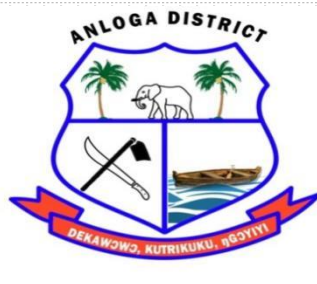


**MINISTRY OF LOCAL GOVERNMENT,  
DECENTRALIZATION AND RURAL DEVELOPMENT**  
**ANLOGA DISTRICT ASSEMBLY**



**ANNUAL ACTION PLAN FOR 2024**

**UNDER**

**THE AGENDA FOR JOBS II**  
**(2022-2025)**

**FACILITATED BY:**

**DISTRICT PLANNING CO-ORDINATING UNIT  
ANLOGA DISTRICT ASSEMBLY  
ANLOGA, V/R**

**NOV, 2023**

# **EXECUTIVE SUMMARY**

## **i. Background**

The preparation of this Action Plan is a fulfilment of requirements under Ghana's Decentralization Policy which designates District Assemblies as planning authorities. In line with the Local Governance Act, 2016, Act 936, District Assemblies are required to among other things, formulate and implement plans, programmes and strategies for effective mobilization of material and human resources for local development. This document has been prepared in accordance with the National Development Planning (System) Regulations, L.I 2232 and the National Medium Term Development Policy Framework (2022-2025). The 2024 Annual Action Plans represent the third year of the implementation of the 2022-2025 District Medium Term Development Plan.

In the preparation of the 2024 Annual Action Plans, the District Planning Coordinating Unit (DPCU) of the Assembly played the lead role with collaboration from Heads of Departments, Assembly Members, Chairmen of Sub-Committees of the District Assembly, Chairmen and Secretaries of all UTAs (Sub-Structures), Traditional Authorities Representatives, Private Sector Operators, Co-operative Unions, Community Based Organization Representatives. The draft plan was subjected to review by the Development Planning Sub-committee, Executive Committee of the Assembly and subsequently approved by the General Assembly on Thursday, 26<sup>th</sup> October, 2023.

## **ii. Brief Profile of the District**

### **Physical Characteristics**

- ◆ The Anloga District was carved out of the Keta Municipal and it is currently one of the 18 Administrative Municipal/Districts of the Volta Region of Ghana with capital located at Anloga. It was established by the Legislative Instrument (L.I.) 2372 of 2018 and inaugurated on the 19<sup>th</sup> of February 2019
- ◆ Anloga District is located east of the Volta estuary, about 160km to the east of Accra, off the Accra-Aflao main road and lies within Longitudes 0.53E and 0.89W and Latitudes 5.47N and 5.79S. It shares common borders with Keta Municipality to the East, South Tongu District to the West, Akatsi South District to the North and the Gulf of Guinea to the South. The total land

area for the district is 90,624.9 acres comprising 36, 855.4 acres of Lagoon and Volta River, 18, 986.4 acres of wetlands and 34,801.1 acres of arable land.

- ◆ A first-class road traverses the coast from Havedzi through Keta-Anloga-Dabala to join the main Accra-Aflao Road. There is a second-class road from Savietula-Anyanui and other town roads especially Anloga township.

### **Demographic Characteristics**

- ◆ The total population of the district according to the 2021 PHC is 94,895 representing 5.7 percent of the population of the Region. The population constitutes 52.9 percent females and 47.1 percent males. The population of the district is projected to reach about 100,000 people by 2025.

### **Social Characteristics**

- ◆ There are a total of 217 schools in the district and this is made up of 74 Pre-schools (49 Public and 25 Private), 74 Primary schools (49 Public and 25 Private), 62 Junior High schools (49 Public and 13 Private), 4 Senior High/Technical Schools (3 Public and 1 Private) and 3 Technical/Vocational (all Public). The district currently has a total number of 614 trained teachers (public). About two-third of this number (67.1) are males while the rest (32.9%) are females.
- ◆ The district has been divided into four (4) health sub-districts namely Anloga, Tegbi, Anyanui and Shime for effective management. In all, there are six (6) health centers in the district namely Tegbi, Kodzi, Tregui, Galosota, Anloga and Anyanui. There are also seven (7) functional CHPS Compound in the district located at Dzedzorve, Trekume, Atorkor, Agortoe, Akplorfudzi, Dzita, and Agorve. In addition, there are three (3) private clinics located at Tegbi, Anyanui and Anloga as well as one (1) maternity home in Tegbi-Abutia. The topmost disease that affects majority of the people in the district are Upper Respiratory Tract Infection, Malaria, Rheumatism, Anaemia, Intestinal Worms.
- ◆ Pipe borne water forms the major sources of domestic water supply to the people in the district. A greater majority of households (40.5%) rely on pipe-borne outside dwelling. The proportion of urban (50.4%) is almost twice that of rural (28.8%) for pipe-borne outside dwelling. About 9 percent of households have pipe-borne inside dwelling. Above 22 percent of households in the district use public tap or stand pipes with a greater proportion of rural (35.3%) communities

