

GOVERNMENT OF GHANA  
MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT

**ATWIMA MPONUA DISTRICT ASSEMBLY**



**MONITORING AND EVALUATION PLAN  
FOR  
GHANA SHARED GROWTH AND DEVELOPMENT AGENDA  
(GSGDA, 2010- 2013)**

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## EXECUTIVE SUMMARY

Following the drafting of the 4-Year Medium Term Development Plan for the Atwima Mponua District Assembly (MTDP 2010-2013), it has become authoritative for the formulation of all-inclusive Monitoring and Evaluation Plan to support its implementation.

This M&E document has been technologically advanced to echo the policy framework of the Ghana Shared Growth and Development Agenda (GSGDA) and additionally provides the yardstick to assist the tracking of progress and effectiveness of every project and programme implementation. It is however to identify bottlenecks associated with the prosecution of the plan and provide a feedback mechanism for a good data dissemination system.

The arrangement of the plan is based on the format and guidelines provided by the National Development Planning Commission (NDPC) and are prearranged under three chapters as follows:

**Chapter One** deals principally with the introduction and purpose of the M&E plan. Additionally, it brings to light on the goals and objectives of the development agenda of the District. A review of the Implementation Status of the DMTDP 2010 is also uncovered in this section.

**Chapter Two** files and examines the key M&E activities including Stakeholder Analysis, M&E Conditions and Capacities, Indicators and Targets and an M&E budget. Furthermore, it provides an M&E Matrix and a Calendar scheduling the various activities to be carried out including data collection, validation and collation, data analysis, reporting, dissemination of information and a development evaluation.

**The Final Chapter Three** concentrates on other germane issues of M&E which includes the role of various development partners in the plan implementation and conclusion of the M&E Plan 2010-2013.

## TABLE OF CONTENTS

CONTENTS	PAGE
EXECUTIVE SUMMARY ... ..	ii
TABLE OF CONTENT ... ..	iv
LIST OF TABLES ... ..	vi
LIST OF ACRONYMS ... ..	vii
<b>CHAPTER ONE - INTRODUCTION</b>	
<b>1.1 Background and Purpose of the M&amp;E Plan ... ..</b>	<b>1</b>
<b>1.2 Goal and Objectives of the DMTDP ... ..</b>	<b>2</b>
1.2.1 Thematic Areas' Goals ... ..	3
1.2.2 Thematic Areas' Development Objectives ... ..	3
<b>1.3 Implementation Status of the DMTDP ... ..</b>	<b>6</b>
<b>CHAPTER TWO – MONITORING AND EVALUATION ACTIVITIES</b>	
<b>2.1 Introduction ... ..</b>	<b>11</b>
<b>2.2 Stakeholder Analysis ... ..</b>	<b>11</b>
<b>2.3 Monitoring and Evaluation Conditions and Capacities ... ..</b>	<b>13</b>
<b>2.4 Indicators and Targets of Projects and Programmes ... ..</b>	<b>15</b>
<b>2.5 Monitoring and Evaluation Matrix ... ..</b>	<b>23</b>
<b>2.6 Monitoring and Evaluation Calendar ... ..</b>	<b>33</b>
<b>2.7 Monitoring and Evaluation Budget ... ..</b>	<b>34</b>
<b>2.8 Data Collection, Validation and Collation ... ..</b>	<b>37</b>
<b>2.9 Data Analysis and Presentation ... ..</b>	<b>37</b>
<b>2.10 Reporting and Dissemination of M&amp;E Findings ... ..</b>	<b>38</b>
<b>2.11 Development Evaluations ... ..</b>	<b>39</b>
<b>2.12 Participatory Monitoring and Evaluation ... ..</b>	<b>39</b>

**CHAPTER THREE - OTHER ISSUES OF RELEVANCE TO MONITORING AND  
EVALUATION**

<b>3.1</b>	<b>Collaboration with Development Partners</b>	...	...	...	...	...	...	...	<b>40</b>
<b>3.2</b>	<b>Conclusion</b>	...	...	...	...	...	...	...	<b>40</b>
<b>APPENDICES</b>	...	...	...	...	...	...	...	...	<b>42</b>

## LIST OF TABLES

<b>Table 1.1:</b>	<b>The Status of the First Year Stage (2010 Annual Action Plan) of DMTDP</b>	... ... ... ... ... ... ... ...	<b>6</b>
<b>Table 2.1:</b>	<b>Stakeholders and Their Roles and Interest in the M&amp;E Process</b>		<b>13</b>
<b>Table 2.2:</b>	<b>Monitoring and Evaluation Needs</b>	... ... ... ...	<b>14</b>
<b>Table 2.3:</b>	<b>Monitoring and Evaluation Capacity and Management Index</b>		<b>14</b>
<b>Table 2.4:</b>	<b>District Core Indicators</b>	... ... ... ... ...	<b>16</b>
<b>Table 2.5:</b>	<b>Thematic Area 1: Ensuring &amp; Sustaining of Macro-Economic Stability</b>	... ... ... ... ... ... ... ...	<b>23</b>
<b>Table 2.6:</b>	<b>Thematic Area 2 - Enhancing Competitiveness of Ghana's Private Sector</b>	... ... ... ... ... ... ... ...	<b>24</b>
<b>Table 2.7:</b>	<b>Thematic Area 3 - Accelerated Agricultural Modernization and Natural Resource Management</b>	... ... ... ... ...	<b>25</b>
<b>Table 2.8:</b>	<b>Thematic Area 4 - Infrastructure and Human Settlements Development</b>	... ... ... ... ... ... ... ...	<b>26</b>
<b>Table 2.9:</b>	<b>Thematic Area 5 - Human Development, Employment and Productivity</b>	... ... ... ... ... ... ... ...	<b>29</b>
<b>Table 2.10:</b>	<b>Theme 6 - Transparent and Accountable Governance</b>	... ...	<b>32</b>
<b>Table 2.11:</b>	<b>The Monitoring and Evaluation Calendar for the Plan Period (2010-2013)</b>	... ... ... ... ... ... ... ...	<b>34</b>
<b>Table 2.12:</b>	<b>Monitoring and Evaluation Budget (Annual)</b>	... ...	<b>36</b>

## LIST OF ACRONYMS

AAIDS	-	Acquired Immune-deficiency Syndrome
AC	-	Area Council
AfDB	-	African Development Bank
AM	-	Assembly Members
AMDA	-	Atwima Mponua District Assembly
AMMHIS	-	Atwima Mponua Mutual Health Insurance Scheme
ArM	-	Area Mechanics
BAC	-	Business Advisory Centre
BECE	-	Basic Education Certificate Examination
CBO	-	Community Base Organization
CBRDP	-	Community-Based Rural Development Programme
CHPS	-	Community-based Health Planning Services
CSO	-	Community Society Organisation
DA	-	District Assembly
DACF	-	District Assembly Common Fund
DANIDA	-	Danish International Development Agency
DBA	-	District Budget Analyst
DCD	-	District Co-ordinating Director
DCE	-	District Co-ordinating Director
DDF	-	District Development Fund
DEHD	-	District Environment and Health Directorate
DFO	-	District Finance Officer
DFR	-	Department of Feeder Roads
DHD	-	District Health Directorate
DHIS	-	District Health Insurance Scheme
DID	-	District Information Department
DMHIS	-	District Mutual Health Insurance Schemes

DMTDP	-	District Medium Term Development Plan
DOC	-	Department of Cooperatives
DPAC	-	District Population Advisory Committee
DPCU	-	District Planning Co-Ordinating Unit
DPS	-	District Police Service
DSS	-	District Statistical Service
DSW	-	Department of Social Welfare
DWST	-	District Water and Sanitation Team
ECG	-	Electricity Company of Ghana
EU	-	European Union
FBO	-	Farm Based Organization
GES	-	Ghana Education Service
GHS	-	Ghana Health Services
GSGDA	-	Ghana Shared Growth and Development Agenda
GSS	-	Ghana Statistical Services
HIV	-	Human Immune-Deficiency Virus
ICT	-	Information Communication Technology
IGF	-	Internally Generated fund
JHS	-	Junior High School
JICA	-	Japan International Cooperation Agency
KfW	-	Kreditanstalt für Wiederaufbau
KVIP	-	Kumasi Ventilated improved pit
M&E	-	Monitoring and Evaluation
MASLOC	-	Micro Finance and Small Loan Scheme
MDAs	-	Ministries, Departments and Agencies
MOFA	-	Ministry of Food and Agriculture
MOH	-	Ministry Of Health
MP	-	Member of Parliament
NADMO	-	National Disaster Management Organisation



NBSSI	-	National Board for Small Scale Industries
NDPC	-	National Development Planning Commission
NGO	-	Non Governmental Organization
NYEP	-	National Youth Employment Programme
PME	-	Participatory Monitoring and Evaluation
PWD	-	People With Disabilities
RCC	-	Regional Co-Ordinating Council
RPCU	-	Regional Planning Co-Ordinating Unit
SHS	-	Senior High School
SIF	-	Social Investment Fund
SMEs	-	Small and Medium Enterprises
SPSS	-	Statistical Package for Social Sciences
SSE	-	Small Scale Enterprise
STI	-	Sexually Transmitted Infections
TA	-	Traditional Authorities
TB	-	Tuberculosis
TBAs	-	Traditional Birth Attendants
TCPD	-	Town and Country Planning Department
UC	-	Unit Committee
UN	-	United Nation
WATSAN	-	Water and Sanitation
WB	-	World Bank
WC	-	Water Closet
WHO	-	World Health Organization

## **CHAPTER ONE**

### **INTRODUCTION**

#### **1.1 Background and Purpose of the M&E Plan**

Monitoring and Evaluation, which are two different terms but intertwined approach has served as a vital management tool in effective tracking of progress in plan implementation. It provides an additional impetus both in the tracking down of policy, programme and project effectiveness and to ensure accountability, responsiveness and transparency in the allocation and use of scarce resources in the Ghana Shared Growth and Development Agenda (GSGDA).

The M&E activities (procedures and structures) outlined in this document are however formulated to facilitate the achievement of the set objectives in the DMTDP (GSGDA, 2010-2013). The aim of this document therefore is to effectively monitor and evaluate the implementation of planned activities as well as their results and impacts. It is also to ensure that the programmes and projects are being executed according to the plan and are having the desired effects in terms of transforming the lives of people in the District so as to reduce poverty on a sustainable basis.

The rationale for developing M&E Plan for implementation of DMTDP is summarized as follows:

1. To assess whether DMTDP (GSGDA, 2010-2013) developmental targets were being met.
2. To identify achievements, constraints and failures so that improvements can be made to the DMTDP and project designs to achieve better impact.
3. To identify the appropriate interventions that will increase the responsiveness of targeted beneficiaries.
4. To provide information for effective coordination of district development at the regional level.

