



REPUBLIC OF GHANA

MINISTRY OF LOCAL GOVERNMENT, RURAL DEVELOPMENT & ENVIRONMENT

# **DANGBE WEST DISTRICT ASSEMBLY**

**DISTRICT MONITORING AND EVALUATION PLAN**

**FOR THE**

**DISTRICT MEDIUM - TERM DEVELOPMENT PLAN  
(2010 – 2013)**

**UNDER THE**

**GHANA SHARED GROWTH AND DEVELOPMENT AGENDA  
(GSGDA), 2010-2013**

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## CHAPTER ONE

### BACKGROUND TO MONITORING AND EVALUATION

#### 1.0 INTRODUCTION

The government's decentralization policy which mandates District Assemblies as the Planning Authorities in their areas of jurisdiction also included the preparation of the District Medium Term Development Plan (DMTDP) and the monitoring and evaluation plan (M & E Plan). This is to ensure sustainable development in order to improve the living standards of the people.

The preparation of the M & E Plan is linked to the District's 4 Year Medium Term Development Plan which was prepared in the context of the Ghana Shared Growth and Development Agenda (GSGDA I), 2010-2013 and aimed at;

- Ensuring and Sustaining District Economic Stability
- Enhancing Competitiveness in Ghana's Private Sector
- Accelerated Agriculture Modernization and Sustainable Natural Resource Management
- Oil and Gas Development
- Infrastructure, Energy and Human Settlements
- Human Development, Productivity and Employment
- Transparent and Accountable Governance

In order to achieve an effective and efficient implementation of the plan, there is the need to develop a District Monitoring and Evaluation Plan to guide the successful implementation of the DMTDP. The Monitoring and Evaluation Plan (M & E Plan) is also necessary to ensure that un-anticipated events due to either internal or external variables capable of affecting the successful implementation of the plan are identified and the gaps filled for possible feedback and for decision making.

It is in line with this, that the District Planning and Co-ordinating Unit (DPCU) the preparation of the M & E Plan in collaboration with all relevant stakeholders based on the guidelines from the National Development Planning Commission (NDPC).

Indicators for which output would be assessed was formulated and developed by the stakeholders and facilitated by the District Planning and Co-ordinating Unit (DPCU). The indicators were set to measure output, outcome and impacts of implemented programmes/projects outlined in the DMTDP. This is to ensure that agencies and departments are results oriented. It would also ensure timely execution of the programmes/ projects and the efficient use of resources by the implementing agencies.

Monitoring and evaluation would be undertaken periodically and indicators, reviewed, when necessary to take into account unforeseen contingencies and changing needs and aspirations of the people.

## **1.1 MONITORING AND EVALUATION**

Monitoring is a process of collecting and analyzing data or events associated with the implementation of a policy, programmes or project with the view to improve their management for the attainment of stated objectives. Resources are used in specific combinations to achieve a specific project results at a point in time. This implies that at each stage of the project, one must ensure that the required project inputs are being delivered on time, used as intended and producing the desired results.

It ensures that planned activities are undertaken and completed on scheduled. This involves on-going assessment of whether the required project inputs are being delivered on time, used as intended and have the intended effects as planned. It pre-supposes proper management of the development plan and runs throughout the cycle of the plan. The process of monitoring is to enable the District Assembly determine whether the required project inputs are being delivered on time. It is also to ascertain whether the inputs are being used as intended and are producing the desired results.

Evaluation on the otherhand, is the determination of the degree of deviation of policies, programmes and projects from the plan and the impact of implementing such programmes. It is also an assessment of the achievement of the implemented projects in the development plan. The stakeholders responsible for evaluation are supposed to give a feedback to the District Assembly and explain the reasons why projects failed to deliver anticipated results. This information is important for re-planning where necessary. Evaluation will be conducted at specific points within the plan implementation period and terminal evaluation will be conducted at the end of the implementation period.

Secondly, every project has certain well defined objectives that address key development problems under the broad thematic areas. It is therefore very necessary to and prudent to that evaluation is done for each project to determine whether the impact has been felt or achieved, the causes of deviation if any, and how to counteract an un-intended consequences. This is done through the process of evaluation, which implies, the systematic, objective analysis of a policy, plan, programme, project performance, efficiency and impacts in relation to its objectives.

## **1.2 GOALS AND OBJECTIVES OF THE DISTRICT MEDIUM TERM DEVELOPMENT PLAN (2010-2013)**

### **1.2.1 DISTRICT GOAL**

The goal of the Dangme West District Medium Term Development Plan 2010-2013) is to attain sustained accelerated growth and improve on the standard of living of the people in the District. This is in line with the National Goal set by the GSGDA 2010-2013 aimed at achieve and sustain macroeconomic stability while placing the economy on a path to higher and shared growth, reducing socio-economic inequalities, ensuring rapid reduction in poverty and achieving the Millennium Development Goals (MDGs).

The District goal was subjected to a process of compatibility analysis after series of stakeholder meetings and dialogues (compatibility matrix) to finally arrive at a strong compatibility (consistency) with the National goal. The district goal, objectives and strategies were identified after a series of stakeholder meetings, taking into account the existing potentials and opportunities as well as constraints and challenges facing the district. It is therefore aimed at improving the quality of life of the people in the district, through equitable provision of services.

This will be done by; ensuring and sustaining the District economic stability, enhancing competitiveness in the District's private sector entrepreneurs, ensuring accelerated agriculture modernization and sustainable natural resource management, ensuring the harnessing of the oil and gas potential in the District, enhancing infrastructure, energy and human settlements, ensuring human development and employment and promoting transparent and accountable governance.

### **1.2.2 DISTRICT DEVELOPMENT OBJECTIVES**

The development objectives of the District in relation to the goal and the 7 themes of the Ghana Shared Growth and Development Agenda (GSGDA I, 2010-2013), and the identified needs and priority areas for development are highlighted as follows:

#### **1.2.2.1 Ensuring and Sustaining District Economic Stability**

- To enhance value addition to agriculture products and expansion of market infrastructure and services
- To improve access to capital to promote agro-businesses
- To improve revenue mobilization



### **1.2.2.2 Enhancing Competitiveness in Ghana's Private Sector**

- To improve agricultural and agro-based industrial development
- To ensure clean, safe and healthy environment.
- To improve and increase access to socio-economic infrastructure and related technical services

### **1.2.2.3 Ensuring Accelerated Agriculture Modernization and Sustainable Natural Resource Management**

- To increase access to irrigation schemes and promote mechanised farming in the District
- To improve knowledge of farmers on the use of high yielding seedlings and application of agro-chemicals
- To establishment of agro-processing industries in the District

### **1.2.2.4 Ensuring Oil and Gas Development**

- To promote Public-Private Partnership in the investigation and the harnessing of reported oil and gas potential in the District

### **1.2.2.5 Promotion of Infrastructure, Energy and Human Settlements**

- To improve and increase access to socio-economic infrastructure and related technical services
- To enhance the process of land administration and management for private sector development in the District
- To promote Public-Private Partnership in the development process
- To strengthen the institutional capacity of the District Assembly

### **1.2.2.6 Enhancing Human Development, Productivity and Employment**

- To improve the status of the vulnerable and excluded by consciously making efforts to involve them in the decision making process.
- To facilitate the development of Information Communication Technology (ICT) in the District.
- To intensify the campaign against HIV and AIDS and increase support to PLWHA in the District
- To mainstream gender into the District development programmes/ projects
- To provide public education on civic responsibilities and good hygiene practices
- To provide relief to the paupers in the district

### **1.2.2.7 Enhancing Transparent and Accountable Governance**

To enhance good governance by strengthening the sub-structures of the Assembly

- Enhance good governance by strengthening the sub-structures of the Assembly
- To reduce the menace of post harvest losses in the agriculture industry
- To promote anti-malaria campaign in the District
- To improve poor sanitation conditions in the District

### **1.3 PURPOSE OF THE DISTRICT MONITORING AND EVALUATION PLAN**

As already mentioned, monitoring and evaluation are necessary because unforeseen changes in the socio-economic situation of the District as well as the political climate of the country and even certain international events could have both positive and negative effects on the plan. As a result of these, the plan needs constant monitoring to make sure that the necessary adjustments are made. The District Assembly M & E Plan would consist of basic terms of reference for each project and their use over time, staff and their commitment and responsibilities as well as budgeting.

The purpose of the preparation of the District Monitoring and Evaluation plan is as follows;

- To identify and analyze respective stakeholders who could affect the outcome of the DMTDP.
- To ascertain the District capacity to develop and implement the M & E Plan.
- To define appropriate indicators and set achievable targets in relation to the DMTDP goals and objectives.
- To determine and adopt a system of collecting and collating data on key activities and dissemination of findings.
- To determine M & E budget, time frame and activities matrix.

### **1.4 IMPLEMENTATION STATUS OF THE DISTRICT MEDIUM TERM DEVELOPMENT PLAN (2010-2013)**

The DMTDP outlined the programmes/ projects in the programme of action for the planned period 2010-2013. These are programmes and projects derived from the District objectives to ensure the realization of the stated District goal of attaining sustained growth and improving the standard of living of the people in the District.

The baseline of the DMTDP under the Ghana Shared Growth and Development Agenda starts from year 2010 and ends in year 2013. For the year 2010, there are a total of 195 programmes and projects expected to be undertaken. At the end of the year 2010, that is first to fourth quarters 2010, 72% of the total planned programmes and projects were completed. The number of physical development projects in the DMTDP completed by the end of year 2010 is

97. These projects are spread in the 231 communities in the District with one or more implemented in these communities. The development programmes and projects included; the construction and rehabilitation of schools and teachers accommodation, drilling of boreholes, construction of feeder roads, construction of footbridges, extension of pipe schemes, extension of pipe borne water, completion and renovation of health facilities, capacity building, community mobilization and sensitization, HIV and AIDS intervention activities, construction of staff accommodation, installation of metallic street lights, construction of institutional KVIP latrines and hand washing facilities, etc. These projects are either fully completed or on-going and are at different stages of completion as shown in table 1.1.

