

LA NKWANTANANG-MADINA MUNICIPAL ASSEMBLY

2024 COMPOSITE ANNUAL ACTION PLAN

UNDER
**AN AGENDA FOR JOBS: CREATING PROSPERITY AND
EQUAL OPPORTUNITY FOR ALL (II)
2022 - 2025**

**PREPARED BY:
MPCU**

SEPTEMBER, 2023

LA NKWANTANANG-MADINA MUNICIPAL ASSEMBLY (LaNMMA)

2024 ANNUAL ACTION PLAN (AAP)

Programme (PBB)	Sub-Programme (PBB)	Broad Activities	Location	Time-frame (2023)				Cost			Programme Status		Implementing Institution/Department	
				Q1	Q2	Q3	Q4	GoG	IGF/A BFA	Others	New	Ongoing	Lead	Collaborating
CENTRAL ADMINISTRATION DEPARTMENT														
Management and Administration	General Administration	Organise Statutory and Non-Statutory Meetings of the Assembly	Madina					-	512,500.00(IGF)	-	✓	-	Central Admin.	HRD, ISD, MPCU,
Management and Administration	General Administration	Support National Celebrations and Traditional Activities/ Festivals	Municipal -wide					-	150,000.00 (IGF) 70,000.00 (DACF)	-	✓	-	Central Admin.	HRD, ISD, MPCU,
Management and Administration	General Administration	Support the Internal Management of the Assembly, Departments, and Protocol Services, MCE's Engagement with the Citizenry etc.	Municipal -wide					-	570,405.00 (IGF)		✓	-	Central Admin.	HRD, ISD, MPCU,
Management and Administration	General Administration	Support the Assembly's Sub-Structures (Madina and Oyarifa Zonal Councils)	Municipal -wide					-	60,000.00 (IGF) 110,000.00 (DACF)		✓	-	Central Admin.	DEYS, MPCU, ISD
Management and Administration	General Administration	Support Security Operations and	Municipal -wide					-	80,000.00 (IGF)	-	✓	-	Central Admin.	ISD, Zonal Councils,

		Interventions in the Municipality						80,000.00 (DACF)					MPCU, Media House	
Management and Administration	General Administration	Support the Functionality of Assembly's Client Service Unit (Production of Flyers, Fact Sheets, Service Charter etc. as Publicity Materials)	Municipal -wide					-	10,000.00 (IGF)	-	-	✓	Central Admin Dept	ISD, MPCU, Zonal Councils, Media Houses, NGOs CSOs
MUNICIPAL PLANNING CO-ORDINATING UNIT (MPCU)														
Management and Administration	Planning, Budgeting, Monitoring and Evaluation	Support MPCU Activities and Co-ordinate the Mid-Review of the 2023 AAP and Preparation of 2024 AAP of the Assembly	Madina					-	20,000.00 (IGF) (15,000) DACF	-		✓	MPCU	Decentralised and Non-Decentralised Depts of the Assembly, Zonal Council, RCC. NDPC
Management and Administration	Planning, Budgeting, Monitoring and Evaluation	Conduct Monitoring & Evaluation Activities and Stakeholder Engagement	Madina						24,000.00 (IGF) 24,000.00 (DACF)	-		✓	MPCU	Community Members, Project End Users, Project User Agencies, Decentralised and Non-

													Decentralise d Depts of the Assembly, Zonal Council, RCC. NDPC	
Management and Administration	Planning, Budgeting, Monitoring and Evaluation	Co-ordinate and Support Implementation of Government Flagship Programmes	Madina					-	10,000. 00 (IGF) 21,000 (DACF)	-		✓	MPCU	Decentralise d and Non- Decentralise d Depts of the Assembly, Zonal Council, RCC. NDPC
Management and Administration	Planning, Budgeting, Monitoring and Evaluation	Co-ordinate and Organise Town Hall Meetings and Stakeholder Engagements	Municipal -wide					-	66,000. 00 (IGF)	-	-	✓	MPCU	Communitie s, Traditional Councils, Media Houses, MPCU Assembly, Zonal Council, RCC. NDPC
Management and Administration	Planning, Budgeting, Monitoring and Evaluation	Support the Implementation of NACAP in the Municipality	Madina					-	5,000.0 0 (IGF)	-		✓	MPCU	Decentralise d and Non- Decentralise d Depts of

													the Assembly, Zonal Council, RCC. NDPC	
Economic Development	Trade, Industry and Tourism Services	Support Tourism & LED Promotion Activities (Capacity, Delivery of Start-up Packages, Creation of Enabling Env. And Infrastructure Delivery	Municipal -wide					-	20,000. 00 (IGF)	-	-	✓	MPCU	MWD, PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies
Environmental Management	Disaster Prevention and Management	Facilitate Climate Change and Adaptation Sensitisation for Staff, Assembly and Community Members	Nkwantan ang, Madina Market, Madina Estate					-	5,000.00 (IGF)	-	✓	-	MPCU	HR, NADMO, P&K, MWD, PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies
MUNICIPAL BUDGET UNIT														
Management and Administration	Planning, Budgeting, Monitoring and Evaluation	Co-ordinate the Preparation, Review, Implementation and Performance Reporting of the Composite Budget	Madina					-	153,000. 0 (IGF)	-	✓	-	MBU	MPCU, Budget Committee

Management and Administration	Planning, Budgeting, Monitoring and Evaluation	Organise Stakeholders' Consultative Meetings on the Preparation of the 2024 Fee-Fixing Resolution and Gazette the Approved Document	Madina					-	72,000.00 (IGF)	-	✓	-	MBU	MPCU, Budget Committee
								-	15,000.00 (DACF)					
Management and Administration	Planning, Budgeting, Monitoring and Evaluation	Co-ordinate the Preparation and Implementation of 2023 Revenue Improvement Action Plan (RIAP)	Madina					-	135,000.00 (IGF)	-	✓	-	MBU	MPCU, Budget Committee
MUNICIPAL PROCUREMENT UNIT														
Management and Administration	General Administration	Procure Assorted Office Equipment and Accessories (Computers & Accessories, Binding Machines, Scanners, Metal Cabinets) and Furniture for Departments)	Madina					-	390,000.00 (IGF)	-	✓	-	MPU	MFD, IAU, Tender Committee, Stores,
								-	50,000.00 DACF					
Management and Administration	General Administration	Procure Office Supplies and Consumables (Including Stationery, Protective and						-	380,000.00 (IGF)	-	✓	-	MPU	MFD, IAU, Tender Committee, Stores,