5. To document lessons learnt from the implementation of programmes and projects.
6. To improve service delivery and influence allocation of resources in the districts.
7. To demonstrate results to stakeholders as part of accountability and transparency.
8. To reinforce ownership of the DMTDP and build M&E capacity within each District.

In attempt to realize this, it is envisaged that all stakeholders including key institutions are strengthened and empowered to lead the process and sustain the system with continuous flow of timely, reliable, accurate and relevant information that will be used to track progress. The collection, analysis and dissemination of information on performances and outcomes of the DMTDP will enable decision and policy makers notably the National Development Planning Commission (NDPC) and other Ministries, Departments and Agencies (MDAs) to feed the analysis from the District APRs directly into policy and decision making processes. Major issues to monitor include the development of work plans, materials supplies and schedules, financial flow, technical details of construction and progress of work and among others.

The selection of indicators for the M&E plan was based on the outcome of the stakeholder meeting held with decentralized departments and other interest groups. Thirty (30) of such indicators have been selected for the purpose of developing the M&E Plan according to the ranking of priorities of the DMTDP 2010-2013.

## **1.2 Goal and Objectives of the DMTDP**

The overall goal of the 4-year Medium Term Development Plan of Atwima Mponua District was set in accordance with the mission statement of the Assembly. The mission therefore states that: ‘the Atwima Mponua District Assembly is to see to the improvement of the quality of life of every inhabitant that stays within its area of jurisdiction’. The **overall** goal of the plan is ‘accelerating the provision of socio-economic infrastructure and services so as to improve the lives of people in the district’.

### 1.2.1 Thematic Areas' Goals

#### **Theme 1: Ensuring Macroeconomic Stability**

Goal 1: Promoting marketing and improving financial resources mobilization in the district.

#### **Theme 2: Private Sector Competitiveness**

Goal 1: Promote Public-Private Partnership to improve the performance of private firms.

#### **Theme 3: Accelerated Agric Modernization and Natural Resources Management**

Goal 1: Improving upon the level of Agricultural productivity and ensure proper management of natural resources.

#### **Theme 4: Infrastructure and Human Settlement Development**

Goal 1: Improving accessibility to utility services and infrastructures in the areas of recreation, security, ICT, sanitation and transport.

#### **Theme 5: Human Development, Employment and Productivity**

Goal 1: Improving population management and quality health care delivery.

Goal 2: Improving access to quality education.

Goal 3: Improve skills training and job creation to reduce unemployment among youth.

#### **Theme 6: Transparent and Accountable Government**

Goal: Strengthening the institutional capacity of the district to promote transparency, accountability and public safety.

### 1.2.2 Thematic Areas' Development Objectives

#### **Theme 1: Ensuring Macroeconomic Stability**

1. To provide and expand market facilities in the district by 2013.
2. To ensure effective and efficient financial resources mobilization by 2013.

## **Theme 2: Private Sector Competitiveness**

1. To increase SMEs access to credit facilities in the district by 2013.
2. To improve productivity levels of MSMEs in the district by 2013.

## **Theme 3: Accelerated Agric Modernization and Natural Resources Management**

1. To increase agricultural produce in the district by 40% by 2013.
2. To reduce pests and diseases and post harvest loses in the district by 60% by 2013.
3. To reduce natural resource depletion in the district by 2013.

## **Theme 4: Infrastructure and Human Settlement Development**

1. To achieve 60% contention of electricity to newly developed areas by 2013.
2. To increase access to potable water in the district by 80% by 2013.
3. To increase access to recreational facilities in the district by 2013.
4. To ensure access to ICT infrastructure in basic schools in the district by 2013.
5. To achieve 80% improvement in sanitation in the district by 2013.
6. To improve road conditions in the district by 2013.

## **Theme 5: Human Development, Employment and Productivity**

1. To reposition family planning as a priority in the district by 2013.
2. To update demographic database in the district by 2013.
3. To increase access to health care delivery in the district by 30% by 2013.
4. To reduce the incidence of HIV, other STI and TB in the district by 2013.
5. To improve educational infrastructures in the district by 2013.
6. To improve general performance of students in the district by 2013.
7. To reduce the feminization of poverty in the district by 40% by 2013.
8. To reduce unemployment among youths in the district by 2013.

## **Theme 6: Transparent and Accountable Government**

1. To enhance the institutional capacity of the District Assembly and its substructures by 2013.
2. To strengthen the security force of the district by 2013.
3. To enhance opportunities and safety nets for the vulnerable in the district by 2013.

#### 1.4 Implementation Status of DMTDP

The Table 1.1 gives a detail of the status of the first year stage of DMTDP (2010 Annual Action Plan).

**Table 1.1: The Status of the First Year Stage (2010 Annual Action Plan) of DMTDP.**

THEMATIC AREA	OBJECTIVES	ACTIVITIES / STRATEGIES	LEVEL OF IMPLEMENTATION				REMARKS / REASONS
			FULLY IMPLEMENTED	ON-GOING	NOT IMPLEMENTED	% ACHIEVEMENT	
Ensuring and Sustaining Macroeconomic Stability	1. To provide and expand market facilities in the district by 2013	Complete on-going market projects at Mpasatia and Wansamire		√		95%	
		Facilitate the provision of 20 Litre Bins at various market places		√		15%	
	2. To ensure effective and efficient financial resources mobilization by 2013	Organize tax education campaigns in the district	√			100%	
		Review the performance on revenue mobilization in the district	√			100%	
		Identify new and additional sources of revenue in the district			√	-	
Private Sector Competitiveness	3. To increase SMEs access to credit facilities in the district by 2013	Facilitate the provision of credit to 50 Small Scale Enterprise operators in the district	√			100%	
	4. To improve productivity levels of SMEs in the district by 2013	Organize training programme on record and credit management for 30 Small Scale Enterprise operators in the district	√			100%	
		Facilitate the expansion of the capacity of ICCESS to train 250 unemployed youths in the district		√		30%	
		Engage 200 youths in teaching, community health, sanitation and community policing		√		63%	
Accelerated Agric Modernization and Natural Resources Management	5. To increase agricultural produce in the district by 40% by 2013	Organize educational campaign on the use of modern technology for farming	√			100%	
		Facilitate the recruitment of 2 extension officers	√			100%	
		Procure 1 motor bike for Extension Officers	√			500%	

		Construct Agric Extension Service Center at Nyinahin	√			Completed		
		Provide agro-chemicals and other farm inputs to 4000 farmers	√			200%		
		Facilitate the provision of credit to 2000 crop farmers		√		1%		
		Complete the construction of water reservoir at Adimbra for irrigation.			√	-		
Infrastructure and Human Settlement	6. To achieve 60% extension of electricity to newly developed areas by 2013	Facilitate the extension of electricity to 38 communities		√		89%		
		Preparation of Base Maps in some selected communities			√	-		
		Provide 400 street lights to various communities		√		90%		
	7. To increase access to potable water in the district to 80% by 2013	Drilling of 120 boreholes in rural communities	√				100%	
		Rehabilitate 25 broken down boreholes in the district				√	-	
		Extension of pipe borne water system to Otaakrom, Mpasatia, Anyinmaso, Nkrumah and Agogoso	√				100%	
	8. To achieve 80% improvement in sanitation in the district by 2013	Training of 10 latrine Artisans in the district			√		40%	
		Construct of 2 No. 20-Seater W.C toilet at Nyinahin	√				100%	
		Construct a 20 Seater W.C at Otaakrom	√				100%	
		Construct of a 20 seater W.C at Mpasatia	√				100%	
		Construction of a public toilet at Bayerebon 5				√	-	
		Construct a 6-Seater KVIP public toilet at Otaakrom market				√	-	
		Organization of educational campaign on safe sanitation	√					90%
		Procure refuse management equipment and tools to the Environmental Health Unit.			√			50%
	9. To improve road conditions in the district by 2013	Rehabilitate Antwiagyei Nkwanta- Antwiagyei feeder road				√	-	
Rehabilitate 11km Manukrom – Bayerebon feeder road				√		6km completed		
Rehabilitate 15km Nyinahin – Sreso Timpom feeder road						10 km completed		



		Construct 20 speed ramps on the Mpasatia – Bibiani main road			√	-			
		Construct 6 No. Culverts at Kojobenkrom			√	-			
		Construct 3 No. culverts at Enwirem			√	-			
		Construct 2NO. footbridges at Nyinahin			√	-			
		Tarring of 10 km Tanodumasi Junction – Tanodumasi feeder road		√		65% completed			
Human Development , Employment and Productivity	10. Reposition family planning as a priority in the district by 2013	Form and Support DPAC to develop district population policy relating to Family Planning			√	-			
	11. To update demographic database in the district by 2013	Create and improve demographic database at the District’s Birth and Death Registry			√	-			
	12. To improve educational infrastructures in the district by 2013	Construct 2 Storey, 12- unit classroom block for Nyinahin Junction cluster of schools		√			20% Completed		
		Construct 1 No. 3-unit classroom block for Domeabra JHS					Completed		
		Construct 1 No. 6 -unit classroom block for Agogoso		√			40% Completed (Lintel)		
		Construct a 3-Storey Girls Dormitory block for Mpasatia SHS		√			40% Completed		
		Construct 1 No 6 unit classroom block for Mpasatia SHS		√			60% Completed		
		Construct 1 No. 6 unit classroom block for Nyinahin SHS		√			70% Completed		
		Rehabilitate Tanodumasi Islamic primary school block			√		-		
		Complete the Construction of 1 No. 4 unit Teachers’ Quarters at Kuffour Camp				√	-		
		Furnish the community information centre/library at Nyinahin	√					100%	
		Construct community information centre/library at Mpasatia			√			60% Completed (Lintel)	