**Table 1.1: Status of some of the projects undertaken in year 2010.**

No.	Project	Location	Sector	Source of Funds	Status				Contract Sum (GHC)
					Compl.	% Compl.	Start Time	Compl Time	
1.	Construction of 1 No. 6 Unit Classroom Block, Staff Common Room, Library Office and Store for Agomeda D/A Basic School	Agomeda	Education	DACF	Roofing	90%	26/01/2010	15/07/11	101,896.05
2.	Spot improvement of Adjarkope-Agortor F/RD	Adjarkope-Agortor	Feeder Roads	LSDGP	Compl.	100%	26/01/2010	24/06/11	19,420.88
3.	Construction of 1 No. 8 Seater KVIP Latrine for Ghanata SHS	Ghanata SHS	Sanitation	LSDGP	Compl.	100%	12/02/10	15/06/2010	11,900.00

4.	Construction of 1 No. 8 Seater KVIP Latrine for Asutsuare R/C JHS 'B)	Asutusrae R/C JHS	Sanitation	LSDGP	Compl.	100%	12/02/10	15/06/2010	12,202.41
5.	Construction of 1 No. 8 Seater KVIP Latrine for New Ningo D/A JHS	New Ningo D/A JHS	Sanitation	LSDGP	Compl.	100%	12/02/10	15/06/2010	11,902.77
6.	Construction of 1 No. 8 Seater KVIP Latrine for Prampram D/A JHS	Prampram D/A JHS	Sanitation	LSDGP	Compl.	100%	12/02/10	15/06/2010	12,244.70
7.	Construction of 1 No. 8 Seater KVIP Latrine for Mataheko D/A Basic	Matajeko Basic	Sanitation	LSDGP	Compl.	100%	12/02/10	15/06/2010	11,739.22
8.	Construction of 1 No. 8 Seater KVIP Latrine for Dodowa Presby Basic 'A'	Dodowa Presby Basic 'A'	Sanitation	LSDGP	Compl.	100%	12/02/10	15/06/2010	13,146.28
9.	Construction of 1 No. 8 Seater KVIP Latrine for Agomeda Presby Basic	Agomeda Presby Basic	Sanitation	LSDGP	Compl.	100%	12/02/10	15/06/2010	11,775.50

10.	Construction of 1 No. 8 Seater KVIP Latrine for Dodowa R/C JHS	Dodowa Presby Basic 'A'	Sanitation	LSDGP	Compl.	100%	12/02/10	15/06/2010	12,764.00
11.	Construction of 1 No. 8 Seater KVIP Latrine for Asutsuare Jn D/A Basic	Asutsuare Jn D/A	Sanitation	LSDGP	Compl.	100%	12/02/10	15/06/2010	11,966.02
12.	Construction of 1 No. 8 Seater KVIP Latrine for Asutsuare R/C JHS 'B'	Asutsuare R/C JHS 'B'	Sanitation	LSDGP	Compl.	100%	12/02/10	15/06/2010	12,353.00
13.	Community mobilization and training of 20 communities for pipe extension works	Lakpleku, Dorsey, Kopodor, Terkpanya , etc	Water	LSDGP	Compl.	100%	12/02/10	15/06/2010	27,455.40
14.	Construction of 3 Unit Staff Bungallow	Dodowa	Accomod.	DACF	Roofing	85%	22/11/10	08/05/11	54,208.90
15.	Construction of 6 Unit Classroom Block for Mataheko D/A School	Mataheko	Education	DACF	Super structure	60%	22/11/10	08/05/11	97,360.22

16.	Construction of 6 Unit Classroom Block for Mobole D/A Basic	Mobole	Education	GET Fund	Super Struct.	65%	05/11/10	15/05/11	132,290.67
17.	Construction of 1 No. 3 Unit Bungalow for District Health Director	Dodowa	Health	DACF	Footing	10%	22/11/10	08/05/11	53,557.00
18.	Spot improvement of Area 'A' to Adakope	Adakope	Feeder Roads	LSDGP	Gravelling	70%	22/11/10	08/05/11	50,875.50
19.	Landscaping works at Dodowa Presby School	Dodowa	Education	DACF	Grassing	78%	18/08/10	18/02/11	55,916.37
20.	Construction of fencewall at Dodowa Presby Basic School	Dodowa	Education	DACF	Painting	95%	18/08/10	18/02/11	65,951.60

## **CHAPTER TWO**

### **STAKEHOLDER ANALYSIS**

#### **2.1 IDENTIFICATION AND ANALYSIS OF STAKEHOLDERS**

The role of all stakeholders is vital to the successful preparation and implementation of the District Monitoring and Evaluation Plan (M & E) Plan, 2010-2013. In line with this, the following stakeholders are identified as key in the monitoring of the plan. These are;

- District Assembly through the District Planning and Co-ordinating Unit
- The Sub-Committees of the Assembly
- The Works Department
- The Decentralized Departments/ Agencies
- The Regional Co-ordinating Council
- The National Development Planning Commission
- The Development Partners
- The Community Members/ Opinion Leaders

Evaluation of the plan on the other hand, would be carried out at specific intervals by the following persons;

- The Community Members
- The District Assembly
- The Regional Co-ordinating Council
- The National Development Planning Commission
- Other External Bodies that may be chosen for that purpose

##### **2.1.1 THE DANGME WEST DISTRICT ASSEMBLY**

The decentralization policy coupled with the Local Government Act 462 designates District Assemblies as planning authorities and not only responsible for the preparation/ formulation of development plans, but their implementation, monitoring and evaluation. This implies that the Dangme West District Assembly in collaboration with departments and agencies as well as other non-governmental organizations are responsible for the day to day running of the District and the assessment of programmes and projects after implementation. To implement these projects/ programmes, it is necessary that the District Assembly mobilizes funds both from within and outside the District. The local revenue base needs to be fully assessed and restructured to give the Assembly a sound financial footing for programmes and projects implementation.

The District Assembly is charged with the overall responsibility for the process of implementation, monitoring and evaluation of the development programmes/ projects. This

role can best be performed by tapping the available human and technical resources of the District Planning Co-ordinating Unit, Departments and Agencies, Sub-Committees, Executive Committee, NGOs and Development Partners.

The technical skills of the Assembly/ departments and agencies need to be tapped for the performance of the following functions;

- Generation and provision of funds for the implementation of programmes and projects .
- Setting up terms of reference and framework for co-ordination and collaboration among institutions involved in the implementation of the development plan.
- Identification and du response to implementation issues such as legal, administrative and traditional bottlenecks.
- Identification and invitation/ attraction of potential investors in the District.
- Periodic revision of plan implementation, procedure and effective adjustments in response to the changing circumstances.

### **2.1.2 EXECUTIVE COMMITTEE**

The Executive Committee would have to play the leading role of informing the Assembly members about the content of the plan, status of project implementation and problems being encountered during the implementation to enable them explain these to their electorates.

### **2.1.3 SUB-COMMITTEES**

The various sub-committees needs to be strengthened with the requisite personnel, skills, knowledge and experience to enable the members participate actively in the implementation of the Development Plan.

These Sub-Committees are;

- Development Planning Sub-Committee
- Works Sub-Committee
- Social Services Sub-Committee
- Finance and Administration Sub-Committee
- Justice and Security Sub-Committee
- Disaster Management Sub-Committee
- Lands and Agriculture Sub-Committee
- Women and Development/ Child Survival Sub-Committee
- Environmental and Sanitation Sub-Committee
- Education Sub-Committee



#### **2.1.4 DECENTRALIZED DEPARTMENTS/ AGENCIES**

These are major actors in the process of implementation, monitoring and evaluation. The departments/ agencies will provide technical guidance and facilitate the implementation of desirable programmes/ projects.

#### **2.1.5 CHIEFS, OPINION LEADERS AND TRADITIONAL AUTHORITIES**

The Chiefs, Opinion Leaders and Traditional Authorities as well as Land Owners need to be informed of their responsibilities in the implementation of programmes/ projects designed in the plan, and also demand accountability, transparency and information from the District Assembly.

#### **2.1.6 NON-GOVERNMENTAL ORGANIZATIONS (NGOs)**

The District Assembly is mindful of the crucial roles played by Non-Governmental Organizations in support of the various programmes/ projects in the District. The role of NGOs and other Development Partners such as ProNet, Planned Parenthood Association of Ghana, Community Based Rural Development Project, Local Service Delivery and Governance Programme, etc has been very crucial for the successful implementation of planned programmes/ projects. It is hoped that the Development Partners would bite into the plan to enhance the overall development of the District.

#### **2.1.7 COMMUNITIES**

Communities offer a lot of support starting from project identification, design and implementation, monitoring and evaluation. They also play important roles by providing counterpart funds towards project implementation. This is to enhance the principle of Community Ownership and Management for sustainability. In this direction, communities provide labour, land local expertise, counterpart funds, etc for project implementation. It is hoped that communities would continue to offer their best through project identification, implementation, monitoring and evaluation for sustainability.

#### **2.1.8 PRIVATE SECTOR**

The active involvement of the private sector In relation to its competitiveness has been identified as one of the key priority areas of the GSGDA 2010-2013. It is the policy of government that the private sector would be competitive enough to stimulate development activities in the District. It is therefore crucial that transport owners, small-medium scale industrialists, petty traders, artisans, etc and all stakeholders in the private sector play their respective roles in the implementation process for the achievement of the District goal. Areas for specific private sector involvement are indicated in the development plan for implementation. Table 2.1 shows the identification and analysis of stakeholders in the District.