		Cleaning Materials, , Logistics for Revenue Mobilisation and Operational Security Logistics)						40,000.00 (DACF)					
Management and Administration	General Administration	Procure Vehicle Tyres and other Spare Parts for Assembly's Fleet of Vehicles					-	100,000.00 (IGF)	-	✓	-	MPU	MFD, IAU, Tender Committee, Stores,
Management and Administration	General Administration	Procure Assorted Business Support Items and Equipment for PWDs					-	100,000.00 (DACF)	-	✓	-	MPU	DEYS, HR Dept. MPCU
Management and Administration	General Administration	Procure Assorted Items for Donations, Rice Sugar, Cooking Oil etc,					-	150,000.00 (IGF)	-	✓	-	MPU	DEYS, HR Dept. MPCU
Management and Administration	General Administration	Procure End-of-Year Motivational Package and Hon. Assembly Members					-	300,000.00 (IGF)	-	✓	-	MPU	DEYS, HR Dept. MPCU
Management and Administration	General Administration	Procure Document Management Software, External Drives and Microsoft Windows Server and Domain for MIS and Registry					-	16,000.00 (IGF) 55,000.00 (DACF)	-	✓	-	MPU	MFD, IAU, Tender Committee, Stores,

Management and Administration	General Administration	Provision of Storeroom for Safe Storage of Assembly's Assets and Consumables						-	70,000.00 (IGF)	-	✓	-	MPU	MFD, IAU, Tender Committee, Stores,
MUNICIPAL INTERNAL AUDIT UNIT														
Management and Administration	Finance, Audit	Undertake Zonal Council, Budget Cycle Implementation, Procurement Management, Cash Management, Transport and Fuel Management ,and Special Audit Assignment and Investigation, Management and Administration Audit as Well as Revenue Management Audit	Municipal -wide					-	40,000.00 (IGF)	-	-	✓	IAU	MFD,MBU, Zonal Councils
MANAGEMENT INFORMATION SYSTEM (MIS) UNIT														
Management and Administration	General Administration	Facilitate Billing and Print Property Rate and BOP Bills for the Assembly	Madina					-	14,000. (IGF)	-	-	✓	MIS	MFD, MBU
Management and Administration	General Administration	Undertake General Servicing and Maintenance of the Assembly's Computers and	Madina					-	21,780.00 (IGF)	-	-	✓	MIS	MFD, MBU

		Accessories, the GIFMIS, Intercom Servers, and Other Devices												
Management and Administration	General Administration	Develop and Host the Assembly's Website; Upgrade Applications, Anti-Virus Software for all Official Computers and Provide Monthly Subscription for Broadband Internet Services	Madina					-	18,400.00 (IGF) 6,000.00 (DACF)	-	-	✓	MIS	MFD, MBU
NATIONAL YOUTH AUTHORITY														
Social Services Delivery	Education, Youth and Sports and Library Services	Sensitize the Youth on Mental Health Issues, HIV and AIDS Prevention, Substance Abuse and Teenage Pregnancy	Municipal -wide					-	4,000.00 (IGF)	-	-	✓	NYA	Health, DEYS, Zonal Councils, GPS, DSWCD NGOs and CSOs, MIS
Social Services Delivery	Education, Youth and Sports and Library Services	Educate the Youth on Ethics, Conflicts Prevention and Peace Building and Distribute Road Safety Flags in Selected Public Schools	Municipal -wide					-	5,000.00 (IGF)	-	-	✓	NYA	Health, DEYS, Zonal Councils, GPS, DSWCD NGOs and CSOs, MIS

Social Services Delivery	Education, Youth and Sports and Library Services	Promote Youth Participation in Governance through Youth Parliamentary Sitting	Municipal -wide					-	3,000.00 (IGF)	-	-	✓	NYA	Health, DEYS, Zonal Councils, GPS, DSWCD NGOs and CSOs, MIS
Social Services Delivery	Education, Youth and Sports and Library Services	Organise Skill Training on Mobile Phone Repairs and Maintenance for 10 Young People	Madina					-	8,000,00 (IGF)	-	-	✓	NYA	DEYS, Zonal Councils, GPS, DSWCD NGOs and CSOs, MIS
YOUTH EMPLOYMENT AGENCY (YEA)														
Social Services Delivery	Education, Youth and Sports and Library Services	Recruit and Train Youth in Fire Prevention Sanitation, Community Education Teaching and School Support Programmes	Madina						12,840.00 (IGF)	-	-	✓	YEA	NBSSI, ISD, DEYS, DSWCD Zonal Councils, GPS, NGOs and CSOs, MIS
Social Services Delivery	Education, Youth and Sports and Library Services	Conduct Periodic Monitoring of Beneficiaries at Work Post	Municipal -wide						14,000.00 (IGF)	-	-	✓	YEA	NBSSI, ISD, DEYS, DSWCD Zonal Councils, GPS, NGOs and CSOs, MIS

WORKS DEPARTMENT														
Infrastructure Delivery and Management	Public Works, Rural Housing and Water Management	Inspect and Supervise Physical Construction Activities within the Municipality	Municipal -wide					-	15,000.00 (IGF)	-	✓	-	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies
Infrastructure Delivery and Management	Spatial Planning	Support Development Control Activities (Including Decongestion of Selected Areas)	Municipal -wide					-	70,000.00 (IGF)		-	-	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies
Infrastructure Delivery and Management	Public Works, Rural Housing and Water Management	Install, Repair and Replace Streetlights in Selected Communities	Municipal -wide					-	100,000.00 (IGF) 200,000.00 (DACF)	-	-	✓	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies, ECG
Infrastructure Delivery and Management	Public Works, Rural Housing and Water Management	Under Rehabilitation and Maintenance of Assembly's Assets and Other Public Buildings/ Structures (Including Markets)	Municipal -wide					-	300,000.00 (IGF) 294,000.00 (DACF)	-	-	✓	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies, ECG
Infrastructure Delivery and Management	Public Works, Rural Housing	Support the Implementation of the MP's	Municipal -wide					-	1,000.00.00	-	✓	✓	MWD	PPD,DUR, MPCU, EHSU,

