Lake. Kpando, the Municipal capital, is about 70km from Ho, the Regional Capital.

1.2.2. VISION

The Vision of the Kpando Municipal Assembly is to transform the Municipality from an economically-deprived to economically viable Municipality with lot of opportunities.

1.2.3. MISSION

The Kpando Municipal Assembly exists to improve quality of life of the people within the Assembly's jurisdiction by providing and maintaining basic services and facilities in the areas of Social, Economic and Infrastructural amenities to accelerate development in the entire Municipality with a strong collaboration with all stakeholders.

1.2.4. CORE VALUES

Accountability, Client-oriented, Creativity, Diligence, Discipline, Equity, Integrity, Innovativeness, Timeliness and Transparency.

1.2.5. CLIMATE

The Municipality falls within the tropical zone and is generally influenced by the South West Monsoon winds from the South Atlantic Ocean and the dry Harmattan winds from the Sahara. There are two rainy seasons, the major one occurs from mid-April to early July and the minor one from September to November. Annual rainfall ranges from an average of 900mm to 1,300mm. The mean annual temperature is about 27 Celsius whereas the mean daily temperature ranges from 22 to 33 Celsius. The months of February and March are generally the hottest while July and August are relatively cooler. The average relative humidity is 80 percent.

1.2.6. VEGETATION

The vegetation of the Municipality is characterized by guinea savannah woodland. The savannah woodlands consist of grass with scattered trees like acacia, bamboo and baobabs. These are found along the River Dayi Basin. However extensive human activities such as charcoal burning, farming, logging etc. have reduced the vegetation to secondary and savanna.

1.2.7. DRAINAGE

The Volta Lake and the River Dayi are the major water bodies that run in the Municipality. The Volta Lake is the biggest water body in the Municipality. It runs along the whole of the western corridor with big potentials for irrigation agriculture, aqua-culture, tourism and fishing. The River Dayi lies to the East and its basin provides a prime farming land for the cultivation of a variety of food crops and vegetables.

1.2.8. GOVERNANCE

The Assembly was elevated to a Municipal Status with the passage of L.I. 2073 in 2012. The Assembly is composed of 19 Elected Members and 9 Government Appointees, the Municipal Chief Executive and the Member of Parliament for the Kpando Constituency

1.2.9. DEPARTMENTS / UNITS OF THE ASSEMBLY

The Assembly is expected to have 13 Departments. These Departments support the Assembly in the discharge of its functions. Some of the departments such as Natural Resources Conservation, Forestry, Game and Wildlife Division, Transport and Urban Roads are yet to be fully established in the Municipality. The Departments that have been established in the Municipality are Central Administration, Finance Department, Department of Education, Youth and Sports, Department of Health, Department of Agriculture, Physical Planning Department, Department of Social Welfare and Community Development, Works Department, Department of Industry and Trade and Urban Roads Department.

1.2.10. POPULATION

Projected population figures from the 2010 PHC by the Ghana Statistical Service, puts the total population of the Municipality at 62,240 in 2017 with males constituting 48.21% whilst females constitute 51.79 %. The population of the Municipality is estimated to be growing at a rate of 2.5% per annum. The population of the Municipality represents 2.5% of the regional population. The Municipality is predominantly urban populated (55.01%) compared to the rural areas (44.99%).

1.3. ACHIEVEMENTS OF THE IMPLEMENTATION OF THE MTDP

The 2020 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 2020 annual action plan and the 2018-2021 MTDP.

Table 1 Details on the Annual Action Plan Implemented

Development Dimension	Baseline 2018		2019		2020	
	Plan	Exec.	Plan	Exec.	Plan	Exec.
Percentage completed	86 projects (100%)	74 (86.05%)	108 Projects (100%)	86.1%	100 Projects (100%)	94 (94%)

Percentage of ongoing interventions	4	57.14%	NIL	NIL	0%	8 (8%)
Percentage of interventions yet to start	3	42.86%	NIL	NIL	0%	6 (6%)

There was a total of 100 projects/programmes in the 2020 AAP, out of which 94 representing 94% had been executed and 6 projects / programs are yet to start. Eight (8) projects / programs out of the ninety-four (94) are still on-going.

1.4. PLANNED AND EXECUTED ACTIVITIES

Table 2 Planned and Executed Activities in 2020

NO.	DEVELOPMENT DIMENSIONS	2019		2020	
		PLANNED	EXECUTED	PLANNED	EXECUTED
1	Governance, Corruption and Public Accountability	60	32	24	22
2	Environment, Infrastructure and Human Settle	85	40	36	33
3	Social Development	109	62	20	19
4	Economic Development	78	33	20	20
5	TOTAL	332	167	100	94



The figure above represents the planned and executed activities the year 2020

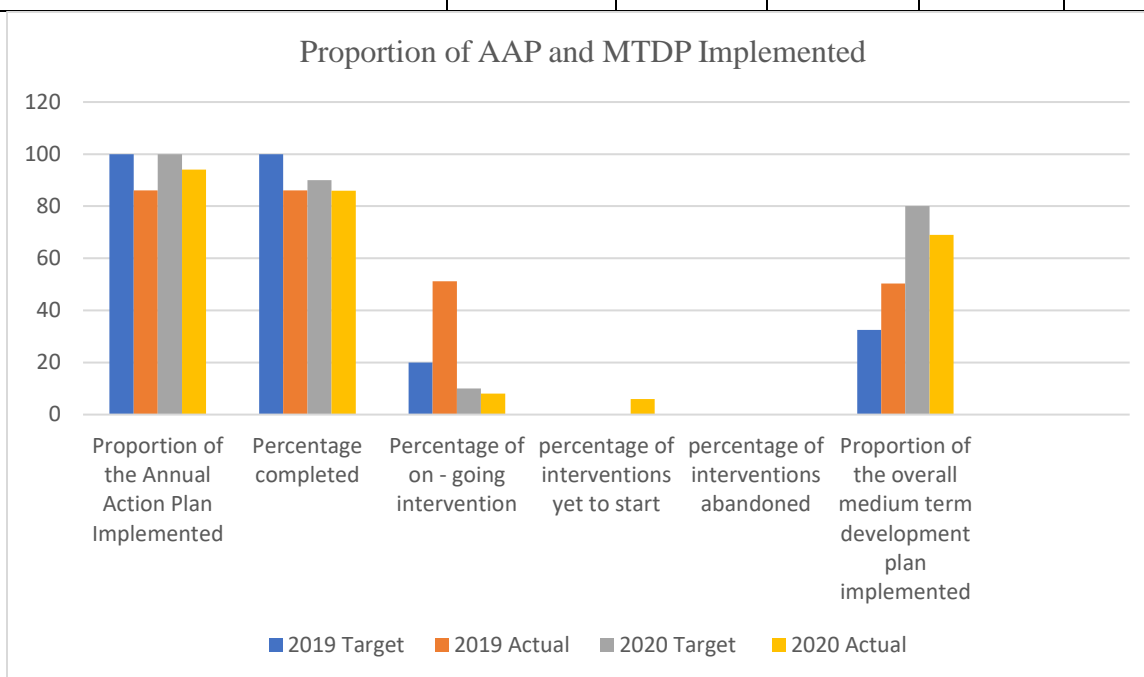
1.5. PROPORTION OF THE DMTDP IMPLEMENTED

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. Again in 2020, One Hundred (100) programmes and projects were captured in the Annual Action Plan. However, 64 programs and projects were also implemented in the MTDP. In all, 231 programs and projects have been implemented in the MTDP (2018-2021) representing 69.6%. One Hundred and One (101) of the activities and programmes representing 30.4% are yet to be implemented in the MTDP.

Table 3 Proportion of AAP and MTDP Implemented

Indicators	Baseline 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
Proportion of the annual action plan implemented	86.05%	100%	86.1%	100%	94%
Percentage completed	65.5%	100.00	86.1%	90%	86%

Percentage of on-going intervention	57.14%		51.14%	10%	8%
Percentage of interventions yet to start	42.86%	N/A	N/A	0%	6%
Percentage of interventions abandoned	NIL	NIL	NIL	0%	%
Proportion of the overall medium term development plan implemented.	22.3%	32.53%	50.3%	80%	69%



The figure above shows the proportion of AAP and MTDP Implemented

1.6. 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, logistics and COVID-19 restrictions
- Ineffective Sub-structures to aid in IGF mobilization, for example most commission collectors developed their own receipts and for that matter collect for themselves.
- Low levels of Internally Generated Fund, that is the assembly is not making enough effort to collect more and get rid of fraudulent collectors leading low returns.

- Untimely and non-release of Central Government transfers
- Inadequate logistics for general administration and management issues.
- Inadequate and unreliable data for planning purposes.

Recommendation to remedy above challenges

Kpando Municipal is endowed with a lot of potential to rake in more revenue if the following measures are put in place

1. The Assembly should try and expand the revenue base through efficient collection throughout the Municipality both urban and rural areas. This is because more new buildings are springing up all over the Municipality without permit.
2. Again, collection of property rate should be intensified so that more property will be covered to bring in more revenue.
3. Those revenue collectors who developed their own receipt for that matter collect for themselves should be checked and arrested. If this is done there will be no leakages. And so therefore the Assembly will collect more revenue for development project.

1.7. 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.

1.8. 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, 2020. The projects monitored and evaluated were funded from varied sources which include DACF, GET Fund, MPs Common Fund, DDF, and NGO funded projects.

1.9. 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

2.0. 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 date of completion as well as details on payment updates and status of the Projects / Programmes.