**Table 2.1 MONITORING AND EVALUATION STAKEHOLDER ANALYSIS**

NO.	STAKEHOLDER	RESPONSIBILITY	INFORMATION NEEDED
1.	National Development Planning Commission (NDPC)	<ul style="list-style-type: none"> <li>• Policy formulation</li> <li>• Facilitate plan preparation</li> <li>• Strengthen capacity</li> <li>• Technical expertise/ advise</li> </ul>	<ul style="list-style-type: none"> <li>• DA Performance report</li> <li>• M &amp; E Report</li> <li>• Status report on plan implementation</li> </ul>
2.	Regional Co-ordinating Council (RCC)	<ul style="list-style-type: none"> <li>• Facilitate plan preparation by giving backstopping</li> <li>• Offer technical expertise</li> <li>• Provide co-ordination</li> </ul>	<ul style="list-style-type: none"> <li>• M &amp; E report</li> <li>• Annual progress report</li> </ul>
3.	District Assembly/ Assembly Members	<ul style="list-style-type: none"> <li>• Approve DMTDP</li> <li>• Formulate policy and ensure plan implementation</li> <li>• Support data collection</li> <li>• Provide manpower support for plan implementation</li> <li>• Provide logistics</li> <li>• Timely release of funds</li> <li>• Monitor and evaluate plan implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Periodic reports on plan implementation</li> <li>• Dissemination of information to electorates</li> <li>• Community mobilization</li> </ul>

4.	Local Communities	<ul style="list-style-type: none"> <li>• Support project and programme implementation</li> <li>• Participate in M &amp; E review meetings</li> <li>• Support data collection</li> <li>• Demand and ensure accountability</li> <li>• Community mobilization</li> </ul>	<ul style="list-style-type: none"> <li>• Report on status of project implementation</li> <li>• Government and District Assembly development policies</li> </ul>
5.	Ministries/ Departments and Agencies (MDAs)	<ul style="list-style-type: none"> <li>• Policy formulation and co-ordination</li> <li>• Capacity building</li> <li>• Financial and logistical support</li> <li>• Posting of required staff</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• District Assembly performance report</li> </ul>
6.	Members of Parliament (MPs)	<ul style="list-style-type: none"> <li>• Brief constituents on development issues</li> <li>• Provide financial support</li> <li>• Participate in review meetings</li> <li>• Assist in data collection</li> </ul>	<ul style="list-style-type: none"> <li>• Periodic report on status of plan implementation</li> <li>• Periodic report on parliamentary issues and deliberations relating to the District Assembly</li> </ul>
7.	Political Parties	<ul style="list-style-type: none"> <li>• Evaluate the performance of DA</li> <li>• Dissemination of information</li> <li>• Demand accountability</li> <li>• Participate in M &amp; E review meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Plan implementation report</li> <li>• M &amp; E report</li> </ul>

8.	Development Partners	<ul style="list-style-type: none"> <li>• Provide financial/ technical support</li> <li>• Monitoring implementation</li> <li>• Demand accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Plan implementation and M &amp; E reports</li> </ul>
9.	Researchers/ Institutions	<ul style="list-style-type: none"> <li>• Conduct research</li> <li>• Provide information</li> <li>• Improve technology</li> <li>• Provide technical support</li> <li>• Develop interventions</li> </ul>	<ul style="list-style-type: none"> <li>• Plan implementation and M &amp; E reports</li> </ul>
10.	The Media	<ul style="list-style-type: none"> <li>• Disseminate information to the public</li> <li>• Education</li> </ul>	<ul style="list-style-type: none"> <li>• Plan implementation and M &amp; E reports</li> </ul>
11.	Civil Society Groups/ Organizations (CBOS, FBOs, etc)	<ul style="list-style-type: none"> <li>• Support plan implementation</li> <li>• Data collection</li> <li>• Capacity building</li> <li>• Monitoring of programmes/ projects</li> <li>• Community mobilization</li> <li>• Participate in M &amp; E review meetings</li> </ul>	<ul style="list-style-type: none"> <li>• DA's development plan and programmes</li> <li>• Data on the District Assembly</li> <li>• Periodic reports on programmes and project implementation</li> </ul>
12.	Traditional Authorities	<ul style="list-style-type: none"> <li>• Community mobilization</li> <li>• Support plan implementation</li> </ul>	<ul style="list-style-type: none"> <li>• DAs development policies and programmes</li> <li>• DMTDP</li> <li>• Data on DA</li> </ul>

13.	Youth/Youth Groups	<ul style="list-style-type: none"> <li>• Support plan implementation</li> <li>• Data collection</li> <li>• Capacity building</li> <li>• Monitoring of programmes/ projects</li> <li>• Community mobilization</li> <li>• Participate in M &amp; E review meetings</li> <li>• Demand accountability</li> </ul>	<ul style="list-style-type: none"> <li>• DAs development policies and programmes</li> <li>• DMTDP</li> <li>• Data on DA</li> </ul>
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Source: DPCU, Dangme West District Assembly, 2010

## 2.2 DISTRICT MONITORING AND EVALUATION CONDITIONS AND CAPACITIES

Administratively, the District has the requisite key personnel for the effective administration and implementation, monitoring and evaluation of the development programmes/ projects. In order to carry out monitoring and evaluation at the District level, the District Assembly's Planning and Co-ordinating Unit is responsible for the implementation of the District Monitoring and Evaluation Plan.

The District Planning and Co-ordinating Unit (DPCU) comprises the following;

- The District Co-ordinating Director
- The District Planning Officer
- The District Budget Officer
- The District Finance Officer
- The District Director of Health Services
- The District Director of Education
- The District Director of Agriculture
- The District Director of Social Welfare or Community Development
- The District Physical Planning Officer
- The District Engineer
- The Nominee of the District Assembly

All the personnel of the DPCU have the requisite skills and knowledge in monitoring and evaluation functions. In addition, the approved DMTDP clearly spells out the programme of action and the monitoring and evaluation mechanism for year 2010 to year 2013 development

years. There are different stakeholder groups also mandated to play a role in the monitoring and evaluation functions as stated in the development plan. The identified stakeholders include;

- The District Assembly
- The Community members
- The Regional Co-ordinating Council
- The National Development Planning Commission (NDPC)
- The Ministries/ Departments/ Agencies (MDAs)
- The Non-Governmental Organizations (NGOs)
- Other External Bodies

However, logistical needs for effective and efficient implementation of monitoring and evaluation by the personnel of the District is inadequate. Resources such as Vehicles for monitoring and evaluation, documentation centre, manuals, and guidelines as well as office equipment including computers, and accessories, photocopier, etc are inadequate. Also the non-adherence to monitoring and evaluation budget implementation coupled with inadequate incentive for monitoring and evaluation staff further compounds the challenges in undertaking effective monitoring and evaluation. Table 2.2 shows the logistics available to the DPCU for monitoring and evaluation.

**Table 2.2: Logistics available to the DPCU for Monitoring and Evaluation**

No.	Office Equipment	Make	No.	Condition/ Comments
1.	Computers and Accessories	Dell 3100 HP 1320	4 4	Good Good
2.	Scanner	HP Scanjet 2400	1	Good
3.	Photocopier	Canon	2	Good
4.	Pick Up	Nissan	2	Good
5.	Motor Cycle	Yamaha	3	Good
6.	Office Cabinet	Lockable	10	Good
7.	Wooden Shelve	-	5	Good
8.	Writing Desks	-	6	Good
9.	Office Chairs	-	10	Good
10.	Computer Table	-	4	Good
11.	Split Air Conditions	-	4	Average
12.	Ceiling Fans	-	4	Good
13.	Office Space	-	4	Inadequate

Source: DPCU, DWDA, 2010

In order for the DPCU to undertake monitoring and evaluation effectively and efficiently, the Assembly has put in place the necessary interventions to strengthen the capacity of officers in the unit. These include; personnel training, provision of logistics, provision of stationery, motivation, etc to enhance effective monitoring and evaluation in the District.

### **2.3 MONITORING AND EVALUATION INDICATORS AND TARGETS**

Monitoring and evaluation cannot be undertaken without developing indicators. Indicators are to inform evaluators on the degree or level of development attained in a particular area or among a particular group of people in the District. The DPCU in collaboration with the various stakeholders selected the development indicators to enable all assess and measure achievements, changes or performance over time. The stakeholders also included direct project staffs and project/ programme beneficiaries. They are to use the determined indicators to measure change or deviation in output or outcome and to assist the DPCU in addressing emerging problems.

The selection of the development indicators were selected based on the following characteristics;

- Ability to measure output and outcome
- Ability to measure progress of project with time
- Ability to assess the quality and standard of work done

The development indicators were determined based on the technical considerations. Some of the considerations are;

- Cost effective
- Relevance to project objective
- Possibility of collecting data on time to carry out evaluation
- Reliable and achievable targets
- Ability to measure results

To enable the implementing agencies and the departments to effectively and efficiently undertake monitoring and evaluation, there is the need to focus on project indicators in line with the District Plan based on the GSGDA 2010-2013. The type of indicator (output and outcome) would assist evaluators to determine mode for measuring the result. Thus, outcome indicators would determine results achieved, desirable or undesirable impacts. These indicators would determine tangible, immediate and intended results to be produced through sound management of combined inputs.

The selected development indicators are grouped under the seven thematic areas of the Ghana Shared Growth and Development Agenda (GSGDA, 2010-2013).

**(i) Ensuring and Sustaining District Economic Stability**

- Categories of standardization of agriculture produce prescribed
- Types and No. of energy savings machines promoted
- No. of footbridges and feeder roads improved
- No. of farmer based groups formed
- No. of push trucks purchased
- No. of storage facilities constructed
- No. of beekeeping groups formed
- No. of people linked to micro-credit facilities
- No. of farmers and farm produce linked to marketing centres
- No. of CBOs trained in income generating activities
- No. of farmers' organizations strengthened
- No. of farmers trained
- No. and acreage of exotic crops cultivated
- No. of vehicles available to revenue task force
- No. of sensitization activities carried out
- No. of properties valued and rate inputs calculated
- No. of traditional revenue collectors trained

**(ii) Enhancing Competitiveness in Ghana's Private Sector**

- No. of small scale irrigation schemes constructed
- No. of fish farming groups formed
- Acreage of mango and pineapple plantations cultivated
- No. of existing ponds and dams/ dugouts constructed/ upgraded
- No. of bye-laws on fishing enforced
- No. of sensitization programmes carried out
- No. of staff accommodation constructed
- No. of veterinary officers trained
- Acreage of sugarcane farm cultivated
- No. of salt pans constructed
- No. of feasibility reports on Chenku Falls completed
- No. of livestock vaccinated
- No. of land owners compensated
- No. of layouts/ development schemes prepared
- No. of disaster victims supported
- Length of drains constructed in major towns of the District
- No. of anti malaria campaigns held



