

**KETA MUNICIPAL ASSEMBLY  
2026 ANNUAL ACTION PLAN**

PROGRAMME (PBB)	SUB-PROGRAMME	BROAD ACTIVITIES	LOCATION	TIME FRAME (2026)				COST (GH₵)					PROGRAMME STATUS		IMPLEMENTING INSTITUTION		
				Q1	Q2	Q3	Q4	DACF	IGF	DPAT	MPDACF	OTHERS	NEW	ONGOING	LEAD	COLLAB.	
Economic Development	Trade, Tourism and Industrial development	Carry out vocational and technical training programmes for 20 No. MSMEs	Municipal Wide	√	√	√	√	20,000.00						√	Ghana Enterprises Agency (GEA)	MSMEs	
		Participate in Trade and Tourism Fairs(Defia and Volta Fair)	Ho/ Keta				√	25,000.00					√		Ghana Enterprises Agency (GEA)	VRCC/CNC/ TAs/ Assembly Members	
		Support 15 No. MSMEs to regularize their businesses	Municipal Wide	√	√	√	√	10000					√		Ghana Enterprises Agency (GEA)	MSMEs	
		Organize 2 No. Local Economic Development (LED) fora and 4 No. LED Committee meetings	Municipal Wide	√	√	√	√	20,000.00					√		Ghana Enterprises Agency (GEA)	LED Committee	
		Train 10 No. women groups in business promotion and management	Municipal Wide	√	√	√	√	6,999.00					√		Ghana Enterprises Agency (GEA)	Business Groups	
		Implement the Local Economic Development Plan for 2026	Municipal Wide	√	√	√	√	29,822.00					√		LED Committee	Member of Parliament/ MPCU	
		Form, register and monitor economic women's groups	Municipal Wide	√	√	√	√	20,000.00						√	Co-operative Department	Ghana Enterprises Agency (GEA)	
		Support School craft and cultural activities	Municipal Wide	√	√	√	√		8,000.00					√		Center for National Culture	MPCU/ Mun. Education Directorate
		Identify and Document tourism potentials in the Municipality	Municipal Wide	√	√	√	√	10,000.00						√		Center for National Culture	Tourism Authority/ TAs/ Assembly Members
	Economic Development	Economic Development	Celebrate 2026 National Farmers Day	Municipal Wide				√	80,000.00						√	Dept. of Agriculture	TAs/ Assembly Members
			Train and Support 40 FBOs (1,500 farmers)to function effectively	Municipal Wide	√	√	√	√	1,000.00	10,000.00					√	Dept. of Agriculture	Farmer Based Organizations
			Facilitate the registration of beneficiary farmer to participate in FGP	Municipal Wide	√	√	√	√	1,000.00	5,000.00					√	Dept. of Agriculture	Farmer Based Organizations
			Train 200 farmers on storage and preservation of grains	Municipal Wide		√			1,000.00	10,000.00					√	Dept. of Agriculture	Farmer Based Organizations
			Train 1000 farmers on IPM and safe use of agro chemicals	Municipal Wide		√			1,500.00						√	Dept. of Agriculture	Jubilee/ Sandcity Radio
			Collect and analyze monthly market data at Keta and Abor.	Municipal Wide	√	√	√	√	600.00						√	Dept. of Agriculture	Farmer Based Organizations