2.1. PROGRAMMES/PROJECTS STATUS FOR THE YEAR 2020

Table 4 Development Projects & Status for the year

Ref.	Project Name	Contractor	Contract Sum Gh ¢	Source of Funding	Start Date	Expected Completion Date	Completed Date	Amount Paid	Amount Outstanding	Remarks
1	Construction of 3-unit classroom block with ancillary facilities at Sovie Konda	GIGOLD Enterprise	176,165.60	DACF	04/03/2015	04/09/2015	On-going	138,748.17	37,417.43	Completed left fixing of the doors to the KVIP. The community is using the KVIP
2	Construction of Nurses Quarters at Torkor	NOBSTY Service Limited	157,600.24	DACF	18/08/2015	18/02/2016	On-going	112,201.50	45,398.74	Contractor left site
3	Construction of Clinic at Torkor	Andrinacode Ltd	416,011.00	DACF	18/08/2015	18/02/2016	On-going	385,790.61	30,220.39	Completed and in used, contractor's balance left to be paid

4	Construction of CHPS Compound at Sovie	PROKO GH Ltd	408,336.54	DACF	05/06/2015	05/12/2015	On-going	358,425.80	49,910.74	Completed and in used but left with contractor's retention
5	Construction of 3-unit classroom block with ancillary facilities at Kpando Zongo	PAMSTAR Ltd	176,901.12	DACF	05/06/2015	05/12/2015	On-going	140,211.00	36,690.12	Contractor left the site, but four-seater WC in the facility is yet to be roofed
6	Construction of police post at Torkor	Viam Enterprise	50,968.90	DACF	03/10/2016	03/09/2017	On-going	-	50,986.90	Completed but not in use. Contractor not paid
7	Construction of 6-unit classroom block with ancillary facilities at Kpando Gabi M/A. Primary School	Blessing Construction & Trading Comp. Ltd	662,345.22	DACF	13/07/2020	10/02/2021	On-going	226,235.64	436,109.58	On-going
8	Construction of Ambulance Service Office at Kpando	Elimar Supreme Ventures	328,013.60	DACF	13/07/2020	10/02/2021	On-going	328,013.60	328,013.60	On-going

9	Construction of CHPs Compound at Dzigbe	FLAG-UP COMP. Ltd	662,345.20	DACF	13/07/2020	10/02/2021	On-going	206,799.03	455,546.17	On-going
10	Completion of 7No. hand washing facilities at public places in the Kpando Municipality	Zodita Limited	79,997.00	DACF	24/03/2020	26/05/2020	Completed	60,000.00	19,997.00	Five Completed and in used
11	Rehabilitation of Kpando-Gabi foot bridge	Zodita Limited	15,957.00	IGF	20/08/2020	08/09/2020	Completed	15,957.00	-	Completed
12	Renovation of the Ambulance Service Office Block	FLAG-UP COMP. Ltd	67,298.00	DACF	17/12/2019	13/01/2020	Completed	67,298.00	-	Completed
13	Completion of 10-unit lockable stores at Kpando Market.	Baweipiah Com. Ltd	164,927.00	DPAT II	02/07/2019	21/02/2020	Completed	164,927.00	-	Completed
14	Construction of 3-Unit Classroom Block with	2 N 3 Gh Ltd	251,844.60	DACF	12/08/2018	12/08/2019	Completed	225,464.60	26,380.00	Completed but left with the Contractor's retention

	Ancillary facilities in Agbenoxoe									
15	Completion of 1 No. 4 seater W/C completed at English & Arabic School in Kpando Zongo	PALM STAR LTD	176,901.12	DACF	15/05/2015	05/08/2020	Completed	140,211.00	36,690.12	Completed but left with roofing
16	Construction of maternity block with its ancillary facilities at Gbefi	AJELF ENGINEERING COMPANY	238,740.00	DACF	03/09/2018	03/08/2019	Completed	226,796.10	11,943.90	Completed and in used but the poly tank stand had broken
17	Rehabilitation and refurbishing Kpando Market Toilet	FLAG UP COM. LTD	188,500.00	DACF	26/06/2020	31/12/2020	Completed	80,000.00	108,500.00	Completed
18	Rehabilitation & Renovation of identified portion of Kpando Sports Stadium	FLAG UP COM. LTD	71,147.00	DACF	19/07/2020	19/10/2020	Completed	29,568.60	41,578.40	Completed
19	Procurement of Tipper truck	-	49,440.00	DACF	12/07/2020	12/10/2020	Procured	25,000.00	24,440.00	Purchased.

	tyres for the Assembly Tipper									
20	Servicing of Assembly Air Conditions	-	25,260.00	DACF	13/07/2020	14/08/2020	Serviced	20,031.75	5,228.25	Serviced
21	Procurement of 5 No. Laptop & 6 No. Desktop computers to the Assembly	-	65,245.35	DACF	08/08/2020	01/09/2020	Procured	26,357.70	38,887.65	Procured
22	Renovation of Municipal Chief Executive's Residence	-	72,365.00	DACF	12/02/2019	12/06/2019	Completed	68,746.75	3,618	Renovated and in used
23	Construction of 2No. 13 units market shed at Torkor	-	101,440.00	DPAT I	12/10/2018	12/10/2019	Completed	101,440.00	0.00	Completed and in used
24	Construction of 10-No. lockable stores at Kpando Market	-	164,972	DPAT I	19/01/2020	20/06/2020	Completed	164,972.001	0.00	Completed and in used

25	Construction of 2 No. 12 units market shed at Gbefi	-	149,989.00	IPEP	19/08/2018	21/10/2019	Completed	0.00	149,989.00	Completed
26	Construction of 2-No. 12 units emergency classroom block at Kpando SHS & Behico	-	-	GATE FUND	-	2020	On-going	-	-	On-going
27	Construction of 8 bed boys' dormitory at Behico	-	-	GATE FUND	-	2020	On-going	-	-	On-going
28	Construction of 2 No. 40 seater water closet with 2 No. bath rooms at Kpando Lorry Park and Tsakpe New Town	-	-	PPP	-	2020	On-going	-	-	On-going

CHAPTER THREE

3.0. UPDATE ON FUNDING SOURCES AND DISBURSEMENTS

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 2020 is presented in the table below:

Table 5 Funding Sources

SOURCES OF REVENUE	Baseline / Actual 2017	Target 2018	Actual 2018	Target 2019	Actual 2019	Target 2020	Actual 2020
IGF	268,774.31	368,000.00	409,275.06	613,750.00	498,623.75	736,500.00	686,366.92
DACF	1,214,819.03	3,003,183.17	1,204,382.44	6,240,295.34	2,755,420.44	7,108,291.64	2,212,654.43
MP'S CF	227,681.57	343,750.00	459,616.16	343,750.00	379,407.68	1,031,250.00	367,814.27
PWD's CF	17,914.00	260,000.00	265,411.46	260,000.00	142,900.24	350,000.00	143,049.63
MSHAP	4,311.77	15,091.37	11,030.32	37,200.71	16,210.21	40,000.00	12,685.98
DDF ASSETS		463,199.62	344,504.00	463,199.62	925,135.70	610,773.06	13,287.77
DDF CAPACITY						34,615.38	36,951.00
Central Government Fund (G&S)		67,663.70	131,364.00	68,145.22	11,902.33	74,219.56	
Wages & salaries	1,268,290.42	1,423,535.63	1,260,760.22	1,423,535.63	1,866,634.23	1,495,140.00	
Fumigation and sanitation	207,000.00						
UNICEF/CIDA	59,641.00	198,851.70	86,044.85	237,289.65	141,649.66	215,548.65	125,195.57
NALAG DUES	2,759.53						
COVID-19	-	-	-	-	-	-	20,000.00
TOTAL	3,271,191.63	6,143,275.19	4,172,388.51	9,687,166.17	6,737,884.24	11,696,338.26	3,618,005.57

3.2. 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.

Table 6 Disbursement for the year 2020

EXPENDITURE ITEM	BASELINE/ACTUAL 2017	TARGET 2018	ACTUAL 2018	TARGET 2019	ACTUAL 2019	TARGET 2020	ACTUAL 2020
COMPENSATION	1,343,372.56	1,532,145.63	1,357,239.74	1,398,535.63	1,866,634.23	1,495,140.00	2,316,418.47
GOODS & SERVICES	200,980.92	184,878.00	311,778.06	60,000.00	38,313.05	69,462.00	57,132.74
INVESTMENTS / ASSETS		73,600.00		42,000.00	14,200.00	48,400.00	2,800.00
OTHERS:				25,000.00	48,794.00	13,440.00	4,500.00
Social Benefits		912.00.00	170.00			1,000.00	-
Grants (Re-current)		4,631,739.56	2,231,257.08	8,301,807.54	1,659,060.18	9,464,698.29	2,336,595.37
TOTAL	1,544,353.48	6,423,275.19	3,900,444.88	9,827,343.17	3,627,001.46	11,092,140.29	4717446.58

CHAPTER FOUR

4.0. 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 7 Update on indicators and Targets

Indicators Categorized by Development Dimension of Agenda for Jobs	Disaggregation	Baseline (2018)	Target for 2019	Actual for 2019	Target 2020	Actual for 2020	
S/N	ECONOMIC DEVELOPMENT						
1	Total Output Of Agricultural Production	Maize	12,523	13015	12605	13168.8	8047
		Rice	6,374.9	7000	6574	67104	3355
		Cassava	53,068	36956	36051	51937.2	34808.8
		Yam	29,625	30015	29975	9280	6670
		Okra	5,141.5	6255	5005	6078.2	5621.8
2	Percentage Of Arable Land Under	By category	Maize = 3657.7	Rice = 1398	Cassava = 2762	Yam = 723	Okra = 512
3	Number Of New Industries Established	By sector:					
		Agriculture,			31	40	31
		Manufacturing ,			Nil	10	Nil
		Traditional craft,			Nil	5	Nil

		service			20	25	9
4	Number of new jobs Created	By sector:					
		Agriculture,		50	20	35	31
		Manufacturing ,		30	15	25	Nil
		Traditional craft,		25	19	30	Nil
		Service		50	19	30	9
SOCIAL DEVELOPMENT							
5	Net Enrolment Ratio (NER)	Kindergarten	72.40%	74.50%	73.54%	76%	79%
		Primary	87.70%	74.00%	76.43%	76%	78%
		JHS	45.30%	48.40%	46.58%	48.40%	50%
6	Gender Parity Index (GPI)	Kindergarten	1.09%	1.09%	1.09%	1.09	1.09
		Primary	1.07%	1.04%	1.01%	1.02	1.0
		JHS	1.00%	1.00%	1.0%	1.0	1.0
		SHS	1.07%	1.07%			
7	Completion Rate	Kindergarten	Boys: 95.4%	Boys:97.4%	100%	100%	100%
			Girls: 99.4%	Girls:100%	99.5%	97.80%	98%