Social Services Delivery	and Water Management Social Welfare and Community Services	Development Projects and Programmes						(DACF-MP)					Zonal Councils, User Agencies, ECG, MP'S Office
Infrastructure Delivery and Management	Public Works, Rural Housing and Water Management	Construct 1 No. Office Block with Ancillary Facilities for Oyarifa Zonal Council (Phase1)	Oyarifa				-	110,586.50 (IGF).	-	✓	-	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies, ECG, MP'S Office, GWC
Infrastructure Delivery and Management	Public Works, Rural Housing and Water Management	Support Self-Help Projects /Counterpart Funded Projects of Communities	Municipal -wide				-	200,000.00 (IGF) 200,001.00 (DACF)	-	-	✓	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies, ECG, MP'S Office, GWCL
Infrastructure Delivery and Management	Public Works, Rural Housing and Water Management	Construct 1 No. Administration Block for Ayi Mensah Police	Ayi Mensah				-	-	1,463.00(DACF-RFG)	-	✓	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies,

													ECG, MP'S Office, GWCL	
Infrastructure Delivery and Management	Public Works, Rural Housing and Water Management	Re-roofing and renovation of 1 No. 3-Unit Classroom Block at Madina No.1 Cluster of Schools	Madina					-	100,000.00 (IGF)	-	-	✓	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies, ECG, MP'S Office, GWCL
Infrastructure Delivery and Management	Public Works, Rural Housing and Water Management	Renovation of 1 No. Classroom Block at WASS Experimental Basic School at West Adenta	West Adenta					-	90,000.00 (IGF)	-	-	✓	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies, ECG, MP'S Office, GWCL
Infrastructure Delivery and Management	Public Works, Rural Housing and Water Management	Paving of the Abokobi Station at the Madina Market	Madina					-	700,000.00 (DACF)	-	-	✓	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils,

													User Agencies, ECG, MP'S Office, GWCL
Infrastructure Delivery and Management	Public Works, Rural Housing and Water Management	Drill and Mechanize 10 No. Boreholes for Selected Communities	Madina, Otinibi, Oyarifa				-	125,000.00 (IGF)	-	-	✓	MWD	PPD,DUR, MPCU, EHSU, Zonal Councils, User Agencies, ECG, MP'S Office, GWCL
								125,000.00 (DACF)					
DEPARTMENT OF URBAN ROADS													
Infrastructure Development and Management	Urban Roads and Transport	Provide Road Signs, Markings and Construct Speed Humps. in Selected Communities	Madina Social Welfare, Madina Zongo, Madina Doku Area, Adoteiman Zongo, Madina Taxi Rank, Madina Gilbratars				-	-	115,000.00 (IGF)	✓	-	DUR	MWD, PPD, MPCU. Zonal Councils and Unit Committees DUR - RCC Accra

Infrastructure Development and Management	Urban Roads and Transport	Undertake Pothole Patching and Resealing of Selected Roads	West Adenta, Teiman, Keiman, Adoteiman and Otinibi					-	-	118,200 (IGF) 30,000.00 (DACF)	✓	-	DUR	MWD, PPD, MPCU. Zonal Councils and Unit Committees DUR - RCC Accra
Infrastructure Development and Management	Urban Roads and Transport	Rehabilitate, Maintain and Grade Selected Roads in the Municipality (Red Lobster –Madina, nyame bekyere jun.-old Agartha chop bar road, Prince of peace roads, Estate Road, Madina Kakraba Road, Alpha Hospital - Lighthouse Church (Agogbloshie Area), West Adenta New Site, Adoteiman Road, Teiman Station-CHPS Compound Road, Oyarifa-Gravel Pit Road, Pantang Village Road)	Madina Kakraba					-	-	100,000.00 (IGF) 45,000.00 (DACF)	✓	-	DUR	MWD, PPD, MPCU. Zonal Councils and Unit Committees DUR - RCC Accra
Infrastructure Development and Management	Public Works, Rural Housing and Water Management	Construct and Rehabilitate/ Desilt Drains and Culverts for Selected Communities	Teiman, Madina Zongo, Kweiman etc.					-	-	457,104.12 (Donor/GARID)	✓	-	DUR	MWD, PPD, MPCU. Zonal Councils and Unit Committees

													DUR - RCC Accra	
Infrastructure Development and Management	Public Works, Rural Housing and Water Management	Construct Footbridges for Selected Communities within the Municipality	Aviation Madina, Otinibi Road, Kakraba and Other Communit ies					-	40,000. 00 (DACF)	-	✓	-	DUR	NADMO, MWD, PPD, MPCU. Zonal Councils and Unit Committees DUR - RCC Accra
Infrastructure Development and Management	Public Works, Rural Housing and Water Management	Monitor and Supervise Ongoing Roads Projects in the Municipality	Municipal -wide					18,000 .00	20,000. 00 (IGF)	-	✓	-	DUR	NADMO, MWD, PPD, MPCU. Zonal Councils and Unit Committees DUR - RCC Accra
FINANCE DEPARTMENT														
Management and Administration	Finance	Prepare and Submit Monthly, Quarterly and Annual Financial Statements	Madina					-	48,000. 00 (IGF)	-	-	✓	MFD	MBU Revenue Contractors, .F & A Sub- Committee, IAU

Management and Administration	Finance	Co-ordinate and Conduct Revenue Monitoring /Supervision and Review Performance	Municipal -wide					-	22,000.00 (IGF)	-	-	✓	MFD	MBU Revenue Contractors, F & A Sub-Committee, IAU
DEPARTMENT OF EDUCATION, YOUTH AND SPORTS/GHANA EDUCATION SERVICE (GES)														
Social Services Delivery	Education, Youth and Sports and Library Services	Construct 1No. 18-Unit Classroom Block with Ancillary Facilities for Pantang Hospital Basic School	Pantang					-	-	950,000.00 (DACF-RFG)	✓	-	MWD	MPCU, DEYS/GES, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Construct 1No. Office Block with Ancillary Facilities for the Municipal Education Directorate	Madina					-	400,000.00 (IGF)	-	✓	-	MWD	MPCU, DEYS/GES, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Construct 1No. KG Block for Fire Armour Basic School	Madina					-	61,800.00 (IGF)	-	✓	-	MWD	MPCU, DEYS/GES, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Provide and Distribute Assorted Furniture to Selected Schools in the Municipality	Municipal -wide					-	400,000.00 (DACF)	-	-	✓	DEY/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Conduct STMIE Clinic	Madina					-	5,100.00 (DACF)	-	-	✓	Type eq DEYS/ GES	MPCU, DEYS/GES, User Agencies, Zonal Council