Agricultural Development	Train and support women in food processing within the municipality twice yearly.	Municipal Wide	√	√	√	√	1,200.00				6,000.00	√		Dept. of Agriculture	Farmer Organizations	Based	
	Conduct monthly technical review meetings and training for AEAs.	Municipal Wide	√	√	√	√	2,000.00	1,200.00				√		Dept. of Agriculture	Farmer Organizations	Based	
	Attend bi-monthly Regional Technical Review meeting	Municipal Wide		√		√	8,000.00					√		Dept. of Agriculture	Regional Dept of Agric		
	Conduct monthly farm and home visits by 4 AEAs to sensitize farmers on new technologies to improve yields.	Municipal Wide	√	√	√	√	3,500.00	1,400.00			600.00	√		Dept. of Agriculture	Farmer Organizations	Based	
	Disseminate Government's Feed Ghana Programme policy in farming communities.	Municipal Wide		√			1,500.00					√		Dept. of Agriculture	Farmer Organizations	Based	
	Organize 1 Training for 25 female farmerson gari processing blendedwith fruits	Municipal Wide			√			1,200.00					√		Dept. of Agriculture	Farmer Organizations	Based
	Engage media to educate public on anti-rabies vaccination and other zoonotic diseases.	Municipal Wide			√	√		1,200			600.00		√		Dept. of Agriculture	Farmer Organizations	Based
	Conduct Research Extension Linkage Committee (RELC) meeting annually.	Municipal Wide			√			1,200			600.00		√		Dept. of Agriculture	Farmer Organizations	Based
	Support Veterinary staff to conduct routine vaccination for common livestock diseases	Municipal Wide		√	√		15,000.00	6,000.00					√		Dept. of Agriculture	Farmer Organizations	Based
	Support Planting for Trees for Life (TFL) policy by supplying seedlings to farmers (coconut & oil palm seedlings) once annually.	Municipal Wide		√	√		15,000.00	6,000.00					√		Dept. of Agriculture	Farmer Organizations	Based
	Support 50 students (25 boys and 25 girls) to attend STMIE programme	Municipal Wide	√	√	√	√	20,000.00						√		Municipal Education Directorate	KeMA Management	
Observe My First Day at School in 44 schools.	Municipal Wide	√	√	√	√	8,000.00						√		Municipal Education Directorate	MP/ KeMA/ Traditional Authorities/ Assembly Members		
Organise Annual Educational Review meeting	Municipal Wide	√	√	√	√	16,000.00						√		Municipal Education Directorate	KeMA Management		
Support 50 brilliant but needy students/ pupils (25 boys and 25 girls).	Municipal Wide	√	√	√	√					35,000.00		√		Municipal Education Directorate	KeMA Management/ MP		
Construction of 1 No. KG Block with ancillary facilities	Abutiakope	√	√	√	√	450,000.00						√		KeMA Management	Municipal Education Directorate		
Construction of 1 No. 6 Unit Primary block with ancilliary facilities.	Anlo-Afiadenyigba	√	√	√	√	960,000.00						√		KeMA Management	Municipal Education Directorate		

Education and Youth Development	Complete construction of 1No. 3-unit classroom block at Abor EP.	Abor	√	√	√	√	599,000.00						√	KeMA Management	Municipal Directorate	Education	
	Construction of 1 No. 3 Unit Classroom block with ancilliary facilities.	Aborlove	√	√	√	√	591,188.59						√	KeMA Management	Municipal Directorate	Education	
	Construction of 1 No. 3 Unit Classroom block with ancilliary facilities.	Lawoshime	√	√	√	√	591,188.59						√	KeMA Management	Municipal Directorate	Education	
	Construction of 1 No. 3 Unit Classroom block with ancilliary facilities.	Sasieme	√	√	√	√	591,188.59						√	KeMA Management	Municipal Directorate	Education	
	Construction of 1 No. 3 Unit Classroom block with ancilliary facilities.	Atiavi	√	√	√	√	700,000.00					√		KeMA Management	Municipal Directorate	Education	
	Monitor BECE examination	Municipal Wide	√	√	√	√	10,000.00	5,000.00						√	Municipal Education Directorate	KeMA Management	
	Organise 1No. Monitoring and supervision by MEOC	Municipal Wide	√	√	√	√	25,000.00	4,000.00						√	Municipal Education Directorate	MEOC/ KeMA	
	Monitor effective teaching in schools	Municipal Wide	√	√	√	√	16,000.00	20,000.00						√	Municipal Education Directorate	KeMA Management	
	Observe Menstrual Hygiene Day (Distribute Re-usable sanitary pads to 200 Adolescent Girls in Schools	Municipal Wide	√	√	√	√	12,000.00	5,000.00					√		Municipal Education Directorate	KeMA Management	
	Organize quarterly Municipal Education Oversight Committee (MEOC) meetings.	Municipal Wide	√	√	√	√	5,000.00	10,000.00					√		KeMA/ MEOC	Municipal Directorate	Education
	Observe Independence Day Anniversary.	Municipal Wide	√	√	√	√	14,000.00						√		Municipal Education Directorate	KeMA/ Authorities/ Members	Traditional Assembly
	Observe International Days of the Girl and Boy Child.	Municipal Wide	√	√	√	√	12,000.00						√		Municipal Education Directorate	KeMA/ Authorities/ Members	Traditional Assembly
	Organize sensitisation workshop parents with special children in 10 communities	Municipal Wide	√	√	√	√	7,100.00						√		Municipal Education Directorate	KeMA/MP	
	Supply fo 2600 dual, mono and hexagonal desk for schools and 120 teachers table and chairs within the Municipality	Municipal Wide	√	√	√	√	1,770,563.43							√	KeMA	Municipal Directorate	Education
	Construction of 2No. CHPS Compound	Seva and Tengekope	√	√	√	√	2,400,000.00							√	Municipal Works Dept.	Municipal Directorate	Health
Procurement equipment logistics for operationalization of 2 No. CHPS Compound including motorbikes	Seva and Tengekope	√	√	√	√	532,563.43							√	Municipal Works Dept.	Municipal Directorate	Health	