- No. of environmental management trainings held
- No. of refuse dumps evacuated

**(iii) Accelerated Agriculture Modernization and Sustainable Natural Resource Management**

- Types of grass/ trees planted along dam sites
- Type of fishing methods introduced
- No. of Water Users Association formed
- No. of dams fenced
- Acreage of land under irrigation
- No. of cold stores constructed in fishing communities
- Types of organic farm methods promoted
- No. of persons trained under Youth in Agriculture Programmes
- No. of farmers' workshops organized
- No. of dams/ dug outs constructed
- Types of non-traditional crops cultivated
- Types of high yielding crops introduced to farmers
- No. of appropriate strategies for bio-diversity conservation promoted
- No. of farmers trained in new technologies
- Type and no. of small ruminants produced
- No. of demonstration farms available to farmers

**(iv) Oil and Gas Development**

- Type and source of report available
- No. of organizations involved in investigations

**(v) Infrastructure, Energy and Human Settlements**

- No. of markets completed
- No. of small town water schemes constructed
- No. of teachers accommodation constructed
- No. of school furniture constructed
- No. of JHS School Blocks constructed/ rehabilitated
- No. of culverts rehabilitated
- No. of feeder roads reshaped
- No. of iron removal plants constructed

- No. of feeder roads graveled
- No. of nurses quarters constructed/ rehabilitated
- No. of communities connected to the 3 Districts Water project
- No. of communities connected under Osudoku Water Project
- No. of community clinics constructed/ rehabilitated
- No. of boreholes drilled
- No. of KVIPs constructed
- No. of low tension poles procured
- No. of layouts prepared
- No. of community members sensitized on LAP
- No. of land owners sensitized
- No. of development applications received
- Acreage of land cultivated by salt miners
- Acreage of non-traditional crops cultivated and exported

**(vi) Human Development, Productivity and Employment**

- No. of rehabilitation programmes/ projects in place for PWDs
- No. of PWDs assisted with employable skills
- No. of OVC/ PLWHA registered
- No. of workshops organized on child labour annually
- No. of day care centres registered
- No. of care givers trained
- No. of income generating groups supported
- No. of staff trained
- No. of persons screened for STIs during festivals in the 4 traditional areas
- No. of condoms sold annually
- No. of sponsors identified for care and support of PLWHAs
- No. of for a organized for PLWHAs, Care Givers and Staff of Community Development and Social Welfare
- No. of mass education using drama, films, walks, float, etc on incidence of HIV and AIDS in the District organised
- Types and no. of logistics procured for the District Community ITC centre
- No. of gender indicators formulated
- No. of orientation workshop for all Assembly members on Gender mainstreaming
- No. of educational programmes on topical issues relating to women and children in the District
- No. of groups supported with micro-credit annually

- No. of training sessions for women organised
- No. of pregnant women supported under the Ghana-Luxemburg Social Support
- No. of WATSAN Committees formed
- No. of orientation on gender mainstreaming organized
- No. of women programmes carried out prior to District Assembly elections
- No. of school pupils participating in STME Clinics annually
- No. of household latrines constructed under CLTS
- No. of KVIPs constructed in schools
- No. of WCs privately managed

**(vii) Transparent and Accountable Governance**

- No. of staff trained
- No. of youth registered under the NYEP
- No. of Town/ Area Councils logistically supported
- No. of skill training institutions (Dodowa ICCES, Agomeda ICCES, Afienya Youth Leadership Training Institute) supported
- No. of people supported under the Business Advisory Services
- No. of programmes/ projects monitored and evaluated
- No. of communities sensitized
- No. of educational campaigns on functional literacy programme held
- No. of mock /BECE exams for candidates held
- No. of viable PTAs in place
- No. of Assembly members paid for ex-gratia
- No. of fora held
- No. of Sub-Committee/ Other meetings held annually
- No. of Executive Committee meeting held quarterly each year
- No. of General Assembly meeting held quarterly each year
- No. of staff accommodation for District Assembly staff constructed
- No. of teachers awarded
- No. of needy but brilliant students supported
- No. of schools/ communities supported to carry out sports activities in the district
- No. of adults registered under the non-formal education system
- No. of Computers procured and functional
- No. of in-service training organized
- No. of workshop for revenue collectors, treasurers, and secretaries on revenue mobilization in the district organized

- No. of immunization programmes in all communities for children under 6 years annually supported
- No. of officers sponsor by the District Assembly to attend management training course annually
- No. of District Assembly staff sponsored to participate in relevant ILGS training programmes annually
- No of workshops organized for Area Councillors and the Unit Committees district wide
- No. of workshops organized for Area Council staff on budgeting and financial management annually
- No. of refresher courses on defensive driving organized for drivers of the District Assembly
- No. of training programmes organized for members of the District Tender Committee and Tender Review Board
- No. of teacher trainees/ SHS Students sponsored annually

Table 2.3 shows the Core District Indicators between the years 2010-2013 under the seven thematic areas of the GSGDA.

**Table 2.3: CORE DISTRICT INDICATORS (2010-2013)**

<b>NO.</b>	<b>MONITORING INDICATOR</b>	<b>DISTRICT BASELINE (2010)</b>	<b>DISTRICT TARGET (2013)</b>
<b>THEMATIC AREA: ENSURING AND SUSTAINING DISTRICT ECONOMIC STABILITY</b>			
1.	Types and No. of energy savings machines promoted	200	1,000
2.	No. of footbridges and feeder roads improved	4	20
3.	No. of farmer based groups formed	23	60
4.	No. of push trucks purchased	50	200
5.	No. of beekeeping groups formed	2	8
6.	No. of people linked to micro-credit facilities	20	80
7.	No. of farmers and farm produce linked to marketing centers	50	300
8.	No. of farmers trained	120	400
9.	No. and acreage of exotic crops cultivated	150	1,000
10.	No. of vehicles available to revenue task force	1	2
11.	No. of sensitization activities carried out	6	25
12.	No. of properties valued and rate inputs calculated	0	500
13.	No. of traditional revenue collectors trained	6	15
14.	No. of CBOs trained in income generating activities	5	20
15.	No. of farmers' organizations strengthened	10	40

<b>NO.</b>	<b>MONITORING INDICATOR</b>	<b>DISTRICT BASELINE (2010)</b>	<b>DISTRICT TARGET (2013)</b>
<b>THEMATIC AREA: ENHANCING COMPETITIVENESS IN GHANA'S PRIVATE SECTOR</b>			
1.	No. of small scale irrigation schemes constructed	1	3
2.	No. of fish farming groups formed	0	6
3.	Acreage of mango and pineapple plantations cultivated	500	1,200
4.	No. of existing ponds and dams/ dugouts constructed/ upgraded	1	3
5.	No. of sensitization programmes carried out	6	20
6.	No. of staff accommodation constructed	2	8
7.	No. of Veterinary officers trained	2	4
8.	Acreage of sugarcane farm cultivated	200	600
9.	No. of salt pans constructed	10	40
10.	No. of feasibility reports on Chenku Falls completed	0	1
11.	No. of livestock vaccinated	150	500
12.	No. of land owners compensated	0	10
13.	No. of layouts/ development schemes prepared	2	5
14.	No. of disaster victims supported	20	40
15.	Length of drains constructed in major towns of the District	5 km	20km
16.	No. of anti malaria campaigns held	3	14
17.	No. of refuse dumps evacuated	6	20
18.	No. of environmental management trainings held	10	20

NO.	MONITORING INDICATOR	DISTRICT BASELINE (2010)	DISTRICT TARGET (2013)
<b>THEMATIC AREA: ACCELERATED AGRICULTURE MODERNIZATION AND SUSTAINABLE NATURAL RESOURCE MANAGEMENT</b>			
1.	No. of Water Users Association formed	0	2
2.	No. of dams fenced	2	4
3.	No. of persons trained under Youth in Agriculture Programmes	200	450
4.	No. of farmers' workshops organized	12	24
5.	No. of dams/ dug outs constructed	1	4
6.	Types of high yielding crops introduced to farmers	Mangoes, Pineapples	Mangoes, Pineapples, Plantain, Banana
7.	No. of appropriate strategies for bio-diversity	4	8
8.	No. of farmers trained in new technologies	300	650
9.	No. of demonstration farms available to farmers	10	16

NO.	MONITORING INDICATOR	DISTRICT BASELINE (2010)	DISTRICT TARGET (2013)
<b>THEMATIC AREA: OIL AND GAS DEVELOPMENT</b>			
1.	Type and source of reports available	0	2
2.	No. of organizations involved in investigations	0	3



NO.	MONITORING INDICATOR	DISTRICT BASELINE (2010)	DISTRICT TARGET (2013)
<b>THEMATIC AREA: INFRASTRUCTURE, ENERGY AND HUMAN SETTLEMENTS</b>			
1.	No. of markets completed	0	2
2.	No. of small town water schemes constructed	2	3
3.	No. of teachers accommodation constructed	12	25
4.	No. of school furniture constructed	150	360
5.	No. of JHS School Blocks constructed/ rehabilitated	10	30
6.	No. of culverts rehabilitated/ constructed	15	40
7.	No. of feeder roads re-shaped	6	25
8.	No. of iron removal plants constructed	0	7
11.	No. of nurses quarters constructed/ rehabilitated	1	4
12.	No. of communities connected to the 3 Districts Water project	0	11
13.	No. of communities connected under Osudoku Water Project	0	6
14.	No. of community clinics (CHPS Compounds) constructed/ rehabilitated	0	6
15.	No. of boreholes drilled	2	27
16.	No. of KVIPs constructed	10	25
17.	No. of layouts prepared	1	4
18.	No. of community members sensitized on LUPMP	45	100
19.	No. of development applications received	200	2,000

NO.	MONITORING INDICATOR	DISTRICT BASELINE (2010)	DISTRICT TARGET (2013)
<b>THEMATIC AREA: HUMAN DEVELOPMENT, PRODUCTIVITY AND EMPLOYMENT</b>			
1.	No. of rehabilitation programmes/ projects in place for PWDs	1	3
2.	No. of OVC/ PLWHA registered	10	30
3.	No. of workshops organized on child labour annually	1	4
4.	No. of income generating groups supported	4	20
5.	No. of persons screened for STIs during festivals in the 4 traditional areas	200	600
6.	No. of sponsors identified for care and support of PLWHAs	2	6
7.	No. of gender indicators formulated	6	25
8.	No. of orientation workshop for all Assembly members on Gender mainstreaming	2	10
9.	No. of educational programmes on topical issues relating to women and children in the District	4	20
10.	No. of groups supported with micro-credit annually	5	25
11.	No. of pregnant women supported under the Ghana-Luxemburg Social Support	700	1000
12.	No. of WATSAN Committees formed	10	35
13.	No. of women programmes carried out prior to District Assembly elections	6	25
14.	No. of school pupils participating in STME Clinics annually	200	350
15.	No. of household latrines constructed under CLTS	40	250
16.	No. of KVIPs constructed in schools	10	25

