

Guidance Note (2022)**Support to Social Welfare and Community Development: *Strengthening the delivery of decentralized and Integrated Social Services*****I. Introduction**

In 2019, the Ministry of Gender, Children and Social Protection (MoGCSP) and the Office of the Head of Local Government Service (OHLGS), with close collaboration from Ghana Health Services (GHS), Ministry of Local Government Decentralization and Rural Development (MLGDRD), National Health Insurance Authority (NHIA), National Development Planning Commission (NDPC), the Ministry of Finance (MoF/FDU) and UNICEF embarked on an initiative to strengthen the delivery of decentralized and Integrated Social Services (ISS).

The rationale for strengthening the delivery of integrated social services is to prevent and respond to violence against children and help address multi-dimensional poverty and vulnerability, with a strong focus on promoting linkages between health, child protection, sexual and gender-based violence, and social protection services which comes from the Coordinated Programme and the National Medium-Term Development Policy Framework 2018-2021 and 2022-2025 (NMTDPF).

The implementation of this approach is already ongoing in 100 MMDAs in 2021 (starting with 60 MMDAs in 2020). The strategy uses the social welfare system as the entry point to strengthen its overall capacity and methods of local social welfare offices, empowering them through updated operating procedures, capacity and innovative use of resources. Strengthening the social welfare workforce at the sub-national level is at the centre of this due to its critical role in supporting children and families by alleviating poverty; identifying and managing risks; preventing and responding to violence, abuse, neglect, exploitation and family separation; and facilitating access to and delivery of social services to enhance child and family well-being.

This workforce strengthening will support ongoing efforts to promote outreach to and access of poor and vulnerable households to health services through the National Health Insurance Scheme (NHIS) by strengthening linkages with social protection programmes such as the Livelihood Empowerment Against Poverty (LEAP) programme. Finally, it will also support or develop the coordination, procedures, training and data management systems necessary to support inter-sectoral linkages and referrals.

In determining the direction and approach for 2018-2025, UNICEF Ghana has been working closely with the National Development Planning Commission (NDPC) to ensure that all MMDAs include core social and child protection-related targets in their Medium-Term Development and Annual Work Plans. In 2019, UNICEF supported the NDPC to review all the MMDAs' DMTDPs and has seen some level of commitment from most of the MMDAs. The plans of the MMDAs were crafted to achieve the goals in the Medium-Term National Development Policy Framework: An Agenda for Jobs: Creating Prosperity and Equal Opportunity for All.

Specifically, some of the social issues that have been identified in the Medium-Term National Development Framework and the DMTDPs are: child protection and family welfare-related issues; population management and migration for development matters; poverty and inequality; water and environmental sanitation; gender equality, empowerment of women and girls; social protection; child labour, child marriage, child trafficking and disability and development.

II. Putting poor and vulnerable children & families at the centre

Inequality in Ghana is growing with significant disparities between and within regions and between rural and urban areas. Both the recent GLSS7 and MICS 2017-18 surveys show apparent inequality between the richest and the poorest in terms of income and access to services. A key reason why the poorest are being left behind is that the excluded often face compounding drivers of poverty, experiencing multiple vulnerabilities that further exacerbate poverty that a single programme cannot address. Low-income families suffer not only monetary hardship, but they may also be limited by low access to adequate health care, psychosocial, sanitation and education services, low labour capacity within the household, social marginalization and exclusion, and repeated exposure to damaging shocks that erode assets and further exacerbate poverty. A study¹ into multiple overlapping deprivations in Ghana by UNICEF and the National Development Planning Commission finds that while 28.2% of children in Ghana are defined as monetary poor,² 73.4% of them are multidimensionally poor, meaning that they suffer deprivation in three or more dimensions.³

Violence is a daily reality for the vast majority of children and women in Ghana. Health and development costs of violence are incredibly high for Ghana. Further, an estimated 17 per cent of children do not live with either biological parents and are thus often denied family-based care and parental guidance. Department of Social Welfare report shows that about 80 per cent of the 3,530 children in residential homes are not orphans but have at least one parent alive. All forms of gender-based violence remain endemic in Ghana. More than 1 in 3 (38%) adolescent girls aged 15-19 years report having experienced at least one act of sexual violence,⁴ often at the hands of intimate partners or family members.⁵

Violence thus affects a significant number of children in Ghana with devastating consequences for their well-being, health and development. Violence Against Children places a long-term burden on social services, undermines investment and development across sectors including health, nutrition, early childhood development and education, and constrains economic development. Protection of children from all forms of violence, abuse, neglect and exploitation is thus essential to the long-term sustainable growth and development of the country.