relying on the public tap or standpipes and (11.6%) for urban communities. Most households (23.5%) use protected wells for domestic purposes with the urban to rural ratios been (34.9%) and (9.9%) respectively. Over 20 percent use unprotected well for domestic activities while (17.6%) use pipe-borne outside dwelling and (16.4%) use public tap or stand pipe for domestic activities.

- ◆ About forty-three percent (43.0%) of households in the district has no toilet facilities. More than a quarter of households (29.1%) relied on public toilets (WC, KVIP) in the district. Almost 2 percent of households in the district use bucket or pan latrine. In addition, forty-eight percent of households in the district disposed of their solid waste by dumping them in public dump or open space and 18.7 percent disposed their waste by burning; while 13.5 percent buried their solid waste. Households who disposed of their solid waste indiscriminately constitute 8.4 percent. Again, 49.0 percent of the household population disposed their liquid waste either throwing them onto the street/outside and onto their compounds (42.9%). Less than (1%) of the population disposed their wastes through the sewerage system or through a drainage system into a pit (0.6%) and (1.1%) throw into a gutter.

### **Economic Characteristics**

- ◆ Anloga District is mainly an agrarian economy, with the majority of the population (35%) engaged as skilled agricultural, forestry and fishery workers. This is followed by craft and related trades workers (25.4%) and services and sales workers accounting for 21.8 per cent. Clerical support workers and technicians and associate professionals recorded the lowest with (1%) and (1.2%) respectively. The major crops in the district are maize, cassava, Sweet Potato, cowpea and rice. The district has only five (5) agriculture extension agents who are spread over 18 extension operational areas.
- ◆ The district is well known for its shallots, which are produced in the flood plains along the Angaw and Keta Lagoons and streams. The main shallot producing areas are Anloga, Anyanui, Agbledomi, Dzita, Atorkor, Srogboe, Whuti, Woe and Tegbi. Other vegetables such as okro, tomato, carrot and pepper are also extensively cultivated either as pure stands or as intercrops depending upon the season. Maize and cassava are also grown as off-season crops, but as main season crops in the northern parts of the district. Coconut is also cultivated especially along the coast even though it is no more the main source of income for the people. Coconuts are also grown in the inland parts of the District around Anyanui, Anloga, Woe, Tegbi, Atitete and

Agbledomi areas. Sugarcane is also a major crop extensively cultivated in the flood-prone mid-western parts of the district, with the following major producing areas; Bleamezado, Agorbledokui and Tregui.

- ◆ The main markets in the district are located at Anloga, Woe and Anyanui. The Anloga and Woe markets are traded every five days while that of Anyanuis is traded only on Wednesdays. In addition, there are other satellites markets which are dotted in the district.

### **Spatial Development**

- ◆ Anloga district is one of the most urbanized districts in the Volta region, with more than half (60.38%) of the district's population living in urban areas (Anloga, Tegbi, Woe, Dzita-Agbledomi) as at 2021. The remaining 39.62 percent forms the rural population of the district. Majority of the settlements in the district are not planned. Planning schemes cover only some sections of Anloga Township.
- ◆ The Electricity Company of Ghana District Office is currently located at Keta with bulk supply station at Anloga. Almost all the major towns in the district have access to electricity. Some of the un-served Communities are Dewenu, Bomigo, Nugble, Nyakpati, Penyito, e.c.t
- ◆ The district is well endowed with communication networks. These include Mobile phones and fixed lines from many communication networks including MTN, VODAFONE, Airteltigo and GLO. Ghana Post has Post office as well as courier services. Also, there is one (1) Radio Stations in the District namely Hogbe FM (currently shut down). However, parts of the Communities in the district are cut off from the telecommunication networks due to limited coverage.
- ◆ A number of Communities in the district are hard to reach most especially during the rainy seasons. These Communities can only be accessed either by boat or canoe. These communities include Bomigo, Penyito, Vorvornukope, Sokutime, Aflorto, Sodzi, Suipe, Nyikutor, Liguinu, Liguigodo, Fuveme, among others.