		Primary	Boys: 94.7%	Boys:97.5%	98%	98.50 %	98.20 %
			Girls: 98.7%	Girls:99.9%	100%	96%	94%
		Presented separately for boys and girls: JHS	Boys 86.2%	Boys:89.5%	88%	90%	89%
			Girls79.7 %	Girls:86.7%	82%	81%	82.50 %
			Boys 196.7%	Boys:199.0 %	198%	200%	199.7 %
		SHS	Girls 66.8%	Girls:75.5%	74.30 %	85%	78%
8	Number Of Operational Health Facilities	CHPS	7		7	15	10
		Health Center			5	9	3
		Hospitals	2		2	5	2
		Reproductive & Child Health (RCH)			1	3	0
		Maternity Home			2	3	0
9	Proportion Of Population With Valid NHIS Card	Total (by sex)	M= 22,791		M= 12,207	65,000	M= 39.3%
			F= 31,132		F= 27,823		F = 52.9%
10	Proportion Of Population With Access To Basic	District					
		Urban	42,756		8%		57.1%
		Rural	24789		2%		42.9%

	Drinking Water Sources						
11	Proportion Of Population With Access To Improved Sanitation Services	District	2568		30%		31.6%
12	Number Of Births And Deaths Registered	Birth (sex)	M = 1263		M = 1433	1707 M=867 F=840	1662 M=838 F= 824
		Death (sex, age group ¹)	F = 1234		F = 1476	-	119 M=63 F=56
13	Total Number of Recorded Cases of Child Trafficking And Abuse	Child trafficking (sex)	-	-	21 -	25 M = 20 F = 5	18 M = 17 F = 1
		Child abuse (sex)				15 M=6 F = 9	9 M = 3 F = 6
14	Maternal Mortality Ratio (Institutional)	District	100.7	90.5	254.2	254.2	298.1
	Malaria Case Fatality	Age: Under 5			0.22	0.1	0.3
		Sex: male	0.47	0.20	0.39	0.05	100

¹ Children (below 18 years), Youth (18-35 years), Adult (above 35 years)

15	(Institutional)	Female	0.0	0.20	100.5	0.05	0
		Age: over 5	38.20	35.0	100.4	0.1	100
		Male			0	0.05	0.53
		Female	47,700	45.0	0.48	0.05	0
		District			254.2	100	298.1
16	Percentage of Road Network in Good Condition	Total	22%	40%	22%	40%	24%
		Urban	7%	30%	7%	25%	10%
		Feeder	15%	30%	15%	25%	17.5%
17	Percentage of Communities Covered by Electricity				13.4%	20%	14.8%
18	Percentage of Annual Action Plan Implemented	District	88.3%	86.5%	88.8%	95%	96%
19	Reported Cases of Crime	By type;					
		Murder	2		2	3	3
		Defilement	23		23	25	12
		Robbery	145		7	20	3
		Rape	Nil		Nil	2	5
20	Number of Communities	Bushfire	15		Nil	15	3
		Floods	18		10	20	Nil

	Affected by Disaster	Domestic Fire	Nil		4	5	2
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4.1. ANALYSIS ON DISTRICT SPECIFIC INDICATORS

The Kpando Municipal Assembly in its 2020 Annual Action Plan, set out to implement a number of projects and activities. The Assembly again set out targets and indicators to guide the implementation process. The matrix below shows details with regards to the achievements of those targets and indicators

Table 8 Analysis on District Specific Indicators

S/N	INDICATOR (CATEGORISED BY DEVELOPMENT DIMENSION OF AGENDA FOR JOBS)	BASELINE 2017	2018		2019		2020	
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL
ECONOMIC DEVELOPMENT								
1	No. of field demonstrations on crops/field days/study tours to enhance adoption of improved technologies held	0	6	-	6	9	12	11
2	2020 Farmers Day Celebrated	√	√	√	√	√	√	√
3	No. of Planting for food and jobs programmes carried out	4	5	4	7	4	10	7

4	No. of farmers Trained in cassava processing	-	-	-	150	120	200	229
5	No. of Farmer Based organizations formed	-	-	-	5	3	15	10
SOCIAL DEVELOPMENT								
6	2020 World AIDS Day marked	√	√	√	√	√	√	√
7	2020 My first Day at School programmes organized	√	√	√	√	√	√	√
8	No. of CHPS Compounds constructed	-	2	1	2	3	5	3
9	No. of DEOC monitoring activities carried out	4	4	4	4	4	4	4
10	DESSAP Updated and reviewed in 2020	√	√	√	√	√	√	√
11	STME Programme supported	√	√	√	√	√	√	√
ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENT								
12	No. of Public education on land use planning, development control carried out	3	4	4	4	8	10	10

13	No. of boreholes constructed	10	15	15	11	5	10	5	
14	No. of Public education organized on disaster prevention and Management	4	4	4	4	3	5	5	
15	No. of Settlement schemes for Major settlements prepared	0	4	2	5	3	5	2	
GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY									
16	No. of town hall meetings with stakeholders held	4	4	2	4	4	4	4	
17	No. of Capacity Building workshop for staff and Assembly members held	N/A	1	1	5	2	5	3	
18	No. of DPCU monitoring activities held	4	4	4	4	4	4	4	
19	2020 RIAP Prepared and Implemented	√	√	√	√	√	√	√	
20	No. of public education and sensitization on rate/ fees / tax payment and	3	4	4	5	6	10	7	

	Assembly by Laws held							
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CHAPTER FIVE

5.0. UPDATE ON CRITICAL DEVELOPMENT AND POVERTY ISSUES IN 2020

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 interventions 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 9 Critical Development and Poverty Issues

Critical Development and Poverty Issues	Allocation Ghc	Actual Receipt Ghc	Number of Beneficiaries		Remarks
			Male	Female	
Capitation Grants	129,920.00	38,042.82	7216	5776	1 st Term 2019-2020
Free Senior high school	N/A	2,187,996.61	4412	2950	For 2019/2020 Academic Year
School feeding Programme	N/A	N/A	5632	4171	From the first term 2020 to December 2020
Free exercise books	Nil	Nil	Nil	Nil	We didn't receive such items
School uniforms	1,315	1,315	10,472	8,283	All the uniforms were received from Regional Education Office
Desks	Nil	Nil	Nil	Nil	No desks were received
Tables and chairs	Nil	Nil	Nil	Nil	Nothing was given
NHIS	N/A	N/A	22,536	34,850	The drop was due to challenges faced in 2020 e.g. COVID-19.
Livelihood Empowerment	N/A	7,174.00	96	107	Beneficiaries were so much excited and much grateful

Against Poverty (LEAP) Programme					
National Youth Employment program	N/A	N/A	N/A	N/A	No. information available
One District- One factory program	N/A	N/A	N/A	N/A	No. information available
One constituency- One million Dollars Program	N/A	N/A	N/A	N/A	No. information available
Planting for Food and Jobs program	N/A	N/A	N/A	N/A	Subsidized fertilizers were monitored at various Agro-products outlets in the Municipality.
Planting for Export and Rural Development	N/A	N/A	50,000	20,000	20,000 cashew seedings were given to farmers & also organized & trained farmers on good agronomic practices of cashew production
Implementation of Infrastructural for Poverty Eradication Program	N/A	N/A	N/A	N/A	No. information available
NABCO	N/A	N/A	N/A	124	85 males and 39 females are currently at post

5.2. SUMMARY OF CROSS CUTTING ISSUES

5.2.1. LOCAL ECONOMIC DEVELOPMENT

The National Board for Small Scale Industries (NBSSI) undertook the following activities within the period under review:

- Distribution of five (5) Agro Processing Start-up kits to trained groups/associations in Cassava Processing in some selected communities in the Municipality including Sovie, Dafor-Tornu, Adofe, Kudzra and Agbenoxoe.
- Distribution of four (4) baking and confectionary start-up kits to four (4) trained individuals
- Disbursement of fund under the Corona Virus Alleviation Programme Business Support Scheme (CAPBUSS) to over Three Hundred (300) applicants under the Adom category.
- Disbursement of CAPBUSS fund to over Thirty (30) applicants under the Anidasuo category.
- The Board also held two days Entrepreneurship and Financial Literacy Training Programme for CAPBUSS beneficiaries.
- There was a technical skill training in auto mechanic where a total of thirty – eight (38) males benefitted. Also, fifteen females were given training in soap making, pastry making and Dzomi (palm oil) extraction for export at Gbefi Hoeme.

5.2.2. HIV/AIDS & COVID-19 ACTIVITIES

- Organized public education on HIV/AIDS prevention
- Intensify Voluntary counselling and testing
- Support HIV/AIDS victims with ART
- Sensitize the general public on COVID-19 protocols
- Intensified education on COVID-19 preventive measures
- Supply of EPPs to institutions within the Municipality.

5.2.3. WOMEN EMPOWERMENT

- Training Programme was organized for women between the ages of 19 to 68 on balanced nutrition in 8 selected communities in the Kpando Municipality. A total of 922 women benefitted from the program.

5.2.4. DISASTER

- A total of 5 disasters were recorded within the period. This is made up of bushfires (3) and Domestic fires (2).

5.3. CLIMATE CHANGE ACTIVITIES

The Department of Agric carried out climate change public education in the Municipality. In this development, to promote adoption and conservation agriculture/smart agriculture, farmers were sensitized on adaptation intervention effect of climate smart agriculture.

Again, 10/12/2020, in the Aloryi field day was organized for 24 farmers (17males, 7females) to understand production of mucuna seeds as a soil rejuvenating and cover crop.

Gbefi operational area also benefited from climate smart agriculture. There was community radio program that educated farmers on how to use and incorporate mucuna into their farming calendar. On the 22/12/2020, some of the staff and farmers from Kudzra Community (Mad Konni – 0543916867) were taken to climate smart model demonstration field at Gbefi to see how mucuna can be used to improved soil fertility in order to increase their yields by 10% as captured in the 2020 annual work plan.

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 varieties

On the 30/10/2020, some of the staff moved to climate smart model demonstration field at Gbefi to coppice cassava sticks for the establishment cassava planting material multiplication field. This is to supply improved planting material to the farmers in order to increase their yields by 10% as captured in the 2020 annual work plan.