For any given sector outcome, child mortality, nutrition, child marriage, etc., there are multiple determinants. These include access, use, and quality of services in the particular sector and many other factors, including economic poverty, geographic or social marginalization, public awareness, and social norms. Making significant and sustainable progress on specific outcomes, therefore, requires a multi-sectoral response.

There are already in place several national policies and programme frameworks that recognize the need for integration and coordination across social protection programmes, child protection, and social services. An essential underpinning of this approach is provided in National Social Protection Policy, National Gender Policy, and Child and Family Welfare Policy. The Social Protection Policy aims to deliver a "*well-coordinated, inter-sectoral social protection system, thereby enabling people to live in dignity through income support, livelihoods empowerment and improved access to systems of basic services.*"

¹ "Multi-Dimensional Child Poverty in Ghana". Draft MODA report, April 2019, de Neuborg et al. UNICEF, NDPC, SPRI.

² Monetary poverty is defined using GLSS7 data as Living in a household where members survive on less than 4.8s GHC per person per day.

³ The dimensions studied are Nutrition, health, Learning and Development, Child Protection, Water, Sanitation, Housing and Information.

⁴ Ghana Statistical Service –MoGCSP, Domestic violence in Ghana: incidence, attitudes, determinants and consequences, 2016

⁵ DHS 2014

Child and Family Welfare Policy aims to "*ensure effective coordination of the child and family welfare system at all levels.*" Out of the 10 strategic actions identified by the Child and Family Welfare Policy to address violence against children and strengthen family support services at the decentralized level, one is related to improving coordination between the child and social protection programmes. The policy states that "*the Department of Social Welfare shall be responsible for maximizing the use of social protection interventions to address child and family welfare concerns.*"

Besides, one of the primary objectives of the decentralization system in Ghana is to make all services, including social services responsive and accessible at the local level and closer to the people.⁶ Policy measures in this regard, according to the National Decentralization Action Plan, include effective inter-service/inter-sectoral collaboration and cooperation at the district, regional and national levels.⁷ It also includes enhancing the capacity of MMDAs to deliver services effectively and efficiently and improve procedures and processes.

While many programmes and services are achieving significant impacts, a more integrated approach that operationalizes the various positive national commitments can amplify these impacts and expand their coverage, accelerating the reduction of poverty and vulnerability.

III. Goal and Objectives of the Integrated Social Services (ISS) Initiative

Goal: Poverty and vulnerabilities of children and families are reduced through increased access to an integrated set of social services.

Objectives:

1. Support MMDAs in implementing the policy objectives of the NMTDPF related to child and family welfare and social protection.
2. Strengthen capacity, coordination, and systems at the local and national level required to enable sustainable delivery of integrated services with a focus on child protection, social protection and health services.
3. Support MMDAs to be able to access funding from different funding arrangements, primarily District Development Facility / DACF/RFG/IGF related to social and child protection programme.

IV. Approach

Based on the evidence generated from the review of the DMTDPs of the MMDAs by NDPC and UNICEF, 160 MMDAs from all the sixteen (16) regions have been selected to receive support from UNICEF to provide integrated social services for 2022 (Annex 1). This number is up from 100 MMDAs that received approximately GHS 3 million in 2021. These 160 MMDAs have included policy objective and strategies from the NMTDPF related to child and social protection in their DMTDPs. UNICEF Ghana will provide financial and technical support for the implementation of the social and child protection policy objectives and strategies of these MMDAs (Table 1 below). The objectives, strategies and funding support provided in Table 1 should be included in the 2022 composite budgets and Annual Action Plans of the MMDAs and the GIFMIS Budget Module System.

⁶ National Decentralisation Policy Framework 2015-2019 and Decentralisation Act 2016 (Act 936).

⁷ EU (July 2018). Technical assistance to enhance the effectiveness and efficiency of the social protection system in Ghana through support to the Ministry of Gender, Children and Social Protection to ensure implementation of the Social Protection Policy

This supplementary funding grant seeks to support the implementation of the activities captured in the MMDAs' Annual Work Plans for the Social Welfare and Community Development. It is based on existing government priorities, plans and programmes within the context of Ghana's decentralization efforts by focusing on the collaboration between crucial child protection and social protection programmes and the increased efficiency of local resources in favour of the most vulnerable. There are a set of ongoing efforts to expand, improve and better coordinate delivery of social protection programmes and child protection services, with significant overlap in the intended target individuals and households.