Social Services Delivery	Education, Youth and Sports and Library Services	Conduct Municipal Annual Performance Review	Madina					-	6,120.00(IGF)	-	-	✓	Type eq DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Conduct & Monitor Mock Examinations for JHS 3 Students and Support for the Conduct of 2024 BECE	Madina					-	49,280.00 (IGF)	-	-	✓	Type eq DEYS/ GES	MPCU, , User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Organise Orientation for Newly Trained Teachers and MDE Annual Conference (CODE)	Madina					-	8,500.00(IGF)	-	-	✓	Type eq DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Support Inter-Circuit Sports Festival and KG School Arts & Cultural Festival	Madina					-	20,00.00 (IGF) 30,000.00 (DACF)	-	-	✓	Type eq DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Support to Teaching and Delivery: MEOC Meetings	Municipal -wide					-	9,000.00 (IGF)	-	-	✓	Type eq DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Support the Director of Education Conference Organisation	Madina					-	11,000.00(IGF)	-	-	✓	Type eq DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Observe My-First-Day-at School and International Girl Child Day Anniversay	Madina					-	10,000.00 (IGF)	-	-	✓	DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council

								15,000.00 (DACF)						
Social Services Delivery	Education, Youth and Sports and Library Services	Provide Support for Independence Day Kiddy March-Past and Internal Girl Child Day	Madina					-	8,000.00 (IGF)	-	-	✓	DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Organise Career Guidance and Counseling Week Celebration	Municipal -wide					-	6,000.00 (DACF)	-	-	✓	DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Organise Girl Child Menstrual Hygiene Day	Municipal -wide					-	5,000.00 (DACF)	-	-	✓	DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Support Brilliant-But- Needy Students	Municipal -wide					-	3,950.00 (DACF)	-	-	✓	DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Monitor the Implementation of the Ghana School Feeding Programme (GSFP) in the Municipality	Municipal -wide					-	50,000.00 (DACF)	-	-	✓	DEYS/ GES	MPCU, MWD, User Agencies, Zonal Council
Social Services Delivery	Education, Youth and Sports and Library Services	Monitor the Implementation of the Ghana School Feeding Programme (GSFP) in the Municipality	Municipal -wide					-	4,000.00 (IGF)	-	-	✓	Central Admin	MPCU, DEYS/GES, User Agencies, Zonal Council

COMPLEMENTARY EDUCATION AGENCY (CEA) / NON-FORMAL EDUCATION DIVISION														
Social Services Delivery	Education, Youth and Sports and Library Services	Organise Functional Literacy Classes for Out of School Children and Adults, Supervise and Monitor Existing Classes	Madina, Oyarifa Ayi Mensah etc.					-	4,000.00 (IGF)	-	-	✓	NFED	Znal Councils, ISD, DSWCD P&G Media
Social Services Delivery	Education, Youth and Sports and Library Services	Organise Capacity Building for Staff and Orientation for (18) NNS Personnel	Madina						1,000.00 (IGF)	-	-	✓	NFED	Zonal Councils, ISD, DSWCD P&G Media
Social Services Delivery	Education, Youth and Sports and Library Services	Train CEA Learners on Income Generating Activities (Soap-Making, Beads Production)	Madina						3,000.00 (IGF)	-	-	✓	NFED	Zonal Councils, ISD, DSWCD P&G Media

DEPARTMENT OF HEALTH/ MUNICIPAL DIRECTORATE OF GHANA HEALTH SERVICE

Social Services Delivery	Public Health Services and Management	Co-ordinate HIV & AIDs/TB Related Activities within the Municipality	Municipal -wide					-	8,064.00 (IGF) 56,500.00 (DACF)		-	✓	MHD	DSWCD, ISD, Zonal Councils, MDA
Social Services Delivery	Public Health Services and Management	Carry Out Public Education and Sensitisation on Health Issues, Celebrate National and Official Health Days and Provide Essential Health Services to Communities	Municipal -wide					-	1,600.00 (IGF) 7,500.00 (DACF)		-	✓	MHD	DSWCD, ISD, Zonal Councils, MDA
Social Services Delivery	Public Health Services and Management	Conduct Surveys on Pertinent Health Issues	Municipal -wide					-	5,550.00 (IGF) 1,600.00 (DACF)	-	-	✓	MHD	DSWCD, ISD, Zonal Councils, MDA
Social Services Delivery	Public Health Services and Management	Organise Monthly, Quarterly and Bi-Annual Performance Review Meetings	Municipal -wide					-	9,500.00 (IGF)	-	-	✓	MHD	DSWCD, ISD, Zonal Councils, MDA
Social Services Delivery	Public Health Services and Management	Conduct Training for Health Officers and Facility Managers	Municipal -wide					-	1,600.00 (IGF)	-	-	✓	MHD	DSWCD, ISD, Zonal Councils, MDA
Social Services Delivery	Public Health Services and Management	Organize Malaria Prevention and Related Programmes	Municipal -wide					-	419,708.03 (DACF)	-	-	✓	MHD	DSWCD, ISD, Zonal Councils, MDA
Social Services Delivery	Public Health Services and Management	Embark on Quarterly Monitoring and	Municipal -wide					-	5,280.00 (IGF)	-	-	✓	MHD	DSWCD, ISD,