Furthermore, on 09/11/2020 a team of staff from the agric department engaged 67 farmers (45 male & 22 female) in Sovie and educated them on the need to practice smart agriculture. They discussions focused on how to adopt cultivation of mucuna, as it helps the soil to regain its fertility after slashing and plant new crops to avoid the excess use of chemical fertilizer

On the 13/11/2020, the department again organized and met 68 farmers (48 male & 20 female) at the Municipal Assembly Hall at Kpando and sensitized them on how to adopt new agricultural practices, they were also encouraged to incorporate mucuna into their farming calendar. They advised not to continue clearing of pocket of forest which helps in rain formation.

CHAPTER SIX

6.0. BRIEF REPORT ON SECTORS OF IMPLEMENTATION

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

6.1. DEPARTMENT OF SOCIAL WELFARE & COMMUNITY DEVELOPMENT

6.1.1. 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.

6.1.2. 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.

6.1.3. CHILD RIGHTS, PROMOTION AND PROTECTION:

During the year under review, twenty-five (25) cases were brought to the office. All these cases were resolved amicably.

Table 10 Statistical Presentation of Cases Received and Handled

TYPE OF CASE	B/F	NEW CASE	CLOSED	PENDING	TOTAL
Child Maintenance	0	17	17	0	17
Paternity	0	0	0	0	0
Child Custody	0	6	6	0	6
Child Abandonment	0	0	0	0	0
Child Labour	0	0	0	0	0
Family Welfare	0	2	2	0	2

General Welfare	0	0	0	0	0
TOTAL	0	25	25	0	25

6.1.4. REMITTANCES FOR CHILDREN THROUGH THE OFFICE

During the year under review, a total amount of Seven Thousand, Eight Hundred and Fifty Ghana (GH¢7,850.00) Cedis was paid as child maintenance through the office for the upkeep of children who were neglected by their fathers.

6.1.5. MONITORING OF CHILDREN'S HOMES/ORPHANGES

During the year under review, the Department visited and monitored three (3) children's homes which are located within the Municipality. Hard haven, Global Presence Ministries and RYVANS-Mia Child International are the names of the Homes operating in the municipality. The Homes were closely monitored to ensure that, they operate within standard.

Steps are being taken by the Department to ensure that, RYVANS-Mia is properly closed down as they are operating below the standard, whilst; the other two are in the process to be licence.

6.1.6. MONITORING OF REUNIFIED CHILDREN

During the year under review, the Department monitored six (6) reunified children in the municipality. Out of these six (6) children, four (4) are boys and two (2) are girls. During the time of the monitoring, it was observed that, all the children are attending school. The table below shows the sex disaggregation of the children.

Table 11 Monitoring of Re-unified Children

SEX	NUMBER
Male	4
Female	2
TOTAL	6

6.1.7. REUNIFICATION OF CHILDREN

During the year under review, fourteen (14) orphans were reunified with their families. These children were initially living in two of the Homes in the municipality. The Department will intensify its monitoring on these children. The table below shows the sex disaggregation of the reunified children;

Table 12 Sex Disaggregation of the Reunified Children

SEX	NUMBER OF CHILDREN
Male	8
Female	4
TOTAL	12

6.1.8. MONITORING OF RESCUED TRAFFICKED CHILDREN:

During the year under review, the Department together with International Justice Mission (IJM) an NGO, monitored twenty-five (25) rescued trafficked children. During the monitoring, the following observations were made;

1. All the children monitored, looked very healthy.
2. All the children were attending school before the outbreak of the coronavirus in the country.
3. It was also observed that, all the children are living with their caregivers.

Table 13 Sex Disaggregation of Trafficked Children Monitored

SEX	NUMBER OF CHILDREN
Male	25
Female	0
TOTAL	25

6.1.9. COMMUNITY SENSITIZATION ON EARLY CHILD MARRIAGE:

During the year under review, the Department carried out sensitization at Torkor on early child marriage. In all, 203 community people participated in the programme. The table below shows the sex disaggregation of the participants.

Table 14 Sex Disaggregation of Participants on Early Child Marriage

SEX	NUMBER OF PARTICIPANTS
Male	81
Female	122
TOTAL	203

6.1.9. COMMUNITY SENSITIZATION AT GBEFI ON HIV/AIDS

During the year under review, the Department sensitized one hundred and thirty (130) Tropigha Farms Workers at Gbefi on the negative effects of HIV/AIDS on the individual, the society and the nation as a whole. This activity was carried out on the 3rd of October; 2020. The table below shows the sex disaggregation of the participants;

Table 15 Sex Disaggregation of Participants On HIV/AIDS Sensitization at Gbefi

SEX	NUMBER OF PARTICIPANTS
Male	86
Female	44
TOTAL	130

6.1.10. COMMUNITY SENSITIZATION AT DZOANTI ON SINGLE PARENTING

During the year under review, the Department sensitized one hundred forty-two (142) community members at Dzoanti on negative effects of single parenting. This activity was carried out on the 27th of December, 2020. The table below shows the sex disaggregation of the participants;

Table 16 Sex Disaggregation of Participants on Single Parenting at Dzoanti

SEX	NUMBER OF PARENTANTS
Male	92
Female	50
TOTAL	142

6.1.11. JUSTICE ADMINISTRATION

- Family Tribunal Sitting:

The office attended (4) Family Tribunal sittings to adjudicate on cases brought before the Tribunal for amicable resolution.

- Probation

During the quarter under review, two juveniles who are on probation were monitored and supervised by the department. Again, during the quarter, closure was brought to the case of these two juveniles as they finished serving their probation.

6.1.12. 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 (89) persons with disabilities with an amount of (GHC119,750.00). This support is to empower them economically.

Table 17 Sex Disaggregation of PWDs Supported

SEX	NUMBER SUPPORTED
MALE	47
FEMALE	42
TOTAL	89

6.1.13. SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT(PPEs) TO PERSONS WITH DISABILITIES

As part of measures to curb the corona virus pandemic, the municipal assembly supported (500) persons with disabilities with (1,500) pieces of nose mask and (500) pieces of liquid soap.

Table 18 Sex Disaggregation of The Beneficiaries Who Received EPPs;

SEX	NUMBER OF BENEFICIRIES
MALE	198
FEMALE	302
TOTAL	500

6.1.14. LIVELIHOOD EMPOWERMENT AGAINST POVERTY PROGRAMME (LEAP)

During the year under review, five successful LEAP cycle payments were affected to beneficiaries under the LEAP programme in the Municipality. These payments comprise the 64th, 65th, 66th, 67th and 68th cycle payments. The table below shows the total amount paid to the (97) beneficiary households in the Municipality. The table below shows the total number of communities, number of households and eligible members in the Municipality.

Table 19 Communities, Households and Members Who Benefited From LEAP

S/N	COMMUNITIES	NO. OF HOUSEHOLDS	ELIGIBLE MEMBERS
1	Gbefi Hoeme	6	14
2	Gbefi Tornu	1	2
3	Adofe	1	2
4	Agbenoxoe	5	8
5	Agudzi	2	2
6	Avega	1	3
7	Bame	9	14
8	Debidebi	9	22
9	Fesi	22	46
10	Kpando Zongo	1	4
11	Kudzra	39	59
12	Dzoanti	1	1
Total	12	97	203

Table 20 Sex Disaggregation for Leap Households and Eligible Members

Households		Eligible Members	
Male	45	Male	96
Female	52	Female	107
TOTAL	97		203

6.1.15. REGISTRATION/RENEWAL OF INDIGENTS OF THE CORE POOR UNTO NHIS

During the year under review, Twelve Thousand, Two Hundred and Fifty-Two (12,252) core poor within the Kpando Municipality were recommended for registration under the National Health Insurance Scheme. The table below shows the sex disaggregation of the number:

Table 21 Sex Disaggregation of Person With NHIS

SEX	NEW REGISTRATION	RENEWAL
MALE	1741	4333
FEMALE	1878	4302
TOTAL	3619	8633

6.1.16. GENDER ACTIVITIES

During the year under review, four (4) women groups were sensitized on micro finance. Though the programme was meant for women, some men took advantage and attended.

Table 22 Sex Disaggregation of Participants on Micro Finance

SEX	NUMBER OF PARTICIPANTS
Male	55
Female	73
Total	127

The year also witnessed social education in three schools within the municipality on the effects of early child marriage.

Table 23 Sex Disaggregation of Participants on The Effect of Early Marriage

SEX	NUMBER OF PARTICIPANTS
Male	260
Female	378
Total	638

6.1.17. NON-GOVERNMENTAL ORGANISATIONS (NGOs)

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

Table 24 NGOs Operating in The Municipality

NO	NAME OF NGO	DATE OF REGISTRATION	LOCATION	REMARKS
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	Global Presence Ministries	-	Gbefi	Active
7	Open Dove Children Foundation	-	Kpando	Active

6.2. GHANA EDUCATION SERVICE ANNUAL PROGRESS REPORT

This is a twelve (12) months' report which covered January to December 2020

6.2.1. FIRST QUARTER

6.2.2 Supplies and Deliverables – Access

- ◆ No supplies and deliverables were received in the year, 2020.
- ◆ Updating of records on Pupils Enrolment Figures, Teaching & Non-Teaching Staff Information in the Municipality
- ◆ Inspection of Classroom Projects at Kpando Avetikorfe M/A Primary School and Gadza M/A Basic School
- ◆ A-Day Briefing for Proprietors/Proprietress and Heads of Private Schools on "Categorization of Private Schools"
- ◆ MPCU meeting attended on the 10th January, 2020 at the Municipal Assembly for the discussion and submission of the 4th Quarter Reports
- ◆ PTA meeting attended on the Renovation of Classroom Project at Sovie Yao Nyarku Memorial JHS.
- ◆ PTA meeting attended on the Construction of Classroom Project at KPANTECH Demonstration Basic School.
- ◆ Monitoring Sanitation Facilities of Private Schools, by SHEP Coordinator and the Private School Coordinator
- ◆ Review meeting attended at the Ghana Health Service, Kpando on the discussion on the 2019 Health Activities.
- ◆ Assessment of School Land Encroachment at Togorme Basic School on 27th March 2020

6.2.3. SECOND QUARTER

- ✓ Data Collection and Submission on Replacement of Electric Bulbs in all 2nd Cycle Schools to the Regional Education Office, Ho.
- ✓ Preparation and Submission of Data on Distance/Sandwich Programme to the Regional Education Office, Ho
- ✓ Preparation and Submission of 2019-2023 KPIs Medium Terms Focus by Programme to the Regional Education Office, Ho.
- ✓ The Municipal Director of Education's Office Vehicle was serviced at Ho.
- ✓ Preparation and Submission of 2nd Term Enrolment Figure and Non-Cooking Days under the Ghana School Feeding Programme to the Municipal Assembly
- ✓ Data Collection and Submission on Assistant Headmaster/Mistresses and Vice Principals at the 2nd Cycle Schools to the Regional Education Office, Ho
- ✓ Compilation of Data on Bungalows/GES Assets in the Municipality and Submitted to the Regional Office, Ho.