V. Relevant NMTDPF Policy Objectives

The DSWCD funding can be used for two types of activities:

1. Firstly, implement activities related to the management of cases by the Social Welfare Unit of MMDAs. The management of cases must follow the Case Management Standard Operating Procedures for Children in need of the Care and Protection (2018) and the Inter-sectoral Standard Operating Procedures for Child Protection and Family Welfare (ISSOP-2020). All cases supported must be recorded on the Social Welfare Information Management System (SWIMS). Cases must fall under one of the Primary Protection concerns of the ISSOP, including 1) Sexual and Gender-Based Violence; 2) Adolescent Pregnancy and Child Marriage; 3) Child Labour, Worst forms of child labour, Human Trafficking, Slavery, 4) Children in Conflict with the Law; 5) Violence, Abuse, Custody, Maintenance or Neglect (Online/Offline); 6) Children without parental care, unaccompanied or separated; 7) Persons with socio-economic vulnerabilities and social protection. This component includes improving referral and tracking of referrals to other services, including health, education and law enforcement.
2. Secondly, funding can be used to organize community mobilization and sensitization sessions using the Child Protection Community Facilitator toolkit by the Community Development Units of the MMDAs. All beneficiaries of the activities must be recorded using the CP Toolkit App (web/mobile app).

Activities of the workplan that will be supported must contribute to the following policy objectives and the indicators of the NMTDPF

Table 1: NMTDPF Policy Objective and Strategies

Focus Area	Policy Objectives	Strategies	Indicators (type of risk, age, sex, disability, location, type of service provided disaggregation)
Child and family Welfare	Ensure effective child protection and family welfare system	Increase awareness of child protection and sexual and gender-based violence related issues (SDG Targets 5.3, 16.2, 16.3)	Number of girls and boys who have suffered from abuse, neglect, exploitation and violence benefiting from case management services
	Ensure the rights and entitlements	End harmful traditional practices such as female genital mutilation and child	Number of girls who receive prevention and care services to address adolescent pregnancies, child marriage and other harmful traditional practices

	of boys and girls	<p>marriage. (SDG Targets 5.3, 16.2, 16.3)</p> <p>Introduce district Integrated Social Services Programmes for children, families and vulnerable adults (SDG Target 10.2)</p> <p>Eliminate the worst forms of child labour by enforcing laws on child labour and child protection (SDG Targets 8.7, 16.2, 16.3)</p> <p>Strengthen the capacity of relevant institutions to enforce laws on child abuse and child trafficking (SDG Targets 16.2, 16.6)</p> <p>Eliminate child marriage and teenage pregnancy (SDG Targets 3.7, 5.3)</p>	<p>Number of cases of girls and boys referred to other services and followed up – health, social welfare, education, police, justice, safe temporary shelter, etc</p> <p>Number of girls who benefited from age and gender-responsive welfare and justice services at MMDA level</p> <p>Number of girls, boys, women and men reached with child protection and SGBV information (Child Protection Toolkit)</p> <p>Number of girls and boys who have been placed in foster care</p> <p>Number of girls and boys who have been reunified to family</p> <p>Number of sub-standard residential homes for children (orphanages) closed down</p>
Social Protection	Strengthen social protection, especially for children, women, persons with disability and the elderly	<p>Mainstream social protection into sector plans and budgets (SDG Targets 1.3, 10.4)</p> <p>Strengthen and effectively implement existing social protection intervention programmes and expand their coverage to include all vulnerable groups (SDG Targets 1.3, 5.4, 10.4)</p> <p>Strengthen access for vulnerable groups to justice, rights, and entitlements (SDG Targets 1.4, 16.3)</p> <p>Establish effective institutional arrangements for the implementation of national social protection policy (SDG Targets 5.c, 16.6)</p>	<p>Number of LEAP household members facilitated to registered for NHIS (how many of them are girls 10 to 19 years?)</p> <p>Number of LEAP household members who have renewed NHIS cards</p> <p>Number of outreach visits to LEAP communities</p>

Each MMDAs will share 2022 Annual Action Plan and Composite Budget with the indicators and targets with MLGDRD and UNICEF focal points by the end of September 2021. This plan should follow the format provided by the Ministry of Finance as part of the 2020-2023 Budget Guidelines. This Annual Action Plan should list the funding that social welfare and community development department will get from GoG, IGF, DACF, DDF and UNICEF SW/CD. As per the budget guidelines, each MMDA has been given a ceiling for the social welfare/community development 'GoG Goods and Services.' This ceiling ranges from GHC 11,000 to 19,000. UNICEF-SW/CD funding for child and social protection is a matching contribution to that money, as indicated in Annex 1.