NO.	MONITORING INDICATOR	DISTRICT BASELINE (2010)	DISTRICT TARGET (2013)
<b>THEMATIC AREA: TRANSPARENT AND ACCOUNTABLE GOVERNANCE</b>			
1.	No. of Town/ Area Councils logistically supported	3	7
2.	No. of skill training institutions supported	2	4
3.	No. of programmes/ projects monitored and evaluated	45	70
4.	No. of communities sensitized	20	60
5.	No. of educational campaigns on functional literacy programme held	15	50
6.	No. of mock /BECE exams for candidates held	2	4
7.	No. of Assembly members paid for ex-gratia	52	68
8.	No. of fora held	10	45
9.	No. of Sub-Committee/ Other meetings held annually	35	50
10.	No. of Executive Committee meeting held quarterly each year	1	1
11.	No. of General Assembly meeting held quarterly each year	1	1
12.	No. of staff accommodation for District Assembly staff constructed	2	4
13.	No. of needy but brilliant students supported	200	400
14.	No of schools/ communities supported to carry out sports activities in the district	10	40
15.	No. of Computers procured	4	8
16.	No. of in-service training organized	4	12

17.	No. of workshop for revenue collectors, treasurers, and secretaries on revenue mobilization in the district organized	2	8
18.	No. of immunization programmes in all communities for children under 6 years annually supported	2	2
19.	No. of officers sponsored by the District Assembly to attend management training course annually	2	4
20.	No. of District Assembly staff sponsored to participate in relevant ILGS training programmes annually	12	50
21.	No of workshops organized for Area Councillors and the Unit Committees district wide	3	14
22.	No. of workshops organized for Area Council staff on budgeting and financial management annually	1	4
23.	No. of training programmes organized for members of the District Tender Committee and Tender Review Board	1	4

## 2.4 DISTRICT MONITORING AND EVALUATION (M & E) MATRIX FOR YEARS 2010-2013 UNDER THE GHANA SHARED GROWTH AND DEVELOPMENT AGENDA (GSGDA)

The District monitoring and evaluation matrix provides the format for presenting the inputs, outputs, outcomes and impact indicators for each of the DMTDP objectives. Table 2.4 shows the Dangme West District's monitoring and evaluation matrix.

**TABLE 2.4 DISTRICT MONITORING AND EVALUATION (M & E) MATRIX FOR YEARS 2010-2013**

**DMTDP Goal:** The goal of the Dangme West District Medium Term Development Plan (2010-2013) is to attain sustained accelerated growth and improve on the standard of living of the people in the District.

**GSGDA Policy Objective to link:** To enhance value addition to agriculture products and expansion of market infrastructure and services, improve access to capital to promote agro-businesses and also improve revenue mobilization in the District.

**Objectives 1: To enhance value addition to agriculture products and expand market infrastructure and services; improve access to capital to promote agro-businesses; improve revenue mobilization**

No.	Indicators	Indicator Type	Baseline 2010	Target 2013	Data Source	Monitoring Frequency	Responsible Agency	
							Monitoring	Evaluation
1.	Categories of standardization of agriculture produce prescribed	Output	2	3	DADU	Quarterly	DADU	DA/ DADU
2.	Types and No. of energy savings machines promoted	Output	200	1,000	Dept. of Comm. Devt.	Quarterly	Dept of Comm. Devt.	Dept of Comm. Devt & Works
3.	No. of footbridges and feeder roads improved	Output	4	20	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
4.	No. of farmer based groups formed	Output	23	60	DADU	Quarterly	DADU	DADU/ DA
5.	No. of push trucks purchased	Output	50	200	DADU	Quarterly	DADU	DADU/ DA
6.	No. of storage facilities constructed	Output	1	2	DADU	Quarterly	DADU	DADU/ DA

7.	No. of beekeeping groups formed	Output	2	8	DADU	Quarterly	DADU	DADU/ DA
8.	No. of people linked to micro-credit facilities	Output	20	80	Dept. of Comm. Devt.	Quarterly	Dept. of Community Devt.	NBSSI/ DA
9.	No. of farmers and farm produce linked to marketing centres	Out-come	50	300	DADU	Quarterly	DADU	DADU/ DA
10.	No. of CBOs trained in income generating activities	Output	40	200	Dept. of Comm. Devt.	Quarterly	Dept. of Comm. Devt.	DA/ NBSSI
11.	No. of farmers' organizations strengthened	Output	10	40	DADU	Quarterly	DADU	DADU
12.	No. of farmers trained	Out-come	120	400	DADU	Quarterly	DADU	DADU/DA
13.	No. and acreage of exotic crops cultivated	Output	150	1,000	DADU	Quarterly	DADU	DADU/ DA
14.	No. of vehicles available to revenue task force	Output	1	2	Works Dept.	Quarterly	Finance Dept.	DA
15.	No. of sensitization activities carried out	Out-come	6	25	Inform. Serv.	Quarterly	Inform. Services	DA/ NCCE
16.	No. of properties valued and rate inputs calculated	Output	0	500	Budget Unit	Quarterly	Finance Dept./ Works	DA
17.	No. of traditional revenue collectors trained	Output	5	200	Finance Dept	Quarterly	Finance Dept.	DA/ Works

**DMTDP Goal:** The goal of the Dangme West District Medium Term Development Plan (2010-2013) is to attain sustained accelerated growth and improve on the standard of living of the people in the District.

**GSGDA Policy Objective to link:** To improve agricultural and agro-based industrial development; to ensure clean, safe and healthy environment; to improve and increase access to socio-economic infrastructure and related technical services.

**Objectives 2: To improve agricultural and agro-based industrial development; to ensure clean, safe and healthy environment and to improve and increase access to socio-economic infrastructure and related technical services**

No.	Indicators	Indicator Type	Baseline 2010	Target 2013	Data Source	Monitoring Frequency	Responsible Agency	
							Monitoring	Evaluation
1.	No. of small scale irrigation schemes constructed	Output	1	3	DADU	Quarterly	DADU	DA/ IDA
2.	No. of fish farming groups formed	Output	0	6	DADAU	Quarterly	DADU.	DADU
3.	Acreage of mango and pineapple plantations cultivated	Output	500	1,200	DADU	Quarterly	DADU	DADU
4.	No. of existing ponds and dams/ dugouts constructed/ upgraded	Output	1	3	DADU	Quarterly	DADU	DADU/ DA
5.	No. of bye-laws on fishing enforced	Output	1	1	DADU	Quarterly	DADU	DADU/ DA
6.	No. of sensitization programmes carried out	Output	6	20	DADU	Quarterly	DADU	DADU/ DA
7.	No. of staff accommodation constructed	Output	2	8	Works Dept.	Quarterly	Works Dept.	Devt. Planning Unit
8.	No. of veterinary officers trained	Output	2	4	DADU.	Quarterly	DADU.	DADU/DA

9.	Acreage of sugarcane farm cultivated	Output	200	600	DADU	Quarterly	DADU	DADU/ DA
10.	No. of salt pans constructed	Output	10	40	Works Dept.	Quarterly	Works Dept.	Works Dept. /DA
11.	No. of feasibility reports on Chenku Falls completed	Output	0	1	Devt. Planning Unit	Quarterly	Devt. Planning Unit	Devt. Planning Unit/ DA
12.	No. of livestock vaccinated	Output	150	500	DADU	Quarterly	DADU	DADU/DA
13.	No. of land owners compensated	Output	0	10	T&CP Depart.	Quarterly	T&CP	T&CP/ DA
14.	No. of layouts/ development schemes prepared	Output	2	5	T&CP Depart.	Quarterly	T&CP	T&CP/ DA
15.	No. of disaster victims supported	Output	20	40	NADMO	Quarterly	NADMO	NADMO/ DA
16.	Length of drains constructed in major towns of the District	Output	5km	20km	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
17.	No. of anti malaria campaigns held	Output	3	14	DHMT	Bi-Annually	DHMT	DHMT/ DA
18.	No. of environmental management trainings held	Output	10	20	DA	Quarterly	DA	DA/ EHSD
19.	No. of refuse dumps evacuated	Output	8	35	EHSD	Quarterly	EHSD	EHSD/ DA



**DMTDP Goal:** The goal of the Dangme West District Medium Term Development Plan (2010-2013) is to attain sustained accelerated growth and improve on the standard of living of the people in the District.

**GSGDA Policy Objective to link:** To increase access to irrigation schemes and promote mechanised farming in the District; to improve knowledge of farmers on the use of high yielding seedlings and application of agro-chemicals; to establish agro-processing industries in the District

**Objectives 3:** To increase access to irrigation schemes and promote mechanised farming in the District; to improve knowledge of farmers on the use of high yielding seedlings and application of agro-chemicals; to establish agro-processing industries in the District.