- ✓ Meeting with the Heads of JHS and 2nd Cycle schools both Public and Private schools in Kpando on the discussion of the 2020 Covid-19 final year's resumption activities
- ✓ Zoomlion Ghana Ltd. Request for List of All Basic Schools towards the Fumigation of all Schools in the Municipality and Submitted to the Regional Office, Ho.
- ✓ Data Prepared and Submitted to the Regional Education Office on Vehicles Inventory in Ministries, Departments & Agencies.
- ✓ Correction of Date of Birth for BECE Candidates in the Kpando Municipality
- ✓ Data Submitted to Region on Radio Stations Organizing Radio Programme on Education.
- ✓ Submission of Request for Minor Renovation on School Block and Extension of Pipe Borne water to School Bungalow at Sovie Yao Nyarku Memorial JHS
- ✓ Request made to the Municipal Assembly for Refurbishment of the old Kpando Agbenoxoe M/A JHS block to be converted to a Teachers Bungalow.
- ✓ A Visit to observe Damages caused by Rainstorm at C.Y.O Vocational/ Tech. Institutes, Sovie.
- ✓ A Situational Analysis of the state of WASH (Water & Sanitation) facilities in all schools in the Municipality

6.2.4. THIRD QUARTER

- New classrooms A 3-Unit Classroom Block commissioned at Agbenoxoe M/A JHS
- Inspection of Facilities for temporal approval to operate a private school (Opening of New School) at Kpando Torkor
- Data on French Teacher' collected, collated and submitted to Regional Educ. Office
- WASSCE 2019 Result Analyzed and Submitted to the Regional Office

6.2.5. FOURTH QUARTER

- 3-Units Classroom block with ancillary facilities for Gadza MA GNPC
- Data on the number of streams on Public JHS in the Municipality to GES Headquarters
- ODK workshop for ICT teachers, head teachers and Circuit Supervisors (SISOs) at Aloyi St. Patrick Basic School
- ODK zoom meeting organized on NRRP for Planning Unit Staff and all SISOs
- Data on all teachers in the GALOP schools with their Account numbers to the GES Headquarters
- Training Workshop on GALOP at Blue Royal Hotel – Larteh-Akuapem
- Data on all GES Drivers to HR Unit
- License information on all GES drivers in the municipality to HR Unit
- Training Workshop on GALOP dashboard at Blue Royal Hotel – Larteh-Akuapem

6.3.0. BIRTH AND DEATHS DEPARTMENT

6.3.1 ANNUAL PERFORMANCE REPORT FOR 2020

Registration of Births and deaths is one of the factors which give the various District Assemblies and other institutions the birth and death rates which help in their developmental planning.

Inaccurate or unrealistic information and data collection of these vital events make planning difficult. It is based on this that the government has seen the need to put up structures which would strengthen wider coverage of these events in the country.

6.3.2. FUNCTIONS

1. Registration of all Births and Deaths and with reliable information.
2. Issue certificates to applicants.
3. Issue certified copies when the need arises.
4. Prepare accurate and reliable statistical data on recorded events.
5. Carry out educational programmes on the importance of vital registration to improve coverage.

6.3.3. 2020 UNDER REVIEW

Efforts have been made and strategies put in place to improve coverage in the Kpando Municipality. Steady improvements have been made but not up to the expected levels due to a lot of challenges and constraints such as inadequate logistics, infrastructure and funding.

At the beginning of the year 2020, the target given to Kpando municipal for fresh births registration by the Ghana Statistical Service was 1707. By the end of the year, the registry was able to register 1662 fresh births within the municipality representing 97% of the target given.

6.3.4. CONCLUSION

The Registry is ready to render the much-needed services with dedication and sacrifices to achieve our goals of 100% coverage. However, much would depend on provision of funds and resources mentioned above for effective work.

It is hoped that government and the user agencies would do much to assist the department to live up to expectation.

6.4.0. MUNICIPAL ENVIRONMENTAL HEALTH AND SANITATION UNIT

6.4.1. INTRODUCTION

Kpando Municipal Environmental Health and Sanitation Unit is one of the decentralized units within the Kpando Municipal Assembly which monitors and improves public health standards, using specialized skills to implement and enforce health policies in line with distinct regulatory divisions. The office plays an important role in the private industry and in the state sector in ensuring that proper standards are achieved to prevent the occurrence of diseases and other conditions which are injurious to human and public health. The officers do this through advice, education, monitoring and enforcement of the law.

The following strategic activities were undertaken within the period of reporting.

6.4.2. COVID-19 ACTIVITIES

Various activities were undertaken within the year 2020 concerning COVID-19 pandemic. Find below some of the activities and areas where the Environmental Health Officers worked.

- The Environmental Health Officers in collaboration with Margaret Marquart Hospital staff disinfected COVID 19 Isolation wards so many times. Disinfection was extended to Anfoega hospital (isolation ward, V.I.P. ward and the O.P.D.)
- In the mist of all challenges confronting the Environmental Health Unit, the officers carried out disinfection in some Churches and Mosques throughout the municipality and Certificates for work done were prepared and distributed to them. The dormitories, examination hall and school busses of Bishop Herman College as well as the Rev. father's bungalow were disinfected.
- Food and drink sellers as well as the hospitality industries were met one on one to encourage them to observe the COVID 19 safety protocols. They were advised to provide veronica bucket or “tippy tap” for proper hand washing. during our visits, it was observed that most of them had provided them. Hawkers were also asked to wear their nose mask before they sell to their customers.
- The office supervised the disinfection of the markets, lorry parks, the slaughter house, the Assembly hall and offices as well as the court by Zoomlion Ghana Limited.
- Two separate Teams benefited from the COVID 19 trainings that was organized by VRCC. One of it was meant for Environmental Health Officers. They were taken through Infection Prevention and Control of COVID 19. The second training was also meant for COVID 19 burial team of which five people benefited from. The three EHO who participated met the entire staff and briefed them on what they learnt. It was a nice participatory session and many lessons were learnt.

- Public address systems in the communities and markets were regularly used to educate the public on the prevention measures of COVID 19.
- Aside these, the Environmental Health Officers, as part of our mandate were able to carry out safe burial of three Covid-19 bodies/corpse.

6.4.3. ANNUAL FOOD VENDORS SCREENING

This exercise is organized annually to medically screen food and drink handlers in the municipality. The examination is aimed at preventing communicable diseases like typhoid, cholera etc. that can be transmitted from food vendors to consumers, but the main focus was on widal test (typhoid fever). The exercise started on 7th July, 2020 and ended on 26th August, 2020. The areas covered were:

- Physical examination (ie. finger nails, nostrils, cough, ear and skin)
- laboratory examination (ie. weight, urine R/E and widal test).

Notwithstanding, the numerous challenges that were encountered, a total of 1,633 food vendors were screened in the municipality, of which about 16% tested positive for typhoid fever. The vendors who tested positive were made to go to the hospital for treatment and retested after treatment before their cards were given to them. The table below indicates the number of vendors recorded in each zone.

Table 25 Turn Up For 2020 Medical Screening Exercise

TURN UP FOR 2020 MEDICAL SCREENING EXERCISE				
ZONE	NUMBER OF VENDORS			
	NEGATIVE	POSITIVE	TOTAL	REMARKS
Kudzra	69	5	74	Positives treated
Gbefi	107	25	132	Positives treated
Torkor	107	63	170	Positives treated
Agbenorxoe	102	19	121	Positives treated
Sovie	130	6	136	Positives treated
Fesi	179	4	183	Positives treated
Kpando	667	150	817	Positives treated
TOTAL	1361	272	1633	

6.4.5. MARKET SANITATION

In this year, health education was intensified in the two main markets in Kpando Municipality. Kpando central market and Torkor market as well as the mini markets in Gbefi and Sovie. The market women were educated on the importance to cover corn dough, cassava dough, palm oil, coconut oil, palm kernel oil, rice and gari with a plain rubber. Fried fish sellers were also advised to display their fish in a sieve or also cover them with a plain rubber to prevent dust and flies from getting access to them. The Public address systems in the markets were used to educate the vendors in the market to observe good personal hygiene and ensure cleanliness at all times. They were also educated to cover their hair and wear apron as well as nose mask while selling. This was done to prevent food poisoning and the spread of communicable diseases, such as Cholera, Typhoid, COVID 19 etc.

6.4.6. HOUSE TO HOUSE INSPECTION

House to house inspections activities were intensified in all the zones within this year. The Environmental Health Officers within the stipulated time inspected about 15 houses in all the zonal councils each day. Emphases were laid on hygiene and sanitation and the need of each households to own a latrine. Some of the nuisances detected were; growth of weeds, growth of algae in bath houses, accumulation of anal cleansing materials, poor drainage system, burning of refuse in premises, crude dumping, Reasonable Preventable Conditions (RPCs) on premises and un-swept hen coops and goat pens. Open defecation, pigsty within premises which gives offensive odor and stray animals were also detected. In dealing with the above nuisances, the officers gave health education, issued abatement notices, and prosecuted recalcitrant ones. Some food preparing areas were also visited to ensure that food served to the public were prepared under hygienic conditions.

6.4.7. MONTHLY MEETING

In all, twelve review meetings were held to discuss successes, challenges, plans and way forward of all activities in each month. This made the officers to share their experience on the field with one another and also made them to adopt different strategies to do their work. The EHO who participated in the COVID 19 trainings which was organized by VRCC, and the second training which was organized for the burial team, in the second quarter briefed the entire staff on what they learnt. It was a nice participatory session and many lessons were learnt. Through these meetings and the officer's welfare contribution, the office was able to organize a sendoff party for Mr. Adams Bunbunke Yaw when he retired in November 2020.