VI. Conditions for funding support and selection of MMDAs

UNICEF Ghana has set aside a budget of about GHS 5 million for 2022. During 2020- 2021, a total of GHS 5.1 million was released for 100 MMDAs. For 2022, additional 60 MMDAs are being added to the list. The selection of the new 60 MMDAs was made by the MLGDRD and OHLGS based on several criteria, including Poverty Index/Ranking, urban vs rural, newly created MMDAs, regional balance and equity. Highly performing MMDAs in 2021 will continue to be supported as well. The amount of allocation has been adjusted according to the staffing strength of the MMDAs.

However, this is subject to the availability of funds at the beginning of 2022.

Several conditions need to be met to ensure MMDAs continue to receive ISS support till the end of 2024. Failure to meet those criteria will result in the exclusion of the MMDAs for the 2023 and 2024 financial support. Those conditions include:

- 1) The MMDAs must allocate and release GoG funds indicated in the MoF budget guidelines (between GHS 11000 to 14,000) under the social welfare and community development "goods and services budget" (IGF, GoG, DACF, DDF or other sources).
- 2) All child protection, sexual and gender-based violence, social protection referrals and other social welfare-related cases handled by Social Welfare Units must be recorded in SWIMS. Backlog must be done from the previous years the SWIMS comes live in the district.
- 3) All girls, boys, women and men participating in the community mobilization and sensitization facilitated through the Child Protection Facilitation toolkit must be recorded in the Child Protection toolkit App.

The current GHS 5 million is coming from five sources of funding with major contributions from UNICEF's core funds, USAID, UKAID and small contributions from Global Affairs Canada and UNFPA-UNICEF Global Programme on ending child marriage.

VII. Amounts of funds for each MMDAs 2021

Each selected MMDAs will get an amount between GHS 10,000 to 50,000 for 2022 as part of their "Goods and Services Budget for SW/CD" for "child rights and protection" as indicated in the Table. 1. The ceiling for funds has been revised based on an additional factor brought into the calculation for 2021 and 2022. That is the number of staff that every MMDA included in the programme has on its payroll related to social welfare and community development. Staffing information for MMDAs used is from 2019 that was shared with UNICEF by the Head of Office for the Office of Head of Local Government Service for 2019. Here is a table that was used to allocate funds for each MMDAs;

Table 2: Yearly Allocation of funds for targets MMDAs

No of Staff per MMDA	GHC Yearly allocation for 2022
1	10000
2	15000
3	20000
4 to 5	25000
6 to 10	30000
11 to 15	35000
16 to 20	45000
21+	50000

These allocations (Table 2) do not include funding support for training on integrated social services, LGS training manual for DSWCD and the rollout of SWIMS. Those amounts will be included in the GoG-UNICEF Joint Annual Work Plan 2022. MoGCSP is leading SWIMS's rollout while the ISS sensitization and training component is led by OHLGS. UNICEF will also provide some additional funding for the MLGDRD to support the administration of this funding arrangement. This funding will go to the targeted MMDAs to support the social welfare and community development departments in achieving a set of targets against the NMTDPF policy objectives, strategies and indicators listed in Table 1 above. This funding support would provide catalytic support to ongoing initiatives by the government of Ghana at the decentralized level. This initiative is an effort to improve the provision of social services as part of the decentralization process.

VIII. Flow of Funds

The funding support will be channeled through the Ministry of Local Government Decentralization and Rural Development following the Sector Wide Approach on Decentralization in Ghana. Funds will be twice a year, every six months via a letter of commitment (Jan, Jul) as per established 'HACT' (Harmonized Approach to Cash Transfers) procedures for the U.N. To release funds, UNICEF will be expecting a submission by the MLGDRD of the following:

- i. Signed Request Letter by Chief Director of MLGDRD referring to the GoG-UNICEF Annual Work Plan 2022
- ii. FACE Form Request duly completed
- iii. Itemized budget indicating the estimated budget for each of the MMDAs and MLGDRD's operational costs

In line with HACT Procedures, funds will be liquidated, and results reported not later than 3 months after receipt of funds. To process funds liquidation, UNICEF will be expecting:

- i. Signed cover letter
- ii. FACE Form Duly completed
- iii. Itemized budget indicated actual expenditures by MMDA and MLGDRD
- iv. A narrative report outlining key completed tasks, activities and results achieved against a set of indicators using the standard Narrative Report format (Annex 2)