Public Health Services and Management	Organize quarterly Municipal Committee of Ghana AIDS Commission meetings	Municipal Wide	√	√	√	√	10,000.00	4,000.00					√	Municipal Directorate	Health	Municipal Committee	AIDS
	Monitor the Prevention of Mother to Child Transmission on HIV/AIDS in 14 sites/facilities	Municipal Wide	√	√	√	√	6,000.00						√	Municipal Directorate	Health	Traditional Authorities/ Assembly Members	
	Organize annual HIV/AIDS Testing and Counselling services	Municipal Wide	√	√	√	√	9,000.00						√	Municipal Directorate	Health	Municipal Committee	AIDS
	Carry out quarterly sensitization/ awareness creation on HIV/AIDS	Municipal Wide	√	√	√	√	9,000.00						√	Municipal Directorate	Health	Municipal Committee	AIDS
	Organize 1No. capacity building for nurses on Malaria case management	Municipal Wide	√	√	√	√	8,000.00						√	Municipal Directorate	Health	KeMA Management	
	Conduct 20 No. food demonstration in communities with high malnutrition	Municipal Wide	√	√	√	√	8,999.00						√	Municipal Directorate	Health	Traditional Authorities/ Assembly Members	
	Conduct biannual nutritional survey in 10 communities with high malnutrition cases.	Municipal Wide	√	√	√	√	5,000.00						√	Municipal Directorate	Health	Traditional Authorities/ Assembly Members	
	Organize 2No. advocacy sessions with stakeholders, religious and traditional leader on adolescents, sexual and reproductive health.	Municipal Wide	√	√	√	√	5,709.00						√	Municipal Directorate	Health	Traditional Authorities/ Assembly Members	
	Conduct refresher training for 15 midwives on active management of labour using a pathograph	Municipal Wide	√	√	√	√	12,000.00	5,000.00					√	Municipal Directorate	Health	Traditional Authorities/ Assembly Members	
	Support National Immunization programmes	Municipal Wide	√	√	√	√		6,000.00					√	Municipal Directorate	Health	Traditional Authorities/ Assembly Members	
Organize quarterly Municipal Health Committee meetings	Municipal Wide	√	√	√	√		7,000.00					√	Municipal Directorate	Health	KeMA Management		
	Carry out medical screening of food vendors, environmental health inspection and certification.	Municipal Wide	√	√	√	√		30,000.00					√	Environmental Health and Sanitation Unit		Traditional Authorities/ Assembly Members	
	Carry out community/ School health education sessions.	Keta	√	√	√	√		1,800.00					√	Environmental Health and Sanitation Unit		Heads of Schools	
	Undertake Fumigation	Municipal Wide	√	√	√	√	418,600.00						√	Environmental Health and Sanitation Unit		Zoomlion Ltd.	