6.4.8. SOLID AND LIQUID WASTE COLLECTION

Zoomlion Ghana limited was solely relied on for refuse collection and disposal because the Kpando Municipal Assembly's refuse truck has broken down. This made refuse collection not smooth at all.

Also, the Municipality depended on the services of external private operators for liquid waste collection, due to the same breakdown of the cesspool emptier. This made liquid waste collection not smooth and successful because the external service providers come to service us at their convenient time.

6.4.9. DISINFECTION AND DISINFESTATION

The Environmental Health Officers in collaboration with Zoomlion Ghana Limited disinfected the markets, lorry parks, and the slaughter house.

6.4.10. DISINFECTION AND DISINFESTATION

Disinfestation exercise was organized 2 times within this year at identified sanitary facilities in the municipality, to control flies and other insects which breed in these areas. This was done successfully in collaboration with Zoomlion Ghana Limited.

The table below shows the community and the area or sanitary facility where the exercise took place.

Table 26 Identified Sanitary Facilities in The Municipality

COMMUNITY	SANITARY FACILITIES
Tsakpe 1	Refuse container
Tsakpe 2	Refuse container
Aloryi 2	Public toilet and dumping site
Aloryi 2	Public toilet and refuse container
Konda	Public toilet and refuse container
Zongo	Public toilet

The Environmental Health Officers in collaboration with Zoomlion Ghana Limited disinfected the markets, lorry parks, the slaughter house, the Assembly hall and offices of the Assembly as well as the court. the officers carried out disinfection in some Churches and Mosques within the Municipality and Certificates of work done were prepared and distributed to them. The dormitories, examination hall and school bus of Bishop Herman College as well as the Rev. father's bungalow were also disinfected.

Disinfection was also done at the isolation wards of Margaret Marquarte Hospital Kpando, and extended to Anfoega hospital (isolation ward, V.I.P. ward and the O.P.D.)

6.4.11. CONTROL OF STRAY ANIMALS

Arrest of stray animals was not done this year. This was because, the vehicle used for this purpose broke down. This problem is likely to be solved soon. However, some animals that destroyed people's items and farms were brought to the office and were later released to them after paying poundage fee. Some too were arrested and impounded by the assembly members of some communities in the municipality and was later auctioned.

6.4.12. SCHOOL HEALTH EDUCATION

Schools such as KPASEC, KPANTECH, Ideal shepherd preparatory school were visited in the first quarter. Discussions were made on how to maintain the schools' washrooms especially the toilet facilities. Health and hygiene education was also given to teachers and pupils on personal hygiene and hand washing. This activity was interrupted by the COVID 19 pandemic. Food vendors and the cooks in BIHECO, KPANTECH and KPASEC were met on the reopened date of the third years in the second quarter. They were educated to make sure they wear apron, cover their hair, wear nose mask and observe personal hygiene when cooking and serving food to the students. They were informed and advised to meet the medical team on 7th July, 2020 for their participation in the medical screening exercise at the Municipal Assembly Hall. The Screening team met the cooks and the vendors at the canteen to confirm their fitness to handle food. 13 out of 33 cooks tested positive for typhoid in KPASEC, 7 out of 19 in KPANTECH and 7 out 34 tested positive for typhoid fever. The cards of those who tested positive were retained and they were asked to go to the hospital for treatment. They were retested after treatment and confirmed negative before their cards were given to them.

6.4.13. COMMUNAL LABOUR

Communal labour was organized within the year 2020 in all the zonal councils. This happened on every first Thursdays of each month. Some of the affected areas were the cemeteries, public toilets, refuse dumps, public drains, river banks, lorry parks and markets. The reason for this exercise is to improve on sanitation and also health educates the community in order to bring about behavioral change.

The church of Pentecost and the Raster men association in collaboration with Environmental Health Unit and Zoomlion Ghana Limited organized a clean-up exercise in Kpando and the other zonal councils. This cleanup exercise covered the market and the lorry parks as well as the drains and gutters within the municipality.

Aside that, the Environmental Health Unit in collaboration with Zoomlion Ghana Limited also organized a communal labour in the Kpando Municipality during the national clean up exercise day.

6.4.14. CLTS IMPLENENTATION ACTIVITIES

Work on CLTS activities slowed down due to insufficient funds for the purchase of fuel for the field staff. However, officers at the various stations were tasked to inspect some of the household latrines. Follow up by the various station officers was conducted in the three zonal councils i.e. Kpando, Gbefi, and Sovie to find out how the Community Technical Volunteers (CTVs) fared. This follow up was aimed to find out how many rudimentary household latrines were constructed through their efforts. These four communities were Sovie Akoepe, Darfor Adomi, Amekukope and Anlokordzi. This was not achieved this year for lack of fund.

6.4.15. WATER AND SANITATION ACTIVITIES:

Since water is life, it must be made to depict its status. Due to this reason, staff of the unit intensified their monitoring and supervision work on water and sanitation activities in the Municipality. 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

6.4.16. MANAGEMENT EQUIPMENTS

There are two refuse trucks for the assembly; one Sisu truck and one Farm Tractor which are both not road worthy. There are also three Zoomlion refuse trucks, made up of one skip loader, roll-on roll –off, and one compactor. These are all road worthy trucks. The municipal assembly also has one cesspool emptier which is not road worthy.

Memo was written to the authority requesting for sanitary tools but they were not delivered as at the time of this report.

6.4.17. SLAUGHTER HOUSE DUTIES

Table 27 Animals Slaughtered:

MONTH	TYPE OF ANIMAL		NUMBER SLAUGHTERED	TOTAL
JANUARY DECEMBER	CATTLE	Bull	223	442
		Cow	219	
	GOAT	Billy	78	296
		Nanny	218	
	SHEEP	Ram	35	102
		Ewe	67	

	PIGS	Pigs	18	18
	GRAND TOTAL		858	

6.4.17. SANITARY FACILITIES

In order to sustain high standard of hygiene and sanitary condition at the slaughter house, the office detained a permanent labourer there for daily clean ups to avoid any contamination.

Below is the table of animal slaughtered.

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

Table 28 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.	two functioning well and one not functioning .
4.	Slaughter Slab	1	Kpando central.	In good condition.
5.	Refuse Containers	18	Torkor-2+1(zml)=3, Kpando central- 8+6(zml)=14 Prison yard-1	2 are torn and out of use.

NB: zml = Zoomlion container.

6.4.18. REMIDIAL WORKS OF THE FINAL DISPOSAL SITE

The final disposal site was maintained by pushing and leveling the heaped refuse which covered the entire site making the place unusable and unsightly. This was done by Zoomlion GH LTD. Their detailed report was also submitted to management.

6.4.19. REVENUE GENERATED

Table 29 . Revenue Generated

S/N	SOURCE	AMOUNT
1	Slaughter house fees	6,866.00
2	Market tolls	31940.00
3	Pay as you defecate	2,542.55
4	Medical screening	6,920.00
5	Refuse	340.00
	Grand Total	48,608.00

6.5.0. PHYSICAL PLANNING DEPARTMENT

6.5.1. INTRODUCTION

The built environment has been a very sensitive aspect of the physical environment of any given settlement. In that regard, the Town and Country Planning unit as part of the Physical Planning Department of Kpando Municipal Assembly is to plan, manage and promote harmonious, sustainable and cost-effective development of human settlements in accordance with sound environmental and planning principles in the Municipality. For the year 2020, the department put forward some plans/projects which are very key in the achievement of its core mandates.

6.5.2. SCOPE OF REPORT

- Introduction
- Roles/Aims/Objectives of The Department/Unit
- Staff Strength (Breakdown in Staff Strength and required Staff and Qualifications)
- Progress on Proposed Projects
- Inter Departmental Relations
- Challenges
- Mitigations/Recommendations
- Conclusion

6.5.3. ROLES/AIMS/OBJECTIVES OF THE DEPARTMENT/UNIT

The Physical Planning Department is among others responsible for:

- Planning and management of orderly development of settlement in the municipality.
- Providing planning services to public authorities and private developers in the municipality
- Provision of planning schemes (layout plans) to guide orderly development in the municipality.

6.5.4. PROGRESS ON PROPOSED PROJECTS FOR THE YEAR

Over the year, the department among others achieved the following:

- I. -Sign posts were digitized showing where street names would be situated.
-Signages are yet to be constructed.
-A MEMO for the project was put forward but money has since not been released.
- II. -The department was able plan, organized and held all four (4) of Technical and Spatial Planning meetings to facilitate the approval of 79 percent of all development applications received this year. However, 21 percent of total applications received were differed.
-No sensitization forum held due to corona virus.

- III. -Site Pillars of the Assembly Cemetery Land were located and awaiting update of Site Plan.
- IV. -Nine (9) Sites thus; Site for water supply, Site for Prison Warders quarters, Site for Low-cost houses, Kpando new cemetery land, Site for Kpando Market, Site for Kpando Lorry park, Site for playing field complex, Site for Art Gallery and Site for refuse dump have been identified as Kpando Municipal Assembly land.

6.5.5. INTER DEPARTMENTAL RELATIONS

The Physical Planning unit in one way or the other works hand in hand with some departments. Among others are:

- Works department. As the office does the planning and management of settlements in the municipality, the development of these settlements is monitored on ground by the works department and made sure they are done to meet required approval by the Spatial Planning Committee.
- Finance Department. The office also helps in generation of funds from monies collected from applicants who want to carry out any form of development in the municipality. This means that, the Finance Department remains the only department which takes records of monies generated by the Physical Planning Department.
- Development Planning Department. Every year or quarter, the management of the Assembly requires every department to present a report. The Development planning department remains the point where these reports are submitted and collated.
- Environmental Health and NADMO: As part of the legal requirements to approving development permits by the Spatial Planning Committee, these departments add up to the membership of the committee.

6.6.0. DEPARTMENT OF AGRICULTURE ANNUAL ACTIVITY REPORT

6.6.1. INTRODUCTION

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 days organization, smart climate agriculture, reports written, planting for food and jobs, planting for export and rural development (PERD), Green Innovation Centre (GIC), organized farmers day celebration,

- Training of farmers

During the period under review the Department of Agriculture trained farmers on good agriculture practices, handling of agrochemicals, timely harvest and postharvest management of various crops especially cereals in various farming communities (Torkor, Gbefi, Sovie, Adope, Agudzi, Agbenorxoe and Dafor). Eg IDA FBO with membership of 28 farmers (18 males, 10 females) – contact farmer Mr. Gapotor, 0544935726- 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

Nine (9) management and Ten (10) technical review meetings were organized respectively. During the technical review training sessions, Agric. Extension Agents (AEAs) came out with difficulties/challenges (diseases attacking crops and livestock) farmers were encountering. Below are some of challenges faced by farmers.