		Construct 1 No. 6 seater Aqua privy toilet for Tanodumasi Islamic basic school			√	-	
13. To improve general performance of students in the district by 2013		Manufacture and supply 2,000 school furniture		√		90%	
		Facilitate the recruitment of 50 trained Teachers to schools in the district	√			172%	
		Organize an Annual Best Teachers Award district			√	-	
		Conduct District Mock Examination twice a year	√			100%	
14. To increase access to health care delivery in the district by 2013		Sponsor 10 Health trainees in the district		√		80%	
		Complete the construction of 4 No. CHPS compound		√		75%	
		Expand Health infrastructure at Nyinahin Hospital		√		35%	
		Construct 1No. Community Clinic in the District			√		
		Provide residential accommodation for Health Staff in the district (Nurses' Quarters)		√		60%	
		Provide in-service training to 50 Health Staff in the district	√			100%	
		Create computerized database system at Nyinahin Hospital		√		20%	
		Provide training and motivation packages for 40 TBAs and community volunteers in the district	√			100%	
		Intensify immunization campaign in the district	√			100%	
		Intensify public education on Health Insurance Scheme in the district	√			100%	
		Organize education on water and sanitation related diseases	√			100%	
15. To reduce the incidence of HIV, other STI and TB in the district by 2013		Intensify education campaign on causes and impacts of HIV / AIDS and other STIs	√			100%	
		Intensify education campaign to promote safe sex	√			100%	
16. To reduce the feminization of		Identify and register females in extreme poverty especially the unemployed			√	-	

	poverty in the district by 40% by 2013	Train the registered females in batik tie and dye making			√	-	
		Assist 100 females to establish their own jobs			√	-	
	17. To reduce unemployment among youths in the district by 2013	Identify and register all unemployed youths		√		80%	
		Select Youth Employment Modules		√		80%	
		Prepare and implement Modules		√		80%	
		Track and record jobs created		√		80%	
	Transparent and Accountable Government	18. To enhance the institutional capacity of the Assembly and its sub-structures by 2013	Construct and furnish Area Council office at Mpasatia			√	-
Construct and furnish Area Council office at Otaakrom					√	-	
Complete the furnishing of the Area Council office at Nyinahin					√	-	
Complete the construction of Junior Staff Quarters at Nyinahin				√		-	
Construct a fence wall at the DCD's residence					√	-	
Construct a pavement walkway at the DCE's residence					√	-	
19. To strengthen the security force of the district by 2013		Complete the furnishing of a temporal Police post at Mpasatia			√	-	
		Construct and furnish a permanent Police Station at Mpasatia			√	-	
		Facilitate the construction of District Police barracks at Nyinahin			√	-	
		Rehabilitate Adiembra Police Station	√			100% Completed	
		Construct a new Police Station at Tanodumase		√		70% Completed	
		Construct new Court building for Nyinahin			√		

Source: APR, AMDA, 2011

## **CHAPTER TWO**

### **MONITORING AND EVALUATION ACTIVITIES**

#### **2.1 Introduction**

This chapter comprises a number of activities that are detailed out with respect to processes and procedures that were followed in preparing this document. It also incorporates other issues relating to structures and institutional arrangements so as to achieving an effective M&E programme.

#### **2.2 Stakeholder Analysis**

Participatory Monitoring and Evaluation has become a vital tool in tracking the performance of programmes and projects. It provides equal opportunity for all those affected by the designed policy, programme or project to effectively take part in tracking the performance of these interventions. To ensure the functioning of this approach, a thoroughly analysis on stakeholders should be conducted to bring all kinds of interest groups (stakeholders) on board for effective M&E of the various interventions.

A participatory M&E mechanism will therefore be implemented by deploying the knowledge resources of different kinds of stakeholders including the DPCU, decentralized/sector departments, central and local government agencies, NGOs, CBOs, CSOs, the private sector, the academic community as well as vulnerable groups and deprived members of the society in the monitoring and evaluation processes. The identification and participation of all stakeholders will lead to sustained capacity building, dissemination and demand for M&E results. The Table 2.1 shows all identifiable stakeholders and their roles as well as their interest in the M&E process.

**Table 2.1: Stakeholders and Their Roles and Interest in the M&E Process**

S/N	STAKEHOLDERS	INTEREST	ROLE / INVOLVEMENT
1	DPCU	a. Needs Assessment, b. Data collection, Collation and Analysis c. Preparation and Co-ordination of DMTDP and M&E Plan d. M&E Plan Implementation e. Information Dissemination	a. Asses s the needs of the people in the district b. Collect, collate and analyse data for M&E c. Prepare and co-ordinate of DMTP and M&E Plan d. Implement M&E Plan e. Disseminate and management of Information on M&E
2	District Assembly (DA)	a. Decision making b. Data Collection c. Monitoring and evaluation d. Information dissemination	a. Taking decisions on M&E b. Collection of Data c. Monitor and evaluate of Projects/ Programmes d. Disseminate results (information)
3	District Sub-structures (ACs, UC, AM)	a. Data Collection b. Monitoring c. Information dissemination	a. Collection of Data b. Monitor and evaluate of Projects/ Programmes c. Disseminate results (information)
4	Decentralised Departments and other Agencies	a. Advocacy for intervention b. Capacity building c. Implementation of projects/programmes d. Decision making	a. Data collection b. monitoring of on-going project/programmes c. Evaluation of implemented project/programmes d. Disseminate Information
5	Member of Parliament (MP)	a. Implementation of projects/ programmes b. Advocacy for projects c. Transparency & Accountability	a. Monitoring of projects b. Evaluation of project/programmes c. Disseminate Information
6	Civil Society groups (NGOs, FBOs, CBOs, Youth Associations)	a. Transparency & accountability b. Capacity building c. Logistics and financial support	a. Support in building capacity of DA staff on monitoring issues b. Disseminate Information c. Monitor Projects/ Programmes
7	Financial Institutions	a. Individuals and Groups identification b. Monitoring c. Growth of SSEs	Monitor and Evaluate credit facilities given to individuals and groups in the district
8	Religious Bodies	a. Disseminate Information b. Advocacy	a. Disseminate Information
9	Traditional authorities	a. Transparency & accountability b. Implementation of projects/programmes c. Needs assessment	a. Needs assessment b. Monitor on-going projects/Programmes in their communities c. Disseminate Information
10	Communities	a. Equitable development b. Implementation of projects/programmes c. Needs assessment	a. Assist in Data collection for monitoring b. Monitor on-going projects/ Programmes in their communities
11	Development Partners (WB, EU, JICA, KfW, etc)	a. Human Resource development b. Capacity building c. Logistics and financial support	a. Support Research and data gathering b. monitoring and evaluation of development intervention
12	Media	a. Transparency & accountability b. Disseminate Information a. Advocacy	a. Disseminate Information b. Follow ups on development issues c. Ensure accountability
13	Political parties	a. Transparency & Accountability b. Advocacy c. Needs assessment	a. Advocacy role b. Monitor and Evaluate of development projects c. Disseminate Information

Source: Field Survey, M&E Plan, 2011

### **2.3 Monitoring and Evaluation Conditions and Capacities**

An assessment of the institutional capacity of existing departments in the District indicate that the required resources including human, financial, material and physical inputs are available to carry out an effective M&E activity.

A key area of assessment was in the area of personnel, staffing position, qualification, experience, availability and utilization of funds, office space, equipment, skills, motivation and provision of incentives. All the 11 statutory decentralized departments are well established in the District. Almost all positions in these departments are occupied with highly qualified and motivated personnel. The M&E needs and Capacity Index of the District are discussed into details in the Tables 2.2 and 2.3 respectively.

Among them are the DHD, GES, MOFA, Social Welfare and Community Development, District Police Service, Disaster Prevention including the Fire Service, NADMO and among others. Majority of these departments, however, require additional logistic support such as computer accessories, vehicles, scanners, photocopying machines, fax machines and other office equipments to improve upon performance.

Different kinds of training programmes have been organized for all categories of staff in the various Departments to develop and improve their expertise and effectiveness. Training of needs assessments in M&E are conducted at the beginning of every year in almost all the Departments to refresh already learned ideas and identify gaps for further training.

All the 12 Area Councils have been proven to fully participate in the M&E activities. In view of this, 2 of the Area Councils have office accommodation with the rest yet to be provided with office accommodation and the required logistics and personnel to boost their M&E performance. Most Unit Committees in the various Electoral Areas in their communities are also functional tremendously in the M&E activities.

**Table 2.2: Monitoring and Evaluation Needs**

CONSTRAINTS	SUGGESTED SOLUTION	RESOURCE REQUIREMENT	REQUIRED TRAINING
1. Inadequate logistics for M&E activities	Provide adequate logistics for M&E activities	Vehicle, Fuel Stationery, Computers and Accessories, funds and so on	-
2. Poor road networks for M&E activities	Rehabilitate and construct roads for effective M&E	Funds	-
3. Lack of sensitization of stakeholders	Sensitize stakeholders on their roles in M&E	Funds, Stationery	M&E skills
4. Inadequate funds for M&E activities	Make budgetary provision for all M&E activities	Funds	-
5. Inadequate skills in M&E	Train Staff, Area Councils, Unit Committee and others in M&E skills	Funds, Stationery, Office accommodation Personnel	M&E skills Research Method Data Collection and Analysis
6. Inability to implement M&E Plan	Provision of adequate budgetary funds for M&E	Funds	-

Source: Field Survey, M&E Plan, 2011

**Table 2.3: Monitoring and Evaluation Capacity and Management Index**

MANAGEMENT AND CAPACITY INDICATOR	AVERAGE SCORE
Qualifications of Personnel	10
Staff Compliment	10
M&E Skills and Knowledge	10
Leadership	10
Management	9
Workload	6
Motivation and Intensive	3.1
Equipments and Facilities	3
Availability of Funds	5
Utilization of Funds	10
Timely Access to Funds	5
<b>TOTAL</b>	<b>81.1</b>

Source: Field Survey, M&E Plan, 2011

## **2.4 Indicators and Targets of Projects and Programmes**

The DPCU with the aid of collaboration by other stakeholders has strategically devised a number of core indicators to be used in tracking the performance of the development interventions during the plan implementation period. The criteria used in the choice of these indicators were:

1. Cost effectiveness;
2. Timely collection of data;
3. Easiness to measure indicator.
4. Relevance to project objectives;
5. Reliability of variables;

The identified indicators are grouped under the various Thematic Areas of the GSGDA. The Table 2.4 shows the various indicators under each thematic area.