No.	Indicators	Indicator Type	Baseline 2010	Target 2013	Data Source	Monitoring Frequency	Responsible Agency	
							Monitoring	Evaluation
1.	Types of grass/ trees planted along dam sites	Outcome	Vetebier	Vertibier	DADU	Quarterly	DADU	DA/ IDA
2.	Type of fishing methods introduced	Output	1	1	DADU	Quarterly	DADU	DADU
3.	No. of Water Users Association formed	Output	0	2	DA/ GWCL	Quarterly	DA/ GWCL	DA/ GWCL/ CWSA
4.	No. of dams fenced	Output	2	4	DADU	Quarterly	DADU	DADU/ DA
5.	Acreage of land under irrigation	Output	200,000	200,000	DADU	Quarterly	DADU	DADU/ DA
6.	No. of cold stores constructed in fishing communities	Output	2	4	DADU	Quarterly	DADU	DADU/ DA
7.	No. of persons trained under Youth in Agriculture Programmes	Output	200	450	NYEP	Quarterly	NYEP	DA/ NYEP
9.	No. of farmers' workshops organized	Output	12	24	DADU	Quarterly	DADU	DADU/ DA
10.	No. of dams/ dug outs constructed	Output	1	4	DADU	Quarterly	DADU	DADU/ DA

11.	Types of non-traditional crops	Output	3	6	DADU	Quarterly	DADU	DADU/ DA
12.	Types of high yielding crops introduced to farmers	Output	Mangoe , Pineapp	Mangoes ,Pinneap, Plantain, Banana	DADU	Quarterly	DADU	DADU/ DA
13.	No. of appropriate strategies for bio-diversity conservation promoted	Output	4	8	DADU	Quarterly	DADU	DADU/ DA
14.	No. of farmers trained in new technologies	Output	300	650	DADU	Quarterly	DADU	DADU/ DA
15.	No. of small ruminants produced	Output	200	800	DADU	Quarterly	DADU	DADU/ DA
16.	No. of demonstration farms available to farmers	Output	10	16	DADU	Quarterly	DADU	DADU/ DA

**DMTDP Goal:** The goal of the Dangme West District Medium Term Development Plan (2010-2013) is to attain sustained accelerated growth and improve on the standard of living of the people in the District.

**GSGDA Policy Objective to link:** To promote Public-Private Partnership in the investigation and the harnessing of reported oil and gas potential in the District

**Objectives 4:** To promote Public-Private Partnership in the investigation and the harnessing of reported oil and gas potential in the District

No.	Indicators	Indicator Type	Baseline 2010	Target 2013	Data Source	Monitoring Frequency	Responsible Agency	
							Monitoring	Evaluation
1.	Type and source of report available	Output	0	2	Research Inst.	Quarterly	Research Inst.	Research Inst.
2.	No. of organizations involved in investigations	Output	0	3	Research Inst.	Quarterly	Research Inst.	Research Inst.

**DMTDP Goal:** The goal of the Dangme West District Medium Term Development Plan (2010-2013) is to attain sustained accelerated growth and improve on the standard of living of the people in the District.

**GSGDA Policy Objective to link:** To improve and increase access to socio-economic infrastructure and related technical services; to enhance the process of land administration and management for private sector development in the District; to promote Public-Private Partnership in the development process and to strengthen the institutional capacity of the District Assembly.

**Objectives 5:** To improve and increase access to socio-economic infrastructure and related technical services; to enhance the process of land administration and management for private sector development in the District; to promote Public-Private Partnership in the development process; to strengthen the institutional capacity of the District Assembly

No.	Indicators	Indicator Type	Baseline 2010	Target 2013	Data Source	Monitoring Frequency	Responsible Agency	
							Monitoring	Evaluation
1.	No. of markets completed	Output	0	2	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
2.	No. of small town water schemes constructed	Output	2	3	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
3.	No. of teachers accommodation constructed	Output	12	25	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
4.	No. of school furniture constructed	Output	150	360	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
5.	No. of JHS School Blocks constructed/ rehabilitated	Output	10	30	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
6.	No. of culverts rehabilitated	Output	15	40	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
7.	No. of feeder roads reshaped	Output	6	25	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
8.	No. of nurses quarters constructed/ rehabilitated	Output	1	4	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA

9.	No. of communities connected to the 3 Districts Water project	Output	0	11	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
10.	No. of communities connected under Osudoku Water Project	Output	0	6	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
11.	No. of community clinics constructed/rehabilitated	Output	0	6	Works Dept.	Quarterly	Works Dept.	Works Dept/ DA
12.	No. of boreholes drilled	Output	2	27	Works Dept.	Quarterly	Works Dept.	Works Dept. /DA
13.	No. of KVIPs constructed	Output	15	36	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
14.	No. of low tension poles procured	Output	0	300	Works Dept.	Quarterly	Works Dept.	Works Dept./ DA
15.	No. of layouts prepared	Output	1	4	T&CPD	Quarterly	T&CPD	DA
16.	No. of community members sensitized on LUPMP	Output	45	100	T&CPD	Quarterly	T&CPD	DA
17.	No. of development applications received	Output	300	1,000	T&CPD	Quarterly	T&CPD	DA

**DMTDP Goal:** The goal of the Dangme West District Medium Term Development Plan (2010-2013) is to attain sustained accelerated growth and improve on the standard of living of the people in the District.

**GSGDA Policy Objective to link:** To improve the status of the vulnerable and excluded by consciously making efforts to involve them in the decision making process; to facilitate the development of Information Communication Technology (ICT) in the District; To intensify the campaign against HIV and AIDS and increase support to PLWHA in the District; to mainstream gender into the District development programmes/ projects; to provide public education on civic responsibilities and good hygiene practices; to provide relief to the paupers in the district.

**Objectives 6:** To improve the status of the vulnerable and excluded by consciously making efforts to involve them in the decision making process; to facilitate the development of Information Communication Technology (ICT) in the District; to intensify the campaign against HIV and AIDS and increase support to PLWHA in the District; to mainstream gender into the District development programmes/ projects; to provide public education on civic responsibilities and good hygiene practices; to provide relief to the paupers in the district

No.	Indicators	Indicator Type	Baseline 2010	Target 2013	Data Source	Monitoring Frequency	Responsible Agency	
							Monitoring	Evaluation
1.	No. of rehabilitation programmes/ projects in place for PWDs	Output	1	3	Social Welfare Dept.	Quarterly	Social Welfare Dept.	Social Welfare Dept./ DA
2.	No. of PWDs assisted with employable skills	Output	10	30	Social Welfare Dept.	Quarterly	Social Welfare Dept.	Social Welfare Dept./ DA
3.	No. of OVC/ PLWHA registered	Output	80	350	HIV & AIDS M & E Officer	Quarterly	HIV & AIDS M & E Officer	HIV & AIDS M & E Officer/ DA
4.	No. of workshops organized on child labour annually	Output	1	4	Social Welfare Dept.	Quarterly	Social Welfare Dept.	Social Welfare Dept./ DA
5.	No. of day care centres registered	Output	112	360	Social Welfare Dept.	Quarterly	Social Welfare Dept.	Social Welfare Dept./ DA
6.	No. of care givers trained	Output	0	100	.HIV & AIDS M & E Officer	Quarterly	HIV & AIDS M & E Officer	HIV & AIDS M & E Officer / DA
7.	No. of income generating groups supported	Output	4	20	Dept. of Comm. Devt	Quarterly	Dept. of Comm. Devt	Dept. of Comm. Devt/ DA

8.	No. of persons screened for STIs during festivals in the 4 traditional areas	Output	200	600	HIV & AIDS Officer	Annually	HIV & AIDS Officer	HIV & AIDS Officer/ DA
9.	No. of sponsors identified for care and support of PLWHAs	Output	2	6	HIV & AIDS Officer	Quarterly	HIV & AIDS Officer	HIV & AIDS Officer/ DA
10.	No. of mass education using drama, films, walks, float, etc on incidence of HIV and AIDS in the District organized	Output	8	35	District Inform. Officer	Quarterly	District Inform. Officer	District Inform. Officer
11.	No. of logistics procured for the District Community ITC centre	Output	2	8	District ICT Manager	Quarterly	District ICT Manager	District ICT Manager
12.	No. of gender indicators formulated	Output	6	25	District Gender Desk Officer	Quarterly	District Gender Desk Officer	District Gender Desk Officer/ DA
13.	No. of orientation workshop for all Assembly members on Gender mainstreaming	Output	2	10	District Gender Desk Officer	Quarterly	District Gender Desk Officer	District Gender Desk Officer/ DA
14.	No. of educational programmes on topical issues relating to women and children in the District	Output	4	20	District Gender Desk Officer	Quarterly	District Gender Desk Officer	District Gender Desk Officer/ DA
15.	No. of groups supported with micro-credit annually	Output	5	25	District Comm. Devt. Officer	Quarterly	District Comm. Devt. Officer	District Comm. Devt Officer/ DA

16.	No. of pregnant women supported under the Ghana-Luxemburg Social Support	Output	700	1,000	District Social Welfare Officer/ GLST Prog.	Annually	District Social Welfare Officer/ GLST Prog.	District Social Welfare Officer/ GLST Prog.
17.	No. of WATSAN Committees formed	Output	10	35	DWST Co-ord.	Quarterly	DWST Co-ord.	DWST/ DA
18.	No. of orientation on gender mainstreaming organized	Output	6	26	District Gender Desk Officer	Quarterly	District Gender Desk Officer	District Gender Desk Officer/ DA
19.	No. of women programmes carried out prior to District Assembly elections	Output	4	14	District NNCE Officer	Quarterly	District NCCE Officer	District NCCE Officer/ Gender Officer
20.	No. of school pupils participating in STME Clinics annually	Output	200	350	District Educat. Dept.	Quarterly	District Education Dept.	District Education Dept.
21.	No. of household latrines constructed under CLTS	Output	40	250	DEHO/	Quarterly	DEHO	DEHO/ DWST
22.	No. of KVIPs constructed in schools	Output	10	25	DEHO	Quarterly	DEHO	DEHO/ DWST
23.	No. of WCs privately managed	Output	3	10	DEHO	Quarterly	DEHO	DEHO/ DWST



**DMTDP Goal:** The goal of the Dangme West District Medium Term Development Plan (2010-2013) is to attain sustained accelerated growth and improve on the standard of living of the people in the District.

**GSGDA Policy Objective to link:** To enhance good governance by strengthening the sub-structures of the Assembly; to promote anti-malaria campaign in the District; to improve poor sanitation conditions in the District.

**Objectives 7:** To enhance good governance by strengthening the sub-structures of the Assembly; to promote anti-malaria campaign in the District; to improve poor sanitation conditions in the District.