Social Services Delivery	Promote construction, implementation & Monitoring of CLTS	Municipal Wide	√	√	√	√	65,000.00					√	Environmental Health and Sanitation Unit	Traditional Authorities/ Assembly Members
	Undertake routine burial of paupers.	Abor	√	√	√	√		5,500.00				√	Environmental Health and Sanitation Unit	Assembly Members
	Prepare MESSAP	Municipal Wide	√	√	√	√	33,250.00					√	Environmental Health and Sanitation Unit	MPCU
	Carry out quarterly monitoring of fumigation and waste management activities (landfill site and Sanitation Improvement Package).	Municipal Wide	√	√	√	√	47,563.43					√	Environmental Health and Sanitation Unit	MPCU
	Observe Sanitation Day and other national observations	Municipal Wide	√	√	√	√		60,000.00				√	Environmental Health and Sanitation Unit	MPCU/Traditional Authorities/ Assembly Members
	Sanitation Improvement Package	Municipal Wide	√	√	√	√		523,250.00				√	Environmental Health and Sanitation Unit	Zoolion Ltd.
	Undertake monthly clean up exercise.	Municipal Wide	√	√	√	√		8,400.00				√	Environmental Health and Sanitation Unit	Traditional Authorities/ Assembly Members
	Procure equipment and logistics for sweepers and conveyance of sanitation	Municipal Wide	√	√	√	√	140,000.00					√	Environmental Health and Sanitation Unit	Traditional Authorities/ Assembly Members
	Acquisition and Development of final disposal site for solid wasteat Tsiamé (5 acres).	Tsiamé	√	√	√	√	100,000.00					√	Environmental Health and Sanitation Unit	PPD/ Lands Commission
	Construction of 2No. Pen for stray animals at Keta and Abor.	Keta and Abor	√	√	√	√	200,000.00					√	Municipal Works Dept.	Environmental Health and Sanitation Unit
	Procure calibration of noise emission equipment	Municipal Wide	√	√	√	√	5,000.00					√	Procurement Officer	Environmental Health and Sanitation Unit
	Organize conservation education in c	Municipal Wide	√	√	√	√	5,000.00					√	Procurement Officer	Environmental Health and Sanitation Unit
Water And Environmental Sanitation	Facilitate the organization of four (4) radio program to educate women and girls on Sexual and Gender Based Violence (SGBV)	Municipal Wide	√	√	√	√	11,000.00					√	Department of Social Welfare /Community Development	CSOs, NGOs, ,TAs, NGOs
	Conduct one (1) skills training program for women in alternative livelihoods	Municipal Wide			√		6,000.00					√	Department of Social Welfare /Community Development	CSOs, NGOs, ,TAs, NGOs

Social Welfare and Community Development	Facilitate the enrolment of all registered vulnerable persons (LEAP beneficiaries, OVCs, PWDs etc.) onto the National Health Insurance Scheme (NHIS)	Municipal Wide	√	√	√	√	9,000.00						√	Department of Social Welfare /Community Development	NHIA, ,TAs, NGOs
	Compile, update and submit data on at least 3 vulnerable groups (LEAP, persons living with HIV-AIDS (PLWHIV), PWDs, OVCs. etc.)	Municipal Wide	√	√	√	√	13,000.00						√	Department of Social Welfare /Community Development	CSOs, NGOs, ,TAs, NGOs
	Carry out activities (Advocacy meetings, testing, World AIDS Day under the Municipal HIV/AIDS Program	Municipal Wide	√	√	√	√	11,000.00						√	Department of Social Welfare /Community Development	CSOs, Health Directorate/,TAs, NGOs
	Provide educational, health and economic support to all registered PWDs and their children	Municipal Wide	√	√	√	√		5,000.00					√	Department of Social Welfare /Community Development	CSOs, NGOs, ,TAs, NGOs
	Build the capacity (vocational skills), provide resources and engage at least 50% of registered PWDs in productive, inclusive income generating activities	Municipal Wide	√	√	√	√	200,000.00						√	Department of Social Welfare /Community Development	PWD Assoc., CSOs, NGOs, ,TAs, NGOs
	Effectively manage reported child protection cases by the end of 2025	Municipal Wide	√	√	√	√		5,000.00					√	Department of Social Welfare /Community Development	Family Tribunal, Assembly Members
	Monitor and supervise activities of ECDC and conduct bi-annual meeting with ECDC to maintain standards	Municipal Wide	√	√	√	√		3,000.00			√			Department of Social Welfare /Community Development	ECDC, CSOs, NGOs, ,TAs, NGOs
	conduct social enquiry for admission of ten (5) destitute/needy children into children's homes	Municipal Wide	√	√	√	√		2,000.00					√	Department of Social Welfare /Community Development	RHCs, CSOs, NGOs, TAs, NGOs
	conduct home visits for the supervision of four (4) probationers and after care cases	Municipal Wide	√	√	√	√		1,500.00					√	Department of Social Welfare /Community Development	Juvenial court, CSOs, NGOs, TAs, NGOs
	Monitor, inspect and submit annual reports on the operations of Residential Homes for Children - RHCs (Transitional Housing) in the Municipality.	Municipal Wide	√	√	√	√		2,000.00					√	Department of Social Welfare /Community Development	CSOs, NGOs, TAs, NGOs
Monitor and supervise the cash disbursement exercise at the eight (8) LEAP paypoints in the Municipality	Municipal Wide	√	√	√	√		4,200.00					√	Department of Social Welfare /Community Development	LMs, CLIC, CSOs, NGOs, TAs, NGOs	