**Table 2.4: District Core Indicators**

<b>THEMATIC AREA 1 : ENSURING AND SUSTAINING MACROECONOMIC STABILITY</b>					
<b>NO.</b>	<b>OBJECTIVES</b>	<b>INDICATOR</b>	<b>BASELINE DATA (2010)</b>	<b>TARGET (2013)</b>	<b>WHO COLLECTS INFORMATION</b>
1	To provide and expand market centers by 2013	<ul style="list-style-type: none"> <li>- No. of market facilities provided</li> <li>- No. of market facilities rehabilitated</li> <li>- No. of liter bins provided at market places.</li> </ul>	<ul style="list-style-type: none"> <li>- 3</li> <li>- 1</li> <li>- 0</li> </ul>	<ul style="list-style-type: none"> <li>- 8</li> <li>- 2</li> <li>- 50</li> </ul>	<ul style="list-style-type: none"> <li>DA</li> <li>DA</li> <li>DA</li> </ul>
2	To ensure effective and efficient resource mobilization	<ul style="list-style-type: none"> <li>- No. of tax education campaign organized</li> <li>- No. of new sources of revenue identified</li> <li>- No. of revenue collectors recruited</li> <li>- % reduction in DA's expenditure</li> </ul>	<ul style="list-style-type: none"> <li>- 2</li> <li>- 4</li> <li>- 3</li> <li>- -</li> </ul>	<ul style="list-style-type: none"> <li>- 8</li> <li>- 9</li> <li>- 30</li> <li>- 12%</li> </ul>	<ul style="list-style-type: none"> <li>DBA</li> <li>DBA</li> <li>DBA</li> <li>DBA</li> </ul>
<b>THEMATIC AREA 2: ENHANCED COMPETITIVENESS OF GHANA'S PRIVATE SECTOR</b>					
1	To increase SSEs access to credit facilities	<ul style="list-style-type: none"> <li>- No. of SSE Operators provided with credit facilities</li> </ul>	<ul style="list-style-type: none"> <li>- 0</li> </ul>	<ul style="list-style-type: none"> <li>- 100</li> </ul>	BDO
2	To improve general production level of SSEs in the district	<ul style="list-style-type: none"> <li>- No. of Producer Based Organization formed in the district</li> <li>- No. of SSE operators trained in modern technologies</li> <li>- % increase in SSE productivity</li> <li>- % increase in SSE operators income</li> </ul>	<ul style="list-style-type: none"> <li>- 0</li> <li>- 0</li> <li>- -</li> <li>- -</li> </ul>	<ul style="list-style-type: none"> <li>- 12</li> <li>- 100</li> <li>- 50%</li> <li>- 50%</li> </ul>	<ul style="list-style-type: none"> <li>CBOs</li> <li>BDO</li> <li>BDO &amp; DPCU</li> <li>BDO &amp; DPCU</li> </ul>
<b>THEMATIC AREA3: ACCELERATED AGRICULTURAL MODERNIZATION AND NATURAL RESOURCE MANAGEMENT</b>					
1	To increase agricultural produce in the district by 40% by 2013	<ul style="list-style-type: none"> <li>- Length of farm trucks constructed</li> <li>- No. of Extension Officers recruited</li> <li>- No. of extension Service Centers constructed</li> <li>- No. of farmers with access to agro-chemical and other inputs</li> <li>- No. of crop farmers with access to credit facilities</li> <li>- No. of farmers (both cocoa and crop farmers) trained in credit and farm record management</li> <li>- No. of irrigation centers constructed</li> </ul>	<ul style="list-style-type: none"> <li>- 0</li> <li>- 0</li> <li>- 1</li> <li>- 7,140</li> <li>- 35</li> <li>- 35</li> <li>- 3</li> </ul>	<ul style="list-style-type: none"> <li>- 30km</li> <li>- 8</li> <li>- 2</li> <li>- 10,000</li> <li>- 5,000</li> <li>- 5,000</li> <li>- 3</li> </ul>	<ul style="list-style-type: none"> <li>MOFA</li> <li>MOFA</li> <li>MOFA/DPCU</li> <li>MOFA/BDO</li> <li>MOFA/BDO</li> <li>MOFA/ FI</li> <li>MOFA</li> </ul>

		<ul style="list-style-type: none"> <li>- Absolute increment in the yield in tones of;               <ul style="list-style-type: none"> <li>i. Cocoyam - 114,854</li> <li>ii. Plantain - 58,706</li> <li>iii. Cassava - 213,196</li> <li>iv. Yam - 218,548</li> <li>v. maize - 21,819</li> <li>vi. Rice - 574</li> </ul> </li> <li>- % increase in incomes levels of;               <ul style="list-style-type: none"> <li>i. Cocoa farmers - -</li> <li>ii. Food crop farmers - -</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- 120,000</li> <li>- 65,000</li> <li>- 230,000</li> <li>- 232,000</li> <li>- 25,000</li> <li>- 1,200</li> <li>- 10%</li> <li>- 3.5%</li> </ul>	<ul style="list-style-type: none"> <li>MOFA/DPCU/DSS</li> <li>MOFA/DPCU/DSS</li> <li>MOFA/DPCU/DSS</li> <li>MOFA/DPCU/DSS</li> <li>MOFA/DSS/DPCU</li> <li>MOFA/DSS/DPCU</li> <li>MOFA/DSS/DPCU</li> <li>MOFA/DSS/DPCU</li> </ul>	
2	To reduce pests and diseases and post harvest loses in the district by 60% by 2013	<ul style="list-style-type: none"> <li>- No. of mass spraying gangs established - 146</li> <li>- No. of farmers with access to pesticides and insecticides - 6300</li> <li>- No. of available storage facilities - -</li> <li>- % reduction in post harvest loses - -</li> <li>- % increase in cocoa farmers income - -</li> <li>- % increase in food crop farmers income - -</li> </ul>	<ul style="list-style-type: none"> <li>- 144</li> <li>- 5,000</li> <li>- 12</li> <li>- 20%</li> <li>- 10%</li> <li>- 3.5%</li> </ul>	<ul style="list-style-type: none"> <li>MOFA</li> <li>MOFA</li> <li>MOFA/DPCU</li> <li>MOFA/DSS</li> <li>MOFA/DSS/DPCU</li> <li>MOFA/DSS/DPCU</li> </ul>	
<b>THEMATIC AREA 4: INFRASTRUCTURE AND HUMAN SETTLEMENTS DEVELOPMENT</b>					
1	To achieve 60% contention of electricity to newly developed areas by 2013	<ul style="list-style-type: none"> <li>- No. of newly developed communities with access to electricity - 34</li> <li>- No. of ECG sub – station constructed in the district - 0</li> <li>- No. of street bulbs provided to newly developed areas - 360</li> <li>- % contention of electricity in the district - -</li> <li>- % reduction of crime rate in the district - -</li> </ul>	<ul style="list-style-type: none"> <li>- 60</li> <li>- 1</li> <li>- 1,000</li> <li>- 60%</li> <li>- 40%</li> </ul>	<ul style="list-style-type: none"> <li>ECG/DPCU</li> <li>ECG/DPCU</li> <li>ECG/DPCU</li> <li>ECG/DSS/DPCU</li> <li>DSS/DPCU</li> </ul>	
2	To increase access to potable water in the district by 80% by 2013	<ul style="list-style-type: none"> <li>- No. of water committees and area mechanics formed and trained - 4</li> <li>- No. of bore holes drilled in the district - 120</li> <li>- No. broken boreholes rehabilitated in the district - -</li> <li>- No. of the water facilities in Operation - -</li> </ul>	<ul style="list-style-type: none"> <li>WC 12, ArM. 4</li> <li>- 200</li> <li>- 50</li> <li>- 200</li> </ul>	<ul style="list-style-type: none"> <li>DWST/DPCU</li> <li>DWST/DPCU</li> <li>DWST/DPCU/UC</li> <li>DWST/DPCU/UC</li> </ul>	

		<ul style="list-style-type: none"> <li>- No. of communities provided with pipe borne water system</li> <li>- % of total population having access to potable water</li> <li>- % reduction in water bounded diseases in the district               <ul style="list-style-type: none"> <li>i. Diarrhea</li> <li>ii. Cholera</li> <li>iii. Guinea worm</li> <li>iv. Round worm</li> <li>v. Bilharzias</li> <li>vi. Typhoid</li> </ul> </li> <li>- % reduction in death rate in the district</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- 2</li> <li>- 80%</li> <li>- 5%</li> <li>- 50%</li> <li>- 45%</li> <li>- 60%</li> <li>- 40%</li> <li>- 45%</li> <li>- 55%</li> <li>- 1.2%</li> </ul>	<ul style="list-style-type: none"> <li>DWST/DPCU/UC</li> <li>DWST/DPCU</li> <li>DSS/DPCU/DWST</li> <li>DSS/DHD/DWST</li> <li>DHD/DSS/DPCU</li> <li>DHD/DSS/DPCU</li> <li>DHD/DSS/DPCU</li> <li>DHD/DSS/DPCU</li> <li>DHD/DSS/DPCU</li> </ul>
3	To increase access to recreational facilities in the district by 2013	<ul style="list-style-type: none"> <li>- No. of sports fields constructed in the district</li> <li>- No. of community centers constructed in the district</li> <li>- No. of durbar grounds constructed in the district</li> </ul>	<ul style="list-style-type: none"> <li>- 1</li> <li>- 0</li> <li>- 0</li> </ul>	<ul style="list-style-type: none"> <li>- 2</li> <li>- 1</li> <li>- 2</li> </ul>	<ul style="list-style-type: none"> <li>GES/DPCU</li> <li>TA/UC/DPCU</li> <li>TA/UC/DPCU</li> </ul>
4	To ensure access to ICT infrastructure in basic schools in the district by 2013	<ul style="list-style-type: none"> <li>- No. of computer lab. Established in the district</li> <li>- % of pupils with access to ICT Infrastructure in the district</li> <li>- % of pupils acquainted with the ICT skills in the district</li> </ul>	<ul style="list-style-type: none"> <li>- 0</li> <li>- -</li> <li>- -</li> </ul>	<ul style="list-style-type: none"> <li>- 12</li> <li>- 60%</li> <li>- 60%</li> </ul>	<ul style="list-style-type: none"> <li>GES/DPCU</li> <li>GES/DPCU</li> <li>GES/DPCU</li> </ul>
5	To achieve 80% improvement in sanitation in the district by 2013	<ul style="list-style-type: none"> <li>- No. of latrine artisans trained in the district</li> <li>- No. of HVIPS constructed</li> <li>- No. of Aqua Privy public toilets constructed</li> <li>- No. of KVIPs rehabilitated in the district</li> <li>- No. of W.C public toilets constructed in the district</li> <li>- % of total population with access to one kind of toilet facility</li> <li>- No. of refuse dumps constructed</li> <li>- % reduction in hygiene related diseases such as malaria, cholera etc.</li> </ul>	<ul style="list-style-type: none"> <li>- 4</li> <li>- -</li> <li>- -</li> <li>- -</li> <li>- -</li> <li>- -</li> <li>- -</li> <li>- -</li> </ul>	<ul style="list-style-type: none"> <li>- 40</li> <li>- 300</li> <li>- 15</li> <li>- 20</li> <li>- 5</li> <li>- 80%</li> <li>- 12</li> <li>- 10%</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>DWST/DPCU</li> <li>DWST/DPCU/DSS</li> <li>DWST/DPCU/DSS</li> <li>DWST/DPCU/DSS</li> <li>DWST/DPCU/DSS</li> <li>DSS/DWST/DPCU</li> <li>DPCU/DWST/DSS</li> <li>DSS/DWST/DPCU</li> </ul>