### **District Administration**

- ◆ The Anloga District Assembly is the highest administrative and political authority in the district. The Assembly is made up of Forty-Three (43) Members including the District Chief

Executive and the Members of Parliament, twenty-eight (28) elected Assembly Members (all male) and thirteen (13) government appointees (comprising 10 males and 3 females).

- ◆ The following decentralized departments exist: Central Administration, Finance, Human Resource Department, Statistical Department, Births and Deaths Registry, Education, Youth and Sports; Health, Agriculture, Physical Planning, Social Welfare and Community Development, Works, Disaster Prevention Department, Natural resources, Game and Wild Life Department. In addition to the above, there are a number of non-decentralized departments, boards, company and quasi para-statal currently operating at various levels in the district. They are: Internal Revenue, Ghana Post, Ghana Telecom, Ghana Police Service, Ghana Commercial Bank, Anlo Rural Bank, Electricity Company of Ghana, Electoral Commission, Commission on Human Right and Administrative Justice, National Commission for Civic Education, National Health Insurance Authority, National Identification Authority, Audit Service, etc.

### **iii. Summary of Problems**

The key development issues in the district are;

- Low level of internally generated revenue.
- Recurrent incidence of flooding and coastal erosion
- Poor condition of feeder roads
- Inadequate access to environmental sanitation facilities and services
- Inadequate office and residential accommodation for staff.
- Inadequate access to water services.
- Inadequate School infrastructure and furniture.
- Inadequate health facilities and personnel
- Increasing soil salinity resulting to low yield.
- Inadequate spatial plans.

### **iv. Courses of actions**

The overall goal of the district is to see Living Standard in the District improved by facilitating effective sustained growth and poverty reduction through effective resource mobilization and management. In line with the above, programmes and projects were formulated to address the key issues based on the following criteria;

- ◆ Project that are already on-going in the district;

- ◆ Projects whose cost can conveniently be contained in the year;
- ◆ Project that satisfies the urgent needs of the poor and address gender concerns;
- ◆ Government priorities;
- ◆ Projects and programmes that are contained in the District Medium Term Development plan (2022-2025)
- ◆ Development priorities of communities in the district among others

The broad activities planned to address the key issues are presented in table 1.1.

#### **v. Total cost of the plan**

The total estimated cost of the Plan is **GH¢ 8,902,295.40**. This is expected to be financed from various funding sources including IGF, GOG, DACF, DACF-RFG, Donors partners (GIZ), Bui Power Authority, SIF, and other development partners.

In addition to the projects specified in the Plan and due to inadequate resource envelope, the following projects have been submitted to the Central Government for support.

- ◆ Gravelling of Agortoe Junction- Tregui, Bleamazado feeder road
- ◆ Construction of a Mini market at Shime
- ◆ Rehabilitation of Alakple Junction and gravelling of Kodzi Junction to Fiakor feeder road
- ◆ Construction of 1No. 6-unit classroom blocks at Caring Sisters Vocational Institute at Tegbi.
- ◆ Rehabilitation and spot improvement on Anloga Township roads

The total cost of the plan excludes the cost of the five (5) projects submitted to Central Government for support. The district expects that funds from Government and Development partners are received on time to ensure timely delivery of mandate.