No.	Indicators	Indicator Type	Baseline 2010	Target 2013	Data Source	Monitoring Frequency	Responsible Agency	
							Monitoring	Evaluation
1.	No. of Town/ Area Councils logistically supported	Output	3	7	Dist. Adm.	Quarterly	Dist. Adm.	Dist. Adm.
2.	No. of skill training institutions (Dodowa ICCES, Agomeda ICCES, Afienea Youth Leadership Training Institute) supported	Outcome	2	4	Skill Training Inst.	Quarterly	Head of Inst./ DA	Head of Inst./ DA
3.	No. of people supported under the Business Advisory Services	Outcome	120	350	BAC	Quarterly	BAC	BAC/ NBSSI
4.	No. of programmes/ projects monitored and evaluated	Outcome	45	70	DA	Quarterly	DA	DA
5.	No. of communities sensitized	Outcome	20	60	Dist. Inform. Officer	Quarterly	Dist. Inform. Officer	Dist. Inform. Officer
6.	No. of educational campaigns on functional literacy programme held	Output	15	50	Non-Formal Educ. Unit	Quarterly	Non-Formal Educ. Unit	Non-Formal Educ. Unit
7.	No. of mock /BECE exams for candidates held	Output	2	4	Dist. Educat. Dept.	Bi-Annually	GES	GES/ DA

8.	No. of Assembly members paid for ex-gratia	Outcome	52	68	DA	4 Year Term	DA	DA
9.	No. of fora held	Output	10	45	Dist. Inform. Officer/ NCCE	Quarterly	Dist. Inform. Officer/ NCCE	Dist. Inform. Officer/ NCCE/ DA
10.	No. of Sub-Committee/ Other meetings held annually	Output	35	50	DA	Quarterly	DA	DA
11.	No. of Executive Committee meeting held quarterly each year	Output	1	1	DA	Quarterly	DA	DA
12.	No. of General Assembly meeting held quarterly each year	Output	1	1	DA	Quarterly	DA	DA
13.	No. of staff accommodation for District Assembly staff constructed	Output	2	4	Dist. Engineer / DA	Annually	District Engineer	District Engineer/ DA
14.	No. of needy but brilliant students supported	Output	200	400	DA	Annually	DA/ GES	DA/GES
15.	No. of schools/ communities supported to carry out sports activities in the district	Output	10	40	DA/ GES	Annually	DA/ GES	DA/ GES
16.	No. of in-service training organized	Output	4	12	DA	Bi-Annually	DA	DA

17.	No. of Computers procured and functional	Outcome	4	8	DA	Annually	DA	DA
18.	No. of workshop for revenue collectors, treasurers, and secretaries on revenue mobilization in the district organized	Output	2	8	District Finance/ Budget Officers	Annually	District Finance/ Budget Officers	District Finance/ Budget Officers/ DA
19.	No. of immunization programmes in all communities for children under 6 years annually supported	Output	2	8	DHMT	Annually	DHMT	DHMT
20.	No. of officers sponsored by the District Assembly to attend management training course annually	Output	2	4	DA	Annually	DA	DA
21.	No. of District Assembly staff sponsored to participate in relevant ILGS training programmes annually	Output	12	50	DA	Annually	DA	DA
22.	No of workshops organized for Area Councilors and the Unit Committees district wide	Output	3	14	DA	Annually	DA	DA

23.	No. of workshops organized for Area Council staff on budgeting and financial management annually	Output	1	4	DA/ Budget Unit	Annually	DA/ Budget Unit	DA/ Budget Unit
24.	No. of training programmes organized for members of the District Tender Committee and Tender Review Board	Output	1	4	DA/DTC	Annually	DA/ DTC	DA/ DTC

## 2.5 MONITORING AND EVALUATION (M & E) CALENDER (WORK PLAN)

The monitoring and evaluation calendar determines the period (time frame) developed by stakeholders to guide the implementation of the activities in the District Medium Term Development Plan (2010-2013). The Calendar also shows the actors responsible for undertaking the monitoring and evaluation and their roles. The District Planning and Co-ordinating Unit (DPCU), Other Heads of Decentralized Departments/ Agencies as well as Project Implementers are expected to undertake monitoring and evaluation as stipulated in the Calendar.

The programme/ project monitoring and evaluation is undertaken either quarterly, bi-annually, annually, through field visits, stakeholders' review meetings, analysis of progress reports, etc.

The District Assembly is expected to make enough budgetary allocation and ensure the release of funds for regular monitoring and evaluation. This is to ensure that programmes and projects are completed on time, enhance programme/ project quality and ensures project sustainability.

The total cost for undertaking the monitoring and evaluation of the planned programmes and projects is estimated at Seventy four thousand, eight hundred Ghana cedis (GHC74,800.00). This covers the periods of March, June, September and December. The Annual Progress Report would be produced in December each year and the Annual Progress Review Meetings organized in January every year.

The mid-term evaluation would be conducted in June 2011 and the dissemination of information on the progress report would be carried out in February each year. Table 2.5 shows the monitoring and evaluation calendar.

Table 2.5: District Monitoring and Evaluation Calendar

## 2.6 DISTRICT MONITORING AND EVALUATION (M & E) PLAN BUDGET (GHC)

The need for timely release of funds for the monitoring and evaluation of programmes and projects in the DMTDP cannot be over-emphasized. It is in view of this that the budget for the District monitoring and evaluation plan is prepared. It concentrates on the activities to be carried out as well as its corresponding budget for implementation.

The budget covers the total estimated cost of activities which is Seventy four thousand, eight hundred Ghana cedis (GHC74,800.00).

**Table 2.6: District Monitoring and Evaluation (M & E) Budget**

No.	Activities	Unit Cost (GHC)	Frequency	Total Cost (GHC)
<b>1.</b>	<b>Human &amp; Logistics</b>			
	Staff Time	500.00	4	2,000.00
	Training of staffs on the use of software and data analysis	1,000.00	4	4,000.00
	Material and equipment	1,500.00	4	6,000.00
	Documentation	1,000.00	4	4,000.00
	Refreshment	500.00	4	2,000.00
	<b>Sub-Total</b>			<b>18,000.00</b>
<b>2.</b>	<b>M &amp; E Plan</b>			
	Ex-Anti Evaluation	1,000.00	4	4,000.00
	Mid-Term Evaluation	2,000.00	4	8,000.00
	Terminal Evaluation	2,500.00	4	10,000.00
	Ex-Post/ Impact Evaluation	4,000.00	4	16,000.00
	Annual Progress Reports	500.00	4	2,000.00
	Quarterly Progress Reports	500.00	4	2,000.00
	<b>Sub-Total</b>			<b>42,000.00</b>
<b>4.</b>	<b>Dissemination of Results</b>	2,000.00	4	8,000.00
	<b>Sub-Total</b>			<b>8,000.00</b>
<b>6.</b>	<b>Miscellaneous/ Contingencies</b>	1,700.00	4	6,800.00
	<b>Sub-Total</b>			<b>6,800.00</b>
	<b>Grand Total</b>			<b>74,800.00</b>

## **2.7 DATA COLLECTION, COLLATION AND VALIDATION**

The preparation of the DMTDP involves the collection of data from different stakeholders. Some of these information included questionnaire administration, stakeholders' discussion, library research, analysis of project reports, etc. The planning process adopted an integrative approach which combined the relevant aspects of the study area, quantitative, qualitative and participatory techniques. A task team comprising heads of decentralized departments and agencies (DPCU) such as District Agriculture Development Unit, District Education Office, Ghana Health Service and Non-Governmental Organizations was formed to prepare this document. The team interacted with various stakeholders in the District to gather the data needed for the monitoring and evaluation plan.

A stakeholders' workshop was conducted to identify the felt community needs to set the development indicators. This was done by the use of focus group discussion and participatory appraisals. Sub-structures of the District Assembly as well as the traditional authorities were involved in the identification and analysis of the District's Core Indicators to guide the implementation of the District Medium Term Development Plan.

Data for the assignment was collected from both primary and secondary sources. The primary data includes; questionnaire administration, interviews, focus group discussion whilst the secondary data was gathered from previous development plans, annual progress reports, project review reports and other relevant literature. On the basis of the information and data gathered, the existing conditions in the District were analyzed and interpreted through series of stakeholder's workshops.

### **2.7.1 PRIMARY DATA**

Based on the guidelines from the National Development Planning Commission (NDPC), the team embarked on a data gathering workshop with the heads of decentralized departments and agencies, non-governmental organizations and civil society organizations. The data gathered related to issues on policies (Ghana Shared Growth and Development Agenda), budgets, existing programmes and projects, targets and operational challenges.

In addition to these, a planning workshop was organized with participants drawn from representatives of communities of the seven (7) Town/ Area Councils as well as the sector ministries, departments and agencies operating in the Districts. The primary aim of the workshop was to identify the development indicators through brainstorming exercise. This helped the team to determine the indicators for the monitoring.

The monitoring and evaluation plan would serve as a guide to the collection and collation of information on process data, input data, output data and outcome data.

**(i) Process Data**

These were related to information on the operations or functions of the District Planning and Co-ordinating Unit or the Sub-District Structures in relation to the implementation of the outlined activities in the District Medium Term Development Plan (DMTDP).

**(ii) Input Data**

The input data included information the human and material resources of the District and transfers from the Central Government and other Development Partners.

**(iii) Output Data**

The output data used depicted the immediate results of the combined District activities

**(iv) Outcome Data**

The outcome data was related to information determining the impact or long term effect of action taken.

## **2.7.2 SECONDARY DATA**

The planning team members explored all the possible and available sources of data existing in the District. The data used was also related to information on the Greater Accra Region and the Country as a whole. As a result, data was gathered from both documented and un-documented sources. These included; District Annual Progress Reports and Quarterly Reports, District Project Reports, Project Monitoring and Evaluation Reports, Reports from Decentralized Departments and Agencies, Reports from Non-Governmental Organizations, District Census Reports, etc.

## **2.7.3 DATA VALIDATION**

To ensure the reliability of the data gathered, a stakeholders' workshop and public hearings were held in all the 7 Town/ Area Councils to validate the data gathered. Other objectives of the workshop and the public hearing were to identify and agree on the set targets/ indicators. The participation of all heads of department and agencies, non-governmental organizations, selected beneficiary communities were also key in reviewing the data before collation to enhance the validation of the data gathered. The objective of these exercises was to ensure consistency of the data.