		Supervisory Visits to all Health and Selected School Facilities											Zonal Councils, MDA
Social Services Delivery	Public Health Services and Management	Complete the Construction of 1No. CHPS Compound with Fence Wall for Otinibi	Municipal -wide				-	760,000.00 (DACF)	-	-	✓	MHD	DSWCD, ISD, Zonal Councils, MDA
Social Services Delivery	Public Health Services and Management	Complete the Construction of 1No. CHPS Compound Block with Ancillary Facility for Oyarifa	Oyarifa				-	-	77,272.95 (DACF-RFG)	-	✓	MHD	DSWCD, ISD, Zonal Councils, MDA
Social Services Delivery	Public Health Services and Management	Complete the construction of 1 No. Adolescent Health Reproductive Centre and 2-Unit foe Displaced Children and Persons at Madina Social Welfare	Madina (Social Welfare)				-	-	5,333.66 (DACF-RFG)	-	✓	MHD	DSWCD, ISD, Zonal Councils, MDA
Social Services Delivery	Public Health Services and Management	Complete the construction of Retaining Walls and Walkways at Teiman CHPS Compound Premises	Teiman				-	30,000.00 (DACF)	-	-	✓	MHD	DSWCD, ISD, Zonal Councils, MDA
ENVIRONMENTAL HEALTH AND SANITATION UNIT (EHSU)													
Social Services Delivery	Environmental Health and Sanitation Services	Organize Monthly Clean-Up Exercises, Evacuate Heaps of Refuse and	Municipal -wide				-	750,000.00 (IGF)	-	-	✓	EH&SU	Central Admin. Dept., ISD, NCCE,

		Undertake E-waste Solid and Liquid Waste Services in the Municipality											Zonal Councils, the Media, DSWCD, Transport Unit
Social Services Delivery	Environmental Health and Sanitation Services	Organize Quarterly Meetings with Waste Contractors and Supervise their Operations	Municipal -wide					-	10,000.00 (IGF)	-	-	✓	EH&SU Central Admin. Dept., Transport Dept., ISD, NCCE, Zonal Councils, the Media, DSWCD
Social Services Delivery	Environmental Health and Sanitation Services	Conduct Hygiene Education and Promote Sale of Wholesome Meat and Food Items	Municipal -wide					-	15,000.00 (IGF)	-	-	✓	EH&SU Central Admin. Dept., ISD, NCCE, Zonal Councils, the Media, DSWCD
Social Services Delivery	Environmental Health and Sanitation Services	Carry out Environmental Education on Noise, Air, Water, Cholera and other Communicable Diseases Including Good Sanitation Practices	Municipal -wide					-	10,000.00 (IGF)	-	-	✓	EH&SU ISD, NCCE, Zonal Councils, the Media, DSWCD
Social Services Delivery	Environmental Health and Sanitation Services	Update the Municipal Environmental Sanitation Strategy and Action Plan	Municipal -wide					-	15,000.00 (IGF)	-	-	✓	EH&SU MPCU, Central Admin. Dept., ISD,

		(MESSAP 2022-2025)												NCCE, Zonal Councils, the Media, DSWCD
Social Services Delivery	Environmental Health and Sanitation Services	Mark out, Delineate Cemetery, Allocate Grave Spaces and Supervise Burials	Madina Public Cemetery					-	100,000.00 (DACF)	-	-	✓	EH&SU	PPD, MWD ISD, NCCE, Zonal Councils, the Media, DSWCD
Social Services Delivery	Environmental Health and Sanitation Services	Inspect Premises and Issue 1,200 Notices of Abatement to Landlords and Occupants	Municipal -wide					-	10,400.00 (IGF)	-	-	✓	EH&SU	ISD, NCCE, MGU, Zonal Councils, the Media, DSWCD
Social Services Delivery	Environmental Health and Sanitation Services	Enforce Sanitary Regulation and Prosecute Offenders	Municipal -wide					-	25,000.00 (IGF)	-	-	✓	EH&SU	Law Court, GPS, ISD, NCCE, Zonal Councils, the Media, DSWCD
Social Services Delivery	Environmental Health and Sanitation Services	Disinfest and Disinfect infected Premises and Public Places	Municipal -wide					-	25,000.00 (IGF)	-	-	✓	EH&SU	Zoomlion Ghana Ltd. Central Admin. Dept., ISD, NCCE, Zonal Councils, the Media, DSWCD

Social Services Delivery	Environmental Health and Sanitation Services	Facilitate the Procurement of Personal Protective Equipment and Cleaning Materials	Municipal -wide					-	19,500.00 (IGF)		-	✓	EH&SU	Central Admin. Dept., ISD, NCCE, Zonal Councils, the Media, DSWCD
Social Services Delivery	Environmental Health and Sanitation Services	Facilitate the Implementation of the GAMA Project in the Municipality	Municipal -wide					-	-	55,000.00	-	✓	EH&SU	Central Admin. Dept., ISD, NCCE, Zonal Councils, the Media, DSWCD
Social Services Delivery	Environmental Health and Sanitation Services	Undertake Quarterly Public Sensitisation on Proper Waste Management Practices in Low-Lying Areas in order to Prevent Flooding	Municipal -wide					-	-	72,800.00	-	✓	EH&SU	Central Admin. Dept., PPD, MPCU, Works Dept., Urban Roads, ISD, NCCE, Zonal Councils, the Media, DSWCD
PHYSICAL PLANNING DEPARTMENT														
Infrastructure Development and Management	Spatial Planning	Carry out Inspection Exercises	Municipal -wide					13,000.00	15,000.00 (IGF)	-	-	✓	PPD	MWD, MPCU, EPA, Lands Commission, Zonal Council,

														Traditional Authorities
Infrastructure Development and Management	Spatial Planning	Undertake Street Naming and Property Addressing Exercise in Communities	Municipal -wide					-	20,760.00 (IGF) 560,000.00 (DACF)		✓	-	PPD	MWD, MPCU Zonal Council, Traditional Authorities
Infrastructure Development and Management	Spatial Planning	Prepare Spatial Development Framework (SDF) and Structural Plans for the Municipality	Municipal -wide					-	306,200.00 (DACF)	-	✓	-	PPD	MWD, LUSPA. RCC, MPCU Zonal Council, Traditional Authorities
Infrastructure Development and Management	Spatial Planning	Facilitate Acquisition of Land for GoG/Assembly Projects	Municipal -wide					-	50,000 (IGF) 175,000.00 (DACF)	-	✓	-	PPD	MWD, MPCU Zonal Council, Traditional Authorities
Infrastructure Development and Management	Spatial Planning	Sensitize the Public on Greening of Settlements	Municipal -wide					-	6,000.00 (IGF)	-	✓	-	PPD	MWD, MPCU Zonal Council, Traditional Authorities
Infrastructure Development and Management	Spatial Planning	Undertake Greening, Gardening Maintenance and Tree Planting Exercises as Well as Active Garden Maintenance Culture	Madina Social Welfare, Madina-Aburi Highway and Selected Comm.					-	60,000.00 (IGF)	-	-	✓	PPD	MWD, LUSPA. RCC, MPCU Zonal Council, Traditional Authorities