**ANNUAL ACTION PLAN FOR 2024**

Programme (PBB)	Sub-Programme (PBB)	BROAD ACTIVITIES	Time Frame (Year)				Cost			Programme Status		Implementing Inst./Department	
			1	2	3	4	GoG	IGF	Others	New	Ongoing	Lead	Collabo.
<i>Management and Administration</i>	<b>General Administration</b>	Provide office furniture and fittings					20,000.00	5,000.00		x		DA	
		Support the celebration of anniversaries and festivals					50,000.00	10,000.00		x		DA	CNC
		Procurement of office equipment and machines					180,000.00	25,000.00		x		DA	
		Procurement of office stationeries and other consumables					100,000.00	50,000.00		x		DA	
		Procure 1No. Public Address System					10,000.00			x		DA	
		Repair and maintenance of project/official vehicles					50,000.00	10,000.00		x		DA	
		Maintenance and Repairs of Office Furniture, Machines and Equipment						10,000.00		x		DA	
		Maintenance of official websites					4,065.58			x		DA	
		Support for security operations					5,000.00	5,000.00		x		DA	GPS
	<b>Revenue, Finance &amp; Audit</b>	Organise Social Audit Committees to conduct social audit, public expenditure tracking, among other accountability issues					10,000.00	5,000.00		x		DA	VRCC/RMT
		Intensify public education on revenue mobilization						5,000.00		x		Finance	Budget Unit
		Organise Internal Audit field monitoring to conduct field Audits/Monitoring of Projects					10,000.00	5,000.00		x		DA	VRCC/RMT
		Design, construction and erection of revenue barrier at Xekpa						5,000.00		x		DA	VRCC/RMT

<b>Human Resource Management</b>	Organize Capacity programme for all Assembly members in Local Governance Act 2016(Act 936) & Model Standing Orders				20,000.00			x		HRD	
	Training of revenue/commission collectors / all staff in Revenue Mobilization Strategies				16,000.00			x		HRD	
	Organize Capacity programme for newly recruited, posted and other staff in Local Governance Act, Protocols, Bye laws and other enactments					10,000.00			x	HRD	
	Organize capacity building programmes for Environmental Health Officers					2,000.00			x	HRD	DEHU
<b>Planning, Budgeting, Coordination and Statistics</b>	Conduct mid-term review of the 2022-2025 DMTDP				50,000.00	10,000.00		x		DPCU	RPCU
	Support the preparation of 2025 Annual Action Plans, Composite Budget, Fee fixing and RIAP				50,000.00	10,000.00		x		DA	VRCC/RMT
	Hold transparency and accountability mechanism forums (townhall meetings)				20,000.00	5,000.00		x		DA	VRCC/RMT
	Undertake regular monitoring and evaluation of development projects and programmes				42,000.00	13,000.00		x		DPCU	DWD
	Collect data on relevant indicators				9,500.00			x		Stats	DPCU
<b>Legislative Oversight</b>	DCE's Engagement with communities				10,000.00	5,000.00		x			
	Support Assembly's statutory meetings/workshops/seminars					70,000.00		x		DA	Acs
	Support Assembly's Technical Committee meetings/workshops/seminars (Budget Committee, DPCU, Audit Committee etc.)					60,000.00		x		DA	VRCC/RMT

		Renovation of Tregui Area Council office at Tregui				100,000.00				x		DWD		
		Support sub-district structures with logistics (office tables, chairs, equipment)				156,816.00	40,000.00			x		PO	C.A	
<b>Social Services Delivery</b>	<b>Education, Youth and Sports Services</b>	Provide sponsorship/bursaries to needy but brilliant pupils especially Girls, PWDs and OVC				114,204.00				x		CA	GES	
		Support my first day at school programme				5,000.00	5,000.00			x		DA	GES	
		Support girl child education programmes				5,000.00	5,000.00			x		DA	GES	
		Support district sports and cultural festivals				15,000.00	5,000.00			x		GES	DA	
		Support Science, Technology, Mathematics, Innovative Education (STMIE) programme				20,000.00				x		DA	GES	
		Complete payment for construction of 2-unit KG blocks with ancillary facilities at Latame				27,055.94					x		DWD	GES
		Complete payment for construction of 6-unit classroom blocks with ancillary facilities at Agbatsivi				18,089.46					x		DWD	GES
		Construction of 1No. 6-unit classroom blocks at Caring Sisters Vocational Institute at Tegbi.				2,000,000.00					x		DWD	GES
		Supply of 600 pieces of dual desks and 400 pieces of mono desks for selected schools				560,000.00					x		Procurement	GES
		Renovation of 3-unit classroom blocks at Bleamezado				150,650.00					x		DWD	GES
		Renovation of 3-unit classroom blocks at Sodzi				300,000.00					x		DWD	GES
		Support DEOC monitoring and supervision exercises in all schools				10,000.00					x		GES	DA