		- % reduction of death associated with sanitation	- -	- 1%	DSS/DWST/DPCU
6	To improve road conditions in the district by 2013	- Length of feeder roads constructed	- -	- 25km	DFR/DSS/DPCU
		- Length of feeder roads rehabilitated	- 16km	- 30km	DFR/DSS/DPCU
		- Length of feeder roads tarred	- 6.5km	- 20km	DFR/DSS/DPCU
		- No. of speed ramps constructed	- 7	- 20	GHA/DSS/DPCU
<b>THEMATIC AREA 5: HUMAN DEVELOPMENT, EMPLOYMENT AND PRODUCTIVITY</b>					
1	To reposition family planning as a priority in the district by 2013	- % of the population aware of Family Planning	- 60%	- 70%	DSS/DPCU
		- % of couples adopting one kind of Family Planning	- -	- 60%	DSS/DPCU/DHD
		- No. of persons with access to family planning facilities			
		i. Condom	- -	} 1000	DSS/DHD/DPCU
		ii. Pill	- -		DSS/DHD/DPCU
		iii. Foam	- -		DSS/DHD/DPCU
		iv. Contraceptives	- -		DSS/DHD/DPCU
		v. Injectables	- -		DSS/DHD/DPCU
		- % reduction in birth rate in the district	- -	5%	DSS/DHD
		- No. of logistics at the Birth and Death Registry Department	- -	10	DHD/DPCU
2	To improve educational infrastructures in the district by 2013	- No. of classroom blocks constructed	- 33	- 300	GES/DPCU
		- No. of classroom blocks rehabilitated	- -	- 120	GES/DPCU
		- No. of computer laboratories established	- -	- 12	GES/DPCU
		- No. of dual furniture provided for public			
		i. Pre-school	-	- 200	GES/DPCU
		ii. Primary school	-	- 800	GES/DPCU
		iii. JHS	-	- 500	GES/DPCU
		- No. of mono desk provided for SHSs	-	- 1,500	GES/DPCU
		- No. of KVIPs constructed for basic and pre schools	-	- 40	GES/DPCU/DWST
		- No. of bore holes drilled in	-	- 20	GES/DWST/DPCU

		<ul style="list-style-type: none"> <li>- selected basic schools</li> <li>- No. of Dormitory rooms constructed for SHS</li> <li>- No. of Teachers Quarters constructed</li> <li>- No of schools supplied with computers</li> <li>- No. of sports fields constructed</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- 14</li> <li>- 6</li> <li>- 12</li> <li>- 2</li> </ul>	<ul style="list-style-type: none"> <li>GES/DPCU</li> <li>GES/DPCU</li> <li>GES/DPCU</li> <li>GES/DPCU</li> </ul>
3	To improve general performance of students in the district by 2013	<ul style="list-style-type: none"> <li>- No. of exercise books provided for               <ul style="list-style-type: none"> <li>i. Public schools</li> <li>ii. Private schools</li> </ul> </li> <li>- No. of textbooks supplied to               <ul style="list-style-type: none"> <li>i. Public schools</li> <li>ii. Private schools</li> </ul> </li> <li>- No. of Trained Teachers recruited</li> <li>- No. of pupils benefiting from School Feeding Programme</li> <li>- No. of pupils provided with school uniforms</li> <li>- No of non trained teachers with access to in service training</li> <li>- No of teachers awarded for performance</li> <li>- No of mock examinations conducted</li> <li>- % increase in BECE performance</li> <li>- No. of students that qualify to SHS</li> </ul>	<ul style="list-style-type: none"> <li>- -</li> <li>- -</li> <li>- -</li> <li>- -</li> <li>- 5764</li> <li>- 20</li> <li>- 1</li> <li>- 3</li> <li>- 66.9%</li> <li>- 1,310</li> </ul>	<ul style="list-style-type: none"> <li>- 30,000</li> <li>- 2,000</li> <li>- 1400</li> <li>- 600</li> <li>- 120</li> <li>- 5764</li> <li>- 50</li> <li>- 12</li> <li>3</li> <li>- 75%</li> <li>- 1,500</li> </ul>	<ul style="list-style-type: none"> <li>GES,DSS</li> <li>GES,DSS</li> <li>GES,DSS</li> <li>GES,DSS</li> <li>GES,DSS</li> <li>GES,DSS</li> <li>GES,DSS</li> <li>GES,DSS</li> <li>GES,DSS</li> <li>GES,DSS</li> <li>GES,DSS</li> </ul>
4	To increase access to health care delivery in the district by 2013	<ul style="list-style-type: none"> <li>- No of health professionals being sponsored for training</li> <li>- No of CHPS compounds constructed</li> <li>- Health facility expanded at Nyinahin</li> <li>- No of community clinics constructed</li> <li>- No of residential accommodations constructed for health staff</li> <li>- No of health staffs benefited from in- service training</li> <li>- No. of TBAs and community</li> </ul>	<ul style="list-style-type: none"> <li>- -</li> <li>- 1</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- 5</li> <li>- 4</li> <li>- 4</li> <li>- 2</li> <li>- 50</li> <li>- 100</li> <li>- 651</li> </ul>	<ul style="list-style-type: none"> <li>DHD/DPCU</li> <li>DHD/DPCU</li> <li>DHD/DSS/DPCU</li> <li>DHD/DPCU</li> <li>DHD/ DPCU</li> <li>DHD/DPCU</li> <li>DHD</li> <li>DHS/DSS</li> <li>DHD/DSS</li> <li>DHD/DWST</li> <li>DHD/ DSS</li> </ul>

		<ul style="list-style-type: none"> <li>- volunteers trained and motivated</li> <li>- No of children being immunized</li> <li>- No of education campaign organized on water and sanitation diseases</li> <li>- % of population aware of the causes and impacts of HIV/ AIDS and STIS</li> <li>- No. of persons registered with AMMHIS</li> <li>- Absolute reduction in the following diseases <ul style="list-style-type: none"> <li>i. Malaria</li> <li>ii. Intestinal Worms</li> <li>iii. Coughs &amp; Colds</li> <li>iv. Diarrhoea</li> <li>v. HIV/AIDS</li> </ul> </li> <li>- % decrease in mortality rate</li> <li>- % increase in general health</li> </ul>	<ul style="list-style-type: none"> <li>5000</li> <li>-</li> <li>-</li> <li>- 85,945</li> <li>-</li> <li>- 35,079</li> <li>- 5,750</li> <li>- 3,728</li> <li>- 2,436</li> <li>- 68</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- 10000</li> <li>- 10</li> <li>- 70%</li> <li>- 120,000</li> <li>-</li> <li>- 15,000</li> <li>- 3,000</li> <li>- 1,200</li> <li>- 1,000</li> <li>- 30</li> <li>- 10%</li> <li>- 50%</li> </ul>	<ul style="list-style-type: none"> <li>DSS/ DHD/AMMHIS</li> <li>DSS/DHD</li> <li>DSS/DHD</li> <li>DSS/DHD</li> <li>DSS/DHD</li> <li>DSS/DHD</li> <li>DSS/DHD</li> <li>DSS/DHD</li> <li>DSS/DHD</li> <li>DSS/DHD</li> <li>DSS/DHD</li> <li>DSS/DHD</li> </ul>
8	To reduce unemployment among youths especially females by 40% in the district by 2013	<ul style="list-style-type: none"> <li>- No. of unemployed youths identified and registered <ul style="list-style-type: none"> <li>i. Males</li> <li>ii. Females</li> </ul> </li> <li>- No. of Youth Employment Modules selected</li> <li>- No. of Youth Employment Modules implemented</li> <li>- No. of jobs created by the trained youths</li> <li>- % decrease in unemployment among youths</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>100</li> <li>100</li> <li>100</li> <li>8</li> <li>8</li> <li>40%</li> </ul>	<ul style="list-style-type: none"> <li>BAC/DA</li> <li>BAC/DA</li> <li>BAC/DA</li> <li>BAC/DA</li> <li>BAC/DA</li> <li>BAC/DA</li> </ul>
<b>THEMATIC AREA 6: TRANSPARENT AND ACCOUNTABLE GOVERNANCE</b>					
1	To enhance the institutional capacity of the district's substructures by 2013	<ul style="list-style-type: none"> <li>- No. of Area Council Offices constructed in the district</li> <li>- No. of personnel recruited into the Area Councils</li> <li>- No. of training workshops organized for Area Councils</li> <li>- No. of meetings held among communities, Unit committees</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- 12</li> <li>- 36</li> <li>- 24</li> <li>- 24</li> </ul>	<ul style="list-style-type: none"> <li>DPCU/AC</li> <li>AC/DPCU</li> <li>DPCU/AC</li> <li>TA/AC/UC</li> </ul>

		and Area Councils		-		
		- No. of capacity building workshops organized for DA staffs	-	-	8	DA
		- No. of staff quarters constructed for DA	- 4	-	6	DA
		- No. of the following logistics supplied to DA				
		i. Laptops	- 7	-	7	
		ii. Desktops	- 10	-	10	DPCU
		iii. Photocopiers	- 1	-	1	DPCU
		iv. Printers	- 6	-	6	DPCU
		v. Cameras	- 3	-	3	DPCU
		- No. of workers recruited by the Assembly	-	-	3	DPCU
2	To strengthen the security force of the district by 2013	- No. of police post constructed and furnished	- 4	-	6	DA/DPS
		- No. of court building constructed	- 1	-	1	DA/DPS
		- No. of police post rehabilitated	- 1	-	3	DA/DPS
		- No. of personnel recruited through community policing	- 0	-	20	DPS
		- No. of Staff quarters constructed for police personnel	- 0	-	3	DA/DPS
		- No. logistics supplied to security force				
		i. Vehicles	- 0	-	4	DA/DPS
		- % reduction in crime rate	- -	-	20%	DSS/DA/DPS
3	To enhance opportunities and safety nets for the vulnerable in the district by 2013	- No. of needy students identified and sponsored	- -		20	DSW/DED
		- No. of disables identified	- -		50	DSW
		- No. of disables sponsored to establish their own job	- -		20	DSW

Source: APR, AMDA, 2011

## 2.5 Monitoring and Evaluation Matrix

The M&E matrix below provides a well structured format for presenting the inputs, outputs, outcomes and impacts of various interventions in the plan. It also shows indicator baselines, targets, data sources, monitoring frequencies and responsibilities.