MLGDRD, DDF Steering Committee and Technical Working Group - set up for Integrated Social Services implementation - will review the progress reports from MMDA every six months and decide on the continuation of the funding arrangement. The following conditions will determine the continuation of the funding:

- MMDCD issue a letter of commitment to release the GoG/IGF/DACF contribution to social welfare and community development as spelt out in the annual action plan and composite budget. The letter should also indicate the timely release of funding from UNICEF SW/CP once it reaches the MMDA accounts.
- MMDCD should share a detailed results' framework linked to the NMTDPF Policy Objectives, listed in Table 1 above with baselines and targets against indicators for the social welfare and community development departments.
- UNICEF SW/CD Goods and Services support should be reflected in the composite budgets and the annual action plans of all the MMDAs receiving the funding
- MMDAs must utilize the funds only on the allowable expense promptly and report results following standard set reporting format (Annex 3: Narrative Progress Report).
- All results and narrative reports should be in line with the data in SWIMS and CP Toolkit app as well as the annual progress report submitted by MMDCD to RCCs and NDPC.
- All original invoices and receipts should be kept at the MMDA level in line with government regulations, but copies should be sent to MLGDRD when liquidating the funds. UNICEF and MLGDRD will conduct financial spot checks as per UN HACT Policy and Procedures.
- The Ministry should work to include child protection indicators from the SDGs, especially 1.3, 5.2, 5.3, 8.7 and 16.2 in the DPAT assessment for allocation of the DACF - Result Factor Grant to MMDAs that demonstrated clearly that they are part of their AAPs and reward those who implement them and reported in their APRs.
- Proof of financial contribution from the MMDAs for the implementation of activities of DSWCD in the AWP 2022. This financial contribution should come from IGF, GoG, DACF, DDF or other sources. This contribution should be at least 20% of the amount received from MoLGDRD. Failing to allocate government funding to the Department of Social Welfare and Community development will result in the exclusion of the ISS financial support.

IX. Standard chart of accounts and acceptable use of funds

All funding made available to MMDAs should be spent using the standard chart of accounts in GIFMIS provided in Table 3. The expenses allowed under this grant include travel, fuel, the printing of essential documents and forms, case files, communication expenses (airtime and data), emergency doctors' fee for girls and women survivors of sexual and gender-based violence and refreshment. Only the new 60 MMDAs of 2022 will be allowed to procure lockable cabinets to keep case management files and maximum two laptops per MMDAs. The districts who received funding support in 2020 and 2021 would not be allowed to procure more of these items.

Grants to families, procurement of equipment, sitting in the allowance for meetings and other allowance are not covered under this funding arrangement. Those should be covered from the IGF, GoG, DACF, DDF or other sources. Social Welfare and Community Development staff should work together to achieve results planned in the annual action plans.

X. Results and Financial Reporting

All MMDAs receiving funding should submit the standard financial and narrative report as provided in Table 3 and Appendix – A: Narrative progress Report. The financial report should be extracted from GIFMIS as per the standard chart of account quarterly. It should be certified by the MMDA finance officer and MMDCD and shared with MLGDRD focal point. On a quarterly basis, MLGDRD should also request Director Budgets of the Ministry of Finance to share a consolidated expenditure report. These financial reports should be submitted to UNICEF with the liquidation of funds.

The narrative progress report should be based on the results achieved against the targets provided earlier in the year. The report should provide data on the indicators. For each number provided, social welfare and community development officers must have means of verification. In case of girls and boys and their families receiving case management service, it is pertinent that individual files of all beneficiaries are maintained as per the Case Management Standard Operation Procedures for Children in need of Care and Protection finalized by the Department of Social Welfare in 2018.

XI. Capacity-building support for MMDAs.

UNICEF, in partnership with the Office of the Head of Local Government Service, is conducting training workshops on the LGS Training Manual for Social Welfare and Community Development. Training for 100 MMDAs has been completed in 2020 & 2021. The rest of the 60 MMDAs will be covered in 2022. UNICEF and OHLGS will be supporting training of all social welfare and community development staff in the MMDAs listed in Table 1. The training programme is being organized within the Capacity Building Framework of the OHLGS and will be done through the Office of the Head of Local Government Service and the Ministry of Gender, Children and Social Protection.

XII. Social Welfare Information Management System (SWIMS)

UNICEF is also working with the Ministry of Gender, Children and Social Protection to roll out an information management system to facilitate the work of social welfare and community development staff at the MMDA level. The SWIMS is built on Primero and has been configured to suit the context in Ghana. After extensive testing by 6 MMDAs, the information management system has gone live during the last quarter of 2020 and 2021. The system is now live in all the 60 districts which were part of the first cohort in the ISS initiative in 2020. The system will link MMDAs with RCCs and MDAs at the national level.