<b>Public Health Services and Management</b>	Construction of 1No. CHPS Compound at Genui				418,848.96				x	DWD	GHS
	Construction of Staff/Nurses Quarters at Anloga				693,765.00			x		DWD	GHS
	Support Malaria control and NID programmes				50,000.00	2,000.00		x		GHS	ISD
	Renovation of Tegbi Health Centre at Tegbi				98,744.00			x		DWD	GES
	Support COVID-19 prevention and control programmes				50,000.00	10,000.00		x		GHS	NCCE
	Organize HIV/AIDs control and prevention programmes				23,000.00			x		GHS	DSCD
	Intensify public education on nutrition, food and personal hygiene				5,000.00	2,000.00		x		GHS	DEHU
	Support mental health programmes				10,000.00			x		GHS	DSCD
<b>Social Welfare and Community Development</b>	Organize public education on vulnerability issues (Children, Disability, HIV/AIDs, women, etc.				6,000.00	2,000.00	2,000.00	x		DSCD	CHRAG, DOVVSU, NCCE
	Provide financial, skill and logistical support to PWDs				260,000.00	2,000.00		x		DSCD	BAC
	Organize 2No. Entrepreneurship/vocational training for women				4,000.00	2,000.00		x		DSCD	BAC
	Provide sponsorship/bursaries for deprived children and PWDs				43,000.00		7,000.00		x	CA	DSCD
	Organize public sensitization programmes/community fora on gender-based violence in selected communities				2,000.00		2,000.00		x	DSCD	NCCE
	Organize public sensitization programmes/community fora on child				3,000.00	1,000.00	2,000.00		x	DSCD	NCCE

		labour, child trafficking, domestic violence, family laws etc.									
		Collect Electronic-Based Data on Vulnerability Groups and Issues			4,000.00		2,000.00			DSCD	DPCU, STATS
		Support the implementation of the LEAP programme (community mobilization and data collection)			4,000.00				x	DSCD	NCCE, MGCSP
		Monitor the activities of NGOs/Day Care Centres/Children Homes			5,000.00				x	DSCD	
	<b>Births and Deaths Registration Services</b>	Provide logistics to support births and deaths registration			3,000.00	2,000.00			x	B&D	
		Support public education on Births and Deaths registration			3,000.00				x	B&D	NCCE
	<b>Environmental Health and Sanitation Services</b>	Rehabilitation of 6No public toilets at Woe, Atsugbor, Anloga, Dakordzi, Whuti-Srogbe & Dzita			100,000.00				x	DWD	DEHU
		Rehabilitation of 1No. Toilet and bathhouse facility at Anloga market				65,000.00			x	DWD	DEHU
		Maintenance of waste landfill sites			160,000.00				x	DWD	DEHU
		Procurement of sanitary tools for the management of waste			10,000.00				x	CA	DEHU
		Conduct public education and medical screening for food vendors and caterers			5,000.00	75,000.00				DEHU	GHS
		Data collection for the update of DESSAP			10,000.00				x	DEHU	DPCU
		Support CLTS activities			15,000.00				x	DEHU	
		Fumigation and other sanitation related activities			414,000.00				x	DEHU	ZL
<b>Infrastructure</b>	<b>Physical and</b>	Prepare base maps/local plans for Tegbi and Woe communities.			50,000.00	20,000.00			x	PPD	Lands Commission

<b>Delivery and Management</b>	<b>Spatial Planning Development</b>	Procure and erect 12No. Signages on selected streets				20,000.00	10,000.00		x		PPD	
		Intensify public education on landuse planning, building regulations and development permits				2,000.00	2,000.00		x		PPD	Works Department
		Preparation of District structure plan/ Site plan for public lands and facilities				40,000.00	10,000.00			x	PPD	LPSA, DPCU
		Conduct regular site visits					5,000.00		x		PPD	Building Inspectorate
<b>Public Works, Rural Housing and Water Management</b>	Rehabilitation of 3N0. Low-cost Houses at Anloga				60,000.00			x		DWD		
	Construction of District Chief Executive's Residence at Anloga				237,129.46				x	DWD		
	Furnishing and fencing of DCE Residency				450,000.00			x		DWD		
	Construction of culverts in selected communities (Azanu-Benadzi, Klomikpota-Akplorfudzi, Deveme-Trekume, Kpordui-Sodzi, Azanu-Nyakpati)				100,000.00			x		DWD	DFR	
	Spot improvement of selected feeder roads (Xekpa, Agbedrafor, low-cost, Gavivina, Agortoe, Tegbi-Vakpormda and Trekume-Dosukope and others.				426,800.00			x		DWD	DFR	
	Gravelling of Agortoe Junction, Tregui, Bleamezado feeder road				10,000,000.00			x		DWD		
	Rehabilitation of Alakple Junction and gravelling of Kodzi Junction to Fiaxor feeder road				10,000,000.00			x		DWD		
	Rehabilitation and spot improvement on Anloga Township roads				1,000,000.00			x		DWD		