													Media, NGOs/CSOs	
Social Services Delivery	Social Welfare and Community Services	Facilitate the Payment of Cash Grant to LEAP Beneficiaries and Register them onto the NHIS	Municipal -wide					-	2,500.00 (IGF)	3,140.00	-	✓	DSWC D	DOVVSU, MGSP, MHD, EHSU, MPCU, Zonal Councils, Media, NGOs/CSOs
Social Services Delivery	Social Welfare and Community Services	Organise Disability Fund Management Committee Meetings Quarterly and Conduct Skills Training for PWDs	Municipal -wide						7,000.00 (IGF) (6,630.00) DACF	-	-	✓	DSWC D	DOVVSU, MGSP, MHD, EHSU, MPCU, Zonal Councils, Media, NGOs/CSOs
Social Services Delivery	Social Welfare and Community Services	Collaborate with GES to educate Parents and Students on Adolescent Health	Municipal -wide					3,500.00	-	6,100.00	-	✓	DSWC D	GES, NCCE, ,DOVVSU, MGSP, MHD, EHSU, MPCU, Zonal Councils, Media, NGOs/CSOs
Social Services Delivery	Social Welfare and Community Services	Engage with Schoolchildren and Communities using the CP Toolkit	Municipal -wide					-	-	6,100.00	-	✓	DSWC D	GES, NCCE, ,DOVVSU, MGSP, MHD, EHSU, MPCU, Zonal Councils,

													Media, NGOs/CSOs	
Social Services Delivery	Social Welfare and Community Services	Facilitate the Dissemination of Development-Related Information (on Sanitation, Health, BOP, Tax Payment etc.) to Improve the Well-being of the Populace	Municipal -wide					-	1,500.00 (IGF)	-	-	✓	DSWC D	MGSP, MHD, EHSU, MPCU, Zonal Councils, Media, NGOs/CSOs
Social Services Delivery	Social Welfare and Community Services	Support and Promote Child Protection Activities (Adolescent, Mental Health, Well-being, Child Labour, SGBV School Re-entry Policy of Teenage Mothers) Among Comm. Members	Municipal -wide					6,100.00	1,500.00	3,000.00	-	✓	DSWC D	DOVVSU, MGSP, MHD, EHSU, MPCU, Zonal Councils, Media, NGOs/CSOs
Social Services Delivery	Social Welfare and Community Services	Organise Training for Stakeholders and Staff on SWIMS, SOP and CP Toolkit App	Municipal -wide					-	-	8,580.00	-	✓	DSWC D	GES, NCCE, ,DOVVSU, MGSP, MHD, EHSU, MPCU, Zonal Councils, Media, NGOs/CSOs
Economic Development	Trade, Industry and Tourism Services	Transfer Sustainable and Employable /Artisanal Skills to	Municipal -wide					-	2,500.00 (IGF)	4,000.00	-	✓	DSWC D	DOVVSU, MGSP, MHD, EHSU,

		Women and Youth to Reduce Unemployment in the Municipality											MPCU, Zonal Councils, Media, NGOs/CSOs	
Economic Development	Trade, Industry and Tourism Services	Provide Business Advisory, Skills Training and Other Support Services in the Municipality	Municipal -wide					-	1,000.00	4,499.00	-	✓	DSWC D	Identified Groups, DOVVSU, MGSP, MHD, EHSU, MPCU, Zonal Councils, Media, NGOs/CSOs
Social Services Delivery	Social Welfare and Community Services	Organise Gender Sensitisation Programme on Spousal Rights, Adolescent Reproductive Health and Career Guidance	Madina, Teiman, Pantang Otinibi					-	2,500.00 (IGF)	-	-	✓	Central Admin Dept	DSWCD DoH, DEYS, MGSP, RCC NGOs, CSOs
Social Services Delivery	Social Welfare and Community Services	Partner other Organisations to Promote Gender Mainstreaming-Related Activities/Programmes	Municipal -wide					-	2,000.00 (IGF)	-	-	✓	Central Admin Dept	DSWCD DoH, DEYS, MGSP, RCC NGOs, CSOs
DEPARTMENT OF TRADE AND INDUSTRY/DEPARTMENT OF CO-OPERATIVES/BUSINESS ADVISORY CENTRE/GEA														
Economic Development	Trade, Industry and Tourism	Conduct Quarterly Inspection of the Accounting Books of 24 Co-operative Societies	Municipal -wide					-	3,000.00 (IGF)	-	-	✓	Dept of Co-operatives	NBSSI, Banks, DSWCD, IS D, Zonal Councils,

													Traditional Authorities, the Media LED Groupings	
Economic Development	Trade, Industry and Tourism	Organize training Workshop for 80 Executives of Co-operative Societies on Book-keeping (Transport and Farmers)	Municipal -wide					-	5,000.00 (IGF)	-	-	✓	Dept of Co-operatives	NBSSI, Banks, DSWCD,IS D, Zonal Councils, Traditional Authorities, the Media LED Groupings
Economic Development	Trade, Industry and Tourism	Conduct Monitoring and Audit of 12 No. Credit Unions and 10 No. Transport Societies	Municipal -wide					-	1,000.00 (IGF)	-	-	✓	Dept of Co-operatives	NBSSI, Banks, DSWCD,IS D, Zonal Councils, Traditional Authorities, the Media LED Groupings
Economic Development	Trade, Industry and Tourism	Undertake Sensitization and Education for 5 No. Credit Unions and 15 No. Society Groups	Municipal -wide					-	1,500.00 (IGF)	-	-	✓	Dept. of Co-operatives	NBSSI, Banks, DSWCD,IS D, Zonal Councils, Traditional Authorities, the Media