		Monitor, educate and train the female members of 2 WATSAN boards on the Importance of good water management practices and environmental sanitation	Municipal Wide	√	√	√	√						2,000.00	√	Department of Social Welfare /Community Development	EHSU/ Municipal Works Dept.
		Register and supervise the activities of two (2) new NGOs and CBOs	Municipal Wide	√	√	√	√						1,000.00	√	Department of Social Welfare /Community Development	CSOs, NGOs, ,TAs, NGOs
		Conduct quarterly Disability Fund Management Committee and PWD Association Executive meetings	Municipal Wide	√	√	√	√						1,000.00	√	Department of Social Welfare /Community Development	CSOs, NGOs, ,TAs, NGOs
		Conduct quarterly advocacy and socialization meetings for Persons Living with HIV/AIDS and OVCs	Municipal Wide	√	√	√	√	6,000.00						√	Department of Social Welfare /Community Development	PLHIV ASSOC., GAC
		Train WATSAN boards members in management of water systems and Monitor WATSAN boards activities	Municipal Wide	√	√	√	√	5,000.00						√	Department of Social Welfare /Community Development	PLHIV ASSOC., GAC
	Birhs and Deaths	Register births and deaths in the Municipality	Municipal Wide	√	√	√	√		12,360.00					√	Births and Deaths Department	Traditional Authorities/ /Assembly Members
		Public education and sensitization on Birth and Death Registration	Municipal Wide	√	√	√	√		800.00					√	Births and Deaths Department	Traditional Authorities/ /Assembly Members
Environmental Management	Climate Change mitigation and adaptation	Raise and plant 20,000 mangroves, fruit trees and woodlots	Municipal Wide	√	√	√	√	20,000.00					√	√	Forestry Commission/ NADMO	Traditional Authorities/ /Assembly Members
		Organize conservation education in communities and schools on climate change and wetlands values	Municipal Wide	√	√	√	√	6,000.00						√	Forestry Commission/ NADMO	Traditional Authorities/ /Assembly Members
		Organize radio programmes to educate the general public on climate change, wetlands, biodiversity and Ghana Wetlands Regulation 1999, LI 1659.	Municipal Wide	√	√	√	√	10,000.00						√	Forestry Commission/ NADMO	Traditional Authorities/ /Assembly Members
	Education in flood prevalent zones (community) on climate change impacts and mitigation measure	Municipal Wide	√	√	√	√	30,000.00	2,500.00						√	NADMO	Traditional Authorities/ /Assembly Members