- Postharvest management training

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

Farmers were trained on early harvesting of paddy rice, for example at Konda Rice Farmers (Mr. Francis Agboka, 0201401539) members were sensitized to use combine harvester to harvest their paddy rice and also on how to use PICS to store their harvested maize.

- Home and Farm visits.

The 10 Agric extension Agents (AEAs) made 590 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.

- Demonstrations Conducted

Field demonstrations of various technologies and crops were established across the municipality. These demonstrations showcase good agricultural practices (GAPs) involved in the production of the selected crops. It is expected the demonstrations would aid farmers in the adoption of technologies demonstrated

Table 30 Number and types of demonstration conducted

-District	No. of Demonstrations conducted		Type of demonstration	Beneficiaries				Total
		2020		Male		Female		
		2020		2020		2020		
Kpando	1		Row planting	17		8	25	
	2		Correct spacing	524		140	664	
	1		Timely fertilizer application	287		123	410	
	2		Timely harvest	109		32	141	
	2		Safe use of pesticides	127		43	170	
	2		Varietal selection	125		107	232	
	1		Climate SMART	152		128	280	

- Beneficiaries of Technologies Demonstrated

Climate smart agriculture, timely harvest, row planting, varietal selection, safe use of pesticides, FAW management, correct and timely fertilizer application as well as preservation and storage of cereals or grains were promoted.

A total of 1,387 farmers were reached against the planned target of 1590 farmers. The demonstration or promotion activities resulted in improved knowledge of farmers thus increased adoption of technologies.

Table 31 Beneficiaries of Crop Technologies Demonstrated

No	List of technology by type	Target		Males		Females		Total		% female
			2020		2020		2020		2020	
1	Row planting				17		8		25	
2	Correct spacing				524		140		664	
3	Timely fertilizer application				287		123		410	
4	Timely harvest				109		32		141	
5	Safe use of pesticides				127		43		170	33
6	Varietal selection				125		107		232	
7	Climate SMART				152		128		280	

6.6.2. HARVESTING OF ON FARM DEMONSTRATION

During the period under review, department facilitated to harvest Fifty - six 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.

6.6.3. FIELD DAY ORGANIZED

During the period under review, the department organized 23 field days for famers across the Municipality. The fields were to show various improved technologies carried out by collaborating farmers/FBOs to other farmers across the Municipality.

6.6.4. CLIMATE SMART AGRICULTURE

In this development, to promote adoption and conservation agriculture/smart agriculture, on the 1/12/2020 farmers were sensitized at Torkor on adaptation intervention effect climate smart agriculture.

Again, 12/11/2020, at Abanu field day was organized for 39 farmers (27males, 12females) to understand cultivation of muccuna as a soil rejuvenating and cover crop.

Gbefi operational area also benefited from four climate smart agriculture.

a 15/11/2020, the entire staff moved to climate smart model demonstration field to interact with farmers 31 farmers (19males, 12 females) from nearby communities.

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

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

- Plant wise (Plant Clinic)

Number of Clinic Days:

There were a total number of sixteen (16) clinic days during the reporting period.

The total number of clinic attendance for the reporting period was 38 (29 males, 9 females).

- Cases reported

- False mut 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.

6.6.5. QUANTITY OF CHEMICALS DISTRIBUTED UNDER FAW

A total of 202 beneficiary farmers were supplied with chemicals. Adepa, Agoos and Emastar were most chemicals distributed to farmers and the most effective against the FAW. The affected farms recovered after spraying and hardly do farmers undertake second spraying and third spraying. The department has enough stock to support farmers whose farms are infested. However, the chemicals are also available at the Agro-inputs shops that farmers can buy but the prices are quite expensive

Table 32 Quantity of Chemicals Distributed

District	Type of Chemical	Quantity of chemical received	Quantity of Chemical Distributed	Unit of measure		Beneficiary farmers		Coverage (Ha)
				Litres	(Kg)	M	F	
Kpando Municipal	Eforia		2.3	L		4	7	5.7
	Agoos		21.9		Kg	69	21	68
	Adepa		44.7	L		34	9	51
	Emastar		20.8	L		22	11	43
	Eradicot		15.5	L		5	0	14.5
	Bypel		1.45		Kg	13	7	21.8

6.6.6. QUANTITY OF CERTIFIED SEEDS DISTRIBUTED

Planting for Food and Jobs Programme certified or improved seeds of were sold or supplied to farmers within the reporting period.

Table 33 Certified seeds received and distributed

Type of Seed	Unit	Target	Quantity			% distribution	No of beneficiaries		
			Received	Distributed	Balance		Male	Female	Total
Maize (OPV)	Kg				-				
Maize (Hybrid)									
Rice	Kg		-	-					
Chilli Pepper									

6.6.7. NUMBER OF AGRO-INPUT OUTLETS IN THE DISTRICT

A registered agro-input dealer is a person who registers his/her agro input enterprise with the appropriate registration bodies (Municipal Assembly, Plant Protection and Regulatory Services Directorate-PPRDS and Environmental Protection Agency) and is legally recognized as such. The registered outlets are more than that of the unregistered ones.

The owners of the unregistered shops were urged upon to register their shops to make them recognized legally. Thus, failure to do so then they stand the risk of having their shops closed.

Out of the total of 18 input shops, only 7 are located at Kpando central with the rest scattered among the major farming communities. Due to the locations of the shops, they are easily accessible to farmers for their farming needs.

Table 34 Number of Agro-Input Retail Outlets in The District

District	Number of registered input dealers		Number of unregistered input dealers		Total	Number of input outlets and sale points of which both registered and unregistered						Number of Districts Without Input outlet/sale points			
						Solely Crop input		Solely Livestock input		Solely Fisheries input		Mixed Input Outlet			
		2020		2020		2020	2020		2020		2020		2020		2020
Kpando		11		7	18	12		2				2			

6.6.8. ENHANCED FARMERS' ACCESS TO IMPROVED TECHNOLOGY

The Extension agent –Farmer ratio stands at 1:820 farmers in the municipality. This has greatly reduced though felt short of the ideal situation of 500. This implies that access to extension services or activities by farmers has increased compared to the previous year. This is attributed to the recent recruitment of technical staff that has augmented the staff strength.

A total of 13 FBOs were trained on extension service delivery. This led to increased knowledge levels of farmers leading improved adoption of improved technologies.

Table 35 Access to Agriculture Technology and Extension Services

Indicator		Target		2020
1. Number of improved Technology demonstrated to farmers:	Livestock		2	3
	Fisheries			
	Crop			5
	Others			

Indicator		Target		2020
Area (acres) under improved Technology demonstrated to farmers:	Livestock			
	Fisheries			
	Crop			1.4
2.Extension Agent-farmer ratio		1:500		1:820
3.Total number of farmers participating in demonstrations	Male			143
	Female			86
4.Number of FBOs trained in extension services delivery				13

6.6.9. AGRICULTURAL EXTENSION SERVICE PERFORMANCE

The number of AEAs at post stands at 10 against the required number of 12. This falls short by 2 of the number required to enable the department carry out effective and efficient extension services to farmers. However, the shortfall will not greatly affect delivery of extension services to clients since AEAs mostly work with groups as a means of reaching more farmers and other value chain actors

Table 36 Availability of Agricultural Extension Services

				2020		
	Male	Female	Total	Male	Female	Total
Number of AEAs required	10	2	12	14	3	17
Number of AEAs at post	7	-	7	10	0	10
% AEAs at post compared to required	70	0	70	71	-	58
% of female AEAs at post	-	-	0%	-	-	0%
Number of farmers	4171	3850		4265	3937	8,202
Ratio of farmer to AEAs at post	1145:1		1145:1	820:1		820:1

6.6.10. GOVERNMENT FLAGSHIP PROGRAMME

- Planting for Food and Jobs Programme

At the beginning of second quarter Department started to monitor the purchase of subsidized fertilizers and seeds 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 was to disabuse farmers mind about rumor surrounding fertilizer shortage in the system.

➤ Planting for Export and Rural Development (PERD)

During the period, about Twenty Thousand (20,000) cashew seedlings were raised and distributed to beneficiary farmers to establish their plantations. And, it was realized that fields are establishing well.

6.6.11. GREEN INNOVATION CENTRE (GIC)

During the period under review, the Department in collaboration with GIZ trained Rice FBOs and Maize FBOs in four (4) and Ten (10) farming communities respectively. The training covered entrepreneurship, good agriculture practices. The trainings were to improve upon the farmers knowledge towards productivity enhancement.

6.6.12. NATIONAL FARMERS AND FISHERMEN DAY CELEBRATION ORGANIZED

During the period, 35th 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 19/12/2020, successfully

6.7.0 NATIONAL DISASTER MANAGEMENT ORGANIZATION (NADMO)

6.7.1. INTRODUCTION / EXECUTIVE SUMMARY

The Kpando NADMO secretariat has witnessed a significant shift from a response approach to prevention and risk reduction approach from January to December 2020. With support of the zonal officers and DVGs, the secretariat strengthened disaster management in the municipality.

Climate change can disrupt food availability and affect food quality. For example, projected increases in temperatures, changes in precipitation patterns, changes in extreme weather events, and reductions in water availability may all result in reduced agricultural productivity.

Climate change can also lead to decreasing fish resources in Volta lakes due to rising temperature and shifting vector-borne diseases..

The Secretariat is therefore championing awareness creation on Climate Change and Disaster Risk Reduction in order to achieve resilience within the Municipality. Currently the secretariat is also reviving Disaster Clubs (DC) in all the schools at the basic and secondary levels within the Municipality to ensure that disaster prevention is accepted as a National duty and this becomes a shared responsibility.

In the first quarter the municipality recorded Bush fires that destroyed a number of farms around Konda. Two other serious domestic fire disasters were recorded at Aloyi and Bishop Herman College. These incidents were reported to the regional office and the EOC by the Municipal Director

6.7.2. PROGRAMMES AND PROJECTS

✓ Public Education

A lot of education was done despite logistical problems.