XIII. Cross-Cutting themes

A cross-cutting emphasis should be on inclusion to ensure that all Ghanaians can access the services to which they are entitled. To address multiple drivers of poverty and vulnerability, it is critical that issues of

inclusion, including but not limited to age, disability and gender, are addressed in the type of services provided, whom they are provided to, and how.

XIV. Focal Points for communication

All communication from MMDCDs/MMDAs should be addressed to:

Chief Director
Ministry of Local Government Decentralization and Rural Development
Accra

Copy to:

Chief, Child Protection Programmes
UNICEF Ghana Country Office
4 to 8 Rangoon Close, Cantonments, AN 5051, Accra
Email: mrkhan@unicef.org

All communication from MoLGRD/Chief Director of Ministry of Local Government Rural Development should be addressed to:

Chief, Child Protection Programmes
UNICEF Ghana Country Office
4 to 8 Rangoon Close, Cantonments, AN 5051, Accra
Email: mrkhan@unicef.org

Annex 1: List of 160 MMDAs to receive UNICEF Support for Social Welfare and Community Development in 2022

Regions	No.	MMDA	2020	2021	2022	UNICEF Child Rights and Protection for SW/CD 2022 (Ghc)	Number of staff in place for SW/CD 2019 / MMDA
Ashanti	1	Amansie West D/A	1			30000	9
Ashanti	2	Amansie Central D/A		1		30000	6
Ashanti	3	Adansi South D/A		1		35000	12
Ashanti	4	Bosome Freho D/A		1		30000	7
Ashanti	5	Ahafo Ano South D/A		1		30000	9
Ashanti	6	Offinso Municipal		1		35000	11
Ashanti	7	Kwabre East M/A	1			45000	16
Ashanti	8	Sekyere East D/A		1		45000	20
Ashanti	9	Ejura Sekye Dumase M/A		1		30000	6
Ashanti	10	Asokore Mampung Municipal	1			30000	10
Ashanti	11	Obuasi Mun		1		30000	10
Ashanti	12	Kumasi Metro	1			50000	57
Ashanti	13	Afigya Kwabre South D/A	1			35000	14
Ashanti	14	Ahafo Ano North/Municipal			1	30000	6
Ashanti	15	Offinso North District			1	35000	11
Ashanti	16	Oforikrom Municipal			1	35000	13
Ashanti	17	Ejisu Municipal			1	45000	19
Bono	18	Dormaa West District		1		30000	6
Bono	19	Sunyani Municipal	1			45000	17
Bono	20	Wenchi Municipal			1	30000	9
Bono	21	Tain District			1	30000	6
Bono	22	Sunyani West District			1	45000	19
Bono	23	Dormaa East District			1	25000	4
Bono	24	Banda District			1	20000	3
Bono	25	Berekum West District			1	25000	5
Bono East	26	Kintampo North Municipal		1		35000	11
Bono East	27	Nkoranza North District	1			25000	4
Bono East	28	Sene East District		1		15000	2
Bono East	29	Sene West District			1	15000	2
Bono East	30	Pru East District			1	30000	8
Bono East	31	Kintampo South District			1	35000	11
Bono East	32	Pru West District			1	25000	4
Bono East	33	Atebubu Amantin Municipal			1	30000	7
Bono East	34	Techiman Municipal Municipal			1	35000	11