Management	Disaster prevention and Management	Carry out monthly Climate change education on floods and fires in the municipality	Municipal Wide	√	√	√	√		2,000.00					√	NADMO	Traditional Authorities/ /Assembly Members		
		Organize 12 No. radio programs to educate the general public on climate change, wetlands, and biodiversity	Municipal Wide	√	√	√	√		2,000.00						√	NADMO	Traditional Authorities/ /Assembly Members	
		Identify disaster prone areas in 12 communities in the municipality	Municipal Wide	√	√	√	√		1,500.00						√	NADMO	Traditional Authorities/ /Assembly Members	
		Organize Disaster Management Committee meeting	Municipal Wide	√	√	√	√		12,000.00						√	NADMO	Traditional Authorities/ /Assembly Members	
Infrastructure Delivery and Management	Infrastructure Development	Undertake Operations and Maintenance of assets	Municipal Wide	√	√	√	√		105,000.00					√	Municipal Dept.	Works MPCU		
		Complete payment of office equipment, logistics and other Legacy debts	Municipal Wide	√	√	√	√		157,251.32						√	Municipal Dept.	Works MPCU	
		Complete Renovation of official bungalows of the MCE	Municipal Wide	√	√	√	√		25,000.00						√	Municipal Dept.	Works MPCU	
		Complete Renovation of Internal Auditors's bungalows	Municipal Wide	√	√	√	√		30,000.00						√	Municipal Dept.	Works MPCU	
		Complete payments for Renovation of Works bungalow	Municipal Wide	√	√	√	√		62,771.00						√	Municipal Dept.	Works MPCU	
		Renovation of Official Bungalows	Municipal Wide	√	√	√	√		100,000.00						√	Municipal Dept.	Works MPCU	
		Complete payment for renovation of PWD yard	Municipal Wide	√	√	√	√		302,157.00						√	Municipal Dept.	Works MPCU	
		Complete the construction of 1No. Open Market shed at Anlo-Afiadenyigba	Municipal Wide	√	√	√	√		50,000.00						√	Municipal Dept.	Works MPCU	
		Construction of 24 Hour Economy Model Market	Kedzikope	√	√	√	√		4,581,408.59					√		Municipal Dept.	Works MPCU	
		Renovation of Keta Market	Keta	√	√	√	√			250,000.00	1,500,000.00				√		Municipal Dept.	Works MPCU
		Construction of 10 No. Mechanized Boreholes	Kedzikope	√	√	√	√		4,581,408.59						√		Municipal Dept.	Works MPCU
		Construction of 1 No. 20-Seater Water Closet Toilet	Letseodo, Havenne, Atsiamé, Heluvi, Dovome, Kporgui, Hatorgodo and Atiavi	√	√	√	√		1,832,563.43						√		Municipal Dept.	Works MPCU

	Undertake development control activities	Municipal Wide	√	√	√	√		30,000.00					√	Municipal Works Dept.	MPCU
	Undertake site supervision.	Municipal Wide	√	√	√	√		10,000.00					√	Municipal Works Dept.	MPCU
	Carry out grass cutting along the streets of Keta	Municipal Wide	√	√	√	√					50,000.00	√		Urban Roads Dept.	Management
	Construct speed ramps at identified locations	Keta	√	√	√	√					40,000.00	√		Urban Roads Dept.	Management
	Carry out 2 .No public sensitization programs on road safety	Keta	√		√			5,000.00				√		Urban Roads Dept.	National Road Safety Commission/ MTTD
	Procure Garmin handheld GPS	Keta			√			8,000.00			5,000.00	√		Physical Planning Department	Procurement Officer
	Prepare structural and local plans for Washa-Wego zonal council	Washa wego	√	√	√	√		130,000.00					√	Physical Planning Department	Traditional Authorities/ Assembly Members/ LUSPA/ WACA
	Undertake property valuation activities	Municipal wide	√	√	√	√		100,000.00					√	Physical Planning Department	Lands Commission/ Budget Unit
	Carry out development control activities.	Municipal wide	√	√	√	√		8,000.00			1,000.00		√	Physical Planning Department	Traditional Authorities/ Assembly Members/ Zonal Councils
	Carry out landscaping of Office frontages and Visit schools for Garden inspections	Keta	√	√	√	√		7,000.00					√	Parks and Gardens	Physical Planning Department
	Carry out installation and maintenance work on signages.	Municipal wide	√	√	√	√		5,000.00					√	Physical Planning Department	Traditional Authorities/ Assembly Members/ Zonal Councils
	Organise SAT, Technical Sub-Committee and Spatial Planning Committee Meetings	Keta	√	√	√	√		20,000.00			4,000.00		√	Physical Planning Department	HoDs
	Support Self Help and Counter part Funding of projects	Municipal Wide	√	√	√	√		85,000.00					√	KeMA Management	Assembly Members
	Pay transfer grants	Keta	√	√	√	√		50,000.00					√	KeMA Management	KeMA Management
	Pay Casual workers compensation	Keta	√	√	√	√		117,834.50					√	KeMA Management	Management
	Running cost of vehicles	Keta	√	√	√	√		50,000.00					√	KeMA Management	Management
	Pay out of station and other allowances	Keta	√	√	√	√		22,000.00					√	KeMA Management	Management
	Pay end of service benefits / Ex gratia	Keta			√			17,000.00					√	KeMA Management	Traditional Authorities/ Assembly Members/ Zonal Councils