		aquaculture etc) (Aflorto, Vorvornukope, Bleamezado, Trekume, Tregui, Akplorfudzi, Adzato, Klomikpota)							
		Construction of smokeless stoves in Aflorto, Vorvornukope, Bleamezado, Azanu, Tregui and Trekume communities	10,000.00	5,000.00			x	DDA	DA, NGOs
		Support the Celebration of national farmers day	60,000.00				x	DDA	CA
		Conduct field and home visits and disseminated Agric. information to farmers			10,000.00		x	DDA	
		Organize training and sensitization on agro-chemical application			2,400.00		x	DDA	
		Renovation of Agric Warehouse at Woe			100,000.00		x	DDA	
		Support capacity building programmes for staff, farmers and FBOs on crops and livestock production			5,000.00		x	DDA	
		Collect data on farm yield, market prices and other indicators			18,000.00			x	DDA
		Conduct pest and diseases surveillance on crops, livestock and poultry			24,000.00			x	DDA
		Build the capacity of farmers on climate change and adaptation measures	5,000.00				x	DDA	
		Organize training programme for farmers in processing of soya beans, tomato puree, winni mix, etc	50,000.00	10,000.00	319,000.00		x	DDA	MOFA
		Support Government Flagship programmes (PERD, 1D1F, Etc.)	70,000.00				x	CA	DDA
<b>Environmental</b>	<b>Disaster Prevention</b>	Support public education on disaster (Bush fires, domestic fires, industrial fires,	30,000.00				x	NADMO	GNFS

<b>Management and Management</b>	flooding, tidal waves) prevention and risk management											
		Provide support and relieve items for Disaster victims				100,000.00			x		DA	NADMO/VRA
		Procure and erect 2No. Signages in selected safe havens				5,000.00		5,000.00	x		DPCU	NADMO
	<b>Natural Resource Conservation and Management</b>	Support tree planting and Nursing in selected communities				12,000.00			x		FC	DPCU
		Organize public sensitization programmes on mangroves restoration						50,000.00	x		FC	DPCU
		Provide alternative livelihood programmes towards mangrove restoration						50,000.00	x		FC	DPCU
		Organize public sensitization programmes on water resource protection and management				25,000.00	1,000.00		x		FC	DPCU
		Intensify public education on climate change, vulnerability and adaptation mechanisms				5,000.00			x		NADMO	DPCU
		Conduct environmental assessment and procure environmental permit for all government projects				10,000.00			x		DPCU	EPA
<b>GRAND TOTAL</b>				<b>7,628,095.40</b>	<b>651,000.00</b>	<b>673,200.00</b>					<b>8,952,295.40</b>	

## **Monitoring and Evaluation Arrangement**

The District Planning Coording Unit (DPCU) will play the lead role together with all other stakeholders in monitoring the implementation of the plan. There would be quarterly and routine field inspection to project sites to track progress of works. The essence of the monitoring is to among others;

- Provide information to management, staff and other stakeholders on whether progress is being made towards achieving project objectives;
- Ensure project accountability to donors and other stakeholders;
- Provide management with the opportunity to make timely adjustment and corrective actions to improve the Programme/project design, work plan and implementation strategies.

To ensure popular participation in the implementation of the plan, DPCU will organize review meetings which will bring together the participation of various beneficiaries depending on the nature of the projects/ programmes. Apart from these, the DPCU and the decentralized departments will organize quarterly meetings to among other things, track progress of works.

Besides, these site meeting will be organised in collaboration with relevant stakeholders during which critical issues concerning the project implementation were discussed. The Assembly plans to use tools such as Social Audit, Citizens Report Card and Community Score Cards to assess performance in delivery of services. Stakeholders will include Area Council members, Honourable Assembly Members, Traditional Authority, Women's Representative, Youth Representative, Religious Leaders, Teacher/Civil Servant, Unit Committees and an NGO/CBO representative.

## **Reporting**

The DPCU will prepare written reports on quarterly and annual basis on the findings of the monitoring activities. The APR will sum up all the M&E activities and results in the year. Copies of the Quarterly and Annual Progress Reports will be sent to the RPCU, the NDPC, relevant MDAs and other stakeholders.