## **2.8 DATA ANALYSIS AND APPLICATION**

The data gathered by the various stakeholders (decentralized departments and agencies, civil society organizations, etc) was analyzed by the stakeholders for the implementation of the monitoring and evaluation plan and management decision making. Simple statistical methods would be employed to analyze the data from the DMTDP implementation and gaps identified would be addressed for poverty reduction interventions.

The qualitative and quantitative gathered from the primary and secondary sources would be systematically analyzed to show results being produced by each project in the DMTDP; thus assessing the performance of the District with regards to all the indicators. Shortfalls or deviations from the achievement of the plan goals, objectives and targets of the DMTDP and the GSGDA with indicators will be analyzed, interpreted and included in the Annual Action Plans and the next DMTDP.

## **2.9 REPORTING ON FINDINGS**

The monitoring and evaluation findings would be communicated to the various stakeholders of the District through review workshops. Quarterly and annual progress reports would also be compiled and discussed at various meetings for remedial actions to be taken. The Secretariat of the DPCU would report on all key observations and the findings of the progress of work, gaps and deviation and impacts of development interventions to project implementers and actors, beneficiary communities and sector departments. The findings would also be reported at General Assembly meetings for the information of the Presiding Member, District Chief Executive, Assembly Members, Parliamentarians, Traditional Authorities and Other Opinion Leaders.

## **2.10 DISSEMINATION OF REPORT**

In addition to the reporting of the District monitoring and evaluation findings and results, the District Planning and Co-ordinating Unit (DPCU) would also undertake dissemination of this information to the various stakeholders and decision makers and the entire public. Copies of the report would be forwarded to the various Town/ Area Councils, the Regional Co-ordinating Council, the National Development Planning Commission and the other Ministries, Departments and Agencies (MDAs) largely in the form of an Annual Progress Reports (APRs), and Quarterly Progress Reports (QPRs). The purpose is to inform stakeholders and share the content of the report with these stakeholders at the Sub-Districts as well as to the Community Members, thus, enhancing accountability, transparency and boost the commitment of the stakeholders to support development interventions in the District.

In furtherance to this, the following strategies would be adopted by the District Planning and Co-ordinating Unit (DPCU) to disseminate the monitoring and evaluation report;

- Announcements, discussions and broadcasting in the print and electronic media.

- Meeting with Assembly Members, Traditional Authorities, Town/ Area Council Representatives and Other Opinion Leaders to take the information back to the communities.
- Holding of community meetings at the various Town/ Area Councils Offices throughout the District.

## **2.11 EVALUATION OF THE VARIOUS DEVELOPMENT PROGRAMMES AND PROJECTS IN THE DISTRICT MEDIUM TERM DEVELOPMENT PLAN**

Evaluation of the DMTDP would be done using the identified District Core Indicators in the monitoring and evaluation plan. The evaluation would be undertaken to at specific time period as indicated in the monitoring and evaluation calendar to assess the performance of the development programmes and projects. It includes; ex-ante, mid-term and terminal evaluations. Impact evaluation would also be carried out at reasonable years after project completion. The District Assembly would employ external agencies or institutions for technical assistance where possible in the evaluation process.

Some of the areas to be covered in the evaluation process would include;

- District Poverty Profiling and Mapping
- Beneficiary Assessment Analysis
- Cost Benefit Analysis
- Impact Assessment in the form of ; Economic, Social and Environmental)

In all these District Monitoring and Evaluation exercises, participatory monitoring and evaluation would be employed to solicit active stakeholders' contributions.

## **2.12 PARTICPATORY MONITORING AND EVALUATION (M & E)**

Participatory monitoring and evaluation is a valuable tool/ technique used to capture perceptions and assess whether the interventions in the DMTDP have met the expectations (objectives), especially, that of the poor and the vulnerable in the communities. The direct beneficiary community members would also be included in the monitoring and evaluation exercise. These stakeholders would be involved democratically and voluntarily in the decision making which directly or indirectly affect their well being and also contribute to the implementation of the programmes and projects, maintenance, monitoring, evaluation and re-planning. The stakeholders' participation is a very essential steps in the development effort to enable the people gain perfect understanding and control over the social, economic and political factors in order to improve their circumstances.

The active involvement of these key stakeholders in the plan preparation and in the development process would be given a major boost in the implementation also. Thus, the

stakeholders would be involved in different techniques to facilitate their participation in the in the evaluation process.

Some of these techniques which enhances Social Accountability are;

- Community Score Cards
- Citizen Report Cards
- Focus Group Discussion
- Participatory Expenditure Tracking of Social Service Expenditures, etc

## CHAPTER THREE

### COLLABORATION WITH STAKEHOLDERS

#### 3.0 COLLABORATION WITH DEVELOPMENT PARTNERS

The role of various Non-Governmental Organizations (NGOs), Civil Society Organizations (CSOs), Faith Based Organizations (FBOs) and Community Based Organizations (CBOs) in the socio-economic development of the District cannot be over-emphasized. It is hoped that these NGOs and other Development Partners would continue to bite into the District Medium Term Development Plan to enhance the implementation of various programmes and projects.

Some of these Non-Governmental Organizations and their area of focus include the following;

**Table 3.1: Development Partners and their Area of Focus**

No.	Name of Development Partner	Area of Focus
1.	Community Water and Sanitation Agency/ Local Service Delivery and Governance Programme (Water and Sanitation Project)	<ul style="list-style-type: none"> <li>• Provision of potable water and improved sanitation</li> <li>• Capacity building</li> <li>• Institutional latrine provision</li> <li>• Training of school health committees and school health co-ordinators</li> <li>• Technical assistance</li> <li>• Hygiene and environmental sanitation provision</li> <li>• Logistics supply</li> </ul>
2.	Community Based Rural Development Project	<ul style="list-style-type: none"> <li>• Education</li> <li>• Sanitation</li> <li>• Capacity building</li> <li>• Logistics supply</li> </ul>
3.	Ghana AIDS Commission(Multi Sectoral HIV and AIDS Support-MSHAP)	<ul style="list-style-type: none"> <li>• HIV and AIDS interventions</li> </ul>
4.	Feeder Roads Improvement Programme /Local Service Delivery and Governance Programme (Feeder Roads Component)	<ul style="list-style-type: none"> <li>• Feeder roads improvement</li> <li>• Intermediate means of transport provision</li> <li>• Rural access improvements</li> </ul>

5.	Ghana Luxemburg Social Trust for Pregnant Women	<ul style="list-style-type: none"> <li>• Support to poor and vulnerable pregnant women</li> </ul>
6.	Livelihood Empowerment Against Poverty (LEAP) Programme	<ul style="list-style-type: none"> <li>• Support poor and vulnerable households</li> </ul>
7.	National Youth Employment Programme (NYEP)	<ul style="list-style-type: none"> <li>• Skills provision in various models such as; Sanitation, Dressmaking, Nursing, Teaching, Community Policing, etc.</li> </ul>
8.	Millennium Challenge Account (MCA)	<ul style="list-style-type: none"> <li>• Agricultural transformation</li> <li>• Capacity building for farmer based groups</li> <li>• Provision of social interventions (education, health, feeder roads improvement, water and sanitation, etc) within the intervention areas</li> <li>• Market intervention</li> <li>• Grading and quality assurance of agricultural produce</li> <li>• Provision of inputs</li> </ul>

In addition to these, there are several Community Based Organizations carrying out various developmental activities mobilizing both local and external resources for development. Some of these CBOs includes; Shai Area Progressive Union (SHAPU), Tsui Anaa, Moko Sane, Mawu Maa Pe, etc.

### **3.1 PROCESSES OF DEVELOPING THE MONITORING AND EVALUATION PLAN**

The planning process adopted an integrative approach which combined the relevant aspects of the study area, quantitative, qualitative and participatory techniques. A task team comprising heads of decentralized departments (DPCU), NGOs, etc was formed to prepare this document. The team interacted with various stakeholders in the district to gather the data needed for the plan preparation.

A socio-economic survey was conducted throughout the district to identify the felt community needs. This was done by the use of questionnaire, focus group discussion and participatory decentralized department appraisal. Sub structures of the District Assembly as well as the traditional authorities were involved in the identification and analysis of the community's development problems. These were done with the use of monitoring and evaluation guidelines from the National Development Planning Commission (NDPC).

Data for the assignment was collected from both primary and secondary sources. The primary means include questionnaire administration whilst other information were gathered from previous development plans and other relevant literature. On the basis of the information and data generated, the existing conditions in the District were analyzed and interpreted through series of stakeholder workshops to arrive at the Core District Indicators for the monitoring and evaluation. The procedures followed include the following steps;

1. Identification, classification and analysis of all stakeholders in poverty reduction in the District.
2. Identification and assessment of the needs within the District in all areas.
3. The analysis of the problems to identify the core monitoring indicators within the respective themes of the GSGDA.
4. Projection and needs assessment within these thematic areas were undertaken based on some assumptions to know the future situation with regards to meeting the needs of the future.
5. The project monitoring and evaluation matrix was then prepared to give details of the components of the plan at a glance.
6. The monitoring and evaluation calendar (work plan) developed.
7. All the data regarding programmes and projects (both on-going and new) including data from development partners was collated and validated in stakeholder workshops.
8. Public hearings were conducted at each of the 7 Town/ Area council and issues raised by beneficiaries considered in the finalization of the document.
9. The processes for reporting and dissemination were also compiled.

### **3.2 MAJOR CHALLENGES TO DISTRICT MONITORING AND EVALUATION**

Monitoring and evaluation is one of the most crucial management tools to support project implementation. It provides opportunity to ascertain the status of progress of programmes and projects in the District and also provides feed back mechanisms for re-planning. It is therefore very crucial to carry out monitoring and evaluation to ensure that programmes and projects are undertaken as planned.

However, monitoring and evaluation of programmes and projects in the District is beset with some challenges. Some of these challenges are;

- Limited funds committed to monitoring and evaluation
- Poor accessibility of some parts of the District especially during the rainy season
- Inadequate logistics

Despite these challenges, the District Assembly is committed to providing the necessary support (financial and logistical) for the monitoring and evaluation tasks. The role of the seven Town/ Area Councils and the Unit Committee is also crucial in this direction since they are expected to mobilize the communities and support the various programmes/ projects implementation.