General Administration	Support Operationalization of Zonal Councils	Municipal Wide	√	√	√	√	28,000.00	40,000.00				√	KeMA Management	Traditional Authorities/ Assembly Members/ Zonal Councils
	Procure printed materials and stationery	Keta	√	√	√	√	75,000.00	40,000.00				√	Procurement Unit	Heads of Department
	Payment of NALAG Dues	Municipal Wide	√	√	√	√	62,000.00					√	KeMA Management	NALAG
	Purchase fuel and lubricants for official vehicles	Municipal Wide	√	√	√	√	65,000.00	129,285.60				√	Procurement Unit	Transport Officer
	Pay for protocol services	Municipal Wide	√	√	√	√	70,000.00	15,000.00				√	KeMA Management	Protocol Officer
	Support repairs and maintenance of official vehicles	Municipal Wide	√	√	√	√	120,000.00					√	Transport Officer	KeMA Management
	Procurement of office equipment (Desktop, laptops, airconditioners, printers etc)	Keta	√	√	√	√	35,000.00					√	Procurement Unit	KeMA Management
	Maintenance of streetlights	Municipal wide	√	√	√	√	30,000.00					√	Municipal Works Dept.	Energy Ministry
	Support for rural electrification	Municipal wide	√	√	√	√	40,000.00					√	Municipal Works Dept.	Energy Ministry
	Procure and Distribute Street lights	Municipal Wide	√	√	√	√	20,000.00					√	Municipal Works Dept.	Member of Parliament
	MP's Donations to communities	Municipal Wide	√	√	√	√				30,000.00		√	Member of Parliament	Traditional Authorities/ Assembly Members
	Pay utility bills (water, electricity, internet , sanitation services call and data bundles etc.)	Keta	√	√	√	√	159,891.00					√	KeMA Management	Finance Dept./ Procurement Unit
	Prepare and submit quarterly and annual administrative reports	Keta	√	√	√	√	5,000.00					√	Central Administration	MPCU
Servicing of Assembly's equipment (Air-conditions, computers, printers etc.)	Keta	√	√	√	√	35,000.00					√	Municipal Works Dept.	Procurement Unit/ KeMA Management	
Organise 27 No. meetings of statutory and non-statutory subcommittees, 3 No. EXECO and 3. No General Assembly Meeting of the Assembly.	Keta	√	√	√	√		60,000.00				√	Central Administration	Assembly Members	
Organize official celebrations	Keta	√	√	√	√	100,000.00					√	Central Administration	Traditional Authorities/ Assembly Members	

Management and Administration

Organise 2 No. intersectoral meeting	Keta	✓	✓	✓	✓	10,000.00					✓		Central Administration	Heads of Centralized and Non Decentralized agencies
Pay for Fuel and Lubricants	Keta	✓	✓	✓	✓	70,000.00					✓		KeMA Management	Heads of Depts.
Pay for (donations/ contributions/ court expenses etc)	Keta	✓	✓	✓	✓	40,000.00					✓		KeMA Management	Finance Dept.
Pay for Transport and Travel Allowances/ Cost	Keta	✓	✓	✓	✓	95,640.00					✓		Human Resource Department	KeMA Management
Review and Disseminate Client Service Charter	Keta	✓	✓	✓	✓	12,000.00	7,000.00				✓		Central Administration	TAs/ Assembly Members
Undertake weekly Radio discussions on the mandate and operations of the Municipal Assembly	Keta	✓	✓	✓	✓	5,000.00	6,000.00				✓		Central Administration	HoDs/ MPCU/ TAs/ Assembly Members
Update of Assembly's website	Keta	✓	✓	✓	✓	11,000.00	7,000.00				✓		Management Information Systems Officer (MIS)	HoDs
Review and gazette Assembly Bye Law	Keta	✓	✓	✓	✓	8,000.00	6,988.00				✓		Central Administration	TAs/ Assembly Members
Support security operations.	Keta	✓	✓	✓	✓	45,000.00					✓		MUSEC	TAs/ Assembly Members
Support to Traditional Authorities	Keta	✓	✓	✓	✓	10,000.00	9,000.00				✓		KeMA Management	Traditional Authorities
MCE to engage 50 Communities.	Keta	✓	✓	✓	✓	12,000.00	8,000.00				✓		KeMA Management	Traditional Authorities /Zonal Councils Assembly/ Members
Organise quarterly Town Hall meetings.	Keta	✓	✓	✓	✓	19,000.00	10,000.00				✓		KeMA Management	Traditional Authorities /Zonal Councils Assembly/ Members
Organise quarterly supervision visits of sub-structures.	Keta	✓	✓	✓	✓	9,000.00	12,000.00				✓		KeMA Management	Traditional Authorities /Zonal Councils Assembly/ Members
Procure office equipment ( Laptops/ printers/photocopier/ file shelves etc. and IT accessories/software /Records management software)	Keta	✓	✓	✓	✓	120,000.00	50,000.00				✓		Procurement Unit	HoDs