													LED Groupings	
Economic Development	Trade, Industry and Tourism	Conduct Business Registration Exercise and Register 5 No Study Groups into Co-operatives	Municipal -wide					-	1,000.00 (IGF)	-	-	✓	Dept. of Co-operatives	NBSSI, Banks, DSWCD, ISD, Zonal Councils, Traditional Authorities, the Media LED Groupings
Economic Development	Trade, Industry and Tourism	Facilitate Capacity Building of SMEs and Connect them to Soft Loans and Support AfCFTA.. Initiatives/Interventions in the Municipality	Municipal -wide					-	1,500.00 (IGF)	-	-	✓	Dept of Co-operatives	NBSSI, Banks, DSWCD, ISD, Zonal Councils, Traditional Authorities, the Media LED Groupings
Economic Development	Trade, Industry and Tourism	Support to MSMEs Activities and Development through Sensitisation, Training and Monitoring Programmes	Municipal -wide					-	10,00.00 (IGF)	-	-	✓	Dept of Co-operatives	NBSSI, Banks, DSWCD, ISD, Zonal Councils, Traditional Authorities, the Media LED Groupings

DISASTER PREVENTION AND MANAGEMENT DEPARTMENT/NATIONATION DISASTER MANAGEMENT ORGANISATION (NADMO)														
Environmental Management	Disaster Prevention and Management	Undertake Public Education and Sensitisation on Disaster Risk Reduction (DRR)	Madina Market, Swan Clinic, West Adenta					-	5,000.00 (DACF)	-	-	✓	DPMD / NAD MO	ISD,NCCE, MPCU, EHSU Zonal Councils
Environmental Management	Disaster Prevention and Management	Organise Workshops for Traditional Authorities and Real Estate Developers on Flooding (Climate Change Impact Mitigation Response)						-	3,415.00 (IGF)		-	✓	DPMD / NAD MO	ISD,NCCE, MPCU, EHSU Zonal Councils
Environmental Management	Disaster Prevention and Management	Undertake Flood Mitigation Activities and Management including Dredging of Selected Drains (Climate Change Mitigation Response)	Municipal -wide					-	28,735.00 (IGF)	-	-	✓	DPMD / NAD MO	ISD,NCCE, MPCU, EHSU Zonal Councils
Environmental Management	Disaster Prevention and Management	Observe World Disaster Day and Organize Public Sensitisation Fora on Disasters Especially Fires, Flooding as Climate Change Impact Trad. Authorities and Real Estate Developers	Madina					-	17,330.00 (IGF)	-	-	✓	DPMD / NAD MO	ISD,NCCE, MPCU, EHSU Zonal Councils
									4,122.00 (IGF)					
									2,352.00 (DACF)					
									7,765.00 (DACF)					
									10,982.00 (DACF)					

Environmental Management	Disaster Prevention and Management	Profile Disaster Cases and Distribute Relief Items to Victims and Carry out Disaster Response/ Rescue	Municipal -wide					-	3,935.00 (IGF)	-	-	✓	DPMD / NAD MO	ISD,NCCE, MPCU, EHSU Zonal Councils
TRANSPORT DEPARTMENT														
Infrastructure Development and Management	Urban Roads and Transport Services	Undertake Transport Route Identification Exercise and Register/Renew Route Permits	Municipal -wide					-	10,000.00 (IGF)	-	-	✓	MTD	Transport Unions. ISD, MGU, GPS, GAPTE, NCCE, MPCU, Zonal Councils
Infrastructure Development and Management	Urban Roads and Transport Services	Embark on Sticker Enforcement Exercise in the Municipality	Municipal -wide					-	20,000.00 (IGF)	-	-	✓	MTD	Transport Unions. iSD, MGU, GPS, GAPTE, NCCE, MPCU, Zonal Councils
Infrastructure Development and Management	Urban Roads and Transport Services	Organise Quarterly Meetings to Review the Operations of Transport Operators and Update Transport Database of the Municipality	Madina					-	15,000.00 (IGF)	-	-	✓	MTD	Transport Unions. iSD, MGU, GPS, GAPTE, NCCE, MPCU, Zonal Councils
Infrastructure Development and Management	Urban Roads and Transport Services	Undertake Routine Maintenance and Servicing of	Madina					-	145,000.00 (IGF)	-	-	✓	MTD	Transport Unions. iSD, MGU,

		Assembly's Fleet of Vehicles						40,000.00 (DACF)						GPS, GAPTE, NCCE, MPCU, Zonal Councils
Infrastructure Development and Management	Urban Roads and Transport Services	Facilitate the Procurement and Distribution of Fuel to Assembly's Official Vehicles and Renew Insurance Policies and DVLA Certification	Madina					-	552,000.00 (IGF)	-	-	✓	MTD	Transport Unions. iSD, MGU, GPS, GAPTE, NCCE, MPCU, Zonal Councils
Infrastructure Development and Management	Urban Roads and Transport Services	Renew Insurance Policies and DVLA Roadworthiness Certification for Assembly's Fleet of Vehicles	Madina					-	30,000.00 (IGF)	-	-	✓	MTD	Transport Unions. iSD, MGU, GPS, GAPTE, NCCE, MPCU, Zonal Councils
Infrastructure Development and Management	Urban Roads and Transport Services	Conduct Road Safety Campaign	Madina					-	5,000.00 (IGF)	-	-	✓	MTD	Transport Unions. iSD, MGU, GPS, GAPTE, NCCE, MPCU,

														Zonal Councils
DEPARTMENT OF AGRICULTURE														
Economic Development	Agricultural Services and Management	Register at Least 200 Farmers on the Planting for Food and Jobs (PFJ) Programme	Municipal -wide					-	300.00 (IGF)	-		✓	DoA	RADU
Economic Development	Agricultural Services and Management	Train 30 Women in Yogurt Production to Improve their Livelihoods	Madina					-	74,600.00 (IGF)	-	-	✓	DoA	RADU
Economic Development	Agricultural Services and Management	Train 30 Staff on Post Harvest Management Practices in Selected Commodities	Madina					-	2,750.00 (IGF)	-	-	✓	DoA	RADU
Economic Development	Agricultural Services and Management	Carry out One Demonstration on Backyard Vegetable Gardening						-	2,000.00 (IGF)	-		✓	DoA	RADU
Economic Development	Agricultural Services and Management	Compile and Submit Quarterly and One Annual Technical and Financial Reports to LaNMMA & RDA						3,000.00	-	-		✓	DoA	RADU/ MPCU
Economic Development	Agricultural Services and Management	Conduct Active Surveillance of Diseases in Poultry and Livestock						4,200.00	-	-		✓	DAG	Vet Unit
Economic Development	Agricultural Services and Management	Conduct Yield Studies for 5 Selected Crops (Maize, Pepper, Okro, Cassava &						-	7,550.00 (IGF)	-	-	✓	DAG	RADU