Ahafo	35	Asutifi North District	1			30000	6
Ahafo	36	Tano South Municipal			1	30000	7
Ahafo	37	Asutifi South District			1	25000	5
Ahafo	38	Tano North Municipal			1	25000	5
Ahafo	39	Asunafo North Municipal			1	30000	9
Western	40	Ellembelle D/A		1		30000	6
Western	41	Prestea Huni Valley M/A		1		25000	4
Western	42	Sekondi Takoradi Metro	1			35000	12
Western	43	Shama D/A	1			30000	8
Western	44	Wassa East D/A		1		30000	6
Western	45	Jomoro Municipal			1	30000	6
Western	46	Wassa Amenfi East Municipal			1	25000	4
Western	47	Ahanta West Municipal			1	30000	8
Western	48	Effia Kwesimintsim			1	30000	7
Western North	49	Bibiani Ahwiaso Bekwai M/A		1		30000	6
Western North	50	Sefwi Wiawso M/A	1			30000	6
Western North	51	Bodi District			1	10000	2
Western North	52	Bia East District			1	10000	2
Western North	53	Sefwi Akontombra District			1	30000	6
Eastern	54	Akwapim North M/A		1		35000	11
Eastern	55	Akyem Mansa D/A	1			30000	7
Eastern	56	Kwahu Afram Plains North D/A	1			25000	5
Eastern	57	Kwahu West D/A		1		45000	17
Eastern	58	Lower Manya M/A	1			30000	10
Eastern	59	New Juaben South M/A		1		30000	9
Eastern	60	Upper Manya Krobo D/A	1			30000	10
Eastern	61	Yilo Krobo			1	35000	12
Eastern	62	Kwahu Afram Plains South District			1	20000	3
Eastern	63	Ayensuano District			1	50000	24
Eastern	64	Akuapem South District			1	45000	17
Eastern	65	Okere District			1	25000	5
Northern	66	Kpandai D/A	1			30000	9
Northern	67	Kumbungu	1			7000	1
Northern	68	Sagnerigu M/A	1			45000	19
Northern	69	Tamale Metro	1			30000	8
Northern	70	Tatale	1			25000	5
Northern	71	Tolon D/A	1			45000	16
Northern	72	Saboba District			1	30000	8
Northern	73	Mion District			1	30000	8
Northern	74	Nanton District			1	25000	5

North East	75	Mamprugu Moagduri D/A	1			30000	10
North East	76	West Mamprusi M/A	1			30000	8
North East	77	East Mamprusi Municipal			1	25000	5
North East	78	Bunkpurugu Nakpanduri			1	25000	4
North East	79	Yunyoo Nasuan District			1	25000	5
Savannah	80	Bole D/A	1			30000	8
Savannah	81	Sawla Tuna Kalba D/A	1			25000	4
Savannah	82	Central Gonja District			1	45000	17
Savannah	83	North East Gonja District			1	45000	16
Upper East	84	Bawku West D/A		1		45000	17
Upper East	85	Bolgatanga M/A		1		45000	18
Upper East	86	Bongo D/A	1			50000	21
Upper East	87	Builsa North D/A		1		30000	9
Upper East	88	Kassena Nankana M/A		1		35000	15
Upper East	89	Talensi D/A	1			45000	16
Upper East	90	Garu D/A	1			35000	13
Upper East	91	Kassena Nankana West		1		35000	15
Upper East	92	Pusiga D/A	1			35000	12
Upper East	93	Nabdam D/A		1		45000	18
Upper East	94	Builsa South D/A		1		35000	11
Upper East	95	Bolgatanga East D/A	1			35000	12
Upper East	96	Tempane District			1	45000	19
Upper West	97	Jirapa M/A	1			45000	19
Upper West	98	Lawra M/A	1			50000	22
Upper West	99	Sissala East M/A		1		45000	18
Upper West	100	Wa M/A	1			50000	35
Upper West	101	Lambusie Karni D/A	1			30000	10
Upper West	102	Nandom D/A		1		35000	12
Upper West	103	Dafiama Bussie Issa		1		35000	14
Upper West	104	Nadowli Kaleo District			1	45000	18
Upper West	105	Wa West District			1	45000	18
Upper West	106	Wa East District			1	35000	13
Upper West	107	Sissala West District			1	30000	10
Volta	108	Central Tongu		1		20000	3
Volta	109	Akatsi South D/A		1		30000	6
Volta	110	Ho M/A	1			20000	3
Volta	111	Ketu South M/A	1			25000	5
Volta	112	South Tongu		1		20000	3
Volta	113	South Dayi D/A	1			20000	3
Volta	114	Akatsi North D/A		1		7000	1
Volta	115	Afadjato South D/A		1		25000	5
Volta	116	Adaklu D/A		1		25000	5
Volta	117	North Dayi D/A	1			30000	7