Planning, Statistics, Budgeting and Coordination	Organize quarterly MPCU and Budget committee meetings	Keta	√	√	√	√	20,000.00	15,000.00					√		Development Planning and Budget Units	MPCU	
	Carry out Monitoring and evaluation of programmes and projects	Municipal Wide	√	√	√	√	30,000.00						√		Development Planning Unit	TAs/ Members Assembly	
	Collect, Analyse, Compile, and disseminate data at all levels	Municipal Wide	√	√	√	√	12,000.00						√		Dept. of Statistics	HoDs	
	Undertake monthly market readings on selected goods and services.	Municipal Wide	√	√	√	√	10,000.00						√		Dept. of Statistics	Dept. of Agriculture	
	Train Heads of Departments and other technical staff on administrative data collection templates.	Municipal Wide	√	√	√	√	9,000.00						√		Dept. of Statistics	Human Resource Department/ HoDs	
	Prepare 2027 Annual Action Plan, Composite Programme Based Budget , Fee-Fixing and Rate imposition document of the Assembly	Keta		√	√		85,000.00							√		MPCU	Traditional Authorities/ Assembly Members/ Zonal Councils
	Facilitate the preparation of zonal council action plans and budget	Municipal Wide	√	√	√	√	12,000.00							√		MPCU	TAs/ Members/ Zonal Councils Assembly
	Undertake periodic update and rating of businesses and issuance of bills using the DLRev software.	Municipal Wide	√	√	√	√	4,000.00							√		Budget Unit/ Physical Planning and Finance Departments	MPCU
	Organise 2No. Public Accountability Fora	Anlo-Afiadenyigba ,Dzelukope	√	√	√	√	24,000.00	20,000.00						√		MPCU	TAs/ Members/ Assembly Unit Committees
	Prepare and submit Annual and Quarterly Budget and Plan Implementation Reports	Keta	√	√	√	√	6,000.00							√		Budget Unit	MPCU
Finance and Audit	Prepare and submit financial statements and audit reports	Keta	√	√	√	√	15,000.00						√		Internal Audit Unit/ Finance Dept.	KeMA Management/ F&A Sub Com/	
	Submission of Internal Audit Risk Based Annual Plan and Report	Keta	√	√	√	√		10,000.00					√		Internal Audit Unit	KeMA Management/ F&A Sub Com/	
	Monitor revenue collections	Keta	√	√	√	√	15,000.00						√		Internal Audit Unit/ Finance Dept.	KeMA Management/ F&A Sub Com/	
	Carry out fixed assets activities	Keta	√	√	√	√	15,002.00						√		Fixed Asset Committee	HoDs	
	Carry out ratepayer education and sensitization	Keta	√	√	√	√	15,003.00						√		Finance Dept.	TAs/ Members Assembly	

		Train accounts officers and revenue collectors on bookkeeping, Fee-Fixing	Keta	√	√	√	√	15,004.00					√		Human Resource Department	Finance Dept./ MPCU
		Prepare risk register for the Assembly	KeMA	√	√	√	√	10,000.00					√		Internal Audit Unit	MPCU
Human Resource Management		Organize Capacity-building training, seminars and programmes for Staff.	KeMA	√	√	√	√	20,000.00	40,000.00	45,000.00			√		Human Resource Department	Heads of Departments/ MPCU
		Organize Capacity-building training for Assembly members and Sub-structures ( Zonal council and unit committees).	Keta		√	√	√	√	20,000.00	10,000.00				√	Human Resource Department	Heads of Departments/ MPCU/ Assembly Members
		Facilitate preparation and submission of various reports and organize on-the-job training and workshops for staff in the Department of Human Resources and others.	Keta		√	√	√	√					10,000.00	√	Human Resource Department	Heads of Departments
		Support conferences, seminars and workshops by Staff and Assembly members	Municipal Wide	√	√	√	√	75,000.00						√	Human Resource Department	Heads of Departments/Assembly members