A team of NADMO Officers went out on a hazard identification tour and equally served warning letters to those whose houses and structures were found to be in deplorable conditions.

The secretariat has also embarked on sensitization and awareness creation programmes within the Municipality and its catchment areas in collaboration with the Ghana Fire Service, Unit Committees and Assembly members to mitigate the effect of disasters, climate change and its effects.

✓ Tree Planting

The Secretariat has planted 1000 seedlings of cashew in Gbefi Hoeme, Gbefi Tornu, Dzegbe, Gborfe and Dzewoe. The first 100 cashew trees were supplied by the Parks and Gardens Department (Kpando) and the other 900 by the Department of Agric and Forestry Department Vakpo in the North Dayi District.

✓ Sanitation

The NADMO Secretariat in collaboration with Sanitation Agency and Zoomlion has disinfected the Kpando central and Kpando Torkor markets against the dreaded coronavirus.

In addition, the secretariat in collaboration with the Municipal Assembly, Fire service, Ghana Police Service, Environmental Agency, Ghana Health Services and Zoomlion Ghana has organized a cleanup exercise. The areas that benefited were the Kpando slaughter house, the Central market, lorry station, taxi rank and the environs.

6.7.3. WORKSHOP/TRAINING

As part of efforts to build the capacity of our Zonal coordinators and staffs, the Kpando municipal NADMO secretariat has organized a one-day training workshop on the basics of disaster management as well as climate change and its effects and efforts to mitigate its impacts on the society.

6.7.4. DISASTER MANAGEMENT COMMITTEE

The Municipal Disaster Management Committee is chaired by the Municipal Chief Executive (MCE) and other agencies like Ghana Police Service, Ghana National Fire Service, and Navy, Ghana Education

Service, Ghana Health Service, Environmental Department, Social Welfare, Municipal Planning, Member of Parliament, Information service and Climate Change officer in the NADMO office. The Municipal Director is the secretary of the committee.

The Municipal Disaster Management Committee met on the 24th of September 2020 to deliberate on the disaster issues facing the municipality. The committee members were shown a presentation on the various disaster-prone areas in the municipality. This was followed by discussions on how to address the disaster challenges facing the municipality.

6.7.5. TRAINING AND SUPPORT TO DVGS

The Kpando NADMO secretariat has organized one day Mushroom training as part of its efforts to empower the Disaster Volunteer Groups (DVGs) financially.

6.7.6. DISASTER CASES

No disaster has been recorded in the second, third, and fourth quarters in the Municipality. This can be attributed to intensive public education within the municipality.

6.7.7. WEATHER/RAINFALL

The municipality has not experienced enough rainfall throughout the year. Farmers were disappointment due to unavailability of rainfall as most of their farm produce were destroyed by the scorching sun.

Changes in annual rainfall amounts and seasonal rain and temperature patterns are experienced by many communities in Kpando municipality. These changes often create problems for vulnerable farmers and other land-users in securing their livelihoods. For this reason, the NADMO secretariat in Kpando has put effective measures and plans for adaptation to both climate change and climate variability.

6.8.0. ANNUAL REPORT OF THE STATISTICS DEPARTMENT FOR 2020

6.8.1. INTRODUCTION

The Statistics Department exists to collect, collate and compile data for and to assist manage statistical data of the Municipal Assembly, which will promote good policy making, planning, decision making and it also makes inputs into development programmes and workplans.

The department also responds to data requests by clients of the Assembly and the general public, subject to Management's approval and also participates in surveys and census. It further contributes significantly towards generating an enabling environment for National, Metropolitan, Municipal, District, and Community development to eventually achieve National development.

6.8.2. STATUS OF THE DEPARTMENT

The Statistics Unit was elevated from the status of a Unit to that of a Department in the year 2020.

6.8.3. ACHIEVEMENTS OF THE DEPARTMENT

In the year 2020 the Department worked in collaboration with the Departments of Agriculture, Social Welfare and Works; and assisted the Human Resource Department and the Planning Unit with few assignments.

6.8.4. FIRST QUARTER (JANUARY- MARCH) 2020

6.8.5. COLLATION OF DATA ON EMPLOYEE STATUS

Data was gathered on the employee status in the Assembly from 2014 to 2020 (on monthly bases) on casual staff, GoG staff, senior staff, junior staff and segregated by age. This data gives the number of persons who were working in the Assembly on a monthly basis. There are a few gaps to be filled in some months, which are being worked on.

6.8.6. CANVASSING AND TRACING OF COMMUNITIES

The department also undertook activities in 19 communities in the Municipality. The communities were canvassed and traced to find out the number of houses, buildings at lintel level and the number of households in them and their starting and ending of their boundaries. Below are a few of the said communities; parts of Tokor, Kpando and Asiklotoe (Asiklotoe Kope, Yaw Ekpe, Tsatsu Selorm, Akpo Kope, Daniel Kope, Manager Kope, Dzampah Paul Kope, Ekpe Kwasi Kope, Ekpe Taataa Kope, Ekpe Kwasi Kope, Gabriel Farms, Prisons Farms, Rova Farms Goka Kope, Klutse Kope, Dashwow, Doctor Kope, and Yaovi Kope in addition to some islands such as Akpadza Kpo and Agyeboso.

6.8.7. SECOND QUARTER (APRIL -JUNE) 2020

6.8.8. UPDATING INFORMATION OF REGISTERED APPLICANTS AND REGISTERING OF NEW APPLICANTS

The department assisted already registered applicants to update their records on the Enumeration Bureau (Platform) and encouraged other citizens who had not registered to register for the Population and Housing Census for 2021.

6.8.9. COLLATING OF COMMUNITIES/LOCALITIES IN WHICH FARM PRODUCE ARE GROWN IN THE MUNICIPALITY

The Department was able to collate data on farm produce and the localities in which the planted. This suggests that if one needs good quality produce it would be good to visit those localities to purchase.

6.8.10. THIRD QUARTER(JULY-SEPTEMBER) 2020

6.8.11. Assisted in Advertising the Positions of National Trainer of Trainers and Regional Trainer of Trainers for the 2020/2021 Population and Housing Census

The positions for National Trainer of Trainers (NToTs) and Regional Trainer of Trainers (RToTs) were opened for application and were advertised for all citizens in Kpando to include Municipal Assembly staff and Assemblymen and Women and further to all Members of the District Census Implementation Committee to spread.

Notice of the Advertisement were posted on the Assembly's Notice Boards and other Notice boards at vantage points and circulated on other social media handles for all persons interested to apply.

The applications for the National Trainer of Trainers (NToTs) closed on the 25th September, 2020 and that of the Regional Trainer of Trainers (RToTs) closes on Friday, 23rd October, 2020 but it was later expended for a month to allow more applicants to have access.

6.8.12. FOURTH QUARTER (OCTOBER-DECEMBER) 2020

6.8.13. Assisted in Organizing Interviews for Applicants for the Position of Regional Trainer of Trainers for the 2021 Population and Housing Census for the Kpando Municipality

The persons who applied for the position of Regional Trainer of Trainers for the upcoming Population and Housing Census in 2021 were called up for the interview. The names of the shortlisted applicants were pasted on Notice Boards at vantages points in the Municipality to alert applicants of the interview.

The interview was held at the Municipal Assembly Hall, Kpando on Tuesday, 1st December, 2020. The panel for the interview was made up of the Municipal Education Director, Madam Hilda Amegatcher and the Municipal Census Officer who is the Municipal Statistician, Miss Emmanuella Bening. In all 27 applicants were shortlisted for the interview, 24 of them showed-up for the interview, out of the 24, twenty-two (22) were males and two (2) were females.

6.8.14. GATHERING DATA ON PERSONS WITH DISABILITIES (PWDS) IN THE MUNICIPALITY

The department was assisted by the Department of Social Welfare to collate data on Persons with Disabilities in the Municipality. The data was categorized into name, contact details, locality and type of disability. There are some gabs in the data gather, work is been done to complete it.

6.8.15. HOW THE STATISTICS DEPARTMENT CONNECTS TO OTHER DEPARTMENTS

The Department connects to the following departments in discharging of its duties:

- ✚ Development Planning Units
- ✚ Agriculture Department
- ✚ Human Resource Department
- ✚ Social Welfare Department
- ✚ Finance Department and (Revenue Unit)
- ✚ Budget Unit

The data which the department gathers could be shared with the above-mentioned Departments and Units for planning and income generation.

6.8.15. SUGGESTIONS FOR IMPROVEMENT

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

6.8.16. CHALLENGES

The Department lacks staff and adequate office equipment.

CHAPTER SEVEN

7.0. PARTICIPATORY MONITORING AND EVALUATION (PM&E) CONDUCTED

The community scorecard approach was used in the participatory monitoring and evaluation of two (2) projects; Construction of CHPS compounds at Dzigbe and Construction of 1No. 6-unit classroom block with ancillary facilities at Kpando Gabi M/A. Primary School. The type of evaluation conducted as was mid-term evaluation for the two projects. The details are presented and outlined in the table 10 below.

Table 37 Participatory Monitoring and Evaluations Conducted

Name of PM&E Tool	Policy/programme/project involved	Consultants or resource persons involved	Methodology	Findings	Recommendations
Community Scorecard	Construction of CHPS compound at Dzigbe	MPCU	Focus group discussion where participants were put in groups to identify reasons for delays in the implementation processes of the project and possible solutions.	Delays in the execution of the project was due to inadequate flow of funding.	The Assembly should prepare financial plan for the execution of all planned projects with respect to time. MPCU should intensify its monitoring activities of the projects and involve stakeholders.
Community Scorecard	Construction of 1 No. 6 unit classroom block with ancillary facilities at Kpando	MPCU	Focus group discussion where participants were put in groups to identify reasons	Delays in the execution of the project was due to	The Assembly should develop a plan for completion of

	Gabi M/A. Primary School		for delays in the implementation processes of the project and possible solutions.	lack of funds and COVID-19 restrictions prevented members from meeting on time.	all ongoing projects. The Assembly should prepare financial plan for the execution of the project.
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CHAPTER 8

8.0. THE WAY FORWARD

8.1. 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.

8.3. 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.

8.2. 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 realization of this goal requires the effective and efficient utilization 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.