**Table 2.5: Thematic Area 1 - Ensuring & Sustaining of Macro- Economic stability**

<b>GOAL :</b> Promoting marketing and improving financial resources mobilization in the district						
<b>OBJECTIVE 1 :</b> To provide and expand market centers by 2013						
<b>INDICATOR</b>	<b>INDICATOR TYPE</b>	<b>BASELINE 2010</b>	<b>TARGET 2013</b>	<b>DATA SOURCE</b>	<b>MONITORING FREQUENCY</b>	<b>RESPONSIBILITY</b>
No. of market facilities provided	Output	3	8	DA Records	Quarterly	DPCU
No. of market facilities rehabilitated	Output	1	2	DA Records	Quarterly	DPCU
No. of liter bins provided at market places.	Output	3	50	DA Records	Quarterly	DEHD & DPCU
<b>OBJECTIVE 2:</b> To ensure effective and efficient financial resources mobilization by 2013						
No. of tax education campaign organized	Output	2	8	DA Records	Semi Annually	DBA & DFO
No. of performance reviews conducted on revenue mobilization	Output	4	16	DA Records	Quarterly	DPCU
No. of new sources of revenue identified	Output	0	5	DA Records	Annually	DPCU
No. of revenue collectors recruited	Output	0	30	Revenue Dept Records	Annually	Revenue Dept
% reduction in DA's expenditure	Outcome	-	12%	DA Records	Annually	DPCU

Source: APR, AMDA, 2011



**Table 2.6: Thematic Area 2 - Enhancing Competitiveness of Ghana's Private Sector**

<b>GOAL :</b> Improving the Performance of Private Firms in the District						
<b>OBJECTIVE 1 :</b> To increase SSEs access to credit facilities in the district by 2013						
<b>INDICATOR</b>	<b>INDICATOR TYPE</b>	<b>BASELINE 2010</b>	<b>TARGET 2013</b>	<b>DATA SOURCE</b>	<b>MONITORING FREQUENCY</b>	<b>RESPONSIBILITY</b>
No. of SSE Operators provided with credit facilities	Output	50	100	BAC Records & MASLOC Records	Quarterly	BAC & MASLOC
<b>Objective 2:</b> To improve productivity levels of SSEs in the district by 2013						
No. of Producer Based Organization formed in the district	Output	0	12	CBO Records	Annually	CBO BAC
No. of SSE operators trained in modern technologies	Output	50	100	BAC Records & MASLOC Records	Quarterly	BAC & MASLOC
% increase in SSE productivity	Outcome	-	50%	BAC Records DA Records	Semi-Annually	BAC & DPCU
% increase in SSE operators income	Outcome	-	50%	BAC Records DA Records	Semi-Annually	BAC & DPCU

Source: APR, AMDA, 2011

**Table 2.7: Thematic Area 3 - Accelerated Agricultural Modernization and Natural Resource Management**

<b>GOAL :</b> Improving agricultural productivity in the district						
<b>OBJECTIVE 1 :</b> To increase agricultural produce in the district by 40% by 2013						
<b>INDICATOR</b>	<b>INDICATOR TYPE</b>	<b>BASELINE 2010</b>	<b>TARGET 2013</b>	<b>DATA SOURCE</b>	<b>MONITORING FREQUENCY</b>	<b>RESPONSIBILITY</b>
Length of farm trucks constructed	Output	-	30km	MOFA Records	Annually	MOFA
No. of Extension Officers recruited	Output	0	8	MOFA Records	Semi-Annually	MOFA
No. of extension Service Centers constructed	Output	1	2	MOFA Records DPCU Records	Semi-Annually	MOFA DPCU
No. of farmers with access to agro-chemical and other inputs	Output	7,140	10000	MOFA Records BDO Records	Quarterly	MOFA BDO
No. of crop farmers with access to credit facilities	Output	35	5000	MOFA Records BDO Records	Quarterly	MOFA BDO
No. of farmers trained in credit and farm record management	Output	35	5000	MOFA Records BDO Records	quarterly	MOFA BDO
No. of irrigation centers constructed	Output	3	3	MOFA Records &BDO Records	Semi-Annually	MOFA BDO
Absolute increment in the yield in tones of; i. Cocoyam ii. Plantain iii. Cassava iv. Yam v. Maize vi. Rice	Output	114,854 58,706 213,196 218,548 21,819 574	120,000 65,000 230,000 232,000 25,000 1,200	MOFA Records BDO Records	Annually	MOFA BDO
% increase in incomes levels of; i. Cocoa farmers ii. Food crop farmers	Outcome	- -	10% 3.5%	MOFA Records /DPCU Records /DSS Records	Annually	MOFA/DPCU/DSS
<b>OBJECTIVE 2:</b> To reduce pests and diseases and post harvest loses in the district by 60% by 2013						
No. of mass spraying gangs established	Output	146	144	MoFA Records	Annually	MoFA

No. of farmers with access to pesticides and insecticides	Output	6300	5000	MoFA Records	Quarterly	MoFA
No. of available storage facilities	Output	-	12	MoFA Records	Annually	MoFA
% reduction in post harvest loses	Outcome	-	20	MoFA Records	Annually	MoFA
% increase in cocoa farmers income	Outcome	-	10	DSS Records/ MoFA Records	Annually	DSS/MoFA
% increase in food crop farmers income	Outcome	-	3.5	DSS Records	Annually	DSS

Source: APR, AMDA, 2011

**Table 2.8: Thematic Area 4 - Infrastructure and Human Settlements Development**

<b>GOAL :</b> Enhancing accessibility to utility services in the district						
<b>OBJECTIVE 1 :</b> To achieve 60% contention of electricity to newly developed areas by 2013						
INDICATOR	INDICATOR TYPE	BASELINE 2010	TARGET 2013	DATA SOURCE	MONITORING FREQUENCY	RESPONSIBILITY
No. of newly developed communities with access to electricity	Output	34	60	ECG & DA Records	Semi Annually	ECG/DA
No. of ECG sub – station constructed in the district	Output	0	1	ECG & DA Records	Annually	ECG/DA
No. of street bulbs provided to newly developed areas	Output	360	1000	ECG & DA Records	Semi Annually	ECG/DA
% contention of electricity in the district	Outcome	80	100	ECG & DA Records	Quarterly	ECG/DA
% reduction of crime rate in the district	Outcome	-	40%	DPS Records	Quarterly	DPS
<b>OBJECTIVE 2:</b> To increase access to potable water in the district by 80% by 2013						
No. of water committees	Output	-	100	WATSAN Records/DWST Records	Quarterly	DWST/ DPCU
No. of area mechanics formed and trained	Output	4	12	WATSAN Records/DWST Records	Quarterly	DWST/ DPCU

No. of bore holes drilled in the district	Output	120	200	WATSAN Records/DWST Records	Quarterly	DWST/DPCU		
No. broken boreholes rehabilitated in the district	Output	-	50	WATSAN Records/DWST Records	Quarterly	DWST/DPCU/UC		
No. of the water facilities in Operation	Output	-	200	WATSAN Records/DWST Records	Quarterly	DWST/DPCU/UC		
No. of communities provided with pipe borne water system	Output	-	2	WATSAN Records/DWST Records	Quarterly	DWST/DPCU/ UC		
% of total population having access to potable water	Outcome	-	80%	WATSAN Records/DWST Records	Quarterly	DWST/DPCU		
% reduction in water bounded diseases in the district	Outcome	-	5%	DSS Records /DHD Records /DWST Records /DPCU Records	Quarterly	DSS/DHD/DWST		
i. Diarrhea		-	50%			DSS Records /DHD Records /DWST Records /DPCU Records	Quarterly	DHD/DSS/DPCU
ii. Cholera		-	45%					
iii. Guinea worm		-	60%					
iv. Round worm		-	40%					
v. Bilharzias		-	45%					
vi. Typhoid	-	55%						
% reduction in death rate in the district	Outcome	-	1.2%	DSS Records /DHD Records	Quarterly	DHD/DSS/DPCU		
<b>OBJECTIVE 3: To increase access to recreational facilities in the district by 2013</b>								
No. of sports fields constructed in the district	Output	1	2	GES Records/DPCU Records	Semi-Annually	GES/DPCU		
No. of community centers constructed in the district	Output	0	1	DPCU Records	Quarterly	TA/UC/DPCU		
No. of durbar grounds constructed in the district	Output	0	2	DPCU Records	Quarterly	TA/UC/DPCU		
<b>OBJECTIVE 4: To ensure access to ICT infrastructure in basic schools in the district by 2013</b>								
No. of computer lab. Established in the district	Output	0	12	GES Records/DPCU Records	Quarterly	GES/DPCU		

% of pupils with access to ICT Infrastructure in the district	Outcome	0	60%	GES Records /DPCU Records	Quarterly	GES/DPCU
% of pupils acquainted with the ICT skills in the district	Output	0	60%	GES Records /DPCU Records	Quarterly	GES/DPCU
<b>OBJECTIVE 5: To achieve 80% improvement in sanitation in the district by 2013</b>						
No. of latrine artisans trained in the district	Output	4	40	DWST Records/ DPCU Records	Quarterly	DWST/DPCU
No. of HVIPS constructed	Output	-	300	DWST Records DPCU Records	Quarterly	DWST/DPCU/DSS
No. of Aqua Privy public toilets constructed	Output	0	15	DWST Records /DPCU Records	Quarterly	DWST/DPCU/DSS
No. of KVIPs rehabilitated in the district	Output	0	20	DWST Records /DPCU Records	Quarterly	DWST/DPCU/DSS
No. of W.C public toilets constructed in the district	Output	4	5	DWST Records /DPCU Records	Quarterly	DWST/DPCU/DSS
% of total population with access to one kind of toilet facility	Outcome	-	80%	DWST Records /DPCU Records	Annually	DWST/DPCU/DSS
No. of refuse dumps evacuated	Output	5	12	DWST Records DPCU Records	Quarterly	DWST/DPCU/DSS
% reduction in hygiene related diseases	Outcome	-	10%	DWST Records /DPCU Records	Quarterly	DWST/DPCU/DSS
% reduction of death associated with sanitation	Output	-	1%	DWST Records /DPCU Records	Quarterly	DWST/DPCU/DSS
<b>OBJECTIVE 6: To improve road conditions in the district by 2013</b>						
Length of feeder roads constructed	Output	-	25km	DFR Records/ DPCU Records	Quarterly	DFR/DSS/DPCU
Length of feeder roads rehabilitated	Output	16km	30km	DFR Records/ DPCU Records	Quarterly	DFR/DSS/DPCU
Length of feeder roads tarred	Output	6.5km	20km	DFR Records/ DPCU Records	Quarterly	DFR/DSS/DPCU
No. of speed ramps constructed	Output	7	20	DFR Records/ DPCU Records	Quarterly	DFR/DSS/DPCU