		Tomato) within the Municipality												
Economic Development	Agricultural Services and Management	Undertake at Least 480 Home and Farm Visits to Extend Agricultural technologies to Farmers and Follow-up on Trainings					13,400.04	-	-	-	✓	DAG	RADU	
Economic Development	Agricultural Services and Management	Conduct monitoring and evaluation on Planned Activities for the Year					-	19,200.00 (IGF)	-	-	✓	DAG	RADU	
Economic Development	Agricultural Services and Management	Organise 4 Technical Performance Review and 8 General Staff Meetings					-	10,800.00 (IGF)	-		✓	DAG	RADU	
Economic Development	Agricultural Services and Management	Build the Capacity of 30 Poultry Farmers on Processing and Marketing					-	2,300.00 (IGF)	-		✓	DAG	RADU	
Economic Development	Agricultural Services and Management	Provide Start-Up Package for 4 Potential Fish Farmers Trained in Aquaculture					-	67,000.00 (IGF)	-		✓	DAG	RADU	
Economic Development	Agricultural Services and Management	Support the Running of the Mun Agric Office Administration					9,400.00	45,500.00	-	-	✓	DAG	RADU	
Economic Development	Agricultural Services and Management	Organise Municipal Farmers' Day Celebration					-	90,000.00 (DACF)	-		✓	DAG	RADU	

NATIONAL COMMISSION FOR CIVIC EDUCATION (NCCE)													
Social Services Delivery	Social Welfare and Community Services	Promote Civil Society Participation in the Democratic Processes and Development in the Municipality (Media, Religious Bodies)	Municipal -wide				-	9,000.00 (IGF)	-	-	✓	NCCE	ISD, Media, Zonal Councils, DSWCD
Social Services Delivery	Social Welfare and Community Services	Hold 20 Stakeholder Engagements on Good Hygienic Practices and Proper Waste Disposal, Violent Extremism, Fire Prevention, Public Education On the 2024 General Elections etc.	Municipal -wide				-	4,000.00 (IGF) 20,000 (DACF)	-	-	✓	NCCE	ISD, Media, Zonal Councils, DSWCD
Social Services Delivery	Social Welfare and Community Services	Conduct Public Sensitisation on Revenue Collection, Tax Payment, Fight Against Corruption , Economic Crime and the Assembly Bye-laws	Municipal -wide				-	14,000.00 (IGF)	-	-	✓	NCCE	ISD, Media, Zonal Councils, DSWCD
Social Services Delivery	Social Welfare and Community Services	Organise In-School Programmes - Quizzes, Debates, Project Citizen, Citizenship and Constitution Week Celebration for	Municipal -wide				-	13,000.00 (IGF)	-	-	✓	NCCE	ISD, Media, Zonal Councils, DSWCD

		Selected Schools in the Municipality												
Social Services Delivery	Social Welfare and Community Services	Undertake 90 Public Sensitisation on Benefits of Peaceful Co-existence and National Cohesion	Municipal-wide					1,000.00	5,000.00 (IGF)	7,000.00	-	✓	NCCE	ISD, Media, Zonal Councils, DSWCD
BIRTH AND DEATH REGISTRY														
Social Services Delivery	Birth and Death Registration Services	Educate the Public on the Importance of Birth and Death Registration and Organise Mass Registration of Infant Births Under One year	Municipal-wide					-	10,000.00 (IGF)	-	-	✓	BD Registry	MHD, DSWCD, ISD, Zonal Council
DEPARTMENT OF STATISTICS														
Management and Administration	Planning, Budgeting, Monitoring and Evaluation	Collect, Compile and Analyse Data on Health, Education, Crime, Vital and Other Administrative Statistics	Municipal-wide					8,000.00	10,000.00 (IGF)	-	-	✓	SD	MPCU, GSS, Zonal Councils, Traditional Councils, Media
Management and Administration	Planning, Budgeting, Monitoring and Evaluation	Conduct Monthly Market Surveys on Prices of Goods and Services	Municipal-wide					-	10,000.00 (IGF)	-	-	✓	SD	MPCU, GSS, Zonal Councils, Traditional Councils, Media
HUMAN RESOURCE DEPARTMENT														
Management and Administration	Human Resource	Facilitate Promotion Interviews of Staff	Madina					-	26,000.00 (IGF)		-	✓	HRD	Central Admin., RCC, LGS

Management and Administration	Human Resource	Co-ordinate the Preparation and Implementation, Review of the 2024 Capacity Building Plan (CBP) of the Assembly and Submit Relevant Reports	Madina					-	200,000.00 (IGF)	105,000.00	✓	-	HRD	MPCU
Management and Administration	Human Resource	Organize Quarterly Staff Durbar to Address Staff Concerns/Welfare Issues, Orientation for NSS Personnel, End-of - Service Allowance and End-of-Year Staff Motivation	Madina					-	117,395.00 (IGF)	-	-	✓	HRD	Central Admin.
Management and Administration	Human Resource	Review Staff Attendance, HRMIS and Co-ordinate Staff Monthly Salary Validation of Staff	Madina					8,000.00	5000.00 (IGF)	-	-	✓	HRD	Central Admin.
INFORMATION SERVICE DEPARTMENT														
Social Services Delivery	Social Welfare and Community Services	Undertake Public Education on Government Policies and Programmes, and Print Out	Municipal -wide					-	40,000.00 (IGF)	-	-	✓	ISD	MIS, NCCE, MPCU, Media Houses

		Brochures & Flyers												
Social Services Delivery	Social Welfare and Community Services	Facilitate Media Publicity and Press Coverage on the Assembly and MCE's MCE's Engagement with Communities	Municipal-wide					-	90,000 (IGF) 50,000.00 (DACF)	-	-	✓	ISD	MIS, NCCE, MPCU, Media Houses