Volta	118	Agortime Ziope District			1	25000	4
Volta	119	Ketu North Municipal			1	30000	7
Volta	120	North Tongu District			1	30000	6
Volta	121	Anloga District			1	15000	2
Oti	122	Krachi West D/A	1			20000	3
Oti	123	Nkwanta South M/A	1			25000	5
Oti	124	Krachi East M/A	1			25000	5
Oti	125	Biakoye D/A	1			25000	5
Oti	126	Kedjebi District			1	20000	3
Oti	127	Nkwanta North District			1	25000	5
Oti	128	Krachi Nchumuru District			1	25000	5
Greater Accra	129	Accra Metro	1			35000	13
Greater Accra	130	Shai Osudoku D/A		1		45000	18
Greater Accra	131	Ga West M/A	1			45000	19
Greater Accra	132	Tema Metro	1			50000	26
Greater Accra	133	Ga East M/A		1		45000	17
Greater Accra	134	Ga South M/A	1			35000	15
Greater Accra	135	Ashiaman M/A	1			50000	21
Greater Accra	136	Adenta M/A	1			50000	22
Greater Accra	137	Ada West	1			30000	8
Greater Accra	138	Ningo-Prampram D/A	1			25000	5
Greater Accra	139	La-Nkwantanang M/A	1			50000	24
Greater Accra	140	Weija-Gbawe M/A		1		45000	20
Greater Accra	141	Ada East District			1	30000	9
Greater Accra	142	Ayawaso			1	25000	4
Central	143	Agona West M/A	1			35000	15
Central	144	Ajumako/Enyan/Esiam D/A	1			30000	9
Central	145	Effutu M/A	1			35000	13
Central	146	Cape Coast Metro	1			35000	12
Central	147	Komenda-Edina-Eguafo- Abrim M/A	1			30000	9
Central	148	Mfantiman Mun		1		30000	8
Central	149	Twifu Ati Morkwa		1		25000	5
Central	150	Upper Denkyira East M/A	1			30000	9
Central	151	Assin South D/A	1			30000	8
Central	152	Upper Denkyira West D/A	1			30000	6
Central	153	Ekumfi D/A	1			25000	5
Central	154	Hemang Lower Denkyira (twifo) D/A		1		25000	4
Central	155	Assin North			1	30000	9
Central	156	Gomoa West District			1	30000	9
Central	157	Gomoa East District			1	35000	14
Central	158	Asikuma-Odoben-Brakwa- Bremam District			1	30000	10

Central	159	Awutu Senya East District			1	45000	20
Central	160	Awutu Senya District			1	35000	14
Total commitment from UNICEF in GHc			60	40	60	5129000	1642

Annex 2: Format of Standard Chart of Account and Quarterly Financial Report

Institution	Government of Ghana Sector	Total Spent (UNICEF SW/CD)
Fund Type/Source	UNICEF	
Total Fund by Source	30000 to 50000 (For example)	
Function Code	Family and Children	
Organization	(Selected MMDAs)	
Location code	(selected MMDAs)	
	Use of Good and Services: GHc 30000-50000 (as per table 1)	
Objective and SDG	1.3. Implementation of the social protection system and measures (SDG 1.3) 5.3. End child marriages (SDG 5.3) 8.7. Child trafficking and child labour (SDG 8.7) 16.2. End abuse, exploitation and violence (SDG 16.2)	
Program	Social Service Delivery	
Sub-Program	Social Welfare and Community Services	
Operation	Child rights promotion and protection Gender Empowerment and mainstreaming Social Intervention Programmes Community mobilization Data Collection	
Type of expenses	Travel Fuel Refreshment Communication (airtime and Data) Furniture and fixtures, lockable cabinet (maximum 2 – Only for new 60 MMDAs) Laptop (maximum 2 – only for new 60 MMDAs) Stationery and Case files (maximum 1000 copies)	

Annex 3: Narrative Quarterly Progress Report

Section 1. Programme & MMDA Overview						
1.1 Programme reference	UNICEF Office	UNICEF Ghana				
	Progr. Title	Social Service Delivery (Child and Social Projection)				
1.2 Organization information	MMDA					
	Name of Authorized Official	MMDCD				
	Title of Authorized Official					
	Email of Authorized Official					
	Phone of Authorized Official					
	Name of Authorized Official					
	Title					
	Email					
	Telephone					
1.3 Programme information	Progr. Duration	Jan – Dec 2019				
	Start date	Jan 2019				
	Reporting period	<i>(Quarterly Reporting date April, July, Nov and Jan)</i>				
1.4 Budget information	Programme budget					
	UNICEF contribution					
	Funds received to date					
1.5 Partner Contribution made to date						
1.6 Signature of Authorized Official					Date:	
2. Reporting on results achieved						
The Table below provides an overview of results achieved during the reporting period and cumulatively since the onset of the programme.						
NMTDPF Policy Objective and Strategies (From Table 2)	Performance indicator (From Table 2)	Targets (To be included by MMDAs)	Achievement in reporting period	Cumulative progress to date**	Overall Status ⁸ (select)	Narrative assessment/ summary of progress**

⁸ Following codes should be used

On track
Constrained
No progress
Met

Challenges / bottlenecks faced in the reporting period	
Proposed way forward	