**Table 2.9: Thematic Area 5 - Human Development, Employment and Productivity**

<b>GOAL:</b> Strengthening the institutional capacity of the district to promote transparency, accountability and public safety.						
<b>OBJECTIVE 1 :</b> To reposition family planning as a priority in the district by 2013						
% of the population aware of Family Planning	Output	60%	70%	DSS Records /DPCU Records	Quarterly	DSS/ DPCU
% of couples adopting one king of Family Planning	Output	-	60%	DSS Records /DPCU Records /DHD Records	Quarterly	DSS/ DPCU/ DHD
% reduction in birth rate in the district	Outcome	-	4.2%	DPCU Records /DHD Records	Annually	DSS/ DHD
% reduction in population growth	Impact	2.78%	2.0%	DPCU Records /DHD Records	Annually	DPCU/ DHD
No. of logistics at the Birth and Death Registry Department	Output	-	10	DPCU Records /DHD Records	Semi-annually	DPCU/ DHD
<b>OBJECTIVE 2:</b> To improve educational infrastructures in the district by 2013						
No. of classroom blocks constructed	Output	52	300	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of classroom blocks rehabilitated	Output	6	120	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of computer laboratories established	Output	-	12	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of dual furniture provided for public - Pre-school - Basic school - JHS	Output	55 1000 800	150 3000 1500	GES Records/ DPCU Records	Quarterly	GES/DPCU
No. of mono desk provided for SHSs	Output	-	500	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of KVIPs constructed for basic and pre schools	Output	-	60	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of bore holes drilled in selected basic schools	Output	-	60	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of Dormitory rooms constructed for SHS	Output	16	24	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of Teachers Quarters constructed	Output	1	4	GES Records/DPCU Records	Semi Annually	GES/DPCU
No of schools supplied with computers	Output	-	12	GES Records/DPCU Records	Semi Annually	GES/DPCU

No. of sports fields constructed	Output	1	12	GES Records/DPCU Records	Semi Annually	GES/DPCU
<b>OBJECTIVE 3: To improve general performance of students in the district by 2013</b>						
No. of exercise books provided for - Public schools - Private schools	Output	10,000 8,00	30,000 2,000	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of textbooks supplied to - Public school - Private school	Output	500 100	1,400 600	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of Trained Teachers recruited	Output	80	250	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of pupils benefiting from School Feeding Programme	Output	5764	7,000	GES Records/DPCU Records	Quarterly	GES/DPCU
No. of pupils provided with school uniforms	Output	4120	6,000	GES Records/DPCU Records	Semi Annually	GES/DPCU
No of non trained teachers with access to in service training	Output	55	120	GES Records/DPCU Records	Semi Annually	GES/DPCU
No of teachers awarded for performance	Output	0	4	GES Records/DPCU Records	Semi Annually	GES/DPCU
No of mock examinations conducted	Output	3	12	GES Records/DPCU Records	Semi Annually	GES/DPCU
No. of students that qualify to SHS	Outcome	1310		GES Records/DPCU Records	Semi Annually	GES/DPCU
% increase in BECE performance rate	Impact	66.9%	75%	GES Records/DPCU Records	Semi Annually	GES/DPCU
<b>OBJECTIVE 4: To increase access to health care delivery in the district by 2013</b>						
No of health professionals being sponsored for training	Output	10	25	DHD Records / DPCU Records	Annually	DHD / DPCU
No of CHPS compounds constructed	Output	4	4	DHD Records / DPCU Records	Annually	DHD / DPCU
% rate of expansion of Health facility Nyinahin	Output	20%	100%	DHD Records / DPCU Records	Annually	DHD / DPCU

No of community clinics constructed	Output	0	4	DHD Records / DPCU Records	Annually	DHD / DPCU
No of residential accommodations constructed for health staff	Output	2	4	DHD Records / DPCU Records	Annually	DHD / DPCU
No of in-service training workshops organized for health staff	Output	7	20	DHD Records / DPCU Records	Quarterly	DHD / DPCU
No. of TBAs and community volunteers trained and motivated	Output	105	100	DHD Records / DPCU Records	Quarterly	DHD / DPCU
No of immunization campaigns organized	Output	3	8	DHD Records / DPCU Records	Quarterly	DHD / DPCU
No of education campaign organized on water and sanitation diseases	Output	4	16	DHD Records / DPCU Records	Quarterly	DHD / DPCU
No. of educational campaigns conducted on the causes and impacts of HIV/ AIDS and STIS	Output	4	16	DHD Records / DPCU Records	Quarterly	DHD / DPCU
No. of persons registered with AMMHIS	Output	85,945	120,000	DHD Records / DPCU Records	Quarterly	DHD / DPCU
Absolute reduction in the following diseases; - Malaria - Intestinal Worms - Coughs & Colds - Diarrhoea - HIV/AIDS	Outcome	35,079 5,750 3,728 2,436 68	15,000 3,000 1,200 1,000 30	DHD Records / DPCU Records	Semi Annually	DHD / DPCU
% decrease in mortality rate	Impact	-	0.58%	DHD Records / DSS Records	Annually	DHD / DSS
% increase in general health	Impact	-	0.7%	DHD Records / DSS Records	Annually	DHD / DSS
<b>OBJECTIVE 5: To reduce unemployment among youths especially females by 40% in the district by 2013</b>						
No. of unemployed youths identified and registered - Males - Females	Output	-	200	NYEP Records	Annually	NYEP



No. of Youth Employment Modules selected	Output	8	8	NYEP Records/ DPCU Records/ GES Records/ DHD Records	Annually	NYEP/DPCU/ GES/DHD/DFR
No. of Youth Employment Modules implemented	Output	7	8	NYEP Records/ DPCU Records/ GES Records/ DHD Records	Annually	NYEP/DPCU/ GES/DHD/DFR
No. of jobs created for the trained youths	Output	146	200	NYEP/DPCU/ GES/ DHD Records	Annually	NYEP/DPCU/ GES/DHD/DFR
% decrease in unemployment among youths	Outcome	-	10%	NYEP Records/ DSS Records/ DPCU Records	Annually	NYEP/DPCU/ DSS

Source: APR, AMDA, 2011

**Table 2.10: Theme 6 - Transparent and Accountable Governance**

<b>GOAL:</b> To enhance the institutional capacity of the district's substructures by 2013						
<b>OBJECTIVE 1:</b> To enhance the institutional capacity of the district's substructures by 2013						
INDICATOR	INDICATOR TYPE	BASELINE 2010	TARGET 2013	DATA SOURCE	MONITORING FREQUENCY	RESPONSIBILITY
No. of Area Council Offices constructed in the district	Output	3	12	AC Records/ DPCU Records	Annually	DPCU/AC
No. of personnel recruited into the Area Councils	Output	-	36	AC Records/ DPCU Records	Semi Annually	DPCU/AC
No. of training workshops organized for Area Councils	Output	-	24	AC Records/ DPCU Records	Semi Annually	DPCU/AC
No. of meetings held among communities, Unit committees and Area Councils	Output	-	16	AC Records/ UC Records / DPCU Records	Quarterly	AC / UC
No. of capacity building workshops organized for DA staffs	Output	4	16	DPCU Records	Quarterly	DPCU
No. of staff quarters constructed for DA	Output	7	10	DPCU Records	Quarterly	DPCU
No. of the following logistics supplied to DA - Laptops - Desktops - Photocopiers - Printers - Cameras	Output	7 10 1 6 3	7 10 1 6 3	DPCU Records	Quarterly	DPCU
No. of workers recruited by the Assembly	Output	-	10	DPCU Records	Annually	DPCU

<b>OBJECTIVE 2: To strengthen the security force of the district by 2013</b>						
No. of police post constructed and furnished	Output	4	6	DPS Records / DPCU Records	Annually	DPS /DPCU
No. of court building constructed	Output	0	1	DPS Records / DPCU Records	Annually	DPS /DPCU
No. of police post rehabilitated	Output	1	4	DPS Records / DPCU Records	Annually	DPS /DPCU
No. of personnel recruited through community policing	Output	6	20	DPS Records / DPCU Records	Annually	DPS /DPCU
No. of Staff quarters constructed for police personnel	Output	-	3	DPS Records / DPCU Records	Annually	DPS /DPCU
No. of logistics (Vehicles) supplied to security force	Output	-	4	DPS Records / DPCU Records	Annually	DPS /DPCU
% reduction in crime rate	Outcome	-	20%	DSS Records / DPS Records	Annually	DSS/DPS
<b>OBJECTIVE 3: To enhance opportunities and safety nets for the vulnerable in the district by 2013</b>						
No. of needy students identified and sponsored	Output	-		GES Records / DSW Records/ DPCU Records	Quarterly	GES/DSW/ DPCU
No. of disables identified	Output	-		DSW /DSS Records/ DPCU Records	Quarterly	DSW/ DSS/ DPCU
No. of disables sponsored to establish their own job	Output	-		BAC Records / DSW Records/ DPCU Records	Quarterly	DSW/ BAC/ DPCU

Source: APR, AMDA, 2011

## 2.6 Monitoring and Evaluation Calendar

The M&E calendar is a tabular representation that details out the specific time (period) in which the major activities devised in the M&E Plan are carried out. It also covers identified agencies / departments that are responsible for the implementation of various activities to be carried out with their respective cost.

The main activities include Review Meetings, Monthly Monitoring Visits by the MPCU and other Stakeholders, Quarterly Field Visits, Mid-Term Evaluation of Programmes, Preparation of Monthly and Quarterly Reports and Information Dissemination. The table below therefore shows the M&E calendar for the plan period (2010-2013).

**Table 2.11: The Monitoring and Evaluation Calendar for the Plan Period (2010-2013)**

ACTIVITY	TIME FRAME				COLLABORATING STAKEHOLDERS	BUDGET (GH¢)
	YEAR 1	YEAR 2	YEAR 3	YEAR 4		
	2010	2011	2012	2013		
DMTDP Stakeholders Review meeting	By ending of February	By ending of February	By ending of February	By ending of February	Heads of Departments, Opinion Leaders, Traditional Leaders Assembly Members NGOs, CBOs, Media Reps Religious groups.	2,000
Monitoring visits by DPCU and other Stakeholders to inspect projects & programmes of DA	Monthly	Monthly	Monthly	monthly	Reps of District Sub-Structures. Opinion Leaders NGOs, CBOs Reps Religious groups	2,500
Quarterly Field visits by DPCU & other Stakeholders to monitor activities of DA.	Last Wednesday of each quarter	Last Wednesday of each quarter	Last Wednesday of each quarter	Last Wednesday of each quarter	Reps of District Sub-Structures. Opinion Leaders NGOs, CBOs Reps Religious groups	4,000
DMTP mid-term evaluation/dissemination	30 June	30 June	30 June	30 June	All Heads of Depts. Opinion Leaders, Traditional Leaders Assembly Members NGOs, CBOs, Media	1,500
Prepare & submit monthly reports to all Stakeholders	10 <sup>th</sup> of following Month	10 <sup>th</sup> of following Month	10 <sup>th</sup> of following Month	10 <sup>th</sup> of following Month	All Heads of Depts.	2,500
Prepare & submit quarterly reports	March June Sept. Dec.	March June Sept. Dec.	March June Sept. Dec.	March June Sept. Dec.	Heads of Sector Departments	1,200
Prepare & submit Mid-year Report	June 30	June 30	June 30	June 30	Heads of Sector Departments	700
Prepare & submit Annual M&E progress Reports	January 15 <sup>th</sup>	January 16 <sup>th</sup>	January 16 <sup>th</sup>	January 15 <sup>th</sup>	Heads of Sector Departments	1,700
<b>Grand Total</b>						<b>15,600</b>

Source: Field Survey, M&E Plan, 2011

## 2.7 Monitoring and Evaluation Budget

The budget indicates the resource requirement of every project/programme in the M&E activities annually. The various components cover the procurement of logistics like computer accessories, payments for the recruitment of consultants for training purposes, hardware and software, and cost of training events. Other cost elements are the payment of allowances on field visits, data collection, desk work activities and documentation.

Cost of servicing of meetings with development partners and holding of public fora and other allied activities towards the dissemination of information/reports is also captured in the budget. Aside of the one-time provision of basic requirements like computer accessories and other hardware equipment all other resources are to be provided annually to carry out the specified activities.

**Table 2.12: Monitoring and Evaluation Budget (Annual)**

ACTIVITIES	TIME FRAME												ACTORS	BUDGET GH¢	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Organizing Needs Assessment Training for DPCU members and Stakeholders.	▼→													DPCU/ Consultant	900
Organizing M&E Training Programme for DPCU members and Stakeholders.		→		▶										Consultant/ DPCU	1,000
Procurement of M&E logistics and Vehicle			▼→											DA & Dev. Partners	54,600
Field visits, Data Collection, Validation and Collation.				→									▼	DPCU & Stakeholders	1,600
Data Analysis, Report Writing & Dissemination of information (Quarterly, mid-term, annual terminal reports).			▼	→									▼	DPCU & Stakeholders	2,100
Organizing of M&E Meeting with Development Partners and other Stakeholders.						→							→	DPCU/ Dev. Partners & Stakeholders	1,500
Compilation and Submission of Final M&E Report to RCC and NDPC.													→	DPCU	1,000
<b>Total</b>															<b>62,700</b>

Source: M&E Survey, 2011

Key: ▼ Evaluation

→ Monitoring

## **2.8 Data Collection, Validation and Collation**

Data collection and collation is the pivot upon which M&E take their loads and efforts from for effective measurement of the DMTDP. In achieving this, completed, implemented and on-going projects and programmes under the DMTDP will have to be assessed to prolong their lifespan for the present and future generations. This will involve collecting data from both Secondary and primary sources. This will involve regularly, quarterly and annually update on each activity.

The primary source of data will comprise of both quantitative and qualitative data from the stakeholders of the M&E. This will be done by administering household and institutional questionnaires by DPCU in collaboration with the Assembly Members, the Zonal Councils and Unit Committees through interviews, observation and the holding of community meetings.

In addition to the primary data, secondary data will also be collected from the reports by the DPCU from the institutions and organizations in the District which include sector departments, government agencies, development partners, NGOs and other societal organizations /associations. After the data is collected, it is then compared to all the data collected from the other stakeholders for data validation before collation. To achieve this, data validation forum will be organized to ensure that all the data is devoid of errors and inconsistencies.

After the data validation, a well functioning IT-based monitoring information system will be established for effective data entry, efficient data processing and easy access to information on the DMTDP implementation.

## **2.9 Data Analysis and Presentation**

M&E data only becomes useful when analysed and interpreted to highlight key areas of concern and to identify interventions for development and poverty reduction in the district. In analyzing the collected data both quantitative and qualitative methods of analysis will be employed.

The data analysis will show the performance of each department with regards to all the indicators including numbers and percentages and the critical areas of concern for the general public. Each indicator will therefore be examined and the appropriate actions taken to address the findings.

The basis for this analysis is to report on the progress of each indicator towards meeting the goals, objectives and targets of the DMTDP. The data will therefore be analysed in a systematic manner so that the lessons learned will be used to feed the subsequent Action Plans of the District and if possible the next DMTDP.

## **2.10 Reporting and Dissemination of Monitoring and Evaluation Findings**

Periodic reporting and information dissemination will be a crucial component of the monitoring and evaluation process. The information produced from data collected, collated and analyzed from primary and secondary sources as well as periodic reports received from Programme/ Project Implementation Agencies are to be made available to relevant stakeholders before, during and after the plan period. This will allow all stakeholders to take the necessary actions that require redress before the next monitoring exercise.

These reports are to be submitted to the Management and the District Assembly at their periodic sittings. The report's findings and recommendations are to be made and presented to the appropriate agencies and institutions for further actions. The DPCU will therefore prepare a dissemination strategy to announce the progress of all the projects and programmes undertaking in the DMTDP.

The dissemination and reporting techniques that will be used include:

1. Announcements, discussions and broadcast in the local news media and information centres.
2. Meeting with traditional authorities, representatives of area councils and other opinion leaders and tasked them to take the messages back to their communities.

3. Holding of workshops and community meetings at central locations throughout the District.

### **2.11 Development Evaluations**

Evaluation plays a vital role in the life of every project implementation as the feedback always determines the success or failure of the project. Therefore, the evaluation of the achievements of the DMPTD will be carried out periodically as indicated in the M&E calendar and budget. This will be performed by the DPCU with support from the collaborating agencies and Stakeholders.

The procedure for the evaluation will involve scrutinizing the status-quo reports and the analyzed data from both primary and secondary sources and comparing them with appraisal reports during and after projects/programmes implementation under the DMTDP.

### **2.12 Participatory Monitoring and Evaluation**

Participatory Monitoring and Evaluation (PM&E) refers to the practice where all key stakeholders are directly involved in the M&E design and implementation process. This common practice will involve all stakeholders in the selection of indicators, data collection and analysis, implementation of the findings and dissemination of the results through Stakeholders Analysis.

The DPCU and other project staff will involve the relevant sector departments and agencies, the private sector, beneficiary communities as well as the local government structures in tracking the progress of programmes/projects implementation and evaluation. This is likely to intensify community participation and ownership of facilities provided in each of the community.



## CHAPTER 3

### OTHER ISSUES OF RELEVANCE TO MONITORING AND EVALUATION

#### 3.1 Collaboration with Development Partners

The responsibility of development partners in the M&E process is principal to the realization of stated objectives and goals. The massive financial inflow of donors towards the implementation of the DMTDP defends their role in monitoring of the utilization of these resources. The major development partners of the Assembly are categorized in the following:

1. The private sector support including financial institutions, contractors and individuals;
2. External Donors Support Agencies and programmes such as CBRDP, SIF, CEDEP etc.;
3. NGOs, CBOs, CSOs and FBOs,
4. Communities.

These institutions/organisations play critical roles in the formulation, designing, implementation and monitoring of various projects and programmes in the District. A number of them also provide huge resources to the provision of basic services, HIV/AIDS programmes and activities, capacity building, provision of educational infrastructure, income generating activities and supporting the vulnerable and excluded in society in deficient areas. It is reliant on the District Assembly to continue to forge closer collaboration with them especially in undertaking the various M&E activities.

#### 3.2 Conclusion

Monitoring is the regular collection and analysis of information to assist timely decision making, ensure accountability and provide the basis for evaluation and learning. Evaluation is the systematic (and as objective as possible) examination of planned, ongoing or completed project. Therefore, M&E is a continuing function that uses methodical collection of data to provide management and the main stakeholders of an ongoing project or programme with early indications of progress and achievement of objectives.

The DPCU aims to answer specific management questions and to judge the overall value of an endeavour and supply lessons learned to improve future actions, planning and decision-making. All the procedures and steps will be followed in implementation process of the M&E. This means that all the projects and programmes in the District will be monitored and evaluated within the context of favourable environment. The M&E will be undertaken throughout the year in the District by the DPCU, Stakeholders and other Development Partners.

For the purpose of implementing the plan, monitoring would be done at two major levels, namely; Activity level and Output / objective level. Concerning evaluation, the DPCU will carry out annual evaluation of the DMTDP to assess outputs of the implementation of annual action plans. A Mid-Term Evaluation would be carried out in March, 2012 and a final evaluation in March, 2014. The focus of the evaluation will be on the set projected change. In addition, stakeholder's workshops would be organized to discuss the findings of the monitoring evaluations for the final draft of M&E plan for the District.

## APPENDICES

### APPENDIX A: SAMPLE FORMATS FOR REPORTING ON PROJECTS

- A1: Project Title .....
- A2: Project Code .....
- A3: Location .....
- A4: Project Cost .....
- A5: Commencement Date .....
- A6: Completion Date .....
- A7: Funding Source .....
- A8: Collaborating Agency (ies) .....
- A9: Monitoring Agency (ies) .....
- A10: Date of Monitoring .....

### APPENDIX B: PROJECT IMPLEMENTATION MONITORING

- B1: Topics for Monitoring .....
- B2: Starting Date: Original Estimate .....
- Actual Date .....

#### B3: PHYSICAL IMPLEMENTATION

ASPECT	PLANNED TO DATE (%)	ACTUAL TO DATE (%)
Construction		
Objective A		
Objective B		
Objective C		
Etc.		

#### B4: FINANCIAL MOBILISATION

ITEM	TOTAL FUNDS REQUIRED (€m)	FUNDS EXPECTED TO DATE (€m)	AMOUNT RECEIVED (€m)
Domestic Sources			
IGF			
DACF			
Other Gov't Subventions			
NGOs			
Community			
Commercial Loans			
Donor Funds			
<b>Total Financial Resources</b>			

**B5: EXPENDITURE REPORT**

<b>PROGRAMME/ PROJECT</b>	<b>PLANNED TOTAL (€m)</b>	<b>PLANNED TO DATE (€m)</b>	<b>ACTUAL TO DATE (€m)</b>
Construction materials			
Vehicles			
Equipment			
Labour			
Contracts			
Services			
Others			
<b>Total Expenditure</b>			